PACIFIC TECH

PACIFIC COLLEGE OF TECHNOLOGY

CATALOG

2021-2022

PACIFIC COLLEGE OF TECHOLOGY

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Pacific College of Technology has made every reasonable effort to ensure the accuracy of this catalog at the time it was published. All catalog information is subject to change without notice. The College reserves the right to make changes to courses, programs, requirements, and other matters. The College further reserves the right to add, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

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WELCOME FROM THE PRESIDENT

On behalf of the faculty, staff, administration, and your fellow students, I thank you for your decision to come Pacific College of Technology (Pacific Tech, PCT). Pacific College of Technology may be the gateway to obtaining a college or university degree, jump-starting your present career, exploring new options, or equipping you with the skills needed to obtain a new job in a highly skilled and financially rewarding field. We are all here to assist you with these options and opportunities.

At Pacific College of Technology, we believe that everyone has a right to quality education regardless of their socio-economic status. We also believe that everyone, when given the opportunity and set on the right path, has the desire and the possibility to strengthen and enrich their quality of life by succeeding in their chosen endeavors. Therefore, we strive to provide and increase the community's access to higher education without compromising its quality.

This Catalog lists courses, programs, support services, degree offerings, and transfer information that you will need to organize your studies at Pacific College of Technology, succeed, and find a new direction for your future. The Catalog also lists the names of our dedicated and professional faculty and administrative staff, whose focus is to serve you and ensure that you are always satisfied with your learning experience. All faculty and administrative staff have an open-door policy and are available to help whenever you have questions or concerns.

As you begin your studies at Pacific College of Technology and engage in what we hope will be a life-changing experience, I invite you to take full advantage of all resources and services at your disposal. I also encourage you to consider yourself a member of the Pacific Tech family and understand that your contribution to strengthening this family is of great value to us all.

All the best,

Alain Gallie

Alain Gallie
President

ACCREDITATION AND AUTHORIZATIONS

Pacific College of Technology has been accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) since 2014. This status must be renewed every four years. ACICS is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

Accrediting Council for Independent Colleges and Schools
750 First Street N.E., Suite 980
Washington, DC 20002-4223.
Phone: 202-336-6780
acics.org

Pacific College of Technology is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). This authorization must be renewed annually.

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
770-414-3300
gnpec.georgia.gov

Pacific College of Technology is authorized by the Student Exchange Visitor Program (SEVP) to issue I-20 forms to international non-immigrant students enabling them to apply for F-1 student visas.

GENERAL INFORMATION

MISSION STATEMENT

Pacific College of Technology, as a Christ-centered institution of higher learning, educates students in urban communities and the general workforce to become competent technology professionals. PCT inspires students to become selfless leaders for the betterment of our society.

INSTITUTIONAL OBJECTIVES

1. Offer specialized educational services and provide programs that prepare graduates with competitive technical, business, and professional skills, along with a Christian worldview.
2. Provide in-depth educational programs that give primary emphasis to business, technical, creative, and professional education for direct entry into the job market.
3. Produce graduates with the qualifications for securing the type of education that will enable them to make positive changes and advancements in their careers.
4. Assist employers by providing qualified workers who are educated in the professional and technical skills needed.
5. Aid graduates in securing gainful employment in the graduate's initial position and in future positions according to the graduate's abilities, interests, and skills.

CORE VALUES

At Pacific Tech, our daily operations, interactions, and decisions will be guided by our core values:

- **Ethics:** We expect our daily operations and interactions with the students and the community to be driven by the highest standards of honesty, fairness, respect, and professional and scholarly ethics.
- **Intellectual Excellence:** We value intellectual freedom, engagement, critical thinking, creativity, and intellectual integrity in all endeavors.
- **Academic Excellence:** We value high quality education provided via a curriculum that is designed to meet the career and academic needs of our community.
- **Continuous Improvement:** We value and are committed to continuous improvement through the assessment of student learning outcomes, program effectiveness, and our decision-making processes. We use the results of these assessments to pursue improvements in our courses, programs, practices, and student outcomes.

- **Diversity:** We embrace all aspects of human diversity and are committed to providing a college community that is supportive, safe, and welcoming.
- **Student Focused:** We are committed to fostering the professional and personal growth of all students, which is the primary focus of college decisions and activities.
- **Community:** We value and are committed to strengthening and enriching the quality of life of each member of the community by providing access to higher education and success in their chosen endeavors.
- **Collaboration:** We value and are committed to cross-disciplinary collaboration and to working closely with students. This commitment defines the practices of the faculty, administration, staff, and external partners.

STATEMENT OF FAITH

- We believe that the Bible is God's divine word; and trustworthy in all its teachings.
- We believe in the one true, living, eternal, transcendent, omnipotent, and personal God, who exists as the Trinity, possessing three eternal, personal distinctions: God the Father, God the Son, and God the Holy Spirit.
- We believe in the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full price for the sins of the world, through His physical death, burial, and resurrection.
- We believe in a personal salvation provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ.
- We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.
- We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom.
- We believe the biblical account of creation. We believe that God, by His own special act, created the universe and all that is in it in six days of the creation week.
- We believe that it is our purpose as faithful Christians to imitate Christ, to serve others with love and compassion, to concern ourselves with the well-being of our fellows, and to love and honor God.

FAIR BUSINESS PRACTICES

Pacific College of Technology shall conduct business fairly and sincerely, adhering to ethical principles and refraining from unfair business practices and any form of bribery or corruption, to contribute to sound social and economic development through fair dealings with the competition and the community. PCT shall refuse to work

with any group, organization or individual engaged in unlawful activities, and under no circumstances shall we have any relations with anti-social influences. PCT pledges not to engage in the following activities: Claiming falsely that goods or services are of a particular quality or grade, making false or misleading statements about another business or its products or services, advertising goods or services with the intent not to sell them as advertised, and making false or misleading statements about prices. See the Policy Statement on Ethical Business Practices in the Policies and Procedures Manual for more details.

OVERVIEW

Pacific College of Technology is an experienced provider of information technology training in Georgia. The school was established to bridge the gap that currently exist between educational institutions and corporations and to find solutions to the "experience trap" where fresh graduates cannot get jobs due to lack of experience and there is no way for them to get experience without giving them the opportunity to work.

To address students' needs for experience, our programs are comprised of instructor-led training including hands-on labs led by seasoned and experienced professionals who are subject matter experts in their areas of specializations. All our instructors are practicing professionals in their various fields and the skills and experience they have gained in the workplace serve to greatly enrich and enhance the quality of instruction and lab experiences that students receive.

Our Associate Degree Program in Computer Information Systems is designed to prepare students for work in the Information Technology industry after 18 months of rigorous study and lab exercises so that they do not have the need to go for a 4-year degree program, typically accompanied by a debt-load of student loans.

Our focus is on providing high quality academic programs with the support services necessary to maximize our students' opportunities to successfully complete their studies and obtain career employment.

HISTORY

The College was founded in September 1999 under the name Core Technology Solutions Training Institute and changed its name to Pacific Computer Training Institute in 2002. The Georgia Nonpublic Postsecondary Education Commission (GNPEC) recognized the College as a postsecondary educational institution and authorized it to award certificates and, later, an occupational associate degree.

To reflect the scope and nature of its academic offerings more accurately, the College changed its name to Pacific

Institute of Technology (Pacific Tech) in 2009. Since its recognition as an educational institution by GNPEC, the College has awarded hundreds of certificates in Information Technology and other academic programs and, in 2013, graduated its first class of students from its Associate Degree in Information Systems program. In 2019, a certificate program in English as a Second Language was approved by GNPEC and added to the curriculum.

Pacific Tech was accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) in 2014. This status, which must be renewed every four years, was last renewed in 2018.

In June 2020, Pacific Tech obtained authorization from the Student Exchange Visitor Program (SEVP) to issue Form I-20s to international students and enroll nonimmigrant student F-1 visa holders.

In November 2020, Pacific Institute of Technology changed its name to Pacific College of Technology.

FACILITIES

Pacific College of Technology is housed in a 34,200 square-foot building in DeKalb County, Atlanta, Georgia. The campus is conveniently located on Interstate 85, about one minute from Interstate 285, and within a five-minute walk from a bus route. The facilities contain more than 25 rooms for instruction, office space, library, common area, etc. as well as 133 parking spaces. They are operated in full compliance with federal, state, and local ordinances and regulations, including health, fire, and ADA requirements, allowing the college to provide a safe and healthy environment to support student learning.

Atlanta is the capital city of Georgia, the state's largest city, and the principal trade and transportation center of the southeastern United States. Its international airport is one of the busiest in the world. Atlanta is home to CNN, The World of Coca Cola, Centennial Olympic Park, the Georgia Aquarium, and the National Center for Civil and Human Rights. Other popular attractions in the city include The King Center, Six Flags over Georgia, High Museum of Art, Piedmont Park, Atlanta Botanical Garden, and Fox Theatre.

LIBRARY

Electronic resources supporting Pacific College of Technology's academic programs are available 24/7. Resources include periodical and research databases, as well as e-books, providing access to a vast collection of full-text journal articles and information from academic and trade publications.

The College offers its students password access to an online collection of thousands of abstracts and full-text

books, periodicals, articles, and reference materials through its articulation agreement with Underwood University, which subscribes to LIRN on-line libraries.).

In addition, the campus library has a collection of hardcopy books, journals, and reference materials that students may use at any time during hours that the campus is open. Trained library staff are available to assist students in their library usage.

In addition, the library offers:

- A quiet environment for independent and group study.
- Access to the Internet, computers, printers, and copiers.
- The services of trained staff who provide instruction in information literacy and can assist students in conducting library research. The trained staff are available five days a week, Monday through Friday.

TUTORING

One-on-one tutoring by instructors is available to all students upon request and without charge. Requests should be made through the student's instructor or through the Program Director.

CAREER SERVICES

The College's primary focus is to produce graduates who fulfill the evolving needs of the communities that the College serves. Students and graduates can take advantage of numerous career services that enhance their educational experience. Career Services helps students and graduates acquire professional development skills that will serve them throughout their careers. Areas addressed include assessing career goals; developing résumés; increasing marketability; building networking and interviewing techniques; and improving salary negotiation skills. Additional assistance is provided through local and national job postings, which identify currently available career opportunities. Students should note that the College cannot and does not guarantee employment.

In an effort to assist students in reaching their targeted employment goals, students are encouraged to complete an Individual Career Plan with a Career Services Advisor by the end of Week 2 in their training program. This plan will be attached to their records and deadlines will be provided to the students to remind them of when each target area should be completed.

Target areas include short-term and long-term employment goals, career exploration, assessment of barriers, and resume building. Target areas also include regular follow-up meetings with a Career Advisor to discuss and assess

the progress made toward their completion.

Upon graduation, students complete and submit a Graduate Employment Status Form to confirm whether they still need job placement assistance. A career Advisor will communicate regularly with the student to provide him with local and national job postings and other types of assistance (resume polishing, notworking, interviewing techniques, etc.) as needed.

HOURS OF OPERATION

The administrative services of Pacific College of Technology are available from 9:00 a.m. until 5:00 p.m., Monday through Friday. No classes are held, and no administrative offices are open on the holidays listed on the Academic Calendar.

ADMISSIONS INFORMATION

GENERAL ADMISSIONS POLICIES

Pacific College of Technology follows an open admissions policy for those who meet its educational requirements. Application decisions are made without regard to the applicant's race, color, gender, handicap or disability, or national/ethnic origin, according to our non-discrimination policy. Applicants are assessed according to their academic background and moral character. The Admissions Committee carefully reviews an applicant's records, and after such review, makes a recommendation to allow or refuse admittance. Once the Admissions Committee makes a decision, the applicant will be immediately notified of his or her status, usually within one business day. Approved applications are valid for a year from the date of approval. Pacific College of Technology reserves the right to refuse admission to any applicants who do not meet our standards and criteria.

Nonstandard Admissions

Pacific College of Technology does not admit ability-to-benefit students. All applicants must possess the required educational background (high school diploma or equivalent, etc.). No credit is given for prior learning experience or for credit earned from non-degree programs. All transfer credit must be earned post-secondary-level credits. See "Transfer Students and Transfer of Credits," page 19, for details. Pacific College of Technology does not accept applications for concurrent enrollment (high school students enrolling in undergraduate programs), nor does it accept probationary enrollment unless under special circumstances related to a student readmitted after academic suspension. All other applications for admission are subject to the requirements detailed in this section of the Catalog.

Non-Discrimination Policy

Pacific College of Technology does not discriminate against applicants based on race, national origin, age, sex, disability or religion, in accordance with Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. Admittance decisions are made without regard to race, color, gender, handicap, or national or ethnic origin. Pacific College of Technology does, however, reserve the right to refuse admission to those applicants who do not meet its standards of moral character or academic ability.

Reasonable Accommodation Policy

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Pacific College of Technology will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit

written requests for modifications or auxiliary aids to the Academic Office. Documentation of disability may be required in order to receive the appropriate modifications. Service animals are permitted on the Pacific College of Technology campus if the appropriate documentation has been filed. Students with documented disabilities may use the marked parking spaces in the parking lot.

Pacific College of Technology cannot make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students and will not modify existing programs to the extent it places an undue financial or administrative burden on the College. Pacific College of Technology assumes no responsibility for personal care attendants or health-care providers; personal health or accommodative devices for personal use or study; or private tutors.

Residency Requirements

Pacific College of Technology has no physical residency requirements and does not charge separate tuition for in state and out of state. However, certain academic residency requirements apply transfer students must complete a minimum percentage of academic credits towards a degree while enrolled at Pacific College of Technology. Undergraduate students may not transfer more than 35% of the credits towards a degree. See "Transfer Students and Transfer of Credits," page 19, for details.

ADMISSION REQUIREMENTS

The following forms and fees must be received at least 30 days prior to the beginning of the semester in which students seek to enroll:

- Admissions application with color photo
- Nonrefundable $100 application fee
- Signed PCT Biblical Foundation Statement
- Signed PCT Student Disclosure Form
- Signed PCT Student Enrollment Agreement
- Assumption of Risk and Liability Release Form
- Immunization Record
- High school diploma or General Education Development (GED) certificate
- Copy of valid government-issued ID (driver's license, passport, etc.)

INTERNATIONAL STUDENTS ADMISSIONS

Pacific College of Technology is authorized under federal law to enroll nonimmigrant alien students by issuing

Form-I-20, with which students may apply for an F-1 Nonimmigrant Student visa.

International applicants who are not US citizens or lawful permanent residents must verify their immigration status with the SEVP-authorized Primary Designated School Official (PDSO) or Designated School Official (DSO) of Pacific College of Technology. If such applicants are accepted, they must supply the following documents:

- Current bank statement or verification letter from bank attesting to financial sufficiency (an affidavit of financial support indicating sponsorship by a third party and providing documentation of financial support sufficient to cover the applicant's tuition, textbooks, fees, and personal living expenses may be submitted in lieu of a bank statement).
- Copy of I-94.
- Immunization records (forms will be supplied by PCT).
- Proof of English proficiency (see below).
- Payment of first semester's tuition, a $100 application fee, and $200 SEVIS I-20 processing fee must be made upon acceptance.

All of the above items must be submitted to the PCT Admissions Office no later than 4 months prior to the student's enrollment. PCT will issue a Form I-20 after all required items have been received and approved by the Admissions Committee.

ENGLISH PROFICIENCY

In addition to meeting all other applicable requirements for admission, international students must demonstrate sufficient English language proficiency. This may be done through any of the following:

- International English Language Testing System (IELTS) score of 6.0 or higher.
- Test of English as a Foreign Language (TOEFL) score of 70 or higher on the Internet-Based Test, or 530 or higher on the Paper-Based Test.

Exceptions are made for international students who submit one of the following:

- PCT Test of English Proficiency (ESL Placement Test) score of 70 or higher.
- Completion of PCT's ESL program.
- High school diploma obtained in the US.
- College degree obtained from an accredited US college or university.
- If English is your first language, and you are from a country where English is the official language.

VERIFICATION OF HIGH SCHOOL DIPLOMA AND GED POLICY

A student must have, at a minimum, a high school diploma or GED or equivalent to be admitted into any approved academic programs at Pacific College of Technology. A student seeking acceptance into any program must submit a copy of his U.S. high school diploma, GED, or if an international student, its equivalent. A student qualifies if he/she can provide any documentation of the following:

- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma)
- Has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state sanctioned test or diploma-equivalency certificate
- Has completed homeschooling at the secondary level as defined by state law, or
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law if state law does not require a home-schooled student to receive a credential for their education.

If the College has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary education, the Registrar will pursue efforts to verify the validity of the high school completion. That will include requiring a copy of the student's diploma or transcripts directly from the source. In addition, the Registrar also has the option of checking with the state where the document was issued to verify the source and or access the National Center for Education Statistics (NCES) database.

For comparable documents outside the United States, services for companies that determine the validity of foreign secondary school credentials will be employed.

In limited circumstances, where the high school transcript or documentation is no longer after reasonable efforts to attain it, the College may allow the student to complete an attestation that high school studies were completed. The decision by the College to allow, or to disallow, an attestation is not appealable.

NEW STUDENT ORIENTATION

All students who have been admitted into the College must attend a new-student orientation session prior to the start of classes. Policies related to students' academic progress, conduct, and attendance will be reviewed; administrative staff, faculty, and primary administrators will be introduced; class schedules will be distributed; and students will have the opportunity to ask any questions they may have. The orientation session will also provide

the opportunity for students to seek any additional advising or assistance from the offices of Administration, Student Services, or the Chief Academic Officer.

All new students will be notified of the time and date of the next orientation session. Attendance is required before students will be allowed to begin their studies.

RE-ENTERING STUDENTS

Students who previously attended PCT and are petitioning for readmission to the College are considered reentering students. A student will be considered for reinstatement if at least two months have passed since the last date of attendance. Petitions must be submitted to the Chief Academic Officer. The student must meet all current admissions standards, must submit a letter of commitment, and must meet with the Director for a personal interview. If being reinstated into the same program, program completion requirements in effect at the time of readmission will apply. All outstanding financial obligations to the College must be satisfied and, if the student was on academic probation at the time of withdrawal, that status will remain in place.

TRANSFER STUDENTS AND TRANSFER OF CREDITS

Students transferring from an accredited or otherwise officially recognized college or university must follow the general application policies and procedures.

General Criteria for Transfer of Credits

Pacific College of Technology will consider accepting transfer credits or clock hours earned at another postsecondary institution provided that the following criteria are met:

- The course or courses being transferred were earned at an institution that is accredited by an accrediting agency recognized by the U.S. Department of Education or by the Council on Higher Education Accreditation (CHEA)
- The course or courses are determined to be comparable in both content and duration to a course or courses offered by PCT
- The course or courses were completed within five years for IT courses and within 15 years for general education courses from the date the student is applying for admission into PCT, and the student earned a grade equivalent of "C" (70%) or higher for each course; and
- A request to transfer the credits is made by the student prior to starting his or her studies at PCT
- The related course or courses were completed at PCT within five years for IT courses and within 15 years

for general education courses from the date that the student is applying for re-admission into a new program and the student earned a grade equivalent of "C" (70%) or higher for each course

Additionally, an official transcript must be sent directly to PCT from the postsecondary institution that the transferring student attended. The Chief Academic Officer will make the determination as to whether the course or courses requested for transfer credit meet all of the above criteria and whether transfer credit will be granted. The total transfer credits accepted cannot exceed 35% of the total credits needed for completion of the chosen PCT academic program. The decision of the Director is final and is not appealable.

Tuition and fees will be adjusted as appropriate for any transfer credits accepted that reduce the total number of semester credits the student must complete at PCT to earn the program degree.

Transferability of Pacific College of Technology Credits

The decision to accept transfer credits or clock hours rests entirely with the institution to which the student is applying for acceptance.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition	
Associate Degree Program (per semester; full-time enrollment @ $225 per credit; textbook fees included).	$2,700
English as a Second Language (per 8-week session)	$1,000
Fees	
Application Fee (one time)	$100
Program Change fee	$150
Registration Fee (per semester)	$100
General Facility Fee (per semester)	$100
Late Registration Fee	$200
Graduation Fee	$250
Late Graduation Fee	$50
Official Transcript Fee	$10
Document Fee (per document)	$10
Insufficient Funds Charge	$35
International Students Only	
SEVIS I-20 Processing Fee	$300
Transfer-Out Fee	$500
I-20 Change of Status Fee	$700
SEVIS I-20 Reissuing Fee	$10
USCIS RFE Level I	$200
USCIS RFE Level II	$800
USCUS RFE Level III	$900

REFUND POLICY

Pacific Tech is committed to ensuring that its refund policy is fair, equitable, and applicable to all students and complies with Standard 3-1-433 of the Accrediting Council for Independent Colleges and Schools (ACICS).

Cancellation of Enrollment:

An applicant who cancels the Enrollment Agreement within three business days after signing it or prior to the first day of classes which he or she has registered for, whichever date is later, will be entitled to a full refund of all tuition and fees paid and the application fee. Cancellation must be submitted in writing to the Office of Administration.

Conditions:

- The College charges the application fee only once unless the student later enrolls in a different program.
- Any deposit or down payment a student makes is treated as a tuition payment.
- Tuition is charged or billed by the semester, not by the total program cost.
- The application fee is not refundable unless the applicant for admission cancels his or her enrollment within 3 business days after signing the enrollment agreement (See "Cancellation of Enrollment" above).
- If, for any reason, the applicant or student only paid a part of the application fee before cancelling enrollment or withdrawing from the College, he or she is not required to pay the balance of the fee.
- The College does not charge an administrative or any other fee for processing a cancellation or withdrawal request by an applicant or student.
- There are no refunds for late charges, administrative charges, or late fees.
- Any refund of tuition due will be paid within 30 days of the date the College learns that an applicant has cancelled or that a student has withdrawn.
- Refunds for students who started classes are calculated based on the last known date that the student attended any class.
- Cancellation of enrollment must occur within the first 3 business days. Decisions made not to study or to quit studying after that time are considered withdrawals.
- If the College changes or cancels any course or program and, because of that change, a student cannot continue his or her studies, then the College will refund all the tuition and fees that the student has paid, regardless of how long the student had been studying in the program.
- The College will, on request, take into consideration certain extenuating circumstances, such as injury, prolonged illness, death, or other conditions beyond the control of the student which prohibit completion of the course or program of study.

Tuition Refund Schedule:

The amount of tuition refund a student may be entitled to is determined on a pro-rata basis up to 50 % completion of the semester days to the student's withdrawal date or the last date of attendance by the student, whichever is later. If the student withdraws after completing 50% of the program, no tuition refund will be made. The tuition refund policy applies to full withdrawals only; no partial withdrawals are covered under this policy. **Any refund**

due will be paid within 30 days of the date of official withdrawal.

PRESIDENTIAL SCHOLARSHIPS

Presidential scholarships, funded by the College, are available to qualified students and for tuition only. They are awarded regardless of race, color, national origin, ethnicity, religion, disability, sex, gender identity, religion, or sexual orientation. Scholarships are based on merit, and scholastic achievement, service to the community, and commitment to the welfare of their fellow students and the PCT community. They are awarded to selected applicants, at the discretion of the College, or upon faculty or staff recommendation. Eligible students can be granted only one scholarship at a time. The Scholarship Committee coordinates all scholarship applications.

The Committee considers four factors in making a scholarship award decision:

- Be enrolled in one of the educational programs at Pacific Tech.
- Academic record (Maintain satisfactory academic progress (SAP)).
- Attendance record (Maintain satisfactory attendance).
- Service to the community
- Personal attributes or leadership characteristics

Students who wish to apply for a Presidential Scholarship may pick up an application from the Office of Administration. The completed application, along with a personal letter of recommendation from a PCT faculty member and an essay written by the applicant, should be handed in to the Director of Administration, who will take the application to the Scholarship Committee. Scholarship recipients will be notified by mail prior to the start of the semester for which they receive the award.

ACADEMIC INFORMATION

ACADEMIC ADVISING

Academic advising is designed to support students' efforts to successfully complete their programs and to help them avoid the need to repeat coursework. Students who have questions about program requirements, administrative rules, GPAs or other academic results that indicate standards of academic progress requirements may not be met, are strongly encouraged to seek academic advising as soon as possible.

Pacific College of Technology advising is limited to academic matters. Personal or therapeutic counseling is not provided; students needing such counseling will be referred to appropriate agencies.

DEFINITION OF CREDIT HOUR

Pacific Tech bases its definition of a credit hour on the standard "Carnegie Unit." A semester unit of credit is equal to a minimum of three hours of work per week for a semester. The Carnegie definition is based upon a minimum semester length of 16 weeks. Thus, a "unit" of credit equates to three hours of student work per week (1-hour lecture plus 2 hours of homework or 3 hours of lab) for 16 weeks. For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework.

COURSE CODE AND NUMBERING SYSTEM

Each course offered by Pacific College of Technology is identified by a combination of letters and numbers, with the letters identifying the program subject matter of the course. Lower-numbered courses in the subject matter are considered foundational in nature. Higher-numbered courses and those with identified prerequisites are considered more complex in nature, building upon knowledge and skills gained in the foundational courses.

ADD/DROP PERIOD

Students who wish to add a course to or drop a course from his or her schedule may do so within the first week of the semester. Any changes made to a student's schedule after the end of the add/drop period may only be done with permission from the Chief Academic Officer.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of satisfactory academic progress (SAP) that are outlined in the sections below. Students are evaluated at the end of each academic term to determine that the standards are being met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all semester credits attempted; and a maximum time frame requirement to successfully complete all required semester credits for the program. SAP applies to both quantitative and qualitative measures in terms attendance and grades.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 67% at the end of each academic term.

Failure to meet these standards may result in dismissal from the academic program and ineligibility to earn the diploma or degree for the chosen academic program. Finally, any student not meeting satisfactory academic progress or placed on probation will lose their eligibility for scholarship funding.

Program Composition

The total number of credits in the Associate Degree in Information Systems is 60 semester credits. Most of the core courses in the program have a theoretical component as well as a laboratory component. For these courses, each component of the course must be passed with the minimum required grade or performance standard. Failure of one component results in failure of the entire course; there are no exceptions to this policy.

A cumulative grade point average (CGPA) of 2.0 or higher is required to meet the SAP standard in each academic term.

Evaluation Points

Students are evaluated for academic progress at the end of each course. Any student for whom it is not mathematically possible to achieve the required CGPA within the maximum time frame for completion of the program will be dismissed from the program.

Any other student whose CGPA is less than 2.0 for the first time will be notified in writing that he or she has failed the minimum academic progress standard and will receive an academic warning. A student not meeting SAP for the second term will be placed on academic probation and must follow an academic improvement plan developed by the Chief Academic Officer specifically for that student. A student who fails to meet SAP in the subsequent semester and who has not submitted a successful appeal will be dismissed from the College.

Maximum Time Frame (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and in any lab component will complete the required number of semester credits for their academic program within the normal completion time. The normal completion time is the total number of semester credits required for the program.

The maximum time frame (MTF) for the completion of the program is 1.5 times the normal time frame. The maximum time frame is the total number of semester credits a student may attempt in order to successfully complete all the credits required for the program. The MTFs for the program appears on the chart below.

Academic Program	Normal Completion Time in Semester Credits	Maximum Time Frame in Semester Credits
Associate of Science in Information Systems	60	90

Any student who does not successfully complete their program within the maximum time frame cannot earn the degree and will be permanently dismissed from the program.

Grading System

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course are included in the total number of credits attempted.

GRADE	DESCRIPTION	PERCENTAGE	POINT VALUE
A	Excellent	90 – 100	4.0
B	Above Average	80 – 89	3.0
C	Average	70 - 79	2.0
D	Poor	60 – 69	1.0
F	Failing	0 – 59	0.0
I*	Incomplete	--	--
S*	Satisfactory	--	--
TR+	Transfer Credit	--	--
W**	Withdrawal	--	--
WF+	Administrative Withdrawal	--	--

* Grade not calculated into cumulative grade point average (CGPA).
** Grade not calculated into cumulative grade point average (CGPA) and course credits are not included in total credits attempted.
+ Grade not calculated into cumulative grade point average (CGPA) but course credits are included in total credits attempted.

Academic Probation

Any student whose CGPA, for the first time, is less than 2.0 at the end of any term will receive an academic warning. The student will be allowed to repeat any failed courses but must pass each repeated course with a grade of "C" or higher and must achieve a minimum CGPA of 2.0 by the end of the term. A student not meeting SAP in the subsequent term will be put on academic probation. Any student on academic probation will be required to follow an academic improvement plan that will be developed by the Chief Academic Officer.

Academic Appeal Process

A student who has been placed on academic probation but who believes that his or her poor academic performance was caused by extenuating circumstances may appeal their probationary status by submitting a written letter to the College's appeals panel. This panel consists of the Chief Academic Officer, the President, and the Director of Student Services. The letter must specify the claimed circumstances and must be accompanied by verifiable documentation of those circumstances.

If the appeal is granted, the student will be considered as making satisfactory academic progress but must achieve a 2.0 term grade point average for his or her next semester of study. In the subsequent semester, the student must achieve a CGPA of 2.0 or he or she will be placed on academic probation without opportunity for another appeal. The decision of the appeals panel is final and cannot be appealed.

Academic Dismissal

Except for those students who have successfully appealed a probationary action, any student whose CGPA, for the second time, is less than 2.0 at the end of any academic term will be academically dismissed from the college.

Repeated Courses

Any student who must repeat a failed course must earn a grade of at least "C" in that course. Upon achieving this requirement, the new grade earned will replace the prior grade and the student's CGPA will be recalculated. The student must take the failed course whenever it is next offered by the college. A course may only be repeated a maximum of two times to earn the minimum passing score. The course credits for each repeat attempt will be included in total credits attempted.

Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of "I" (Incomplete) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the term and for the CGPA. If the missing work or exam is not completed within three weeks from the last day of the term, a grade of "F" will be assigned for the course and computed into the grade average for the term and the CGPA.

W Grades

Students who withdraw from the college before they complete a course will be assigned a grade of "W" for each course in that term. A student who withdraws from a course prior to its completion will also be assigned a grade of "W" for the course. "W" grades are not included in calculations of the CGPA or in the total number of semester credits attempted. Students who are administratively withdrawn by the college will be assigned grades of "WF" for each course. "WF" grades are not included in calculations of the CGPA but are included in the total number of credits attempted.

Change of Programs, Seeking a Different Credential

When a student decides to change programs, the credits and grades for any courses that he or she has taken that are required in the new program will be transferred into the new program. The grades and credits for those courses will be included in both the calculation of the cumulative grade point average (CGPA) and the calculation of the successful completion rate for the new program.

If, in the former program, the student had any transfer credits from another institution for courses that are also required in the new program, those transfer credits will also be transferred into the new program. These transfer credits are not included in the calculation of the CGPA, and they are not included in the calculation of the successful completion rate.

If a student completes one academic program and decides to enroll in a different program, any credits earned for courses in the prior program that are required in the new program will be transferred into the new program as "TR" (transfer) credits. The credits will not be included in the calculation of either CGPA or of successful completion rates.

Grade Appeals

Students who have been assigned a grade for a course must follow Pacific Tech's grade appeal process if they feel that the grade has been unfairly assigned:

1. Students have 2 calendar weeks (10 business days) from the date of final grade posting to file an appeal.

2. Students must complete a Grade Appeal Form (available on the PCT website or from the Admissions Office), indicating why they feel the grade was unfairly assigned or mistakenly assigned. This form includes space for detailing the grievance. Students must also attach any documentation they feel is relevant to the appeal to this form.
3. The form and any additional documentation must be sent to the Office of Academic Affairs within the prescribed deadline (see 1, above).
4. The Chief Academic Officer (CAO) will contact the faculty member in question and obtain his or her position, and will then review the appeal, and decide if further proceedings are warranted. If the CAO believes that proceedings should continue, an ad hoc investigative committee will be convened, composed of disinterested faculty members, the CAO, and any other persons deemed appropriate by the Office of Academic Affairs. This committee will review the evidence presented by both student and instructor and will render a decision as to the validity of the appeal within one week of its convening. The committee will advise the CAO and the instructor in question of its decision, and make recommendations to the CAO as to the possible adjustment of the grade (e.g., changing a minus grade to a plus grade, increasing the grade by a full letter grade or more, retaking of an exam or test, etc.).
5. If at any point in this process, the CAO or the committee decides that the appeal is invalid, the process will end, and the contested grade will stand. Such decisions are final and may not be appealed further.
6. The CAO will have final say in the ultimate adjustment of the grade. By participating in this process, the student agrees to be bound by the CAO's ultimate decision, and to perform any additional coursework, exam retakes, etc. that the CAO deems necessary.

ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being present in the classroom for the entire scheduled class meeting. The physical presence of a student is crucial in any class meeting regardless of whether the student assignments are completed. The maximum absence allowance is three (3) class sessions in a semester. Once a student reaches the limit of missed classes, the instructor is required to report the student's absence status to the Director of Student Services for further evaluation, which may result in academic discipline proceedings or negatively affect the student's grades.

Class attendance is of particular importance to international students, who must be able to prove that they are enrolled and attending classes on a full-time basis to maintain their visa statuses. As noted above, instructors are required to report excessive tardiness or absences to the Director of Student Services, who will notify students that they are jeopardizing their visa statuses. Failure of an international student to maintain the required class attendance will be reported to the Student and Exchange Visitor Program (SEVP), which may revoke the student's

visa status.

All faculty members are required to maintain accurate attendance records and to begin each class on time. In the event of an absence for any reason, the student is responsible for any information or class content missed. If it becomes necessary for a student to miss a class for any reason, the student must contact the instructor to make arrangements to complete any missed assignments. In some cases, additional work may be required to make up for an absence. If not made up, missed assignments or classwork may result in a lower grade or even a failing grade for the course. Makeup of homework, quizzes, or in-class assignments is at the discretion of the individual instructor.

Excused Absences

Pacific Tech recognizes that, at times, absences are unavoidable. If a student must miss a class due to unforeseen circumstances, he or she should notify the class instructor as soon as possible. Absences may be excused (not counted against the student's attendance) only for legitimate and documented reasons, such as illness. If a student cannot attend class due to illness, he or she is expected to bring a signed letter from his or her physician attesting to the illness and requesting that the student be excused for a specific day (or days). Other excused absences may include a variety of unavoidable situations, but all are subject to a final decision by the Director of Student Services as to whether they are excused or not. All excusal requests MUST be accompanied by some form of official documentation attesting to the reason for the absence. Without documentation of some kind, no excusal will be granted; however, please note that the excusing of an absence is entirely at the discretion of the Director of Student Services, and that possession of documentation does NOT guarantee excusal.

Absence from Exams

Students who are absent from a mid-term or final exam MUST provide the same evidence as for an excused absence to the Director of Student Services, who, along with the individual instructor, will make a decision as to whether the student will be allowed to make up the exam. Students who are absent for other than medical reasons will generally not be allowed to make up an exam, unless the circumstances are extreme, in which case a decision will be made by the Director of Student Services as to whether to allow a makeup. In all such cases, the Director's decision is final. Again, documentation of the absence is REQUIRED, but does NOT guarantee excusal.

WITHDRAWAL OR LEAVE OF ABSENCE POLICY

When a student withdraws from PCT, either officially or unofficially or is administratively withdrawn (dismissed) by the school, PCT uses the student’s last day of attendance as the basis to compute any refund that may be due to the student or the amount of tuition and fees the student owes to PCT.

The date that a student withdraws or is dismissed from PCT also determines what grade will be assigned to the student for the course in which he or she was enrolled at the time of the drop. If a student withdraws or is withdrawn before the midpoint (50%) of the course, a grade of "W" will be assigned. If a student withdraws or is withdrawn after the midpoint and has a grade average of 1.0 or higher in the course, a grade of "WP" will be assigned. For a student who withdraws or is withdrawn after the midpoint and has a grade average of less than 1.0, a grade of "WF" will be assigned.

The effects of these grades on a student's academic record are discussed in the Satisfactory Academic Progress section of this catalog. The definitions of official, unofficial, and administrative withdrawals are provided below. Listed in this section also is the schedule for determining what tuition a student owes PCT at various points during their studies.

Official Withdrawal

In the event that a student decides to withdraw from PCT and notifies the Registrar or other college administrator in writing, that withdrawal is considered an official withdrawal. The effective date of the withdrawal will be the date the student indicates or, if no date is stated, it will be the date PCT receives the withdrawal request.

Unofficial Withdrawal

A student who fails to notify PCT of his or her intent to withdraw and stops attending classes is considered an unofficial withdrawal. The effective date of the drop is the student's last known day of attendance at any class or lab session.

Administrative Withdrawal

Any student who is dismissed from the program by PCT for academic or disciplinary reasons is considered an administrative withdrawal. The effective date of the administrative withdrawal will be the date the student was dismissed. No academic transcript or verification of studies will be provided for any student who has an outstanding debt to the College.

Leave of Absence

A student may be granted a leave of absence in cases of extreme emergency such as serious personal or family health issues, death of an immediate relative, or pregnancy. Any student granted a leave of absence will have grades of "I" (Incomplete) assigned for each course and, after the approved leave expires, must return to complete all unfinished coursework and exams. Upon student's completion of any outstanding work, the grade of "I" will be changed to the actual final grade earned for the course.

GRADUATION REQUIREMENTS

Every student must satisfactorily pass all courses with a cumulative grade point average (CGPA) of 2.0 or better. Each student must also meet all administrative and financial requirements before they are eligible for graduation. The required application for graduation form must be completed and the graduation fee paid before a degree will be issued.

Diploma and Honors

Students who have attained academic excellence will be recognized and their academic transcripts and diplomas noted as follows:

Summa Cum Laude or Highest Honors	CGPA - 4.0 to 3.96
Magna Cum Laude or High Honors	CGPA - 3.95 to 3.8
Cum Laude or Honors	CGPA - 3.79 to 3.5

Transcript Requests

Upon completion of their studies, students are entitled to one official copy of their transcripts without charge. Additional official copies are available at a cost of $5.00 each. Requests for transcripts should be made in person or in writing to the Registrar. Unofficial copies are available upon request and without charge.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Pacific College of Technology complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect the students' rights with regard to educational records maintained by the institution. Under FERPA, a student has the following rights:

1. The right to inspect and review the student's educational record within 45 days of the day the University receives a request for access.

   A student should submit to the Registrar or other appropriate academic official, a written request that identifies the record(s) he or she wishes to view. The school official will make arrangements for access to the record and notify the student of the time and place where the records may be viewed.

   After further review, the student has the right to request an amendment of his or her record if he or she believes there are any inaccuracies. The student will need to make a formal written request to the Registrar's Office and specify the revisions that need to be made.
2. If, upon review, the school chooses not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing to appeal the

decision regarding the request for amendment.

3. All student educational records are kept confidential and cannot be released without the student's consent with the exception of directory information. A student may, however, request that his or her directory information also be kept confidential. To do so the student must submit a written request to the Registrar's Office. Directory information at the College is considered the following:
   - Student's name
   - Major field of study
   - Dates of attendance
   - Honors and awards received
   - Participation in officially recognized activities
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, and support staff position. Persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons may also have access.
5. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
6. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (FERPA) requires an institution to make a reasonable attempt to notify the student of the record request unless the institution states in its annual notification that it intends to forward records on request.
7. Confidential information can be released directly to the student; however, it cannot be released directly to the student's family members (e.g., parents, spouses, etc.) without the written consent of the student. However, when a student is a dependent of the parent as defined by the Internal Revenue Service, such information may be released to the parent without the written consent by of the student.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific College of Technology to comply with the requirements of FERPA.

   The name and address of the office that administers FERPA is:
   Family Policy Compliance Office, U.S. Department of Education
   600 Independence Avenue, SW, Washington, DC 20202-4605

STUDENT LIFE

STUDENT CONDUCT AND DISCIPLINE

Academic Integrity

True learning only can take place when students do their own work honestly, without copying from other students or other sources. The College enforces the highest standards of academic integrity, both to preserve the value of the education offered and to prepare students to become productive members of the workforce. It is considered a breach of the Academic Integrity policy for students to employ any form of deception in the completion of academic work, including but not limited to:

- Copying work, ideas, or projects from any other person or media
- Allowing another person to copy or borrow original work in any form
- Allowing another person to copy answers on a quiz or test or to communicate with another person during a quiz or a test
- Representing the work of another team member as one's own
- Committing plagiarism in any form, including failing to give credit to the source of thoughts, words, ideas, or work from any other person, printed material, or web site.

When a violation of the Academic Integrity policy is found to have occurred, disciplinary action will be taken. Depending on the severity of the violation or repeated/multiple occurrences, violations may result in an "F" grade for an assignment, project, assessment, or the course itself, or may result in dismissal from the College. All violations of the Academic Integrity Policy are documented and made a permanent part of a student's record. Students should see their instructor, Program Director or Director of Studies if any questions about the Academic Integrity policy.

Classroom Etiquette

Entering/Exiting Class:

- Please arrive on time to class and stay for the entire class period. Late arrivals and early departures are disruptive.
- If despite your best effort you arrive late, please quietly take a seat at the back of the classroom. Similarly, in the rare event that you must leave class early (e.g., for a medical appointment), email your instructor in advance to let him/her know, then sit close to the rear door and leave as unobtrusively as possible. If you

cannot be there on time or must always leave early because of a class or work conflict, either seek specific permission from your instructor or do not take the class.

- During exams, ask permission before leaving to use the restroom. Try to use the restroom before coming to class.

Noise:

- When class begins, please stop your conversations.
- Wait until class is completely over before putting your materials away in your backpack, standing up, or talking to friends.

Electronic Devices:

- No taping, filming, or photography in class without instructor's prior permission (whether by camera, cell phone, or other means). These activities are distracting and inhibiting to faculty and other students, may infringe upon privacy or copyright, and have a chilling effect on classroom discussion.
- Cell phones should be turned off. No talking on cell phones, text messaging, or emailing on laptops during class. Wait until after class to return any calls received.
- No listening to iPods or other electronic recording devices during class.
- No web browsing or chatting on the internet

Participation (Applies only to classes where participation is counted as part of Students' grades):

- Because participation is counted as part of your grade, missing class could negatively impact your grade. Disrupting class could also lower your participation grade.
- Keep on the topic at hand. If you have questions off the current topic, address them outside of class at office hours or by email with the instructor.
- Do not talk out of turn. Wait to be recognized before speaking and do not try to dominate a discussion with your questions or comments – give others a fair opportunity to participate.

Common Courtesy:

- Do not read the newspaper during class. The shuffling of pages can be very distracting.
- Food and drink are discouraged in class. There may be times that you need a beverage or small snack during class. Avoid bringing in large meals or food that is noisy when unpackaged or chewed.
- Show respect for your instructor and fellow classmates. Do not interrupt another who is speaking.
- It is okay to disagree with an idea but not okay to ridicule or make fun of another person and his/her ideas. Raised voices, derogatory language, name-calling, and intimidating behavior will NOT be tolerated.

- Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.

Email Etiquette:

Every student is provided with a pacifictech.edu email address. The following rules guide the usage of this email domain address:

- You are expected to write as you would in any professional correspondence. Email communication should be courteous and respectful in manner and tone. Do not send emails that are curt or demanding.
- Do not expect an immediate response via email (normally, a response will be sent within two business days). If your email question is sent at the last minute, it may not be possible to send you a response before an assignment is due or a test is given.
- Do not post personal information about yourself or others about third parties to the class list serve. For example, if you are having trouble with a lab partner you should see the instructor in person to discuss the specifics of the issue.

After a minimum of one semester following his or her dismissal for violation of a Student Code of Conduct, a student may submit a written appeal to the Student Affairs Review Committee to request readmission. The student will be notified within 30 days of the committee's decision on the request. The decision of the committee is final.

CONDUCT ON CAMPUS

Harassment

All students, staff, and faculty members of PCT should be able to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, disability, religion, or any other factor. Such intimidation is considered harassment, is a violation of the victim's civil rights, and is against PCT policy. All such behavior is expressly forbidden and will not be tolerated by PCT. Any member of the PCT community who threatens, upsets, irritates, persecutes, or in any other way disturbs others; or who creates or attempts to create a hostile environment or the perception of a hostile environment on College premises is subject to disciplinary action under this policy, up to and including dismissal from the College. This includes physical threats, intimidation, teasing, bullying, etc. If you feel that you have been a victim of any kind of harassment, please report it to the Director of Student Affairs or another member of PCT administration.

Sexual Harassment

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual

harassment of students, staff, or faculty members by any member of the College community is against College policies and may be considered illegal in some cases. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace or College environment when

1. Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or goodwill.
2. Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
3. The conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance of duties, or of creating an intimidating hostile, or offensive work or learning environment.

The above are examples of behavior that constitutes sexual harassment, but other behavior of a sexual nature may be considered harassment as well. Sexual harassment on PCT premises will not be tolerated under any circumstances, and will be severely punished, up to and including dismissal from the College and, if applicable, legal actions against the harasser. Anyone experiencing or observing sexual harassment as a described in any of the above categories should report the incident immediately to the Director of Student Affairs or another member of PCT Administration.

CAMPUS HEALTH AND SAFETY

Pacific College of Technology strives to provide a safe work and campus environment and encourages personal health and safety for all students and employees. A Campus Security Report is published and distributed annually. The most current annual report is posted in the student lounge area of the campus. If you are aware of or are the victim of a campus crime, please notify a campus administrator immediately or dial 911 for immediate response from local emergency services and or law enforcement officials.

Crime Policy

The use of illicit drugs and abuse of alcohol are dangerous to students, employees, and the general welfare of the College. There are local, state, and federal sanctions for unlawful possession, use, or distribution of illicit drugs and abuse of alcohol. Such sanctions include fines and imprisonment. The College maintains a drug and alcohol-free environment and considers the dangers of drug and alcohol abuse a serious concern. A copy of the College's drug and alcohol abuse policy is distributed to students annually with the Campus Security Report, and a copy may be obtained at any time by contacting the campus Academic Affairs department.

Anti-Hazing Policy

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a

student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College is considered hazing, regardless of the willingness of the participant. Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. Any brutality of a physical nature such as whipping, beating, branding, or forced calisthenics.
2. Excessive exposure to the elements.
3. Forced or required consumption of food, alcohol, drugs, or other substances.
4. Forced physical activity that could adversely affect the physical health or safety of the student.
5. Forced activity that would subject the student to extreme mental stress such as sleep deprivation.
6. Forced exclusion from social contact.
7. Forced conduct that could result in extreme embarrassment.
8. Any other forced activity that could adversely affect the mental health or dignity of the student.

It may be unlawful under some state laws for any student to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Any violation could result in civil or criminal penalties that may include the imposition of a fine. Pacific College of Technology's actions against violators can include the imposition of probation, suspension, or dismissal.

Drug- and Alcohol-Free Campus Policy

Drug-Free Campus Statement:

It is Pacific College of Technology's policy to provide a positive environment conducive to learning. To that end, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of disciplinary sanction, up to and including suspension or expulsion. Pacific College of Technology employees are also subject to disciplinary sanctions for violation of these provisions occurring on the College property or any work site during work time, up to and including termination for employment. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions:

Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs.

Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines

- Jail time
- Suspension, revocation, or denial of a driver's license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid

Federal penalties for drug trafficking may be found at www.justice.gov/dea/druginfo/ftp3.shtml.

Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Health Risks:

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited on the table on the following page and may be found at www.justice.gov/dea/druginfo/factsheets.shtml.

Drug	Risk of Physical Dependency	Risk of Psychological Dependency	Health Risk
Narcotics i.e. (heroin, oxycodone, morphine)	High	High	Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma and death
Stimulants (e.g., crack/ cocaine, amphetamines, methamphetamine)	Possible	High	fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death
Depressants (e.g., Valium, Xanax, Rohypnol)	Moderate	Moderate	Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death
Hallucinogens (e.g., LSD, MDMA, PCP)	None	Unknown	Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death
Inhalants	Unknown	High	Muscle weakness, disorientation,

			nausea, nervous system and organ damage, asphyxiation, death
Marijuana	Unknown	Moderate	Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks

Alcohol

For those students who choose to use alcohol, Pacific College of Technology encourages students to drink responsibly and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

Counseling, Treatment, and Rehabilitation:

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact a campus executive officer. Community resources may be obtained from the office of Student Services.

National Resources:

Pacific College of Technology also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

Alcohol/Drug Helpline: (800) 821-4357
Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline: (800) 662-HELP
Al-Anon: (888) 425-2666 (local information can be found in your local telephone directory)

Tobacco

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*), is **PROHIBITED** in PCT buildings and on all PCT premises, except in designated outdoor areas. These areas contain fireproof ash cans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

CHILDREN ON CAMPUS

Pacific Tech cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the PCT campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

ANIMALS ON CAMPUS

No pets or animals of any other kind are allowed on PCT property without prior authorization from PCT administration. Service animals are permitted on the PCT campus with the prior authorization of PCT administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

VISITORS ON CAMPUS

Visitors are welcome to Pacific Tech. Visitors are responsible for any children that accompany them. All visitors (i.e., anyone who is not a student, faculty member, or staff member of PCT) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. Pacific tech is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Policy

Students enrolled in or taking courses at Pacific College of Technology (Pacific Tech, PCT) are expected to demonstrate the highest standards of personal integrity and to conduct themselves as professionals. Similarly, students should expect faculty and staff members to be persons of integrity who apply the principles of honesty, fairness, respect, and trust that characterize the professional/academic community. Thus, when student grievances concerning faculty and staff members arise, they are taken very seriously and are treated with sensitivity and urgency. The Director of Student Services is responsible for managing this policy.

These procedures are to provide a framework and mechanism for an objective review of student grievances about the equity and fairness of PCT faculty, staff, or procedures that affect their academic standing and progress toward their degree. Such issues may arise regarding fair and equal treatment in the conduct of a class or in the grading or evaluation of academic work. Other issues may concern the equity and fairness of program or PCT policies. Other college policies and procedures apply to allegations of faculty and staff misconduct; such matters

will be governed by appropriate policies administered under other college units: Complaints that a member of the faculty or staff has engaged in research misconduct, violated the college's nondiscrimination and harassment policies, or violated employment contracts will be investigated by the President.

A student who alleges misconduct by a faculty or staff member must pursue the grievance by following the resolution procedure below:

Student Grievance Resolution Procedure

Informal Action

In many cases, academic disputes can be quickly and effectively resolved when addressed informally at the local level. Misunderstandings, miscommunications, and disagreements often can be resolved through such conversations. In such cases, the best way for a student to resolve a grievance is to approach the faculty or staff member directly involved in the situation and attempt to reach a resolution informally.

Formal Action

If informal discussion does not resolve the disagreement, the student may file a formal Student Grievance.

Step 1: The complainant completes a grievance form. The grievance form is available on the College website and in the Office of Administration.

Step 2: The complainant submits the grievance form to the Director of Student Services.

Step 3: A Complaint Officer will be assigned. The complainant will receive a letter via email with the Complaint Officer's information as appropriate. The Director of Student Services will provide written notification of the grievance to the accused within five working days of receiving the grievance. In some instances, the Director of Student Services may choose to hear the complaint at his/her discretion.

Step 4: The Complaint Officer will conduct an investigation.

Step 5: The Complaint Officer notifies the complainant and the accused of their findings. Notification of findings will be sent within 20 working days of the grievance being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.

Step 6: The complainant may appeal the ruling by submitting a grievance appeal form to the Director of Student Services within five days. Appeals must be based on the issue of substantive or procedural errors which are prejudicial. The specific grounds to be addressed are:

a) Were the procedures of the policy followed?

b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?

c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?

d) Was the information presented during the review sufficient to justify the decision reached?

e) Was there information existing at the time of the review that was not discovered until after the review?

The Director of Student Services reviews the investigation and findings. The Director of Student Services may refer the appeal to a hearing committee at his/her discretion. If the Director of Student Services was the original decision maker in the grievance, the appeal will go to the President.

Step 7: A final decision is made. The Director of Student Services, or the President depending on the appeal, will make the final decision on the appeal and notify the complainant and the accused in writing within 10 working days.

Step 8: If the complainant is not satisfied with the final institutional decision, he or she may file a formal, written complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC) or with ACICS, the College's accrediting agency, or with both. Contact information for each of these agencies is listed below:

Georgia Nonpublic Postsecondary Education Commission (GNPEC)
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084
Tel: 770-414-3300
https://gnpec.georgia.gov/student-resources/student-complaints

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, DC 20002-4241
Tel: 202-336-6780
www.acics.org

PROGRAMS OF STUDY

Pacific College of Technology offers an Academic Associate Degree program in Information Technology. This program is structured towards meeting the information technology needs of diverse corporations in the field of database management, application development, administration, and support. This objective is reflected in course objectives and student learning outcomes. All program objectives are reviewed regularly to ensure that they meet the needs of a changing employment market.

GENERAL EDUCATION

Overview

The General Education Program provides a common integrative learning experience for all undergraduates, regardless of their major or their program of study. As a fundamental component of all academic programs, general education courses draw from many disciplines, introduce students to an array of intellectual approaches and perspectives, and prepare them to be thoughtful, informed, global citizens. General Education at Pacific Tech fosters academic excellence, interdisciplinary dialog, respect for self and others, and social responsibility.

Guidelines

Pacific Tech requires in each undergraduate degree program the successful completion of a general education component that:

1. **is based on coherent rationale**

   The General Education component supports the College's mission by:

   - preparing students to be thoughtful, informed, global citizens.
   - fostering academic excellence, interdisciplinary dialog, respect for self and others, and social responsibility.

2. **is a substantial component of each undergraduate program**

   For degree completion in the associate programs, the General Education component constitutes 24 credit hours, or 22%-25% of the total semester hours required at that level.

3. **ensures breadth of knowledge**

   The General Education component draws from many disciplines and introduces students to an array of intellectual approaches and perspectives. It develops communication skills, acquaints students with

multiple modes of thoughts in science, humanities, ethics, and social science, and broadens their intellectual and social horizons. The General Education component offers courses in the following subject areas: College Core, Oral and Written Communication, Behavioral and Social Sciences, Natural Science and Mathematics, Humanities and Fine Arts.

4. **is general**

The General Education component is open to students of all majors, without heavy loads of prerequisite requirements. It does not narrowly focus on skills, techniques, or procedures specific to a particular occupation or profession.

Goals and Learning Outcomes

SUBJECT AREA	GOALS	LEARNING OUTCOMES
Life Journey in Faith	Students will engage in issues of faith, tradition, civic responsibility, and more.	• Identify critically important issues facing our world today. • Research and evaluate available data relating to the issues. • Develop skills needed to create, implement, and manage teamwork • Use creativity to put forth solutions to today's problems. • Demonstrate college level competencies in reading comprehension, data analysis, research and effective public advocacy.
Written Communication	Students will communicate effectively in writing.	• Demonstrate fluency in a writing process that involves planning, drafting, revising, and editing. • Research, organize, and produce texts in a variety of written modes. • Demonstrate understanding and recognition of plagiarism. • Apply ethical reasoning in the use of language.
Behavioral and Social Sciences	Students will understand the complex dynamics and challenges that make up the world and that lead to social stability and	• Demonstrate an understanding of the diversity of interactions between human motivations, institutional forces, and social behavior. • Use critical thinking and reasoning skills to analyze theories, perspectives, and concepts relative to the

	change.	discipline(s) studied. • Identify multiple methods of inquiry and their appropriate application.
Natural Science and Mathematics	Students will comprehend and apply the basic principles of science and the quantitative concepts and methods to critically evaluate data and to effectively problem-solve in a variety of contexts.	• Demonstrate a broad understanding of various natural phenomena that surround and influence our lives. • Describe how scientists approach and solve problems and understand the basic components and limitations of the scientific method. • Demonstrate competency in quantitative, symbolic, and computational reasoning. • Demonstrate an ability to solve real-world problems using quantitative, logical, or computational approaches that are typical of mathematical thinking.
Humanities and Fine Arts	Students will understand, analyze, and explore the human condition.	• Demonstrate an understanding of the theories, methods, and concepts used to comprehend and respond to the human condition. • Recognize, articulate, and explore how various humanists have responded to the human condition. • Comprehend how humanistic expression contributes to individual and socio-cultural understanding, growth, and well-being. • Use critical, analytic, creative, speculative, and reflective methods.

Course Listings

General education courses include General Education Core Courses and General Education Electives, as described below. General Education Electives are organized into 3 main subject areas: Behavioral and Social Sciences, Natural Science and Mathematics, and Humanities and Fine Arts.

SUBJECT AREA	COURSES	CREDIT HOURS
	CORE COURSES	
College Core	RELI 200 Life Journey in Faith	3
Written Communication	ENGL 101 English Composition I	3
	ENGL 102 English Composition II	3

	ELECTIVE COURSES	
Behavioral and Social Sciences	ECON 103 Principles of Economics	3
	PSYC 109 Fundamentals of Applied Psychology	3
	SOCI 201 Introduction to Sociology	3
	CRIT 203 Critical Thinking	3
Natural Science and Mathematics	BIOL 101 Introductory Biology	3
	MATH 101 College Algebra I	3
	MATH 102 College Algebra II	3
	PHYS 101 Introduction to Physics	3
Humanities and Fine Arts	ARTS 101 Fundamentals of Art and Design	3
	HUMN 224 Introduction to Ethics	3
	LITE 107 American Literature	3
	RELI 210 Comparative World Religions	3

ASSOCIATE OF SCIENCE IN INFORMATION SYSTEMS (A.S.)

Program Overview

The Associate of Science degree program in Information Systems has been developed in response to a growing need for more qualified people in the field of information systems and is intended for those with a specific interest in the practical application of computer information in a business organization. The program prepares the student for entry-level employment positions within the Information Technology field, including, Cybersecurity Specialist, Junior Cybersecurity IT Auditor, Solutions Architect, Technical Support Specialist, Help Desk Technician, System Support Specialist, Server Support Specialist, Junior Network Storage Administrator, Junior Storage Administrator, Computer Technician, Junior Systems Engineer, Junior Security Analyst, Junior Network Analyst, and Cloud Security Specialist. Graduates are qualified to sit for industry-specific certifications from organizations like, CompTIA, Microsoft, and Cisco.

Program Objectives

The objectives of the Associate of Science in Information Systems program are to:

1. Equip students with the knowledge to evaluate the needs of an Information Technology infrastructure for an organization.
2. Empower students to design, implement, and evaluate local and remote computer systems, processes, components, and applications to meet industry needs.

3. Prepare students with the technical knowledge and critical-thinking skills needed for a career in Information Technology.
4. Help students to critically analyze and solve problems in unpredictable environments by applying troubleshooting and technological skills in hardware, software, project planning, networking, security, storage, cloud computing, database, web development, and research.

Program Learning Outcomes

Graduates of the Associate of Science in Information Systems program will be prepared to:

1. Analyze and design information systems and database applications solutions to achieve business/organizational goals.
2. Implement a designed solution to solve business Information Systems (IS) problems using state-of-the-art IT techniques and cutting-edge application software.
3. Apply knowledge of computing and logic appropriate to the discipline.
4. Think critically and apply the empirical scientific method.
5. Present technical solutions effectively.
6. Exhibit professional, legal, and ethical behavior.

Program Requirements

The Associate of Science in Information Systems degree program requires 60 credit hours for graduation. The curriculum includes 18 credit hours in general education coursework and, 42 credit hours in the core concentration. A full-time student following the suggested course sequencing will be able to complete the program in 2 – 3 years. Each semester is 15 weeks.

1. General Education Courses* (18 credits hours)

Core (9 credit hours required)

College Core (3 credits hours)	Credit Hours
RELI 200 Life Journey in Faith	3

Written Communication (6 credits hours)	Credit Hours
ENGL 101 English Composition I	3
ENGL 102 English Composition II	3

General Education Electives (9 credit hours required)

Choose one course from each subject area: Behavioral and Social Sciences, Humanities and Fine Arts, and

Natural Science and Mathematics.

Behavioral and Social Sciences (3 credits hours)	Credit Hours
ECON 103 Principles of Economics	3
PSYC 109 Fundamentals of Applied Psychology	3
SOCI 201 Introduction to Sociology	3
CRIT 203 Critical Thinking	3

Natural Sciences/Mathematics (3 credits hours)	Credit Hours
BIOL 101 Introductory Biology	3
MATH 101 College Algebra I	3
MATH 102 College Algebra II	3
PHYS 101 Introduction to Physics	3

Humanities and Fine Arts (3 credits hours)	Credit Hours
ARTS 101 Fundamentals of Art and Design	3
HUMN 224 Introduction to Ethics	3
LITE 107 American Literature	3
RELI 210 Comparative World Religions	3

*General education courses taken at other accredited institutions which fall into any of the above categories and for which a grade of "C" or higher has been earned may qualify for transfer credit and may be substituted for the PCT courses indicated. Only one course per category may be accepted on transfer. Course selections may change.

2. Major Courses* (42 credit hours)

Courses	Credit Hours
COMT 100 CompTIA IT Fundamentals	3
COMT 203 CompTIA Cloud Essentials	3
SHEL 200 Linux Shell and PowerShell	3
MSFT 201 Microsoft Transact-SQL	3
COMT 201 CompTIA Networking I	3
COMT 211 CompTIA Networking II	3
COMT 202 CompTIA Security I	3
COMT 212 CompTIA Security II	3

COMT 208 CompTIA Server I	3
COMT 218 CompTIA Server II	3
COMT 302 CompTIA Cybersecurity Analyst I	3
COMT 312 CompTIA Cybersecurity Analyst II	3
COMT 314 CompTIA Penetration Testing I	3
COMT 324 CompTIA Penetration Testing II	3

***A student is required to complete all courses with a grade of "C" or better in the concentration selected.**

Suggested Course Sequencing

Students are required to consult with an advisor in planning their course of study and selecting courses each semester to meet program and curriculum requirements and individual goals. The following course sequencing is provided as a recommendation that allows the student to meet program requirements and complete the program within 6 semesters of full-time enrollment. An individual student's course plan may differ, if, in consultation with the advisor, alternate courses are selected to complete the program requirements. Those courses must be approved for the curriculum, as documented in this Catalog.

First Semester	**Credit Hours**
ENGL 101 English Composition I	3
COMT 100 CompTIA IT Fundamentals	3
Select one from General Education Electives	3
MSFT 201 Microsoft T-SQL	3
Total	**12**

Second Semester	**Credit Hours**
ENGL 102 English Composition II	3
SHEL 200 Linux Shell and PowerShell	3
COMT 101 CompTIA Networking I	3
COMT 204 CompTIA Cloud Essentials	3
Total	**12**

Third Semester	**Credit Hours**
RELI 200 Life Journey in Faith	3
COMT 202 CompTIA Security I	3
COMT 211 CompTIA Networking II	3

COMT 208 CompTIA Server I	3
Total	**12**

Fourth Semester	**Credit Hours**
Select one from General Education Electives	3
COMT 212 CompTIA Security II	3
COMT 302 CompTIA Cybersecurity Analyst I	3
COMT 314 CompTIA Penetration Testing I	3
Total	**12**

Fifth Semester	**Credit Hours**
Select one from General Education Electives	3
COMT 218 CompTIA Server II	3
COMT 312 CompTIA Cybersecurity Analyst II	3
COMT 324 CompTIA Penetration Testing II	3
Total	**12**

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL Program at Pacific College of Technology is a non-degree, non-credit program.

Program Overview

The purpose of the English as a Second Language program is to provide high quality English language instruction and cultural orientation to nonnative speakers of English seeking to enhance their career opportunities or preparing for academic study in the United States.

Program Objectives

The ESL program intends to accomplish its mission by pursuing the following objectives:

1. Offer a curriculum that is based on continuous research, evaluation, and improvement.
2. Develop English skills by having students engage in a range of communicative tasks and activities.
3. Develop awareness of the cultural aspects of the United States in order to bridge cultural differences and ease the transition into American society.
4. Carefully evaluate students during the recruitment process and provide the necessary guidance and support to enable them to achieve their English language learning goals.
5. Assess and monitor students' academic progress utilizing an ongoing evaluation process.

6. Recruit and maintain highly qualified and experienced instructors who understand students' needs.
7. Provide staff development in appropriate instructional, counseling, and assessment strategies for instructors.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate effectively by speaking clearly and coherently in academic, professional, and social settings.
2. Implement writing skills and grammatical structures accurately and efficiently to produce well-written, well-organized paragraphs and essays.
3. Apply essential reading and vocabulary strategies to comprehend, analyze, and explain ideas in texts.
4. Demonstrate critical thinking and problem-solving skills by applying new language skills.
5. Develop understanding of the various cultures in the United States.

Admission Requirements

In addition to the general admission requirements, students who apply for the English as a Second Language Program should display an understanding of the alphabet and understand some commonly used words. This is demonstrated by obtaining a minimum score of 25 on the placement test. However, 2 Pre-Beginner Levels are available for students who cannot meet this basic admission requirement. Upon completion of the Pre-Beginner Levels, students must demonstrate readiness for the Program's Core Levels by taking another placement test and scoring at least 25.

Program Requirements

The ESL program is based on clock hours (contact hours) and does not award any credits. It is composed of 8 Core Levels, Elementary to Upper Advanced, in addition to 2 Pre-Beginner Levels available for students who cannot meet the basic admission requirement. The program consists of 8-week sessions offered year-round. It requires a total of 1,152 contact hours or 1,440 if Pre-Beginner Levels are included (18 hours per week). A full-time student who joins the program in ESL100 (Level 1) will be able to complete the program in 8 sessions (4 semesters) or 2 years. Full-time students who do not meet the basic admission requirement and are placed in the Pre-Beginner Levels will complete the program in 10 sessions (5 semesters) or 2.5 years.

Curriculum

Pre-Beginner Levels are designed for students who have limited or no knowledge of the English language. The goal of instruction is to prepare students to enter elementary level courses within two sessions by helping them acquire skills in all basic areas.

Core Levels progressively develop English skills for personal, social, professional, and academic purposes. They are designed to develop students' fluency by taking them from a lower level to a higher level of proficiency.

Each session, students must register for an elective course which provides students with the opportunity to focus on specific skills or content areas.

All skills are taught in order of difficulty, allowing students to develop the necessary skills in sequence. The curriculum consists of a combination of class work and laboratory work. Class work is composed of lecture, in which the instructor uses a variety of methodologies designed to enhance language acquisition, and student engagement activities. Laboratory work requires students to complete some practical work outside of class.

1. Pre-Beginner Levels

Proficiency	Levels	Course Numbers	Course Titles
Pre-Beginner 1	Pre-Level 1A	ESL 001	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective
Pre-Beginner 2	Pre-Level 1B	ESL 002	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective

2. Core Levels

Proficiency	Levels	Course Numbers	Course Titles
Elementary	Level 1	ESL 100	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective
Upper Elementary	Level 2	ESL 200	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective
Lower Intermediate	Level 3	ESL 300	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective
Intermediate	Level 4	ESL 400	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective
Upper Intermediate	Level 5	ESL 500	Grammar & Writing
			Reading & Critical Thinking

			Speaking & Listening
			Elective
Lower Advanced	Level 6	ESL 600	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective
Advanced	Level 7	ESL 700	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective
Upper Advanced	Level 8	ESL 800	Grammar & Writing
			Reading & Critical Thinking
			Speaking & Listening
			Elective

3. Elective Courses

Oral Fluency & Vocabulary Development	From Pre-Level 1A to Level 4
Advanced Oral Fluency & Academic Skills	From Level 5 to Level 8

PRE-BEGINNER LEVELS (288 clock hours)	**Clock Hours**
ESL001 Beginner 1	144
ESL002 Beginner 2	144

CORE LEVELS (1,152 clock hours)	**Clock Hours**
ESL100 Elementary	144
ESL200 Upper Elementary	144
ESL300 Lower Intermediate	144
ESL400 Intermediate	144
ESL500 Upper Intermediate	144
ESL600 Lower Advanced	144
ESL700 Advanced	144
ESL800 Upper Advanced	144

COURSE DESCRIPTIONS

General Education Courses

ARTS 101 Fundamentals of Art and Design **3 credits**

In this course, students investigate the history and theories of the elements of art and the principles of design through basic drawing and painting techniques in a variety of media. **Prerequisite: None**

BIOL 101 Introduction to Biology **3 credits**

This course presents the essential body of knowledge about biology with emphasis on molecular biology. The course covers, in addition to a general introduction to the nature of life, chemical foundations, cell structure and function, metabolism, DNA, genetics, evolution and ecology. **Prerequisite: None**

CRIT 203: Critical Thinking **3 credits**

The course will train students to become more rational, disciplined thinkers. It is designed to encourage objective thinking and to provide the skills to evaluate, identify, and distinguish between relevant and irrelevant information. **Prerequisite: None**

ECON 103: Principles of Economics **3 credits**

This course covers fundamental tools and applications of concepts in microeconomics and macroeconomics. The section on microeconomics focuses on markets as a mechanism for allocating scarce resources. Using tools of welfare economics, it addresses market efficiency, outcomes from market failures and firms with market influence. The section on macroeconomics provides a mix of classical and Keynesian ideas, addressing the forces that shape the economy in both the short run and the long run. Topics include the theory of economic growth, the role of financial markets, fiscal and monetary policies and the international economy. **Prerequisite: None**

ENGL 101: English Composition I **3 credits**

The course is designed to develop students' abilities to think, organize and express their ideas clearly and effectively in writing. Emphasis is placed on the various forms of writing such as process, description, narration, comparison, and argumentation. Numerous writing activities are required. **Prerequisites: None**

ENGL 102: English Composition II **3 credits**

This course strengthens the writing, reading, and interpretive abilities introduced in ENGL 101. It encourages students to develop an appreciation and understanding of various works of literature and to utilize literature to enhance critical thinking and writing. **Prerequisite: ENGL 101**

HUMN 224: Introduction to Ethics 3 credits

This course is an introduction to the study of ethics and moral philosophy, including its historical development, the major figures within that history, and some of the ethical and moral issues that face us today. Introduces students to the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues. **Prerequisites: None**

LITE 107: American Literature 3 credits

This course will focus on the study of American literature where students will not only become aware of the great, controversial, and beautiful ideas contained in America's literary history, but also examine the interactions between the writers' purpose, subjects, and audience expectations. Assignments will consist of expository, personal, and persuasive writing, oral expression, vocabulary development, and research and analysis. Most writing assignments and projects will involve an exploration and analysis of rhetorical and linguistic choices as well as literary, cultural, and historical topics germane to American literature from the Puritan to the Post-Modern Era. **Prerequisites: None**

MATH 101 College Algebra I 3 credits

This is an introductory course to the nature of mathematics as a logical system. The structure of the number system is developed and extended by logical reasoning to cover essential algebraic topics: algebraic expression, functions, and the theory of equations. **Prerequisites: None**

MATH 102 College Algebra II 3 credits

This is an introductory course to the nature of mathematics as a logical system. The structure of the number system is developed and extended by logical reasoning to cover essential algebraic topics: circle ellipse, sequence, matrix, geometry, trigonometry, and differentiation. **Prerequisites: MATH 101**

PHYS 101 Introduction to Physics 3 credits

This course is an introduction to the fundamental laws underlying physics and has general application in other areas of science. Mechanics and thermodynamics are treated quantitatively with a special emphasis on problem solving. **Prerequisites: None**

PSYC 109 Fundamentals of Applied Psychology 3 credits

This course examines basic psychological concepts which can be helpful in adjusting to the college experience. Some of the subtopics covered include stress management, academic challenges, communication skills, time management, healthy relationships, positive thinking, conflict management, and balancing home/college/work. **Prerequisites: None**

SOCI 201 Introduction to Sociology 3 credits

This course examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the foundation of the study of human social life, theories and methods of sociology, and basic sociological concepts. **Prerequisites: None**

RELI 200 Life Journey in Faith 3 credits

This course covers a broad spectrum of topics that engage students in issues of faith, tradition, civic responsibility, and more. The course applies a holistic approach to the development of the student's personal and social outlook and responsibility. **Prerequisites: None**

RELI 210 Comparative World Religions 3 credits

This course is an introductory survey of the world's religious traditions, with an emphasis on cultural context and historical development.

Major Courses

COMT 100 CompTIA IT Fundamentals 3 credits

In this IT foundational course, students will learn the fundamentals of computer technology, basic networking, and basic configuration of PCs, laptops, and server-client relationships. Students will understand basic computer terminology, including cloud computing terminology, basic software and hardware terminology, and basic command line terminology, such as Command Prompt, PowerShell, and Linux. Labs and hands-on demonstrations help to reinforce understanding of course material. This course is a prerequisite for many other IT courses. This course is offered in two parts, 3 credits per part for a total of 6 credits. **Prerequisite: None**

COMT 201 CompTIA Network I 3 credits

The Network I course helps IT students to develop their skills to troubleshoot, configure, and manage networks that are wired or wireless. Course topics include designing and implementing functional networks; configuring, managing, and maintaining network devices, including switches and routers; implementing network security, standards, and protocols, as well as, supporting the creation of virtualized networks. This course help students prepare for the corresponding CompTIA certificate Exam. **Prerequisite: COMT 100**

COMT 202 CompTIA Security I 3 credits

This course provides the fundamental knowledge to analyze system risks and to implement a workable security policy that protects the information assets from potential intrusion, damage or theft. A wide range of technical issues and topics including a study of network and distributed systems security; web security; network threats,

vulnerabilities and risks, computer crime, encryption and virtual private networks, and current network security technologies such as firewalls and intrusion detection systems will be covered. Topics include security architectures, multilevel systems and security management and monitoring. **Prerequisite: COMT 100**

COMT 203 CompTIA Cloud Essentials 3 credits

This course will explore the real-world issues and practical solutions of cloud computing in business and IT and will thoroughly cover cloud computing principles. Students will learn how to weigh the pros and cons of Cloud computing to make effective decision and meet IT challenges. Students will study cloud services from a business perspective. Students will gain expertise on how businesses gain value from cloud computing, and cloud types. Students will learn the steps to a successful adoption of the cloud, the impact and changes on IT service management, as well as the risks and consequences of cloud computing. Students will be well prepared to sit for the relevant CompTIA cloud certification exam. **Prerequisite: COMT 100**

COMT 208 CompTIA Server I 3 credits

This course is designed to help infrastructure IT professionals in current IT environments that demand planning, securing and maintaining a variety of server equipment, and will help to boost the performance of IT professionals within businesses of all sizes. Students will learn about all aspects of a server, including, server architecture, server administration, server storage, server security, networking, disaster recovery, and troubleshooting issues of hardware, software, storage and connectivity. The labs are aimed to develop the students' administrative skills and improve the skills that are necessary for identifying capacity requirements and identifying fault tolerance requirements. This course will help students to prepare for any relevant certification exam. **Prerequisite: COMT 100**

COMT 211 CompTIA Network II 3 credits

The Network II course continues to help IT students to develop their skills to troubleshoot, configure, and manage networks that are wired or wireless. Course topics include designing and implementing functional networks; configuring, managing, and maintaining network devices, including switches and routers; implementing network security, standards, and protocols, as well as, supporting the creation of virtualized networks. This course help students prepare for the corresponding CompTIA certificate Exam. **Prerequisite: COMT 201**

COMT 212 CompTIA Security II 3 credits

This course continues to provide the fundamental knowledge to analyze system risks and to implement a workable security policy that protects the information assets from potential intrusion, damage, or theft. A wide range of technical issues and topics including a study of network and distributed systems security; web security; network threats, vulnerabilities and risks, computer crime, encryption and virtual private networks, and current

network security technologies such as firewalls and intrusion detection systems will be covered. Topics include security architectures, multilevel systems and security management and monitoring. **Prerequisite: COMT 202**

COMT 218 CompTIA Server II 3 credits

This course is a continuation of CompTIA Server I. It is designed to help infrastructure IT professionals in current IT environments that demand planning, securing and maintaining a variety of server equipment, and will help to boost the performance of IT professionals within businesses of all sizes. Students will learn about all aspects of a server, including, server architecture, server administration, server storage, server security, networking, disaster recovery, and troubleshooting issues of hardware, software, storage and connectivity. The labs are aimed to develop the students' administrative skills and improve the skills that are necessary for identifying capacity requirements and identifying fault tolerance requirements. This course will help students to prepare for any relevant certification exam. **Prerequisite: COMT 208**

COMT 302 CompTIA Cybersecurity Analyst I 3 credits

In this Cybersecurity course, students will learn both principles and practices of the Internet Network Security. Students will strengthen their knowledge and skills to configure and use threat detection tools, perform data analysis, and interpret the results to identify vulnerabilities, threats and risks to an organization with the end goal of securing and protecting applications and systems of an organization. The labs in this course will provide students with the necessary platform to gain hands-on experience on cybersecurity. The lab tasks will help improve each student's practical skills in cybersecurity threats, network security, and securing application data, manage access control, security compliance and protocols. The instructor will guide students to focus on current vulnerabilities and threat issues globally. This course will help students to prepare for the relevant certification exam. This course is offered in two parts, 3 credits per part for a total of 6 credits. **Prerequisite: COMT 100**

COMT 312 CompTIA Cybersecurity Analyst II 3 credits

In this Cybersecurity course, students continue to learn both principles and practices of the Internet Network Security. Students will strengthen their knowledge and skills to configure and use threat detection tools, perform data analysis, and interpret the results to identify vulnerabilities, threats and risks to an organization with the end goal of securing and protecting applications and systems of an organization. The labs in this course will provide students with the necessary platform to gain hands-on experience on cybersecurity. The lab tasks will help improve each student's practical skills in cybersecurity threats, network security, and securing application data, manage access control, security compliance and protocols. The instructor will guide students to focus on current vulnerabilities and threat issues globally. This course will help students to prepare for the relevant certification exam. This course is offered in two parts, 3 credits per part for a total of 6 credits. **Prerequisite: COMT 302**

COMT 314 CompTIA Penetration Testing I 3 credits

This is the first part of the two-part course, CompTIA Penetration Testing, that is designed for students who aspire to deepen their knowledge and skills in cybersecurity. Students will learn, practice, and demonstrate current penetration testing, vulnerability assessment and management skills, to gather information, exploit networks, and prepare reports to effectively communicate their findings. Students will learn the best practices of penetration methodology to improve the overall state of IT security within their organizations. Students who successfully complete this course are eligible for entry-level to intermediate employment levels of IT security analysts, penetration testers, vulnerability testers, network security specialists, or cybersecurity vulnerability specialists. Students who successfully complete both COMT314 and COMT324 courses will be prepared to sit for related certificate exams. **Prerequisite: COMT 312**

COMT 324 CompTIA Penetration Testing I 3 credits

This is the second part of the two-part course, CompTIA Penetration Testing, that is designed for students who aspire to deepen their knowledge and skills in cybersecurity. Students will learn, practice, and demonstrate current penetration testing, vulnerability assessment and management skills, to gather information, exploit networks, and prepare reports to effectively communicate their findings. Students will learn the best practices of penetration methodology to improve the overall state of IT security within their organizations. Students who successfully complete this course are eligible for entry-level to intermediate employment levels of IT security analysts, penetration testers, vulnerability testers, network security specialists, or cybersecurity vulnerability specialists. Students who successfully complete both COMT314 and COMT324 courses will be prepared to sit for related certificate exams, such as, CompTIA exam PT0-001. **Prerequisite: COMT 314**

MSFT 201 Microsoft Transact-SQL 3 credits

The course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. This course is the foundation for all SQL Server-related disciplines, such as, Database Development, Database Administration, and Business Intelligence. This course helps students prepare for the relevant Microsoft Certification Exams. **Prerequisites: COMT 100**

SHEL 200 Linux Shell and PowerShell 3 credits

Linux is essential for individuals working in IT. In this course, students learn to customize and use the shell environment, write simple and complex scripts, use CLI structures, manage user and group accounts and related system files, configure and recognize system time and system logging. Students also receive comprehensive instruction to the PowerShell scripting language. They will learn how to customize the User Interfaces, use basic PowerShell commands, variables, loops, branching, and script blocks. Students will work with files, process user input, while creating and extending functions. **Prerequisite: COMT 100**

English as a Second Language Program Courses

Advanced Oral Fluency & Academic Skills Courses

These courses are aimed at preparing students for study in an English-speaking college or university. The courses equip them for full participation and engagement with their studies by building awareness and understanding of the core values and expectations of academic culture and providing them with practical skills and strategies to apply to their studies. Practical skills and strategies include information research and citation, critical thinking, problem-solving, individual and group presentations, test taking, note taking, etc.

Grammar & Writing Courses

The purpose of these courses is to enable students to develop the skills needed for various academic writing tasks and the specific grammar they actually need to strengthen their academic writing. The courses not only focus on students' most common grammar challenges, but they are also based on actual student needs, grammatical structures that are common in academic writing but not sufficiently used in students' writing. This unique focus allows students to become better writers by applying their knowledge of the writing process and using the relevant grammatical structures that make their writing accurate and more effective.

Oral Fluency & Vocabulary Development Courses

In these courses, students will develop nonnative speaker oral and vocabulary skills that are relevant to establishing and maintaining direct conversation and communication with native speakers of English and to specific contexts and environments such in the job search process, in the workplace, in their current job or profession, etc. The courses will focus on a range of skill sets, including improving listening comprehension, participating in class discussions, understanding conversational strategies, giving individual and group presentations, and asking and answering questions. They will also help students become more aware of words, learn new strategies for vocabulary expansion and retention, and increase their vocabulary.

Reading & Critical Thinking Courses

The purpose of these courses is to enable students to develop the essential reading, critical thinking, and vocabulary skills for academic readiness. The readings tap into students' curiosity about the world, naturally encouraging inquiry and opportunities to synthesize information. Students learn essential skills by performing comprehension activities that cover question types commonly found on standardized tests, and they improve their critical thinking abilities through individualized and cooperative activities.

Speaking & Listening Courses

The purpose of these courses is to help students develop the language skills needed to interact with English

speakers in social, professional, and academic settings. Students learn key academic skills as they engage with current and thought-provoking themes through content, images, and video, and learn to become more active and informed listeners in lectures and conversations. Students also develop critical thinking skills and learn to participate more confidently in conversations and group discussions and to give both formal and informal oral presentations.

EMERGENCY PROCEDURES

IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY

PCT has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. Faculty members have this plan explained at Faculty Orientation. They should subsequently review the emergency information with all students at the beginning of each semester (emergency plan/handout discussed at orientation). The student should be made aware of the building layout. In the event of a medical emergency, the situation should be reported immediately to the College business office. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately leave the area and go to the nearest telephone; call the PCT Office.
- Give the PCT Office as much information as possible regarding the emergency.

The PCT office will:

- Identify the nature and scope of the emergency.
- Establish priorities and coordinate crisis response efforts.
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community.

Police and Medical Contact Information:

Gwinnett Medical Center Lawrenceville	
24-Hour Emergency Room	678-312-4357
Gwinnett Extended Care Center	678-312-3000
Counseling & Psychiatry of Gwinnett	770-978-9393
Emory University Hospital	404-712-2000| 800-75-Emory
Emergency services	
DeKalb County Police	404-371-2000
Non-emergency	678-406-7929

Atlanta City Police	404-614-6544
Other Important Numbers	
Georgia State Patrol	404-624-7700
Poison Information Center (Statewide)	800-222-1222
Road Conditions (Statewide)	877-694-2511

EMERGENCY PLAN AND CRISIS PROCEDURES

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. PCT Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, PCT Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. PCT reserves the right to use these cameras in the investigation of any incident on campus and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS.

The following procedures should be followed in the event of emergencies:

Fire

In all cases of fire, PCT administration must be notified as soon as possible. Fire alarm pulls are throughout the building; pull the alarm and then call 911. During a fire alarm in any building, you are required to evacuate immediately.

- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.

- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify PCT administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a College official.

Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, “Are you ok?” and “What is wrong?”
- Check breathing and give CPR if necessary and ONLY if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.

In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Academic Affairs.

Gas Leak

In the event of a gas leak:

- Call 911 and notify PCT administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.

- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a College official.

Severe Weather

The Atlanta area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event DeKalb County comes under a tornado warning (meaning a tornado has been spotted in the Atlanta area) and the tornado is heading toward the campus, the Director of Campus Security and Facilities will immediately notify the President. The Chief Academic Officer will be notified, and all classes will be immediately informed.

General Precautions

- Remain indoors.
- Go to the safest area in your building (see list below).
- Stay away from windows.
- Close and vacate all offices with outside windows.
- Windows need not be opened.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.

Safest Areas

- Stairwells
- Hallways on the first floor

If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Atlanta area, the Director of Campus Security and Facilities will notify the President, who will determine if further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate the building will be announced by PCT administration. Evacuate the building if the safety of persons inside is threatened.

- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Ice and Snow

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the PCT website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via PCT website, the main campus telephone number, and broadcast over major television and radio stations.

If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

Chemical Spill or Radiation Release

Pacific College of Technology is located near Interstate 85, a major traffic route into and out of Atlanta. Dangerous substances are transported daily on this highway and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the PCT campus.

<u>In the event of a chemical spill or radiation release:</u>

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to PCT administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.

In case of a spill of potentially hazardous chemicals in or near campus buildings, notify PCT administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat

In the event of a bomb threat:

- **DO NOT HANDLE ANY SUSPICIOUS OBJECT ORPACKAGE!**
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact PCT administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by PCT administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

PCT students and employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all

available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to PCT administration.

Active shooter situations

In the extremely unlikely event of an active shooter on the PCT campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is and must take every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THEY SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone

and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY**, without argument or hesitation.

Hostage Situations

Hostage situations are extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each room has an evacuation map posted on the wall.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Campus Closings

Campus closings will be reported via email, SMS, the PCT website, and on local radio, TV and Internet. If there is any doubt regarding a school closing, **DO NOT COME TO SCHOOL** until you have checked and verified that PCT is open and operating.

COLLEGE PERSONNEL

Pacific College of Technology, Inc. (PCT) is a for-profit corporation formed and authorized under the laws of the State of Georgia. PCT is governed by its Board of Directors and is managed by its president who is responsible for PCT's daily operation. The president is an ex-officio member of the board without the right to vote.

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2021-2022 ACADEMIC CALENDAR

LEGEND => M,T classes => W,Th classes => Break (No classes)

Fall Semester

July '21

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2021-2022 Events / Holidays

Fall Semester

Date	Description
7/4/21	Independence Day (Obsvd 7/5)
7/5/21	**Observing 7/4/21**
8/9/21	**Fall Semester Begins Aug 9**
9/6/21	Labor Day Week (No classes)
10/4/21	**Mid-term Exams**
10/11/21	Columbus Day Week (No classes)
11/7/21	Daylight Saving ends
11/15/21	**Final Exams**
11/19/2021	**Fall Semester Ends Nov 19**
11/25/21	Thanksgiving Day
12/24/21	Christmas Eve
12/25/21	Christmas Day
12/31/21	New Year's Eve

LEGEND => M,T classes => W,Th classes => Break (No classes)

Spring Semester

January '22

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '22

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Spring Semester

2021-2022 Events / Holidays

Date	Description
1/1/22	New Year's Day
1/10/2022	**Spring Semester Begins**
1/17/2022	ML King Day (No classes)
2/14/22	Valentine's Day
2/21/2022	**Presidents' Day (No classes)**
2/28/2022	**Midterm Exams**
3/13/22	Daylight Saving (begin)
3/28/22	**Spring Break (No classes)**
4/3/22	Ramadan Begins
4/15/22	Good Friday
4/17/2022	Easter
4/18/2022	**Final Exams**
4/22/2022	**Spring Semester Ends**

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