





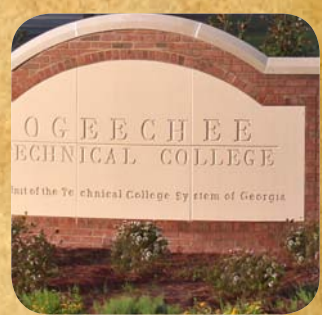





Education with PURPOSE





Ogeechee Technical College {2011-2012} Catalog & Student Handbook



Contact Information

Phone - 912.681.5500
Toll Free - 800.646.1316
Web - www.ogeecheetech.edu

Frequently Called Numbers

(All numbers are in Area Code 912)

Academics	688.6045
Admissions	688.6994
Adult Education	871.1721
Bookstore	871.1648
Bulloch County Workforce Development Center	871.1818
Business Office/Cashier	871.1643
Campus Safety & Security	681-5667
Career Services	871.1620
Continuing Education	871.1816
Cosmetology – Reception Desk	871.1984
Economic Development	688.6098
Evans County Workforce Development Center	739.2959
Evans Technical Education Complex – Hagan, GA	739.2874
Financial Aid	486.7402
GED	871.1693
Human Resources	871.1801
Law Enforcement Academy – Claxton, GA	739.5367
Library	871.1886
Ogeechee Technical College Foundation	688.6016
Registrar/Records	486.7221
Screven County Workforce Development Center	564.7326

Welcome from Our President

Dear Students,

On behalf of everyone here at **Ogeechee Technical College**, welcome! We are glad that you have made the decision to consider our College to pursue your educational goals and enhance your life.

At Ogeechee Tech, we provide *EDUCATION WITH PURPOSE!* What does that mean? It means that through education we provide you with the tools to improve your skills and to help you advance in your chosen area of interest.

Whether you are seeking a degree, diploma, or certificate, taking a continuing education class, improving literacy skills, or completing a GED, you have taken the first step toward a life with purpose by considering the many programs at Ogeechee Tech.

This catalog provides information about our programs and services. You will find details about our classes, contacts for various services, and general information which will guide you through your experience at Ogeechee Tech. However, this catalog is but one source of support. We want you to be successful and to achieve your goals; therefore, our entire faculty, staff, and administration are here to serve you.

Remember that phrase, *EDUCATION WITH PURPOSE*? At Ogeechee Technical College, it is our goal to help fulfill your purpose—whether your vision for your life includes preparing gourmet meals, caring for pets, creating dynamic hair styles, fighting fires, or any number of other exciting and challenging career options. So you see, *OUR* purpose at Ogeechee Technical College is to assist you in your quest to achieve *YOUR* purpose!

My best wishes!

Dawn H. Cartee, Ed. D.
President

Location

Ogeechee Technical College is located approximately two miles south of Statesboro, Georgia, on U.S. 301 at Joe Kennedy Boulevard.

Main Campus

One Joseph E. Kennedy Blvd.
Statesboro, GA 30458
912.681.5500
800.646.1316

Bulloch County Workforce Development Center
8 Joe Kennedy Blvd.
Statesboro, GA 30458
912.871.1721

Screven County Workforce Development Center
107 South Community Drive
Sylvania, GA 30467
912.564.7326

Evans County Workforce Development Center
107 North Duval Street
Claxton, GA 30417
912.739.2959

Evans Technical Education Complex
626 Cedar Avenue
Hagan, GA 30429
912.739.2671

Accreditation

Ogeechee Technical College is accredited by the:

Commission of the Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898
www.council.org

Affiliation

Ogeechee Technical College is a unit of the Technical College System of Georgia and is a postsecondary educational institution, operated under the supervision of the State Board of the Technical College System of Georgia, serving the needs of business, industry, and the public in Bulloch, Evans, and Screven counties.

Notification

This catalog does not constitute a contract between Ogeechee Technical College and its students, applicants for admission, or any other person. Ogeechee Technical College reserves the right to change, without notice, any statement in the catalog. Information on changes is available in the Institutional Effectiveness Office.

This catalog is effective Fall Semester 2011.

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EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

Ogeechee Technical College is a unit of the Technical College System of Georgia. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

The System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies:

For Title IX:
Kelli Waters, Student Activities and Special Populations Coordinator
Office 143H, JEK Building
Phone 912.871.1885

For ADA/Section 504:
Penny Hendrix, Disability and Student Support Services Coordinator
Office 171E, JEK Building
Phone 912.486.7211

If an individual with a disability needs this catalog in an alternative format, please contact the Disability and Student Support Services Coordinator at 912.486.7211.

ACADEMIC CALENDAR

Fall Semester 2011

July 21 – Financial Aid Deadline for Fall Semester
August 18 – Tuition/Fees Deadline/Late Registration
August 22 – Fall Semester Begins/PELL Available in Bookstore
August 24 – Last Day to Drop without penalty
September 1 – Last Day to use Financial Aid in Bookstore
September 5 – Labor Day Holiday – Campus Closed
September 19 – PELL checks will be mailed
October 3 – Current Student Advisement/Registration for spring semester
October 12 – Midterm
October 17 – December 15 – New Student Advisement/Registration for spring semester
November 23 – 24 – Thanksgiving Holidays – Campus Closed
December 1 – Financial Aid Deadline for Spring Semester
December 7 – Last Day of Classes
December 8 & 12 – Finals
December 13 – Grades Due
December 19 – January 5 – Winter Break – Campuses Closed

Spring Semester 2012

January 3 – 5 – Late Registration/Schedule Changes
January 9 – Spring Semester Begins
January 11 – Last Day to Drop without penalty
January 12 - PELL Available in Bookstore
January 16 – Martin Luther King Jr. Holiday – Campus Closed
January 26 – Last Day to use Financial Aid in Bookstore
February 2 – PELL checks will be mailed
February 13 – Current Student Advisement/Registration for summer semester
February 27 – New Student Advisement/Registration for summer semester
February 29 – Midterm
April 2 – 5 – Spring Break
April 19 – Financial Aid Deadline for Summer Semester
April 30 – Last Day of Classes
May 1 – 2 – Finals
May 3 – Grades Due

Summer Semester 2012

May 16 – Tuition & Fees Deadline for summer semester
May 17 – Graduation Ceremony *(Tentative)*
May 21 – Long Term & Term A Begin
May 23 – Last Day to Drop without penalty – Long Term & Term A
May 24 – PELL Available in Bookstore
May 28 – Memorial Day Holiday – Campus Closed
June 25 – Last Day of Class – Term A
June 26 – Finals for Term A
June 27 – Term B Begins
July 2 – Last Day to Drop without penalty – Term B
July 4 – Independence Day Holiday – Campus Closed
July 18 – Midterm Term B
August 2 – Long Term Finals
August 6 –Term B Finals
August 7 – Grades Due

Always check the Campus Calendar on the Ogeechee Technical College website for the most current dates and times of events on-campus. Dates and times are subject to change at any time.

GENERAL INFORMATION

History of Ogeechee Technical College

The General Assembly approved the establishment of Ogeechee Technical Institute (OTI) as a public, two-year technical institute under the supervision of the Department of Technical and Adult Education (DTAE) in 1986. Groundbreaking for the campus occurred two years later, and during the following year, Ogeechee Tech began offering its first credit program, Practical Nursing, with 25 students enrolled.

Ogeechee Tech assumed the responsibility for offering Adult Literacy programs and administering the General Equivalency Diploma (GED) examination in 1989. Faculty and staff moved into the new 75,000 square foot, $6 million state-of-the-art facility Fall term of 1990, and additional program offerings began Spring Semester 1991. Ogeechee Tech graduated its first class of nine Practical Nursing students in December of 1990.

The opening of Ogeechee coincided with the expansive growth of Georgia Southern University and the Statesboro area. In addition, the establishment of the Georgia State Lottery funded Helping Outstanding Pupils Educationally (HOPE) financial aid program in 1993 was a contributing factor in the unprecedented growth of Ogeechee Tech.

Ogeechee Tech experienced a $5.5 million expansion by adding three buildings—a Health Sciences Building, a Child Enrichment Center, and a Horticulture Building in 1999. During this time, Ogeechee Tech also increased its services through the opening of the Screven County Learning Center in Sylvania.

Ogeechee Tech offered its first Associate of Applied Technology (AAT) degree program in Industrial Manufacturing Technology Winter Semester 2000, with eight students enrolled, and in the following academic year offered AAT degrees in Accounting, Computer Information Systems, Early Childhood Care and Education, Funeral Service Education, Health Information Technology, Healthcare Management Technology, Marketing Management, Opticianry, and Secretarial Science.

House Bill 1187, known as the A + Education Reform Act, enacted in 2000, changed the names of technical institutes in Georgia to technical colleges. On July 6th of that year, Ogeechee Technical Institute officially became Ogeechee Technical College. Ogeechee Tech awarded its first AAT degree in December 2000 in Early Childhood Care and Education. During the summer of 2002, Ogeechee Tech opened the Evans County Learning Center.

Student growth continued at Ogeechee Tech due largely to the addition of new programs, many of which are unique to DTAE, the state, and the region. These distinctive programs included certificate, diploma, and degrees in technical areas such as Funeral Service Education, Forensic Science Technology, and Opticianry.

With the opening of the Occupational Studies Building in Fall 2003, a wider variety of programs, such as Agribusiness, Wildlife and Plantation Management, Geographical Information Systems Technology, Veterinary Technology, Culinary Arts, and Hotel, Restaurant and Tourism Management, enabled the college to further expand its offerings.

In 2004, Ogeechee Tech paid tribute to the late Senator Joseph E. Kennedy for his role in the establishment of Ogeechee Technical Institute by dedicating the main building on campus as the Joseph E. Kennedy Building.

On May 13, 2008, Governor Sonny Perdue signed legislation that officially changed the name of the Department of Technical and Adult Education. Effective July 1, 2008, the system became known as the Technical College System of Georgia. Governor Perdue also served as the keynote speaker for the 2008 Spring Commencement at Ogeechee Technical College. Shortly thereafter, Laura “Molly” Bickerton, a student in the College’s Radiologic Technology program, was selected as Georgia’s technical college Student of the Year in the 37th annual Georgia Occupational Award of Leadership (GOAL) competition.

In July of 2008, Ogeechee Technical College was awarded a regional law enforcement academy. The project, which involves five other technical colleges, allows new law enforcement officers to receive their basic law enforcement training at a state technical college and obtain college credit at the same time.

In an effort to continually grow and expand, in August of 2008, Ogeechee Technical College began construction of the Evans Technical Education complex in Hagan, Georgia. Ogeechee Tech was established to develop the existing and future workforce needs of the communities of Bulloch, Evans, Screven, and surrounding counties. As a unit of the Technical College System of Georgia, Ogeechee Tech continues to exist as a key player in the economic development of these communities.

Mission Statement

Ogeechee Technical College (OTC), a unit of the Technical College System of Georgia, is a public institution of higher education that contributes to the economic, educational, and community development of its three-county service area of Bulloch, Evans, and Screven counties. OTC provides technical education programs at the associate degree, diploma, and certificate levels utilizing traditional and distance education methodologies; student support services; adult literacy education; continuing education; and customized business and industry workforce training to the citizens of the communities it serves.

Vision Statement

Ogeechee Technical College will serve as a catalyst for economic prosperity in the region by providing a student-

centered environment to prepare lifelong learners to succeed in a global society.

State Standards

Ogeechee Technical College adheres to statewide institutional and program curriculum standards established by the Technical College System of Georgia (TCSG). These standards serve as a benchmark for providing high quality technical training, which meets the demands of business and industry. TCSG standards ensure that our partners in business and industry can rely on our students to have the knowledge and technical expertise to handle their jobs efficiently.

Employer's Guarantee/Warranty

As a demonstration of our confidence in the quality of our Technical College programs, the Technical College System of Georgia warrants every graduate of our Technical College programs offering a technical certificate of credit, diploma, or associate degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees.

A claim against the warranty may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.

This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.

The warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any Technical College that offers the program from which the individual graduated.

This warranty shall be issued in writing to each graduate entering a program on or after the mandated standards implementation date for the applicable program standard.

To inquire or file a claim under this warranty, employees or employers may call the Vice President for Academic Affairs.

Accreditation Statement

Ogeechee Technical College is accredited by:
Commission of the Council on Occupational Education

7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898
www.council.org

Program Accreditations/Approvals

The **Cosmetology** program at Ogeechee Technical College is approved by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.1300.

The **Dental Assisting** program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, Phone 312.440.4653.

The **Diagnostic Medical Sonography** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.

The **Echocardiography** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.

The **Emergency Medical Technician** and the Advanced Emergency Medical Technician programs are approved by the Georgia Department of Community Health – State office of Emergency Medical Services/Trauma.

The **Funeral Service Education** program is accredited by the American Board of Funeral Service Education, Inc. (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506, Phone 816.233.3747.

The **Health Information Technology** program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM may be contacted at 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800, Ph. 312.233.1100.

The **Medical Assisting** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants' Endowment. CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.

The **Nurse Aide** program is approved by the Georgia Health Partnership (GHP), P.O. Box 7000, McRae, GA 31055, Phone 800.414.4358.

The **Opticianry** program is accredited by the Commission on Opticianry Accreditation (COA), P. O. Box 592, Canton, NY 13617, Phone 703.468.0566.

The **Paramedicine** program is approved by the Georgia Department of Community Health – State office of Emergency Medical Services/Trauma.

The **Pharmacy Technology** program is accredited for pharmacy technician training by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, Phone 301.657.3000.

The **Phlebotomy Technician** program is approved by the American Society of Phlebotomy Technicians (ASPT), P.O. Box 1831, Hickory, NC 28603, Phone 828.327.2889

The **Practical Nursing** program is approved by The Georgia Board of Examiners of Licensed Practical Nursing, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.1300.

The **Radiologic Technology** program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312.704.5300. Email: mail@jrcert@.org.

The **Surgical Technology** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.

The **Veterinary Technology** program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA), 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173, Phone 847.925.8070 or 800.248.2862.

Business Hours

Normal business hours are from 8:00 a.m. until 7:00 p.m., Monday through Thursday.

Campus Tours

Visitors are invited to Ogeechee Technical College on any day that classes are in session. Individuals and groups who wish to tour the facility should contact Admissions at 912.871.1600 to arrange a date and time or request a campus visit online through the Admissions website at www.ogeecheetech.edu.

College Calendar

Day, evening, and online programs are offered with semesters beginning in late August (Fall Semester), early January (Spring Semester), and mid-May (Summer Semester). An academic semester will not exceed sixteen weeks. Some programs begin classes each semester; entrance dates vary for some programs. Continuing Education courses are offered and scheduled as needed.

Bookstore

Students may purchase textbooks, program supplies, and other items in the Ogeechee Tech Bookstore. Normal operating hours for the Ogeechee Tech Bookstore are Monday-Thursday from 7:30 a.m.-8:00 p.m.

Bookstore Policies

- Students must present current student ID with all credit card, personal check, and third-party purchases.
- Checks may be written for the amount of purchase only. No two-party or counter checks will be accepted.

Return Policies

Students MUST have a receipt to do an exchange or refund. Textbooks can be returned or exchanged during the first two weeks of class, or within seven days of purchase. Refunds will be refunded by original method of payment. New textbooks must be in original condition, free of bends, smudges, markings, indentions, or free of any kind of wear to be returned as a new book. Otherwise, the student will have the option to return it as a used book and receive the used book price for the return. Supplies and clothing can be returned within fourteen days of purchase with receipt. They must also be returned in original condition free of any marks. If any signs of wear are detected, the item may not be returned or exchanged.

Housing

Ogeechee Tech does not have dormitory facilities. However, there are numerous private facilities in the area which cater to students.

Library

The purpose of the OTC Library Services is to provide a variety of services and resources which support the academic goals and objectives of instruction and which enrich the overall educational experience for students, faculty, and other library patrons. The library is located in room 350 of the Joseph E. Kennedy Building.

The library resources include the online catalog, databases within GALILEO, and a rich webpage with links for the different programs at OTC. The online catalog gives students access to over 6000 books, 600 audio-visuals, and 20,000 electronic books. GALIEO provides databases to use for gathering information for projects and papers. Some favorite databases include: Auto Repair Complete, Britannica Online, MedLine Plus, and WestLaw Campus. GALILEO provides full-text periodical articles in over 100 databases.

The library also houses 37 computers loaded with course software for student use. Printing is provided free of charge to students. The library also has a black and white copier at 5 cents per copy. Audio visual equipment (DVD player, VHS player, and Flip Camera) is located in an audio-visual room for use by students.

Library Resources may be found at http://www.ogeecheetech.edu/resources.

A current student ID is required in order to check out any materials from the library or use a computer.

Hours of operation are Monday-Thursday from 7:00 a.m. until 9:30 p.m.

Student Centers

Student Centers are located in the Health Sciences Building and the Occupational Studies Building. The Bookstore has seating available for students as well. Each center is a place to gather with friends to eat, socialize, and study. Please keep the area clean by properly disposing of used cups, cans, and wrappers. Problems with the vending machines should be reported to the Director for Auxiliary Services in the Bookstore.

Students should have student ID cards visible at all times while in the student centers.

ADMISSIONS

Eligible Applicants

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission. The President may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

Required Academic Criteria

A GED or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to Ogeechee Technical College unless otherwise specified by the program's standards. Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization (suggested agencies are available through the Admissions Office). Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

In order to be accepted by Ogeechee Technical College, the applicant must have been awarded a high school diploma from a secondary school that is accredited by a regional accrediting agency such as the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, the Florida Council of Independent Schools and the Distance Education Training Council; or from a public school regulated by a school system and state department of education.

Applicants of home schools who did not attend a recognized accredited program must adhere to the following alternative path for admission:

Submit a letter from the local superintendent's office verifying that the parent or legal guardian notified the superintendent of intent to home school and must also verify that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. 20-2-690.

Annual progress reports or final transcript for the equivalent of the home-schooled student's junior and senior years is required. The final progress report should include the graduation date.

The President may waive the GED/high school diploma requirement for those secondary students or those pursuing a GED who are otherwise eligible to enroll in a specific program of study.

Assessment

The ability of a student to succeed in a program at Ogeechee Technical College is greatly determined by the math and language skills possessed by that student. Ogeechee Tech is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study. Students will then be admitted in accordance with the academic standards applicable to that program.

Ogeechee Tech utilizes COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, Ogeechee Tech may accept a student's official entrance score on a validated assessment instrument (such as SAT, ACT), or Georgia High School Graduation Test in English/Language Arts if the scores meet the college program's required minimums. If a student's SAT, ACT, or Georgia High School Graduation Test in English/Language Arts scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any TCSG college.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.

Admissions Categories

Minimum admissions requirements are established for each program.

Students shall be admitted to Ogeechee Technical College in one of the following categories: Regular, Provisional, Learning Support, Special, or Transient.

Regular Status

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted Regular admission status. Any change in the credential being sought shall require a student to meet the admission requirements of the new credential.

Provisional Status

Students who do not meet all requirements for Regular admission into a selected program are granted Provisional

admission status. Provisionally admitted students may take learning support classes and certain specified occupational courses as long as class pre- and co-requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support coursework in order to progress through the State Standard Curriculum.

Learning Support Status

Applicants who score below the provisional cut scores in English, math, or reading are granted Learning Support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- May apply up to a maximum of 25 credit hours into a specific program for credential seeking purposes after achieving regular admit status. The hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

Transient Status

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each semester of enrollment. For on line courses, students must apply through the Georgia Virtual Technical connection website at https://app.grtc.org/GVTC/.

How to Apply for Admissions

Admissions Procedures

1) Submit an application for admission and a $25 application fee. This is a nonrefundable fee. Students who submit a Readmission Application will be required to submit a $15 readmission application fee. **Online applications at www.ogeecheetech.edu are encouraged.** To mail an application, the following address should be used:

   Office of Admissions
   Ogeechee Technical College
   One Joe Kennedy Boulevard
   Statesboro, GA 30458
   Phone: 912.688.6994 or 1.800.646.1316
   Fax: 912.486.7413
   E-mail:
   enrollmentservices@ogeecheetech.edu

2) Submit a high school transcript, or GED scores, and all transcripts from any colleges attended for credit. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 semester hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

3) Applicants who have not taken an admissions placement exam within the last five (5) years will be scheduled to do so. Acceptable SAT, ACT, ASSET or COMPASS scores may be substituted if taken within the last five (5) years. Note: Reasonable accommodations are made during testing for those who need them. Please notify the Disability and Student Support Services Coordinator prior to the scheduled test date at 912.486.7211. To schedule the COMPASS exam, go to www.ogeecheetech.edu/testing.

4) Official notification of acceptance is given to the applicant upon completion of all the above items. Note: Some programs have additional admission requirements that are required prior to acceptance.

5) Attend Orientation/Advisement/Registration.

Appeals

Applicants have the right to appeal any decision regarding acceptance to Ogeechee Technical College. Appeals should be made in writing to the Vice President for Student Affairs of Ogeechee Technical College upon receiving notification of admission status. The written document must include specific details supporting the appeal.

Placement Testing

Ogeechee Technical College utilizes COMPASS, published by the American College Testing, Inc. (ACT), as its primary state approved assessment instrument for testing applicants for program readiness. COMPASS consists of a series of four tests: Writing, Reading, Mathematics, and Algebra. This test is an untimed, multiple choice examination given by computer. Algebra scores are required only for Associate Degrees and certain other programs of study. All other programs require a Mathematics score. For applicants who are uncomfortable with taking computerized tests or in certain other situations, Ogeechee Technical College offers ASSET, another state approved instrument published by ACT.

ASSET consists of a series of four tests: Writing, Reading, Numerical Skills, and Elementary Algebra. This test is a paper and pencil and multiple choice format with each section timed at 25 minutes. Elementary Algebra scores are required only for Associate Degrees and certain other programs of study. All other programs require a Numerical Skills score.

The first placement exam given for admissions into Ogeechee Tech is free of charge. Retesting is allowed for new students only, and new students may retest only one time. There is a $15 retest fee payable prior to testing.

Ability to Benefit Test

Applicants without a high school diploma or the equivalent who are applying for Title IV funds must have the placement test specially administered. The Admissions Office will make arrangements to have the test offered at specific times at no cost to the applicants. All parts of the test must be completed during one session.

Ability to Benefit Procedure

To receive federal (Title IV) financial aid, a student must be qualified to study at the postsecondary level. For federal financial aid purposes, a student with a high school diploma or its equivalent (GED) is considered qualified. A student without a high school diploma/GED can obtain eligibility for federal financial aid by taking and achieving required scores on an "Ability-to-Benefit" (ATB) test. The approved ATB exam administered by Ogeechee Technical College is the COMPASS test, published by American College Testing. The federal Department of Education guidelines specify the minimum passing scores for ATB exams. If these scores are not met and the student does not have a high school diploma/GED, the student is not eligible for the federal Pell grant. However, if other conditions are met, the student may be eligible for the HOPE grant. A student must meet the minimum scores in all areas of the exam in order to be considered for federal financial aid.

EXAM	WRITING SKILLS	READING SKILLS	NUMERICAL SKILLS
COMPASS	32	62	25

ATB students are not eligible to retake any section of the exam in which a minimum required score was not achieved. All ATB applicants must meet the same requirements as all other students who apply to Ogeechee Tech. After ATB students are tested, they are referred to the Admissions Office for counseling. The Director for Financial Aid will be notified of the status of each ATB student. Satisfactory progress of each ATB student will be closely monitored. Each ATB student will be encouraged to develop positive study habits, positive job attitudes, and positive work ethics.

The following programs do not require a high school diploma/GED as a prerequisite for entrance and are eligible for the Pell grant. However, prior to graduation, a student must receive either a high school diploma or GED: Air Conditioning Technology Diploma; Carpentry Diploma; Cosmetology Diploma; Electrical Systems Technology Diploma; and Esthetician Certificate.

Returning Students

Students absent from Ogeechee Tech for two or more semesters have the following readmission requirements:

1) Submit a completed Readmission Application form to the Office of Admissions. A $15 readmission fee applies.
2) Meet Ogeechee Tech's program admission requirements in effect at the time of readmission.
3) Submit to the Admissions Office all postsecondary official transcripts accrued since the previous Ogeechee Tech enrollment.

Note: Former students absent from Ogeechee Tech for more than 5 years may be required to submit new placement scores.

Out-of-State Students

Out-of-state applicants are encouraged to apply for admission to Ogeechee Technical College.

International Students

For more information on International Student Admissions, please contact the Office of Admissions at 912.688.6994 or 1.800.646.1316.

High School Students

High School Initiatives (HSI) provides students with a planned program of study that incorporates academic and career-related courses articulated between the secondary and postsecondary levels leading to a certificate, diploma, or degree. Students may take advantage of the HSI program in four ways from Ogeechee Technical College: Articulation, Dual Enrollment, Joint Enrollment, and Move On When Ready.

Articulation: Local articulation agreements have been developed to aid in a seamless transition from area high schools to Ogeechee Tech without repetition of coursework already mastered in the high school. To obtain a list of articulated courses, students should contact the high school guidance office.

Dual Enrollment: The Dual Enrollment Program allows public school students to receive Carnegie unit credit from a public high school and postsecondary credit hours from Ogeechee Technical College for the same course. Any student enrolled in a Georgia public high school who is classified as a junior or senior and meets the dual enrollment and admission requirements of Ogeechee Technical College is eligible to participate in the Dual Enrollment Program. For more information, students should contact their high school counselors.

Joint Enrollment: Students who are interested in beginning a college career earlier by taking classes at Ogeechee Tech to earn only technical college credit may enroll as Joint Enrollment students.

Move On When Ready (MOWR): MOWR is a Dual Enrollment Option for eligible eleventh and twelfth grade students. Students may take all of his or her courses at

Ogeechee Technical College while simultaneously receiving credit from his or her high school and credit at Ogeechee Technical College. Hours do not count against HOPE, but all attempted hours are reflected on official transcripts.

Change of Program

Students wishing to change programs should complete the appropriate forms by mid-term of the semester prior to which the program change is desired and meet all the admission criteria for the new program of study. If the program to which the student is attempting to transfer has a waiting list, the student will be placed on the list in accordance with the date of application for transfer. The student will be notified by the Admissions Office of his/her admission status into the new program.

Any courses common to the original program of study and the new program of study are transferable, providing that the student received a minimum score of C for the course.

Double Majors

Students may be afforded the opportunity to be enrolled in more than one major. In order to enroll in more than one major, a written request must be submitted to the Dean for Academic Affairs. The request must include the student's name, student ID number, current major, desired second major, and the reason why the student desires to pursue a double major. Criteria used to determine if a student is eligible for a double major include, but are not limited to:

- Overall GPA at time of request
- Course history
- Advisor/Faculty recommendation
- Within two semesters of completing current program
- A relationship between the current and requested programs

Students will be allowed to enroll in only programs that are of the same level (Degree-Degree, Diploma-Diploma, Certificate-Certificate, etc.). Any courses that are common to both majors will not have to be repeated. In order to maintain double major status, a student must take at least one course from each program concurrently.

Competitive Admission Programs

If a student wishes to enter into competitive admission programs, he/she must meet all admission criteria for the program prior to entrance. Ogeechee Tech's competitive admission programs include 1) Diagnostic Medical Sonography (DMS) diploma, 2) Echocardiography diploma, 3) Practical Nursing diploma, and 4) Radiologic Technology diploma. Also, in order to be considered for admission into a competitive admission program, a student must have a signed Letter of Interest form on file for the semester the student is interested in entering. This form is available in the Admissions Office or online and must be submitted one term prior to the semester of interest.

Selection for competitive admission programs are based on the following:

- Completion of a signed Letter of Interest submitted to the Admissions Office
- 18 years of age or older
- Completion of the Revised PSB Health Occupations Aptitude Examination for imaging programs or PSB Aptitude for Practical Nursing Examination for nursing program prior to regular program admission.
  - Obtained a minimum score of 30th percentile in the following four areas: academic aptitude, information in the natural sciences, judgment and comprehension, and the vocational adjustment index.
  - In the event of a tie, the sum of all four sections will be used to determine entrance. The student with a higher score will be placed above a student with a lower score.
  - The highest of each PSB section will be used.
- Cumulative program grade point average (GPA)
  - Includes all attempts of required coursework listed below. Coursework may be obtained by enrolling in the Health Care Assistant Certificate for Diagnostic Medical Sonography, Echocardiography, Practical Nursing or the Health Care Science Certificate for the Radiologic Technology program.
    - Required coursework for DMS and Echocardiography: ENGL 1010, MATH 1013, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, MATH 1127, ALHS 1126, ALHS 1040, BUSN 1240, EMPL 1000
    - Required coursework for Practical Nursing: ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1060. ALHS 1090, PNSG 2010, ALHS 1040, NAST 1000.
    - Required coursework for Radiologic Technology: ENGL 1101, MATH 1111, PSYC 1101, COMP 1000, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, HUMN 1101, SPCH 1101, RADT 1010, ALHS 1090, ALHS 1040
  - Grades from transfer credits will be included in the calculation of the cumulative program GPA.
  - Students must complete all required coursework with a "C" or better and have a cumulative coursework GPA of 2.5 or higher
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admission.

PSB Aptitude Examination

Several medical programs require a student to submit PSB Aptitude Exam scores as part of the admissions criteria. This exam is composed of a battery of tests that measure

abilities, skills, knowledge, and attitudes necessary for a student to complete a chosen program successfully.

The components of the aptitude examination are:

- Academic Aptitude (Verbal, Numerical, Nonverbal)
- Spelling
- Information in the Natural Sciences
- Judgment and Comprehension
- Vocational Adjustment Index

A student will be required to achieve a score of at least the 30th percentile in all areas (academic aptitude, information in the natural sciences, judgment and comprehension, and the vocational adjustment index) except spelling. The exam is given several times during the semester. A student will be allowed two testing attempts for the PSB exam. A student is required to wait a minimum of 30 days between the first and second attempts. PSB scores from other schools will not be accepted. A student will be required to pay a $25 retest fee for a second attempt.

A student may register for and/or find out when the test is administered by contacting the Admissions Office. Additional information regarding the PSB test may be found at http://www.psbtests.com.

Readmission for Competitive Admission Programs

A student who leaves the College in good standing may apply for readmission as early as the next academic semester. This should be done through the Admissions Office. Students who have been dismissed because of unsatisfactory academic progress may be readmitted after one semester of absence from the College.

A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appointment with the Vice President for Student Affairs.

Readmission to a program will be granted on a space-available basis within the appropriate course sequence. A student will be required to complete the curriculum requirements in place at the time of re-enrollment. Also, some programs have specific readmission guidelines. Visit the individual program description in the *OTC Catalog and Student Handbook* for specific program readmission procedures.

Advanced Placement

Admission of Transfer Students

Applicants to Ogeechee Technical College (OTC) who have been previously enrolled at a postsecondary institution will be considered for admission under the following policies:

- Applicants who are in good standing at their previous institution may be accepted in good standing; and
- Applicants who are on academic probation at their previous institution may be accepted on academic probation.

Applicants who wish to transfer to OTC must meet the entrance requirements and follow the guidelines listed in the "Program Requirements/Admission Procedures" section of the *OTC Catalog and Student Handbook*. Applicants to OTC who have been previously enrolled at a postsecondary institution and desire entrance into one of the competitive admission programs (Echocardiography, Practical Nursing, Diagnostic Medical Sonography, or Radiologic Technology) must meet certain specific requirements listed in the *OTC Catalog and Student Handbook*.

Students may be eligible for advanced placement through two methods: transfer credit and exemption credit.

Transfer Credit

Ogeechee Technical College recognizes previous postsecondary coursework by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. OTC requires all transfer credits within associate level coursework to be taken at regionally accredited institutions that are part of the Commission on Colleges. If needed, a Faculty Credential check will be conducted prior to awarding credit.

Credit for courses at an institution accredited by a national or regional accrediting agency which is recognized by the U.S. Department of Education and the Technical College System of Georgia and whose entrance requirements and curriculum are equivalent to or greater than those of OTC will be considered for award of transfer credit. Credit may be granted for formal military schools, training and correspondence courses in accordance with the American Council on Education.

A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits.

Due to the rapid changes in technology and technical information, program-specific technical courses will be considered for transfer credit in a program only if the coursework has been completed within the past five years. Technical courses that were taken five years prior to admission to OTC will be evaluated for technical currency for course content by the program faculty. A student desiring consideration of credit for technical courses or experiences that are more than five years old can request transfer by exemption testing.

Transfer credit will be considered without restriction of completion dates for those courses in academic disciplines. Examples of these courses include, but are not limited to, English, psychology, mathematics, physical sciences, natural sciences, and social sciences.

A student may receive credit for courses taken at another postsecondary institution if:

- The course taken is essentially the same equivalent course content as the course taken at OTC;
- The course taken has the same number of credit hours (or greater) as the course taken at OTC;
- An official transcript is on file in the student's admission file from all postsecondary institutions attended; and

- A grade of "C" or higher has been earned for the course to be transferred.

A grade of "TRA", "TRB", or "TRC" will be entered on the permanent record if credit is awarded. The third letter indicates the grade earned in the course; however, this grade will not be counted in the cumulative Grade Point Average (GPA).

For competitive admissions programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated into the GPA under consideration for program admission.

A student who has attended a previous college and is eligible for transfer of credit for English and math is not required to take the COMPASS placement exam. However, if the student for any reason takes the exam and scores indicate the need for a Learning Support class, the student forfeits evaluation of his/her transcript, and the scores on the exam will determine placement, except in the case of a competitive admission program.

Transient Courses

A transient student is a student who is currently enrolled at one postsecondary institution seeking to take classes at another postsecondary institution. At OTC, students must obtain permission from their program advisor before applying as a transient student to other postsecondary institutions.

To ensure coursework and learning outcomes are at the collegiate level, OTC requires that associate degree level educational coursework taken as a transient student be taken at a regionally accredited institution. However, if students cannot find the associate degree course offered at a regionally accredited college, they must request a "Faculty Credentials Form" be sent from the Registrar's office at OTC to the Registrar of the non-regionally accredited host institution.

Grading procedures for transient students are the same as for traditional students. Therefore, the transient student's grade will be sent from the host school to OTC (home school) for recording of the grade upon completion of the course. The grade becomes a part of the student's permanent record. The hours will be computed in the grade point average and will appear on the student's transcript.

Military Training Credit

Credit may be awarded for training received in the Armed Forces. The training should be certified by the *Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education or by the official catalog of the Community College of the Air Force or some similar document. Credit should be given when training experience meets required competencies of courses offered at the institution.

Foreign Earned Credit

Credit may be awarded based upon an evaluation performed by an independent evaluation service. The Registrar will make the final decision regarding the award of transfer credit. Grade points will not be assigned to transfer credit.

Institutional Exemption Exam

A student may receive credit for courses by passing an exemption examination only if the student has never attempted the course nor made a grade of D or F in an equivalent course at OTC or another postsecondary institution. A student cannot withdraw from a course and register to take an exemption examination within the same semester nor can a student take an exemption examination if he/she is currently registered for the course. Students wishing to pursue credit by examination must:

- Be admitted and enrolled in a program of study at Ogeechee Technical College;
- Be able to present evidence which would indicate that the student has the education, training, or work experience similar to that given in a course being challenged, and not a faculty member from his/her program;
- Complete the *Application for Credit by Examination* form, and obtain approval from the student's academic advisor and the instructor responsible for administering the exam, the Academic Dean, and the Vice President for Academic Affairs;
- Take the application to the Business Office in Building 600 (JEK Annex) and pay the TCSG approved non-refundable fee for the examination;
- Present the application and a receipt of payment to the instructor responsible for administering the examination; and
- Earn a score of at least a "C".
- For competitive admissions programs, grades for credit earned by exemption exam will be evaluated for GPA and calculated into the GPA under consideration for program admission.

The examination will be taken during the week of final examinations unless otherwise approved on a case-by-case basis by the appropriate Dean for Academic Affairs. A grade of "EX" will be entered on the permanent record if the exemption exam is successfully completed. The hours for the exempted grades will not be computed in the grade point average.

Exemption exams may be taken twice and must be a course or an elective in the student's program of study.

NOTE: *Academic Affairs determines which courses are available for course exemption and a listing of courses eligible for exemption examinations is available upon request.*

Secondary School Articulation

Ogeechee Technical College is required to establish articulation agreements with interested area high schools to ensure that students receive course credit when established competencies have been achieved.

Formal Articulation Agreement – Ogeechee Tech is required to develop formal written agreements with interested area high schools that give credit based on competencies achieved in selected courses. All Articulation Agreements are developed by advisory

committees with members from both secondary programs and College programs to develop articulation agreements.

Validation of Credit – Ogeechee Tech must validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated. No fee shall be charged to students taking an exam to validate articulated credit from high school.

Transferability of Credit – Ogeechee Tech will honor local articulation agreements statewide when students move from one area of the state to another and will validate the credit by administering the final examination/exemption examination for the course being transferred. Local articulation agreements shall determine the length of time students have to use articulated credit processes. Articulated credit awarded will be indicated on transcript/permanent records by use of the letters “AC”.

Residence Requirements for Degree/Diploma

Ogeechee Technical College requires that a minimum of twenty-five percent (25%) of the coursework of a particular program of study be completed at Ogeechee Tech to be granted an award.

CAMPUS SAFETY AND SECURITY

Campus Security

It is the obligation of the College to ensure orderly operation, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to enforce College disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

Ogeechee Tech employs a Director for Campus Safety and Security and off-duty law enforcement officers to enforce security rules and regulations, including the Code of Conduct and traffic and parking regulations. The special duty officers are employees of Ogeechee Tech when on assignment. They have full arrest powers and can issue campus and state traffic citations.

Vehicle Registration and Parking Permits

All students must register their vehicles annually. At the time of registering a vehicle, a parking fee of $15 must be paid. Registration cards may be obtained from the Business Office. Parking permits must be visible and permanently affixed to the outside, lower driver’s-side rear window.

Parking and Traffic Regulations

Failure to adhere to the regulations as outlined below may jeopardize the student’s ability to register, receive grades, etc.

Parking

Parking is prohibited in the following areas:

- Any lawn or yard area
- Any sidewalk
- Any road or street
- Any marked fire lane
- Any loading zone
- Any posted area
- Safety zones
- Marked handicapped areas (The vehicle must have an official handicapped license plate or handicapped hang tag visible.)
- Any curbing painted yellow, marked or not.
- College work-study students should park in designated student parking areas only.

Traffic

All students must adhere to the following traffic regulations:

- All traffic control signs will be obeyed.
- The speed limit on all campus roads and streets will be 20 mph, unless otherwise posted.
- The speed limit in all parking lots will be 10 mph.
- Driving on lawns or yard areas is prohibited.
- Radios must not be heard outside the vehicle.
- No loitering is allowed on campus.

Traffic Fines

- No parking decal - $5
- First traffic violation - $10 (exception: handicapped violation of $100).
- Second and subsequent violations - $15 and possible loss of driving privileges on campus.

Administrative Review and Appeal

Any student wishing to appeal a citation and/or fine should submit a written explanation of the circumstances to the Vice President for Student Affairs. A written decision will be issued within five working days of the date of the appeal.

Accident Insurance

All students are required to purchase accident insurance. The accident insurance fee is part of the registration fees. In case of accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides coverage for medical expenses related to accidents (accidental injury or death) as specified below:

College

Time Coverage protects students while engaged in College activities during the entire semester;

Traveling

To or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator) traveling in a College-furnished vehicle or chartered transportation going to or from a College-sponsored activity;

On the College Premises

During the hours when the College is in session or any other time while the student is required to participate in a College-sponsored activity (not as a spectator); and

Away from the College Premises

As a member of a supervised group participating in a College-sponsored activity requiring the attendance of the student (not as a spectator).

The accident insurance program does not cover GVTC students as this program is unsupervised by nature.

Accident Investigation

In the event of any accident and/or injury involving a student, visitor, or employee at Ogeechee Technical College, a member of the faculty or staff must promptly complete a standard *Campus Incident/Accident/Crime Report*. The report should be returned to the Campus

Safety and Security Office and Human Resources Office. An accident report must be completed in the event of any accident, regardless of how minor or superficial it may appear.

Emergency Operations and Safety

Ogeechee Technical College has established emergency procedures and checklists, which are available in each classroom and/or lab along with the evacuation routes for the College. Personnel have been trained in emergency procedures. Please report any issues to an instructor or other college personnel, who will contact the Receptionist at 912.681.5664.

Listed below are procedures for students to follow.

Hazardous Material/Radiological Incident

An incident involving hazardous materials could pose a threat to faculty, staff, and students and possibly the community. The local authorities will be contacted, and the area will be roped-off within 250 feet of the spill. Classes will continue until further notification.

Emergency Evacuation Procedures

Bomb or Bomb Threat

In the event of a bomb threat, evacuation will occur. Students are to proceed to exit the building(s) following the posted escape routes to pre-designated areas. Assembly areas are a minimum of 1000 feet from the facility.

Evacuees should take care in crossing roadways. Stay clear of responding emergency vehicles and vehicles in the parking lots. Avoid use of all car phones, cellular phones, walkie-talkies, radios, and other electronic devices. Please remain calm while the instructors take roll and await further instructions.

Local authorities and safety teams will enter the buildings and carefully check for anything that looks suspicious. After this is completed, staff and faculty will enter buildings for a second check. Students will return to the buildings, and classes will resume.

Intruder/Hostage/Terrorism/Civil Disturbance/Student Disruptions

In the event of a report of an unauthorized person(s) on the college premises or an intruder situation, which could evolve into a hostage, terrorist, or abduction incident, the President may give an alert signal authorizing a lockdown of the building(s). A lockdown would consist of all classroom doors, offices, and exterior doors to the building(s) being locked. Please remain calm while the instructors take roll and await further instructions.

A lockdown may not be ordered but an evacuation of the campus could occur. If an evacuation occurs, students are to proceed from the buildings following the posted escape routes to pre-designated areas. Assembly areas are a minimum of 1000 feet from the facility. Evacuees should take care in crossing roadways. Stay clear of responding emergency vehicles and all vehicles in the parking lots. Avoid use of all car phones, cellular phones, walkie-talkies, radios, and other electronic devices.

Fire

Immediately contact the nearest faculty or staff member to report the nature of the fire and its location. A fire alarm will be pulled, and the building will be evacuated following the posted escape route. Evacuees should proceed to the nearest pre-established assembly area.

Please remain calm while the instructors take roll and await further instructions. Remain in the assembly area until the “ALL CLEAR” from the fire department is received. When the all-clear signal is sounded, students are to return to their classrooms.

The FIRE ALARM will be a continuous blast of the emergency fire horn and flashing fire alarm strobe lights.

Tornado

When a TORNADO WATCH stating that tornadoes are probable is received, students will be made aware of the possible danger, but instructors will continue regular classroom/lab activities.

When a TORNADO WARNING stating that a tornado has actually been sighted is received, the alarm will be sounded thru the Alertus Beacons placed inside buildings around campus. Students will proceed to windowless rooms, corridors, or hallways, and sit on the floor with their backs to the walls. Stay clear of windows and skylights. All doors will remain closed. Students should not leave campus during a tornado warning due to potential danger. Please remain calm while the instructors take roll and await further instructions.

The all clear signal for a tornado warning will be sounded thru the Alertus Beacons. When the all-clear signal is sounded, students are to return to their classrooms.

OTC Alert

OTC Alert is a mass notification system that is designed to notify students, faculty, and staff of any emergency on campus via text message on a designated cell phone and/or an email message. The types of messages that may be sent would include intruder alerts, severe weather warnings, school closings, etc. The system will not be used for non-emergency type messages and is an ‘opt-in’ system, meaning individuals decide whether to participate. The only cost associated with the system is the cost of the text message from individual cellular carriers. If an individual would like to enroll in OTC Alert, he/she must set up a personal account. Steps to ‘opt-in’ are available online at www.ogeecheetech.edu.

This system is also integrated into alert beacons strategically located around the campus. The beacons will sound an audible tone, flash LED lights, and display the alert message on the front screen.

FINANCIAL AID

Financial Aid is available to eligible students enrolled in credit programs at Ogeechee Technical College to help pay educational costs.

The Free Application for Federal Student Aid (FAFSA) should be completed even if a person is not sure that financial aid will be needed–it's FREE. The Financial Aid Office recommends the completion of the FAFSA online at www.fafsa.ed.gov. When applying online, there is less paperwork and results are faster. If a paper copy of the FAFSA is desired, one can be obtained by calling the U.S. Department of Education at 800.433.3243.

Helpful Hints for Applying

- Complete all required forms by the appropriate deadlines.
- Complete all questions accurately; estimate if necessary to meet early deadlines.
- File FAFSA early and online for faster results.
- Keep a photocopy of all documents.
- Use the full legal name (no nicknames) on all applications.
- The name on the application must match the name on the Social Security card.

Eligibility Requirements

The following criteria must be met to be considered for Federal and some State financial aid:

- Complete and submit the Free Application for Federal Student Aid (FAFSA).
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number.
- Be enrolled in an eligible program of study. Have a high school diploma or General Education Development (GED) Certificate, or demonstrate the ability to benefit from the program of study.
- Make satisfactory academic progress.
- Register with the Selective Service, if required (males only).
- Must not be in default on any Federal student loan and/or owe a refund on a student aid program.
- Agree to use any funds received for educationally related purposes.
- Certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance.
- Meet all other requirements of the program.

To receive State student aid from Georgia, a student also must:

- Maintain legal Georgia state residency.
- Attend an eligible institution in Georgia.

Types of Financial Aid

Federal Pell Grant

Students who demonstrate financial need, who are enrolled in a Pell-eligible program, who have regular or provisional status, and who have not received a bachelor's degree may qualify for this grant. Pell grants are awarded through strict rules set by the U.S. Department of Education. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility. Ogeechee Tech's Title IV Institution Code is 030300.

Students who complete the FAFSA may be selected for verification. If selected, the student must provide documentation that supports information entered on the FAFSA. Documentation may include (but is not limited to):

- Verification Worksheet
- Signed copy of student's/spouse's Federal Income Tax Return
- Signed copy of parent's Federal Income Tax Return
- Student's Social Security Card
- W-2's of student, spouse, or parent
- Birth Certificate
- SSA-1099
- Parent's Social Security Card

All degree and diploma programs are Pell eligible. However, only some certificate programs are eligible for Pell. Contact the Financial Aid Office for the list of Pell-eligible certificate programs.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who demonstrate an extreme financial need may be eligible for FSEOG. Students must be receiving a Federal Pell Grant to be eligible. FSEOG is awarded on a first come basis until all funds are exhausted.

Federal Work Study (FWS)

Students must be a Federal Pell Grant recipient and demonstrate financial need to qualify for FWS. FWS provides students with income from part-time jobs. The number of hours a student can work will depend on the individual student's need. Students must reapply for FWS each semester and attend a FWS orientation meeting if they were not a FWS the prior semester.

Georgia HOPE (Helping Outstanding Pupils Educationally) Scholarship Program

HOPE is a state tuition assistance program funded by the Lottery for Education. HOPE will pay some tuition for eligible students. General Eligibility Requirements:

- Must be a legal resident of Georgia for 24 months.

- Must be enrolled in an eligible postsecondary institution.
- Must be a U.S. Citizen or Permanent Resident Alien.
- Must not be in default on any Federal student loan and/or owe a refund on a student aid program.

HOPE for Diploma or Certificate Programs

Students enrolling in diploma or certificate programs are eligible for HOPE regardless of the year of high school graduation and regardless of the high school GPA. They are eligible to receive HOPE for any and all certificate or diploma programs up to 30 semester hours, provided they meet standards for satisfactory progress. After attempting 30 semester HOPE Paid Hours, students must have a 3.0 GPA to retain HOPE until the 63 semester HOPE Grant cap or the 127 HOPE Paid Hours cap.

HOPE for Degree Programs

Eligible students may receive the scholarship for up to 127 semester credit hours, provided they make satisfactory progress and have a 3.0 cumulative GPA in the semester that they are attempting to complete their 30th, 60th and 90th hours and at other checkpoints determined by HOPE.

Specific Requirements for All Other Degree-Seeking Students

Students not academically eligible for a HOPE scholarship immediately after high school graduation, and who graduated since 2004, may be eligible for a HOPE scholarship if, after attempting their 30th, 60th, or 90th hour of study in a degree program, they have a cumulative GPA of 3.0 or higher. Hours attempted in a certificate or diploma program which do not transfer into a degree program will not meet the requirement. All students must complete an Evaluation for HOPE Scholarship Grant Form to be considered for HOPE for degree programs.

WIA

Workforce Investment Act (WIA) is a form of financial aid available to serve disadvantaged adults and dislocated adult workers. WIA may pay tuition and fees. WIA may also pay for books and supplies for students who qualify, as well as provide assistance with daily travel and child care. Students should contact a local office of the Department of Labor for details.

Veteran Administration (VA) Benefits

Veteran's benefits are available to qualified veterans and dependents. Application forms and assistance in filing for education benefits are available in the Financial Aid Office. For specific questions regarding individual eligibility, call the VA Atlanta Regional office at 1-888-GIBILL (888.442.4551) or visit them at www.gibill.va.gov.

Vocational Rehabilitation

The Division of Rehabilitation Services (DRS) provides financial assistance to students who have physical or mental disabilities and who qualify for DRS services. Students should contact a local office of the Department of Labor for details.

Scholarships

Various civic, professional, social, and other organizations provide scholarships for deserving students. In most cases, financial aid is awarded based upon academic performance, financial need, and availability of funds. Students should contact the Financial Aid Office for more information.

The Ogeechee Technical College Foundation, Inc., offers several scholarship opportunities. These scholarships are the result of local efforts to raise money to support the academic success of Ogeechee Tech's students. Contact the Financial Aid Office for more information.

Satisfactory Academic Progress (SAP)

To be eligible to receive Student Financial Aid (SFA) funds (PELL, SEOG, FWS, HOPE); students must maintain satisfactory academic progress. Ogeechee Technical College (OTC) is required by the U.S. Department of Education to establish minimum standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling educational requirements. Students attending OTC must be in good academic standing and making satisfactory progress. OTC uses the following standards to monitor student's progress toward their diploma, degree, or certificate:

Grade Point Average

Students must maintain a **cumulative grade point average** (GPA) of at least 2.0 to remain in good standing. A student's GPA will be monitored at the end of each semester. A student whose cumulative GPA falls below a 2.0 is placed on financial aid warning for the next semester of attendance. This will allow the student one semester to increase the cumulative GPA to the satisfactory level. If, after one semester, the GPA remains below 2.0, the student will lose financial aid eligibility (placed on financial aid suspension). Students may receive financial aid while on warning. **The student will not receive financial aid while on suspension**.

Maximum Time Frame

There are a maximum number of hours that students may attempt in pursuing their program of study. All students must complete their educational objective within a maximum time frame of one and one half (150 percent) times the length of the program in which they are enrolled. This means that once a student has attempted one and one half times the minimum number of credit hours necessary for completing program requirements, the student is ineligible to receive financial aid.

Completion Rate

In order for students to graduate within this maximum "time frame" of hours, at the end of each semester they are expected to have cumulatively completed at least 66.6% of their credit hours attempted. A student who at the end of

any semester has not successfully completed 66.6% of his cumulative hours attempted will be placed on financial aid warning for their next semester of attendance. This will allow the student one semester to increase the cumulative completion rate to the satisfactory level. If, after one semester, the cumulative completion rate remains below 66.6%, the student will lose financial aid eligibility (placed on financial aid suspension). Students may receive financial aid while on warning. **The student will not receive financial aid while on suspension.**

Grades

The following grades are calculated in the completion rate but do not count toward successful completion: IP, I , W, WP, F, or WF. Repeat courses will be considered as any other class and both grades will be counted in both the GPA and completion rate. A grade of A*, B*, C*, or D* (*learning support grades are not counted in GPA, but are in completion) will be considered satisfactory completion of a learning support course. A grade of F* will be considered unsatisfactory. Grades received for learning support courses are not calculated in the GPA, but the hours are calculated in the 66.6% cumulative completion rate.

Transfer Students

Transfer students accepted by OTC but not previously enrolled at OTC will be classified as maintaining Satisfactory Academic Progress for the first semester enrolled. Only classes transferred in will be used in the completion rate calculation. At the end of the first semester, the student's grades will be measured in accordance with the College's Satisfactory Academic Progress requirements. Students who previously attended OTC, transferred to another school, and then returned to OTC, will have all OTC courses and courses transferred from other institutions calculated in the cumulative completion rate.

Warning/Suspension

If a student fails to meet the cumulative GPA, cumulative completion rate, or the maximum time frame standards at the end of a semester, the student will be placed on Financial Aid Warning. The student will continue to receive financial aid while on financial aid warning. However, if the student does not meet the Satisfactory Academic Progress standards by the end of the warning period, he/she will be placed on Financial Aid Suspension. The student can continue taking courses while on financial aid suspension at the student's expense.

Appeal of Financial Aid Suspension

Students have the right to appeal their suspension of financial aid if they have mitigating circumstances that prevented them from making satisfactory academic progress. A student wishing to appeal financial aid suspension must do so in writing with supportive documentation and is only allowed three appeals. The form may be obtained from the Financial Aid Office or the financial aid website. **The SAP Appeal form must be submitted at the Financial Aid Appeals Briefing.** Dates and times of all Financial Aid Briefings are posted in the Financial Aid Office and on the OTC website. The SAP Appeals Reviewer will review the appeals. The SAP Appeals Reviewer will notify the student of the decision. **The Reviewer's decision is final.**

Appeal Outcomes

Students will receive one of three decisions when they appeal:

1. Denial – Students whose appeals are denied remain on suspension and will have to pay for their classes.
2. Probation OT – Students whose appeals are approved will have their financial aid reinstated for one semester. Students must meet SAP at the end of the next semester of enrollment.
3. Probation AP – Students whose appeals are approved will have their financial aid reinstated for three semesters. These students must meet SAP within three semesters and complete an academic plan.

FEES AND EXPENSES

Fee Categories

Fees are categorized as application fees, tuition fees, registration fees, etc. Tuition is assessed according to policies for postsecondary education as set by the Technical College System of Georgia. Continuing education and specialty course fees may be assessed differently according to the course and the business which requests development of a course.

Credit card and check payments can be made online by visiting www.ogeecheetech.edu, hover over current students, then select BannerWeb. VISA and MasterCard are accepted. Payments by cash, checks, or money orders should be made at the Business Office. Checks and money orders should be made payable to Ogeechee Technical College and may not be post-dated. A picture ID is required when payment is made by check.

A student who is delinquent in the payment of any financial obligation may be removed from courses or the College and will not be allowed to register for another semester until the delinquency is removed. The student will not be able to view grades, transcripts, or other student records. Any student who receives a notice that her/his status is on "hold" should immediately contact the appropriate office.

Application Fees

Students applying for admission, for the first time, to any credit course must pay a non-refundable application fee of $25.

Tuition and Fees

Degree and Diploma Programs

Credit Hours	Tuition	Fees	Tech Fee	Total
1	$75	$125	$55	$255
2	$150	$125	$55	$330
3	$225	$125	$55	$405
4	$300	$125	$55	$480
5	$375	$125	$55	$555
6	$450	$125	$55	$630
7	$525	$125	$55	$705
8	$600	$125	$55	$780
9	$675	$125	$55	$855
10	$750	$125	$55	$930
11	$825	$125	$55	$1005
12 (full-time)	$900	$125	$55	$1080
13	$975	$125	$55	$1155
14	$1050	$125	$55	$1230
15+	$1125	$125	$55	$1305

Although the $180 in fees is required of every credit student each semester, the tuition may vary by program. Technical Certificates of Credit have a tuition rate of $75 per credit hour with the following exceptions:

Basic Law Enforcement $185 per credit hour

Commercial Truck Driving $125 per credit hour *(Standardized rate state-wide)*

The tuition and fees listed above are for Georgia residents only. The same tuition rate is used regardless of the student's admission status. The $180 for fees includes a student activity fee ($56), a registration fee ($63), student accident insurance ($6), and a ($55) instructional/technology fee. The tuition and fees are subject to change at any time. The fees for an out-of-state student are the same as they are for an in-state student. However, the tuition is doubled for an out-of-state student.

International students pay four times the tuition required for Georgia residents; this applies to nonimmigrant aliens and other foreign nonimmigrant personnel. Eligible Non-Citizens may be considered for the Georgia resident tuition rate if they meet the in-state tuition requirements of the Technical College System of Georgia.

Exemption of Student Tuition and Fees

Residents of Georgia who are 62 years of age or older who are otherwise qualified may attend Ogeechee Technical College without payment of tuition on a space available basis. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, noncredit courses, or seminars. Persons seeking this waiver must meet all other admissions requirements as specified in the *OTC Catalog and Student Handbook*. Proof of age must be presented at registration.

Adult Education students attending the adult basic education programs shall not be charged tuition, or any other fee, nor be required to purchase any books or other materials that are needed for participation in the program.

Students who are enrolled solely in courses offered online, or who otherwise do not utilize campus facilities, shall not be charged the student activity fee.

Tuition and fees for all dually enrolled or jointly enrolled high school students, up to the amount not covered by HOPE, may be exempted.

Note: All requests for waivers of tuition and/or fees are to be submitted to the President.

Course Supply Fees

Students who register for one of the following courses, will be assessed the corresponding course supply fee.

Cosmetic Esthetician	
ESTH 1020 - Skin Care Procedures	$30
ESTH 1040 - Advanced Skin Care	$30
ESTH 1060 - Practicum I	$30
ESTH 1070 - Practicum II	$30

Cosmetology	
COSM 1010 - Chemical Texture Services	$15
COSM 1050 - Hair Color	$30
COSM 1080 - Practicum I	$30
COSM 1110 - Practicum IV	$30
Culinary Arts	
CUUL 1120 Principles of Cooking	$30
CUUL 1220 Baking Principles	$30
CUUL 1320 Garde Manger	$30
CUUL 1129 Fundamentals of Restaurant Operations	$30
CUUL 2160 Contemporary Cuisine	$30
Electrical Systems Technology	
IDFC 1011 Direct Current I	$10
ELTR 1020 Electrical Systems Basics I	$10
ELTR 1090 Commercial Wiring I	$15
ELTR 1110 Electric Motors	$15
ELTR 1120 Variable Speed Control	$15
ELTR 1180 Electrical Controls	$15
ELTR 1205 Residential Wiring I	$15
ELTR 1210 Residential Wiring II	$15
Fire Science	
FRSC 1030 Basic Firefighter – MODULE I	$100
FRSC 1040 Basic Firefighter – MODULE II	$100
FRSC 1141 Hazardous Materials Operations	$50
Forensic Science Technology	
FOSC 1206 Intro to Forensic Science	$20
FOSC 2010 Crime Scene I	$20
FOSC 2011 Crime Scene II	$20
FOSC 2035 Forensic Photography	$10
FOSC 2041 Latent Print Examination	$25
FOSC 2028 Bloodstain Pattern Analysis	$30
Funeral Service Education	
FSRV 2030 Embalming Techniques Lab	$25
FSRV 2060 Restorative Art Lab	$25
Law Enforcement Academy	
LETA 1014 Firearms Training for Basic Law Enforcement	$275
LETA 1016 Emergency Vehicle Operations for Basic Law Enforcement	$135
Paramedicine and Related Programs	
EMSP 1110 Introduction to the EMS Profession	$20
EMSP 1140 Special Patient Populations	$20
EMSP 1520 Advanced Concepts for the AEMT	$20
EMSP 2110 Foundations of Paramedicine	$20
EMSP 2140 Advanced Cardiovascular Concepts	$20
EMSP 2320 Therapeutic Modalities of Medical Care	$20
EMSP 2720 Practical Application for the Paramedic	$20
EMSP 2920 Critical Care Transport and Patient Assessment	$20
Phlebotomy	
PHLT 1030 Introduction to Venipuncture	$35
Veterinary Technology	
VETT 1020 Veterinary Clinical Pathology I	$30
VETT 1030 Veterinary Clinical Procedures I	$30
VETT 1060 Animal Anatomy & Physiology	$30
VETT 1070 Veterinary Diagnostic Imaging	$30
VETT 2120 Veterinary Clinical Pathology II	$30
VETT 2130 Veterinary Clinical Procedures II	$30
VETT 2210 Laboratory & Exotic Animals for Veterinary Technicians	$30
VETT 2230 Veterinary Anesthesiology & Surgical Procedures	$30
Welding	
WELD 1010 Oxyfuel Cutting	$20
WELD 1040 Shielded Metal Arc Welding I	$30
WELD 1050 Shielded Metal Arc Welding II	$20
WELD 1060 Shielded Metal Arc Welding III	$20
WELD 1090 Gas Metal Arc Welding	$30
WELD 1110 Gas Tungsten Arc Welding	$20

Liability Insurance

Professional liability insurance fees are payable in the Business Office and are nonrefundable and nontransferable. Annual fees for applicable programs are noted below:

Automotive Fundamentals Diploma	$11
Automotive Technology Diploma	$11
Automotive Engine Performance Tech Certificate	$11
Automotive Climate Control Tech Certificate	$11
Automotive Chassis Technician Spec Certificate	$11
Child Development Specialist Certificate	$11
Computed Tomography Specialist Certificate	$11
Cosmetology Diploma	$11
Critical Care Emergency Medical Transport Professional Certificate	$46
Culinary Arts Degree	$11
Culinary Arts Diploma	$11
Dental Assisting Diploma	$11
Diagnostic Medical Sonography Diploma	$11
Early Childhood Care and Education Degree	$11
Early Childhood Care and Education Diploma	$11
Early Childhood Exceptionalities Certificate	$11

Echocardiography Diploma	$11
Emergency Medical Technician Certificate	$46
Esthetician	$11
Advanced Emergency Medical Technician Certificate	$46
Funeral Service Education Degree	$11
Health Care Assistant Certificate	$11
Health Information Technology Degree	$11
Hemodialysis Certificate	$11
Medical Assisting Diploma	$11
Nurse Aide Certificate	$11
Opticianry Degree	$11
Opticianry Diploma	$11
Paramedicine Diploma	$46
Pharmacy Technology Diploma	$11
Phlebotomy Technician Certificate	$11
Practical Nursing Diploma	$11
Prep Cook Certificate	$11
Radiology PACS Specialist Diploma	$11
Radiologic Technology Diploma	$11
Surgical Technology Diploma	$11
Veterinary Technology Degree	$11

Miscellaneous Expenses

Application Fee

A student's first application for admission to any credit course must be accompanied by an application fee of $25. This fee is non-refundable.

Aptitude Test Fee

Aptitude tests are given in selected Health Science programs. Students are allowed one test at no charge. Students will be required to pay a $25 testing fee for each subsequent exam taken.

Auditing Fees

Students who audit courses must pay the regular tuition and fees for enrollment in the course.

Background Checks and Drug Screens

Background checks and drug screens are required in selected programs. Program advisors will provide information concerning these costs to students.

Books, Tools, Uniforms, and Equipment

Each student is required to have books, tools, uniforms, and other equipment appropriate to the program of study. In some cases, these items may be usable in the student's employment following graduation. All required books and many of the other necessary educational supplies may be purchased from the Campus Bookstore. Program advisors will also provide information concerning specialized tools, uniforms, or equipment needed for the program.

Continuing Education Courses

Fees are charged for each continuing education course as indicated in the announcement of course offerings for each semester. In addition, students may be required to purchase textbooks and supplies pertaining to the courses.

Duplicate Copies of Degrees, Diplomas, and Certificates

A processing fee of $25 will be assessed for duplicate copies of degrees, diplomas, and certificates. Additionally, a $6 fee will be assessed for each diploma cover requested.

Exemption Exam Fees

A student desiring to take an exemption exam must pay an exemption test fee. The fee is 25% of the tuition for the course and must be paid in advance. This fee is nonrefundable and nontransferable.

Film Badge Fee

Film badges are required in selected programs. Program advisors will provide information concerning these costs to students.

Fuel Surcharge Fee

An additional fuel surcharge fee of $158 is charged to all students enrolled in the Commercial Truck Driving program.

Graduation Fee

Each student is assessed a $35 graduation fee when he/she applies for graduation. This fee covers the cost of the graduation cap and gown if the student chooses to participate in the annual commencement ceremony, as well as all other costs associated with graduation. This fee is required regardless of participation in the ceremony.

Hepatitis B Vaccination

Hepatitis B vaccinations are required in selected programs. Program advisors will provide information concerning these costs to students.

Identification Card Replacement

The cost of a replacement identification card is $5.

Industrial Drug Screen Fee

Commercial Truck Driving students are required to have an industrial drug screen. Random drug screening may also be performed. Program advisors will provide information concerning these costs to students.

Late Registration Fee

Any student who does not register and pay all tuition and fees by the designated time will be charged a $45 late fee.

Parking Decal

All students are required to register their vehicle annually with the College and pay a $15 parking fee.

Physical and Dental Exams

Physical and dental exams are required in selected programs. Program advisors will provide information concerning these costs to students.

Placement Retest Fee

The first placement exam given for admissions into Ogeechee Tech is free of charge. Retesting is allowed for new students only, and new students may retest only one time. There is a $15 retest fee payable prior to testing.

Readmission Application Fee

If a student submits a readmission application to the College, a $15 fee will be assessed. This fee must be paid before being reaccepted.

Returned Check Fee

A returned check fee of $30 will be accessed by OTC.

If a check is authorized by Telecheck and the check is not honored by the bank, Telecheck will charge a returned check fee of $30 (if the check is drawn on a Georgia bank), or the applicable State's standard returned check fee (if the check is drawn on an out-of-state bank).

Transcript Fee

The first official transcript for a student is provided free of charge. A charge of $5 will be made for each additional official transcript requested.

Tuition Refunds

- Students withdrawing from a course by the end of the third instructional day of the semester and no shows shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the College's standard academic calendar.
- Students who withdraw from a course after the third instructional day of the semester shall receive no refund.
- Students receiving Title IV funds (PELL, FSEOG) may or may not receive a Title IV refund. Refunds for Title IV recipients are calculated as follows:

  Number of Days Completed + Number of Days in Semester = Percentage of Title IV Aid Earned

  * *100% if greater than 60%

- If funds are remaining after tuition and fees are deducted from Earned Title IV Funds, then a check for the remaining balance will be issued to the student by the Business Office.
- Refunds are made without the student's request within forty-five (45) days of the last day of attendance, or from the date the College terminates the student or the student withdraws from a class or program. When the institution cancels a class or program, all of the tuition and fees collected in advance are refunded within forty-five (45) days of the planned start date of the class or program.

Collection Agency - Unpaid Accounts

The College will attempt to collect amounts owed by students that are a result of the students withdrawing after the third instructional day and/or the result of financial aid being adjusted. Initially, the College will use in-house collection procedures, such as letters, emails, and voice messages. If in-house procedures do not result in collection, the student account may be referred to a collection agency.

STUDENT AFFAIRS

New Student Orientation

Orientation is provided to new students to help transition into Ogeechee Technical College and to assist students in understanding academic, financial, and college policies, procedures, requirements, and expectations. Further, orientation is provided to enable students to make well-informed choices and promote an awareness of available resources and non-classroom opportunities.

New student orientation is made up of two parts. The first part is an online portion that can be found on the OTC website under Future Students. Students must complete the assessment at the end of the orientation. The on campus portion is called Meet YOUR Campus and will focus on available student resource information.

Identification Cards

When enrolled at Ogeechee Tech, students should have an identification (ID) card. Admission's is responsible for issuing campus IDs for Ogeechee Technical College students, faculty, and staff. There is no charge to have an ID made; however, proof of a current class schedule and a valid picture ID are required. There is a $5 replacement cost if the identification card is destroyed, lost, or stolen. The ID should be worn above the waist at all times while on campus.

Special Populations Assistance Program

Students from various programs may qualify for services on campus depending on the special needs they have and if they qualify as a special population. Special populations information is collected when the student is accepted into Ogeechee Technical College. Students may disclose this information on the Support Services Survey form or self-disclose to any College faculty, staff, or administrator. Special population students are those who meet any one of the following criteria:

- Individuals with disabilities;
- Individuals from economically disadvantaged families, including foster children;
- Individuals preparing for non-traditional fields (training in a field for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field);
- Single parents, including single pregnant women;
- Displaced homemakers (worked primarily to care for a home and family, has been dependent on the income of another family member, and is unemployed or underemployed); and
- Individuals with limited English proficiency.

Supplementary services to special populations students through the Special Populations Assistance Program include, but are not limited to:

- Career guidance and counseling;
- Tutorial services;
- Assistance with study skills and test-taking;
- Study lab with tutorial programs and career decision software;
- Textbook loans to eligible and tuition assistance to eligible students;
- Various seminars and workshops; and
- Referral services.

Disability Resources

Disability and Student Support Services are designed to help students succeed in school, in the workforce, and in life. Services and accommodations are available to students who self-identify and provide appropriate documentation of disabilities.

Ogeechee Technical College strives to provide reasonable, quality academic adjustments based on the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the institution and from other agencies. Services provided will not fundamentally lower the essential requirements of the program.

Services may include registration assistance; reduction in course load; campus orientation; career exploration; test modification; recording/enlarging reading materials; sign language interpreters; accessible parking; and/or equipping school computers with screen-reading, voice recognition, or other adaptive software or hardware.

The Disability and Student Support Services Coordinator is available to arrange services for students with disabilities, e.g., reasonable academic adjustments, sign language interpreters, alternate print format, note takers, counseling, assistive technology, etc.

As defined by the Americans with Disabilities Act (ADA), a qualified individual is one who, with or without reasonable accommodations, can perform the essential functions of a program or course requirement. The College is not required to lower or make extensive modifications to essential functions of a program or course requirement to accommodate a student with a disability. For example, although Ogeechee Technical College provides extended testing time, it is not required to change the content of the test.

In addition, the College does not have to make modifications that would fundamentally alter the nature of a service, program, or activity or that would result in undue financial or administrative burdens.

Students with disabilities may request services at any time but are encouraged to do so as early as possible. Some accommodations may take more time to provide than others. If a person chooses to voluntarily disclose a disability, the following steps may be used:

1) Complete the Special Populations Survey form provided in the New Student Orientation Packet and return it to the Disability and Student Support Services Coordinator; or
2) Contact the Disability and Student Support Services Coordinator at 912.486.7211.

In addition to voluntarily self-disclosing, a person must provide documentation from a licensed psychiatrist, a psychologist with a Ph.D., or another qualified health professional who is an expert in the field of the disability. The professional's report should be dated and signed, and it should be no older than 5 years.

Disability related information must be treated and handled as medical information and is not allowed to be shared with other people outside of the College.

Grievance Procedure for Resolving Section 504/ADA Complaints

Ogeechee Technical College is committed to providing an equal educational opportunity for all students who have a documented disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

If a person feels that discrimination has occurred because of a disability, that person should report such complaint to Penny Hendrix, Disability and Student Support Services Coordinator, Office 171E, 912.486.7211.

Career and Counseling Resources

The Career and Counseling offices are designed to help students identify interests, examine various majors, and consider basic values and priorities which contribute to success in planning educational goals. The goal is to use all available resources to assist students in making positive adjustments in academic and personal lives.

Career Planning

The staff will assist students in making academic, occupational, and personal decisions. They provide students with supportive services including career information and related programs of study, computer-assisted career planning, interests and abilities testing, job-search skills, self-help decision making skills, and occupational literature and materials. Work-related information includes conditions of work, requirements, estimated salary, and employment outlook. If appropriate, personnel will refer students to local agencies for additional services.

The Georgia Career Information System (GCIS) is available to learn the most comprehensive, current, and accurate occupational and educational opportunities to advance career and educational planning. The computer-based system contains self-assessment, exploration, and search strategies as well as a vast amount of occupational and educational information.

Guidance and Counseling

Students may request counseling for themselves or be referred by a faculty or staff member. *First Alert* is an early warning referral system through which an instructor can refer a student for academic or personal assistance. It provides a team approach to problem solving with the instructor, the student, and the counselor interacting. Through *First Alert*, assistance may be offered in areas such as study habits, attendance, organizational skills, and stress management, among other topics.

Individual/group sessions or workshops are presented each semester on topics such as time management, study skills, financial planning, stress management, overcoming test anxiety, career decision-making, relationship issues, and self-esteem.

Programs on special topics are provided at the request of instructors or student groups. Students can expect conversations to be confidential. However, there are some exceptions to confidentiality. Counselors are mandated by law to report certain information in which there is possible harm to the client or other individuals.

Services Available:

- Career Counseling is offered for those who are undecided about a career or are considering a career change. Counselors can assist by reviewing career inventory assessments and/or by discussing previous work experience.
- Academic Counseling is available for those who need assistance, general information about programs including admission requirements, and academic planning.
- Personal Counseling is available for those who are faced with managing, coping, and dealing with personal problems.

Student may contact Ogeechee Technical College's Counselor at 912.486.7811.

Academic Assistance

Tutoring services are available through the College's Student Resource Center, which provides an academic service to students that is administered through the Disability and Student Support Services Coordinator. While appointments are encouraged, drop in services may be available. The Student Resource Center is located within Room 172 in the Joseph E. Kennedy Building.

Career Services

Planning a career and securing the right job requires knowledge and persistence. The Career Services staff helps enrolled students and alumni prepare for the workplace and guides both through career planning stages including education, career choice, and ultimately, the attainment of employment. The Career Services staff is prepared to provide information on current and projected employment opportunities and help students in establishing a link between academic and career goals.

The Career Services staff provides Ogeechee Technical College students with a variety of services to help them in

the process of choosing and working toward career goals. Services provided include:

- Career guidance and advisement
- Job vacancy listings
- Resume assistance
- Career Fairs
- Alumni services
- Occupational and employer information

For additional information, contact Ogeechee Technical College's Career Services office at 912.871.1620.

Honors and Publicity Information

Graduation and honors information is sent to area newspapers by the Office of Community and College Relations. If a student would prefer that graduation and honors information not be provided to the area newspapers, the student should state "No Publicity" on the Admissions Application form.

Graduation notices are generally printed whenever newspapers have space available. The Office of Community and College Relations does not know or influence publication dates.

Honor notations will be included in the graduation information.

President's List/Honor List

Students with outstanding academic records will be recognized each semester through the President's List or Honor List. President's List students are full-time time students who have earned a semester GPA of 4.0. Honor List students are full-time students who have earned a semester GPA of 3.5 or higher.

Student Organizations

Students at Ogeechee Technical College are encouraged to become active in career and technical student organizations. Part of each student's education is the development of social, cultural, and educational talents outside the classroom through participation in a variety of activities offered on campus. Student leadership organizations bring together students interested in specific career and technical fields, providing them with opportunities to meet new people and make new friends in a leadership-building environment, develop professional workplace skills, and learn from various activities, lectures, and events.

The supervision and coordination of student activities and organizations are the responsibility of the Vice President for Student Affairs. Student organizations must be officially recognized by the College. Official recognition requires that the purpose and proposed activities are clearly related to the educational goals and mission of the College.

Procedures for establishing new organizations can be found in the Guidelines for Student Organizations and Activities, available from the Vice President for Student Affairs and online.

Membership in Organizations

To participate in organizational activities, a student must be currently enrolled in OTC. In order to run for office, a student must have a minimum 2.5 grade point average on credit earned in his/her program of study. In the event his/her grade point average falls below the 2.5 minimum during tenure of office, a student is permitted a probationary period of one semester.

No student may hold office in a student organization while on academic or disciplinary probation. A student placed on academic or disciplinary probation after he/she is elected to office must relinquish the office for the remainder of the semester of office concurrent with the effective date of such probation. A student participating in an organization having standards higher than those stated must meet the requirements of the student organization.

GOAL

The Georgia Occupational Award of Leadership (GOAL) program focuses on excellence in technical education. Outstanding students attending Georgia's technical colleges and divisions are recognized for academic excellence and personal achievement.

College instructors identify their most promising students and nominate them for GOAL based on academic achievement and personal leadership. The first phase of GOAL takes place at the local technical college level. As nominees move through an interview and screening process, the top student is selected to represent their college and community. Regional and state level competitions involve additional rounds of interviews as each college winner competes for the regional/state title.

Ogeechee Technical College's 2011 GOAL winner won the prestigious title of 2011 *state* GOAL *winner*. Along with this title the student won many awards including a brand new Chevrolet vehicle. The state GOAL winner is an ambassador for the Technical College system of Georgia promoting the system throughout the state.

POLICIES AND PROCEDURES

Student Conduct

General

A student enrolled at Ogeechee Technical College assumes an obligation to conduct her/himself in a manner congruent with the school's purpose as an educational institution. The Student Conduct Regulations prohibit academic and nonacademic violations.

Student Code of Conduct

Ogeechee Technical College must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Ogeechee Technical College establishes this Student Code of Conduct.

Article I: Definitions

- The term "Technical College" means Ogeechee Technical College.
- The term "student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with the Technical College are considered "students."
- The term "faculty member" means any person hired by the Technical College to conduct teaching, service, or research activities.
- The term "Technical College official" includes any person employed by the Technical College, performing assigned administrative responsibilities.
- The term "member of the Technical College community" includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
- The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).
- The term "organization" means any number of persons who have complied with the formal requirements for Technical College recognition.
- The term "judicial body" means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
- The term "Judicial Advisor" means a Technical College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of Ogeechee Technical College is the Vice President for Student Affairs.
- The term "Appellate Board" means any person or persons designated by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
- The term "shall" is used in the imperative sense.
- The term "may" is used in the permissive sense.
- The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Technical College faculty or staff.
- The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of semester papers or other academic materials.
- The term "System" means the Technical College System of Georgia.
- Business day or days are weekdays when classes are in session.

Article II: Judicial Authority

- The Judicial Advisor shall determine the composition of position of judicial bodies and appellate boards and, subject to Article IV, 1, B, shall determine which judicial body, Judicial Advisor and Appellate Board shall be authorized to hear each case. Normally, the Technical College Student Discipline Committee shall be the judicial body authorized

to hear cases alleging violations of the Student Code.
- The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.
- Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
- A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

Article III: Proscribed Conduct

Jurisdiction of the Technical College

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, or which adversely affects the Technical College Community and/or the pursuit of its objectives.

Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- Acts of dishonesty, including but not limited to the following:
    - Cheating, plagiarism, or other forms of academic dishonesty;
    - Furnishing false information to any Technical College official, faculty member, or office;
    - Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification; or
    - Tampering with the election of any Technical College recognized student organization.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Technical College activities, including its public-service functions on or off campus, or other authorized non-Technical College activities, when the act occurs on Technical College premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- Attempted or actual theft of and/or damage to property of the Technical College or property of a member of the Technical College community or other personal or public property.
- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- Failure to comply with directions of Technical College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication, or use of keys to any Technical College premises or unauthorized entry to or use of Technical College premises.
- Violation of published System or Technical College policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
- Violation of federal, state, or local law on Technical College premises or at Technical College sponsored or supervised activities.
- Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
- Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and Technical College regulations, or public intoxication.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises.
- Participation in a campus demonstration that disrupts the normal operations of the Technical College and infringes on the rights of other members of the Technical College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- Obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at Technical College sponsored or supervised functions.
- Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on Technical College premises or at other locations where classes, activities, or functions sponsored or participated by the Technical College may be held.
- Theft or other abuse of computer time, including but not limited to:
    - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
    - Unauthorized transfer of a file;
    - Unauthorized use of another individual's identification and password;

- Use of computing facilities to interfere with the work of another student, faculty member or Technical College Official;
- Use of computing facilities to send obscene or abusive messages;
- Use of computing facilities to interfere with normal operation of the Technical College computing system; or
- Violation of the System's Acceptable Computer and Internet Use policy.

- Abuse of the Judicial System, including but not limited to:
  - Failure to obey the summons of a judicial body or Technical College official;
  - Falsification, distortion, or misrepresentation of information before a judicial body;
  - Disruption or interference with the orderly conduct of a judicial proceeding;
  - Initialing a judicial proceeding knowingly without cause;
  - Attempting to discourage an individual's proper participation in, or use of, the judicial system;
  - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
  - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
  - Failure to comply with the sanction(s) imposed under the Student Code; or
  - Influencing or attempting to influence another person to commit an abuse of the judicial system.

- Use of any tobacco products on campus.
- Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Student shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet.

Violation of Law and Technical College Discipline

- Technical College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the Technical College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the Technical College community. The Technical College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and Technical College employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Academic Misconduct

Academic misconduct is any act that does or could improperly distort students' grades or other student academic records. A student enrolls at Ogeechee Technical College to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills; it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps record in course/program files and notes as first offense. Student's program advisor will also be notified.

Second Offense

Student is given a grade of "WF" for the course in which offense occurs. Instructor submits name to Office of Student Affairs indicating a "WF" has been issued as a result of second offense. Student's program advisor will also be notified.

Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. Instructor submits student's name to

Office of Student Affairs indicating a “WF” has been issued and is student’s third offense. Student Affairs would note it as third offense and schedule a judicial hearing following the guidelines in Article IV: Judicial Policies in the Catalog and Student Handbook.

Article IV: Judicial Policies

Charges and Hearings

- Any member of the Technical College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the Technical College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within ten (10) business days.
- The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof. At the accused student's discretion, a hearing shall be held before either the Judicial Advisor or the Judicial Body (Technical College Student Discipline Committee).
- All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor.
- Hearings shall be conducted by the Judicial Advisor or Judicial Body according to the following guidelines:
    - Hearings normally shall be conducted in private;
    - Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor;
    - In hearings involving more than one accused student, the Chair of the judicial body may permit the hearings concerning each student to be conducted separately;
    - The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak nor to participate directly in any hearing before a judicial body;
    - The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body;
    - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Chair;
    - All procedural questions are subject to the final decision of the Chair of the judicial body;
    - After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating;
    - The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code except in those instances where the student faces suspension or expulsion, in which case the standard of proof shall be by clear and convincing evidence.
- There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the Technical College.
- Except in the case of a student charged with failing to obey the summons of a judicial body or Technical College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

Sanctions

- The following sanctions may be imposed upon any student found to have violated the Student Code:
    - Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
    - Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
    - Loss of privileges: Denial of specified privileges for a designated period of time.
    - Fines: Previously established and published fines may be imposed.

- Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions: Work assignments, service to the Technical College or other related discretionary assignments.
- Technical College Suspension: Separation of the student from the Technical College for a stated period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Technical College Expulsion: Permanent separation of the student from the Technical College. This may also mean expulsion from a particular program at the Technical College.

- More than one of the sanctions listed above may be imposed for any single violation.
- Other than Technical College suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, maintained by the Office of Admissions and Records, but shall become part of the student's confidential record, maintained by the Vice President for Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions, Technical College suspension, or Technical College expulsion, upon application to the Judicial Advisor.
- In addition to the penalties outlined above, groups or organizations may also face:
  - Deactivation;
  - Loss of all privileges, including Technical College recognition, for a specified period of time.
- In cases heard by the judicial body (Technical College Student Discipline Committee) where the student or organization is found to have violated the Student Code, the judicial body may make recommendations to the Judicial Advisor but the Judicial Advisor shall determine and impose the sanctions. The Judicial Advisor is not bound by the sanctions recommended by members of the judicial body. The Judicial Advisor shall notify the student(s) in writing of his/her final decision. In cases involving sanctions that include probation, suspension, or expulsion, the Judicial Advisor shall inform, by memorandum, the Offices of the Vice President for Academic Affairs and Student Affairs.

Interim Suspension

In certain circumstances, the President or Vice President for Student Affairs may impose Technical College suspension prior to the hearing before a judicial body.

- Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the Technical College community or preservation of Technical College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the Technical College.
- During the interim suspension, students shall be denied access to the campus (including classes) and/or all other Technical College activities or privileges for which the student might otherwise be eligible, as the President, Vice President for Student Affairs or the Judicial Advisor (if not the Vice President for Student Affairs) may determine to be appropriate.
- The Offices of the Vice President for Academic Affairs shall be notified in writing of the interim suspension.

Appeals

- A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to an appellate board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Advisor or his or her designee. In cases where the Technical College is the complainant, the Technical College shall have no right of appeal.
- Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.

- To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.
- In considering an appeal, the Appellate Board may (a) uphold the appeal and reduce or suspend sanctions, (b) uphold the appeal and increase or impose sanctions, (c) dismiss the appeal and affirm the original sanction(s).
- The decision of the Appellate Board shall be final.

Article V: Notification of Sanctions

When imposition of any sanction includes restrictions on attendance in class or Technical College sponsored activities or programs, the Offices of Student Affairs, Academic Affairs, Admissions, and Registrar shall be notified by the Judicial Advisor in writing within five (5) business days.

Article VI: Interpretation and Revision

- Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs.
- The Student Code shall be normally reviewed every year by the Student Council in conjunction with the Vice President for Student Affairs and the Technical College Student Discipline Committee, if appropriate

Computer Use Policy

General

Users should not expect files stored on College-based computers to be private. Electronic messages and files stored on College-based computers shall be treated like other College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to ensure that users are acting responsibly. Moreover, College officials shall cooperate with law enforcement officials who are properly authorized to search College computers and computer systems.

All information created, stored or transmitted by College computers or networks is subject to monitoring for compliance with applicable laws and policies.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources.

In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

- **Computer theft** (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- **Computer trespass** (unauthorized use of computers to delete or alter data or interfere with others' usage);
- **Computer invasion of privacy** (unauthorized access to financial or personal data or the like);
- **Computer forgery** (forgery as defined by other laws, but committed on a computer rather than on paper);
- **Computer password disclosure** (unauthorized disclosure of a password resulting in damages exceeding $500 - in practice, this includes any disclosure that requires a system security audit afterward); and
- **Misleading transmittal of names or trademarks** (falsely identifying oneself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

*Maximum penalties for the first four crimes in the list are a $50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a $5,000 fine and 1 year of imprisonment, plus civil liability.

The following uses of OTC-provided computers, networks, and Internet access are not permitted:

- To create, access, or transmit sexually explicit, obscene, or pornographic material;
- To create, access, or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities. This includes use for private purposes, such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any OTC computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the OTC networks unless it meets technical and security standards;
- To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any OTC computer or network facility, regardless of whether any demonstrable harm results;
- To modify or reconfigure the software or hardware of any OTC computer or network without proper authorization;
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or

unauthorized distribution of OTC data and information; and

- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by OTC. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties, and responsibilities. Refer to Policy II.C.4 Email Use for more information regarding electronic mail usage.

Users of OTC computers and computer systems are subject to OTC's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

OTC makes no warranties of any kind, express or implied, for the computers, computer systems, and Internet access it provides. OTC shall not be responsible for any damages users suffer, including but not limited to, loss of data resulting from delays or interruptions in service. OTC shall not be responsible for the accuracy, nature or quality of information gathered through OTC diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through OTC-provided Internet access. OTC shall not be responsible for personal property used to access its computers or networks or for OTC-provided Internet access. OTC shall not be responsible for unauthorized financial obligations resulting from OTC-provided access to the Internet.

The foregoing standards are equally applicable to employees and students of Ogeechee Tech.

Enforcement

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, OTC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

- Suspension or revocation of computing privileges;
- Reimbursement to Ogeechee Technical College for resources consumed;
- Other legal action including action to recover damages;
- Referral to law enforcement authorities;
- Referral to the appropriate office for disciplinary action, which could result in suspension/expulsion.

Campus Crime Report

As required by the Clery Act, statistics concerning the occurrence on campus of criminal offenses reported by special duty officers to the Director for Campus Safety and Security will be published annually in October. This information will be posted on the Ogeechee Tech website at www.ogeecheetech.edu, the United States Department of Education website at www.ope.ed.gov/security, the Technical College System of Georgia website at www.tcsg.edu, and copies are available through the Campus Safety and Security Office.

Federal law requires Ogeechee Technical College to disclose information dealing with registered sex offenders in the College's service area. This information is posted on the Georgia Bureau of Investigation Sex Offenders Registry website at http://www.ganet.org/gbi/sorsch.cgi.

Drug and Alcohol-Free Campus and Workplace Policy

Ogeechee Technical College supports the goals and policies of a drug and alcohol free educational environment and workplace. The College is committed to providing students, faculty, staff, and visitors a safe and healthful campus and workplace. The College recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine Ogeechee Technical College's ability to fulfill its mission of contributing to economic, educational, and community development by providing quality technical education and services, adult literacy education, continuing education, and customized business and industry workforce training to the citizens of the communities it serves.

The provisions of this policy are intended to comply with applicable state and federal laws including, but not limited to, the Drug-Free Workplace Act of 1988 (41 U.S.C. §701), the Drug-Free Schools and Communities Act Amendments of 1989, Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.), and the Americans with Disabilities Act of 1990.

Prohibited Conduct

The following conduct is prohibited:

No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

Consequences of Engaging in Prohibited Conduct

The Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

- Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

The Technical College is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- The dangers of drug and alcohol abuse on the campus and elsewhere.
- Any available drug and alcohol counseling, rehabilitation, and assistance programs.
- Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Each Technical College shall conduct a review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced. Each Technical College shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the review.

Drug or Alcohol Resources for Students

Ogeechee Technical College recognizes drug or alcohol dependency or abuse as a major health problem as well as a safety and security problem. A student in need of help in dealing with such a problem is encouraged to contact his or her personal physician and to use the Student Affairs referral system. A conscientious effort to seek help shall not, in itself, jeopardize any student's enrollment.

Complaints

Any student or employee with a complaint relating to the application of the Drug and Alcohol-Free Campus and Workplace Policy may seek redress through any applicable Ogeechee Technical College complaint resolution policy and procedure or collective bargaining agreement.

Confidentiality

Ogeechee Technical College will ensure privacy and confidentiality under this policy, as may be required by State or Federal law including, but not limited to, the Family Educational Rights and Privacy Act of 1974.

Administrative Responsibility

The Human Resources department will be responsible for administering this policy as it relates to employees and invitees. The Vice President for Student Affairs will administer this policy as it relates to students.

Firearms, Weapons, and Explosives Policy

I. Policy

Ogeechee Technical College is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material in any building on the college campus (including all satellite campuses/off-site work units), or at any college sanctioned function in a manner contrary to state or federal law. A licensed individual may have a gun on campus as long as it is locked in a glove box, trunk, or other container. Long guns must be locked in a vehicle with the gun out of plain sight.

II. Definitions

Contractor: an independent contractor, business, or corporation which provides goods and/or services to Ogeechee Technical College under the semesters specified in a contract. For the purposes of this policy, the semester also includes all employees of a business or corporation working on OTC property or at an OTC workplace including any sanctioned event.

Explosive Compound: any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm: includes, any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

Government Building: the building in which a government entity is housed; the building where a government entity meets in its official capacity; provided, however, that if such a building is not a publicly owned building, such building shall be considered a government building consistent with the provisions of O.C.G.A. 16-11-127 only during the time such government entity is meeting; or, the portion of any building that is not a publicly owned building that is occupied by a government entity.

Government Entity: an office, agency, authority, department, commission, board, body, division, instrumentality, or institution of the state or any county, municipal corporation, consolidated government, or local board of education.

Weapon: any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1., including but not limited to any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nunchuck or fighting chain), stun gun or

taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

Note: This statute specifically excludes any of these objects used for classroom work authorized by a teacher/instructor; any person employed as a campus police officer/security officer who is authorized to carry a weapon pursuant to Chapter 8 of Title 20; or, any person (e.g., maintenance staff) authorized in writing by a duly authorized college official (e.g., President or his/her designee) to have in his/her possession for use as a part of any activity conducted at any technical college workplace a weapon which would otherwise be prohibited by this Code section. The authorization shall specify the weapon(s) which have been authorized and the time period during which the authorization is valid.

Workplace: Any OTC campus, a satellite or off-site work location, or any OTC sponsored/sanctioned function.

III. Procedures

A. General Provisions

1. Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while on OTC property to include all campus and off-site work locations; at an OTC sanctioned function; or, on a bus or other means of transportation furnished by the College. Note: this prohibition does not extend to those individuals currently employed in or, as applicable, who are retired from those occupations referenced in O.C.G.A. 16-11-130.
2. Unless otherwise provided by law, it is unlawful for any person to carry a weapon (e.g., a knife or handgun) or a long gun while in a government building or a building occupied, in part, by a government entity.
3. Unless otherwise provided by law, it is an express violation of policy for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following in the System Office or on technical college property to include all campus and off-site work locations, or at any college sanctioned function:
    a. Any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind;
    b. Any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;
    c. Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80.
    d. Any explosive compound/material defined in O.C.G.A. 16-7-81; or,
    e. Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.
4. Personal Possession (Carrying) of a Weapon - the possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit an individual (e.g., staff, student, etc.) to carry a weapon or have a weapon under such person's control on any OTC campus, satellite campus or other work location, or at any College sanctioned event. Note: this prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20, or to those individuals and occupational areas referenced in O.C.G.A. 16-11-130.
5. Vehicle in Transit - an individual over the age of 21 who holds a valid firearms permit or license to carry a concealed weapon may possess a weapon on their person in his/her vehicle or may keep a weapon in a locked compartment of, in a locked container in, or in a locked firearms rack in a motor vehicle when in transit on technical college property to pick up or drop off a student.
6. Parked Vehicle - the driver of a vehicle parked on the property of any technical college (including the personal vehicle a System Office or technical college employee) may keep a firearm in his/her vehicle provided that the weapon is locked out of sight within the vehicle's trunk, glove box, or other enclosed compartment or areas within the vehicle. Note: this provision applies to drivers possessing a valid Georgia weapons carry license or who are otherwise authorized by law to carry or possess a firearm/weapon.

B. Corrective Action

1. Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.
2. Any OTC student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the OTC Student Code of Conduct as well as possible criminal prosecution.
3. Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.
4. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or OTC as well as possible criminal prosecution.

C. Notification Requirements

1. OTC shall post signage at each campus and off-site location notifying those that enter its property that firearms, weapons, and unlawful explosive compounds are prohibited.
2. OTC shall develop procedures to inform employees, students, volunteers, visitors, vendors, and contractors of the following:
    a. The implications of State law prohibiting firearms, weapons, and unlawful explosive compounds on College property, at off-site work locations, or at College sponsored//sanctioned functions;
    b. Possible penalties associated with violations of this policy; and,
    c. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

Tobacco Free Policy

I. POLICY:

Ogeechee Technical College is a 100% tobacco-free institution.

II. APPLICABILITY:

This policy applies to all OTC faculty, staff, students, clients, contractors and visitors on all College facilities during and after campus hours of operation.

III. DEFINITIONS:

- **Tobacco:** Includes any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products; and any other smoking product, and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff, or snus, in any form (orbs, sticks, strips, pellet, etc.)

IV. PROCEDURE:

1. Smoking or use of other tobacco products is prohibited on all Ogeechee Technical College grounds; owned or leased properties, and campus-owned, leased, or rented vehicles. This includes but is not limited to all College sidewalks, parking lots, landscaped areas, and recreational areas; at lectures, conferences, meetings, and social and cultural events held on property grounds of Ogeechee Technical College. Smoking is also prohibited in the interior of all buildings and vehicles owned or operated by Ogeechee Technical College.
2. Smoking materials must be extinguished and properly disposed of prior to entering Ogeechee Technical College property or exiting personal vehicles. Improper disposal includes but is not limited to:
    a. Spitting smokeless tobacco product
    b. Littering (i.e. discarded cigarette butts, throwing cigarette butts out of windows)
    c. Anything that creates fire hazards
3. The sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos) is prohibited in and on all College property and at all College-sponsored events, regardless of the vendor.
4. Campus officials, staff or other persons representing the campus including campus organizations shall not accept money or gifts or enter into any arrangement, association or partnership with representatives of tobacco companies, including sponsorship of campus events by organizations that promote tobacco use and/or allowing them to distribute free, reduced price or fully priced tobacco products (shirts, hats, etc.) on campus.
5. Companies that manufacture or sell tobacco products are excluded from participating in campus career fairs or other vocational or recruitment activities.

    Compliance: Violation of this policy may result in disciplinary action under the provisions of Student Code of Conduct.

Student Grievance Procedures

I. POLICY:

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines.

NOTE: The procedures in this section do not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are addressed in the Student Grievances -- Unlawful Harassment and Discrimination of Students Procedure described below.

II. APPLICABILITY:

All technical colleges associated with the Technical College System of Georgia.

III. RELATED AUTHORITY:

Procedure: Unlawful Harassment and Discrimination of Students

IV. DEFINITIONS:

- **Grievable issues:** Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is

a representative list and is not meant to be exhaustive.

- **Non-grievable issues:** Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable, and a student must take advantage of the process in place.
- **Business days:** Weekdays that the college administrative offices are open.
- **Vice President for Student Affairs (VPSA):** The staff member in charge of the student affairs division at the college.
- **Retaliation:** Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
- **Grievant:** the student who is making the complaint.

V. PROCEDURE:

- Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.
- A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, dean, or any other staff or faculty member directly involved in the grieved incident.
- Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.
- Formal Complaint Procedure: where a student cannot resolve the complaint informally, the formal grievance procedure may be used.
- Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:
    - Name,
    - Date,
    - Brief description of incident being grieved,
    - Remedy requested,
    - Signed, and
    - Informal remedy attempted by student and outcome
- If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
- The VPSA, or his designee, will investigate the matter and supply a written response to the student within 15 business days.
- If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students Described in section VI.
- If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence, and the grievance will not be processed until after the disciplinary procedure has run its course.
- The VPSA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the college. The college staff has no right to appeal. A student shall file a written appeal to the President within 5 business days of receiving the response.
- The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he has provided all relevant documents with his appeal.
- At the President of the College's sole discretion, grievance appeals at the institution may be held in one of the following two ways:
- The President may review the information provided by the student and administration and make the final decision; or
- The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
    - The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
- Whichever process is chosen by the President, the decision of the grievance appeal is final.
- Retaliation against a student for filing a grievance is strictly prohibited.

VI. RECORD RETENTION:

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

Student Grievances-- Unlawful Harassment and Discrimination of Students

I. POLICY

It is the policy of Ogeechee Technical College to provide a learning environment that is free from unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation. In accordance with its Statement of Equal Opportunity, Ogeechee Technical College prohibits sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status.

Ogeechee Technical College assures it will act to promptly investigate all reported complaints, verbal or written, of unlawful harassment or unlawful discrimination; to promptly take appropriate action to protect students from further unlawful harassment or discrimination; and to take other appropriate action reasonably calculated to the unlawful harassment or discrimination.

In an instance of perceived violation of Ogeechee Technical College's policies, standards of professional conduct or state or federal law, a member of the Technical College community may file a complaint, which shall be resolved as set forth in this policy and procedures.

Prohibition Against Retaliation

Retaliation in any form against individuals bringing grievances is prohibited and will subject the offender to disciplinary action. In many instances, it is also a violation of state and federal law. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

Confidentiality

Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree possible. If an individual wishes to bring a complaint accusing another of misconduct and remain anonymous, the Technical College's ability to respond will be limited. Consultations will be confidential to the full extent permitted by law.

This policy provides for policy advising and two avenues of pursuing a complaint, an Informal Resolution Procedure and a Formal Resolution Procedure. An individual may utilize either or both of these avenues.

Any member of the Ogeechee Technical College community may submit a complaint alleging a violation of Technical College policy to the appropriate grievance coordinator listed in the Formal Procedure section. All persons are encouraged to file their complaints as promptly as possible because of the ability of the Technical College to effectively respond may be compromised by the passage of time.

Policy Advising

Individuals seeking information regarding the process of complaint resolution may consult with any of the following offices or individuals for advice and assistance: 1) Vice President for Student Affairs, 2) ADA/Section 504 Coordinator, and 3) Title IX Coordinator.

II. APPLICABILITY:

All technical colleges associated with the Technical College System of Georgia.

III. DEFINITIONS:

For purposes of this procedure, the words listed below are defined as follows:

- **Unlawful Harassment** (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment does one or more of the following:

  1. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment, or
  2. Has the purpose or effect of unreasonably interfering with an individual's academic or work performance.

  Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment): Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the work place. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

- **Sexual Harassment** (a form of unlawful harassment): Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when: Submission to such conduct is made, either explicitly or implicitly, a semester or condition of an individual's education; Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or, Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

  Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:

  Physical touching; sexual comments of a provocative or suggestive nature; suggestive looks or gestures; jokes, printed material or innuendoes intended for and directed to another employee; making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors). This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

IV. PROCEDURES

The following is designed specifically for the reporting and processing of complaints of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation.

- **Informal Procedure**

  All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary. If the informal procedure does not result in the resolution of the complaint to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure. For monitoring purposes, a record of any complaint alleging discrimination or any other violation of law shall be reported to the appropriate grievance coordinator, even when the complainant is using the informal process.

- **Formal Procedure**

  A formal complaint may initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing. The complaint shall contain a brief description of the alleged violation and relief requested.

  Allegations or suspicions of unlawful harassment, discrimination, or retaliation shall be reported by the complainant as promptly as possible to:

  - Title IX Coordinator, Kelli Waters, Special Populations and Equity Coordinator, Office 143H, 912-871-1885
  - ADA/Section 504 Coordinator, Penny Hendrix, Disability and Student Support Services Coordinator, Office 171E, 912-486-7211
  - Or any college employee, the President of the technical college, Legal Services at (404)679-1605, the Commissioner's Office at (404)679-1601, the Deputy Commissioner's Office at (404)679-1706, or by email at UnlawfulHarassment@dtae.org

  After an allegation is made to a department employee that employee shall report the allegation to the President, or his designee, as soon as possible, not to exceed 48 hours.

  An affected President or their designee may suspend, transfer or reassign personnel or students involved, in order to prevent possible further harassment, discrimination, retaliation or to facilitate the investigation. In emergency situations of a severe nature a President or their designee may take appropriate actions to protect the complainant/alleged victim from any further harassment. If the alleged harasser is an employee, the affected President shall report all actions of this nature and any subsequent change in status or assignment to the Director of Human Resources.

  Unless otherwise authorized by the Commissioner in writing, no disciplinary action shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.

  Any allegation of unlawful harassment, discrimination, or retaliation may be referred by the President of a technical college to the Executive Director, Legal Services for investigation by the Compliance Officer. Investigations by the Compliance Officer may be done in conjunction with the local investigator at the President's request.

  The Compliance Officer/local investigator shall notify the affected President or their designee of the complaint and the pending investigation, unless otherwise directed by the Commissioner.

  Investigations

  All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly. Any President or local investigator is encouraged to consult with the Compliance Officer, Human Resources Director or Executive Director, Legal Services with any questions or concerns.

  If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President, or his/her designee. In the case of an investigation being performed by the Compliance Officer this shall be done with joint approval of the Assistant Commissioner of Technical Education and the Executive Director, Legal Services. This decision will be made within 5 business days of receiving the complaint. Immediately following the decision, notice will be given to the complainant, and the complainant shall have the same rights of appeal as forth in this procedure.

  When a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint and should take no longer than 60 days from initial complaint. If additional time is needed, the complainant will be informed.

  Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.

  The local investigator/Compliance Officer who conducts the investigation will present facts in a

written report to the President and his/her designee. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

Review and Disposition

After reviewing the final report, the President or their designee shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President or designee shall make this recommendation within 5 business days of receipt of the completed investigation. If the recommendation is that the facts do support a finding, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee). If the recommendation is that the facts do not support a finding, and it is determined that no action should be taken, then the matter can be closed.

The investigator will provide written notice to the complaining party subject to completion of the investigation. Notice should be given within 5 business days pending any possible disciplinary action to be served.

Appeal by Complainant

If the complainant wishes to appeal the recommendation by the president that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the president's recommendation.

The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director, Legal Services
1800 Century Place NE, Suite 400
Atlanta, Georgia 30345-4304
(404) 679-1615 (facsimile)
UnlawfulHarassment@tcsg.edu

The Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment/retaliation/discrimination. Appropriate disciplinary action will be taken if there is a violation of this policy; otherwise, the matter will be closed.
The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.

V. RECORD RETENTION

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

VI. RELATED AUTHORITY

Titles VI and VII of the Civil Rights Act of 1964

Title IX of the Educational Amendments of 1972

Age Discrimination Act of 1975

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Procedure: Student Grievances

TCSG Standard Number 03-09-07

Student Records (FERPA)

Annual Notice to Students: FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA), which is also known as the Buckley Amendment, applies only to "education records" of students enrolled or formerly enrolled in Ogeechee Technical College. Education records include any record (in whatever format or medium) directly related to a student and maintained by the College.

FERPA affords students certain rights with respect to education records. These rights include

- The right to inspect and review education records within 45 days of the day the College receives a request for access.
    - Students should submit to the Registrar, Dean for Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
- The right to request to amend the student's education records that the student believes is inaccurate.
    - Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.
    - If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures 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 College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
    - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College forwards education records on request without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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
    400 Maryland Avenue, SW
    Washington, DC 20202-5901

Disclosure of Information

In accordance with the Act, and at its discretion, Ogeechee Technical College may release without student notification or consent unless the student has requested that such information not be released, the following directory information:

Name
Address
Program of Study
Honors and Awards

Voter Registration

In accordance with the Higher Education Act of 1998, Ogeechee Technical College makes a good-faith effort to distribute voter registration forms and to make such forms available to its students.

To register to vote, a person must:

- Be a citizen of the United States
- Be a legal resident of Georgia
- Be at least 17 years old (must be 18 years old to vote)
- Not be serving a sentence for a conviction of a felony involving moral turpitude
- Have not been found mentally incompetent by a judge

State of Georgia applications for voter registration are available from the Student Affairs Center, Room 143.

Lost and Found

Found Items

Items found on campus should be taken to the Receptionist’s Desk in the Joseph E. Kennedy Building, where they will be tagged with the current date and entered into the Lost and Found record book. If an item has any identifying information (student IDs, books or notebooks with names written in them, wallets, purses, etc.), the Receptionist will try to contact the owner via telephone or campus e-mail. Found items will be kept for approximately two months. After this time, if the materials have not been claimed, they are discarded.

Lost Items

Items lost on campus should be reported to the Receptionist’s Desk in the Joseph E. Kennedy Building, or by calling 912.681.5500. A specific description of what was lost, along with the owner's name, phone number, and/or campus email address should be reported. This information will be entered into the Lost and Found record book. If items collected match the item that has been reported lost, the owner will be notified via telephone or email.

Presumed Stolen

Items presumed stolen while on campus should be reported to the Campus Safety and Security Office, Joe Kennedy Building, Room 105.

ACADEMIC INFORMATION

Schedule of Classes

Classes are generally offered from 8:00 a.m. to 10:00 p.m. Monday through Thursday. Ogeechee Tech also offers selected courses online. A listing of the classes to be taught, including the days and times, is published on the Ogeechee Tech website prior to the beginning of each semester. Each student's actual schedule varies according to the program selected and the specific classes required by the program. Visit the Ogeechee Tech website (www.ogeecheetech.edu) for information on the schedule of classes.

Online/Transient Courses

Many courses at Ogeechee Tech are offered online. These selected courses are offered through the ANGEL learning management system online and allow students additional flexibility when scheduling classes.

Request to Be an Online/Transient Student

If a student wishes to attend another college as a transient student, he/she should contact the Ogeechee Tech Admissions Office so that the appropriate paperwork can be completed. If a student wishes to attend another college as an online transient student, he/she should apply through the Georgia Virtual Technical College website at www.gvtc.org. Once the student has applied online, GVTC will e-mail the Director for Admissions with a request to complete the appropriate transient paperwork.

In order to be considered a transient student, the following requirements must be met:

- Must be regularly accepted
- Must be in good academic standing
- Must request a transient letter each semester from the Director for Admissions

Once the semester has been completed, a copy of the transient agreement with course grade will be sent from the host college to the home college. Coursework completed on a transient agreement with a grade of "C" or better will be awarded a grade of "TR".

Advisement

At the time of acceptance, each student is assigned an academic advisor. Advisors will be able to advise students about their program of study, make referrals to other services, and help students monitor their academic progress. During each registration period, students are required to meet with their advisors in order to obtain guidance on course selection and progression through the program.

Registration

Registration Eligibility

Students who have received an official letter of acceptance to the College and current students not on academic suspension may register for classes. Applicants will not be approved for academic advisement and/or registration until formally accepted by the Director for Admission nor will they be permitted to attend classes until the registration process has been completed.

Registration Procedures

Registration for credit classes at Ogeechee Tech occurs in four major phases:

- Advisement/Registration for all currently enrolled students is held while the current semester is in progress and gives current students the opportunity to register before classes become available to other students.
- Advisement/Registration and Orientation sessions are held each semester for all eligible new students.
- Open registration is held for all new and former students allowing them to register for classes. In addition, current students who did not take advantage of early registration may register at this time.
- Registration and Schedule changes are held for any student (new or former) who has not signed up for classes. A $45 non-refundable late fee will be assessed for any student who registers on the first day of class or after. This fee is not covered by financial aid.

Registration for currently enrolled students is done via BannerWeb.

A registration is not complete until tuition and fees are paid. Students who receive any type of financial aid must have that aid awarded before registration is confirmed. Students will be dropped from the courses for which they have attempted to register if tuition and fees are not paid before the stated course drop date for each semester.

Registration Errors

It is the student's responsibility to complete the proper forms and procedures for registration or changes to registration and to verify that his/her schedule of classes is correct. The Registrar's Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his/her schedule at the time he/she registers.

Course Load/Full-time Student Status

A student's course load is the total number of credit hours for the courses taken during the semester. A normal full-time load for a semester is 12 to 18 hours. A student must

be registered for a minimum of 12 semester credit hours to be considered a full-time student.

Approval from the Vice President for Academic Affairs is required for a course load of more than 22 hours.

Dropping/Adding Courses

A student may add or drop courses during the Registration and Schedule change period. Tuition and fees for courses dropped after the first three days of each semester are not refundable. To add or drop a course, a student can, either complete a Drop/Add Course(s) Form and have it filled out by the instructor of the course(s) they wish to drop, or e-mail the instructor(s) and have them drop them via BannerWeb.

Students who add courses may owe additional tuition and fees. (See Fees and Expenses section)

Courses dropped during this period will not appear on the student's official academic record and will not be calculated in the course load for financial aid purposes. Students who drop a course may be due a refund. (See Tuition Refunds)

Auditing Courses

A student who wishes to audit a course and receive no credit may apply as a Special Student if not already enrolled as a Regular Student. Courses taken on an audit basis will not be used for certification for Financial Aid, Social Security, or Veterans Administration educational benefits. Auditors will receive a grade of "AU" in the course and will not have the grade computed in the semester or cumulative grade point average. A student registering as an auditor is

- Not allowed to receive credit for the course; however, a student will be permitted to re-register for the course for credit in a subsequent semester.
- Required to complete a Request to Audit form at the time of registration.
- Not permitted to change from audit to credit or from credit to audit after time of registration for the course.
- Must pay the regular fees for enrollment as listed in the Fees and Expenses section of the catalog.
- Are subject to the same instructional requirements as other students in the class.

Attendance Policy

Attendance and punctuality are valued traits in any employee; therefore, students are expected to attend all classes and be on time for each class. The student is responsible for all material presented in class and for all announcements and assignments. **For financial aid reasons, attendance of all students will be officially verified the first day of class. Students who have not been attending class may not receive financial aid or may be dropped from the class roll.**

Classes will begin and end at their scheduled time. Three tardies will be counted as one absence. A student may be dropped from the class roll when his/her absences exceed 10% of the total class hours for the course.

Grading System

Grades are issued at the end of each semester using the following grading system(s):

For Credit:		
Grades	Explanation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Satisfactory (70-79)	2
D	Poor (60-69)	1
F	Failing (0-59)	0
WF	Withdrew Failing	0
W	Withdrew	Not Computed
WM	Withdrew Military	Not Computed
WP	Withdrew Passing	Not Computed
I	Incomplete	Not Computed
AU	Audit/Warranty	Not Computed
EX	Credit by Exam	Not Computed
TRA	Transfer Credit	Not Computed
TRB	Transfer Credit	Not Computed
TRC	Transfer Credit	Not Computed
AC	Articulated Credit	Not Computed

Learning Support (Institutional Credit):		
A *	Excellent (90-100)	Not Computed
B *	Good (80-89)	Not Computed
C *	Satisfactory (70-79)	Not Computed
D *	Poor (60-69)	Not Computed
F *	Failing (0-59)	Not Computed

"WF" Withdrew Failing – After mid-semester, the student was failing upon withdrawing or being dropped from the course.

"**W" Withdrew** – The student withdrew or was dropped from the course on or before mid-semester.

"WM" Withdrew Military - Indicates that the student withdrew from school in response to being called to active military duty.

"WP" Withdrew passing – After mid-semester, the student was passing upon withdrawing or being dropped from the course.

"I" Incomplete – The grade "I" may be given to any student who has not completed all required work by the end of the semester. If the required make-up work is not completed by the last day of the following semester, the instructor will submit the Completion Form for Incomplete Grades with a grade of "F" for the course. When a student receives a grade of "I" in a course which is a prerequisite to other courses, the student must complete the required make-up work to determine the final grade and eligibility to enroll in subsequent courses.

"AU" Audit/Warranty – Indicates that a course was audited. No credit is given. This is not computed into GPA. Exceptions to this policy include certain laboratory courses and supervised work experience.

"EX" Exempted/Credit by Exam – The student received credit for a course by successfully completing a competency examination on the coursework.

"TRA", "TRB", "TRC" Transfer Credit - The student transferred coursework to the College from another regionally or nationally accredited college. A student may transfer up to 75% of the total credits required for the program of study. The Registrar may confer with academic deans or program instructors when determining appropriateness of transfer request but is responsible for final transfer credit approval.

"AC" Articulated Credit – The student earned credit for coursework completed at the secondary level. Validation of Credit – Ogeechee Technical College must validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated.

Learning Support – A grade with an asterisk following is a learning support grade and is not computed in a student's GPA.

Grade Point Average

Grade point average (GPA) is the numerical average computed by dividing total quality points (for each course, hours attempted multiplied by grade value) by total hours attempted each semester (see below). A cumulative GPA is calculated by dividing total quality points by total hours attempted at the College.

For example: 25 Total Quality Points divided by 11 Hours attempted equals a GPA of 2.27.

Class Code	Hours Attempted	Grade	Grade Value	Quality Points
MATH 1013	3	A	4	12
ENGL 1010	3	B	3	9
COMP 1000	3	F	0	0
EMPL 1000	2	C	2	4
	11			25

Work Ethics

At Ogeechee Technical College, it is extremely important to encourage good work habits as an integral part of the instructional program. To achieve this, every credit course at Ogeechee Tech incorporates concepts of work ethics into the course curriculum. Desirable work traits are emphasized, including attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect.

As part of the evaluation process, the student receives a work ethics grade for each course. The work ethics grades are designed to evaluate and encourage good work habits. Performance factors and indicators include, but are not limited to, quality of work, ability to follow instructions, productivity, dependability, honesty, reliability, attendance and punctuality, attitude, integrity, enthusiasm, interpersonal skills, and initiative.

Students receive a work ethics grade (3, 2, 1 or 0) each semester for each course in which they enroll. The work ethics grade does not affect the academic grade point average (GPA) of a student; work ethics grades remain separate from academic grades. Work Ethics grades are posted each semester to the student's transcript via BannerWeb.

Work Ethics Descriptions:

Exceeds Expectations:	3
Meets Expectations:	2
Needs Improvement:	1
Unacceptable:	0

Grade Reports

Final grades are recorded by instructors. Official grades are posted to the student's transcript via BannerWeb.

Academic Appeals

Ogeechee Technical College faculty and administrative staff have the right and responsibility to exercise professional judgment in making decisions about student performance and progress. The College is accountable for setting and maintaining standards of academic performance and is committed to ensuring students are treated fairly in regard to all matters that relate to academic performance and progress. A student will be provided with a fair opportunity to have decisions that are believed by the student to negatively impact academic performance and

progress reviewed in accordance with policies and procedures established by the College.

Informal

If a student believes that a basis exists for appealing an academic decision regarding a grade which prevents progression in a program of study, that student should first attempt to resolve the matter informally through discussion with the instructor who made the decision.

A student has five (5) working days to discuss the academic decision. If no resolution can be reached within these five (5) working days, then the student will have another five (5) working days to discuss the concern with the Dean for Academic Affairs. The expectation is that the difference of opinion is to be resolved as closely as possible to the level at which it originated, and as quickly as is possible with careful review. It is only when a disagreement cannot be resolved through this informal process that a formal appeal of the academic decision should be made.

A student may seek advice from a counselor for support and direction.

Formal

Once a decision has been made that the informal process has not resulted in resolution, formal procedures will begin. Written notification to the Dean for Academic Affairs must be made regarding the decision under question. The Dean for Academic Affairs, upon completion of his/her review (course outline, documentation related to the student's progress, transcript, summary of events, etc.) may uphold, modify, or reverse the academic decision. The Dean for Academic Affairs will notify the student, the instructor, and the Registrar (if necessary) in writing of his/her decision with a rationale for the decision.

If any party believes that the decision is not fair or reasonable, the decision may be appealed to the Vice President for Academic Affairs. This gives the opportunity to ensure that all necessary and relevant information, documentation, opinion, and argument are fairly presented. The decision of the Vice President for Academic Affairs is final.

Repeating Courses

By registering for a course for which the student has already received credit, a student forfeits the previous credit in that course for graduation purposes. The student's official grade for graduation purposes in the course(s) will be the last one earned on repetition. Although all grades remain on the official academic record, only the final attempt will be calculated for the purpose of meeting graduation requirements.

For graduation purposes, a student must have a graduation GPA of a 2.0 and a cumulative GPA of 2.0.

A student who fails or who does not earn a passing grade as required for courses specified in the *OTC Catalog and Student Handbook* within two attempts will not be allowed to repeat that course for one year and will be allowed to retake a third time on a space-available basis only. Before retaking a course the third time, the student must complete any remediation assigned by the appropriate Dean for Academic Affairs. A student may request from the appropriate Dean an exemption to this requirement if the student feels that additional information should be considered.

Academic Probation and Suspension

Students must maintain a minimum of a 2.0 cumulative grade point average to be in satisfactory academic standing. Students whose cumulative grade point average falls below a 2.0 will be placed on academic probation for the next academic semester. A student is subject to suspension for one semester if the cumulative grade point average is less than a 2.0 during the semester enrolled on academic probation. Students will be advised and counseled as to academic deficiencies and given official notification of academic probation/suspension status. Academic probation or suspension is indicated on the student's transcript via BannerWeb and recorded on the student's permanent academic record.

Academic Transcript Request Process

Students can receive an unofficial transcript via BannerWeb. The first official transcript for a student is provided free of charge. A fee of $5.00 will be charged for each additional official transcript, which must be paid before the transcript is released.

Transcripts will not be released externally without the student's written consent unless as directed by law to comply. (Transcripts will be released in compliance with a judicial order or lawfully issued subpoena. However, every reasonable attempt will be made to notify the student in advance of the compliance.) An academic transcript will be issued within three (3) business days of receiving a written request.

The *Academic Transcript Request* form may be obtained in the Registrar's Office or on the Ogeechee Tech website using the BannerWeb electronic request/signature. If the student is unable to come to the Registrar's Office or download the form, Ogeechee Technical College will accept written consent in the form of a letter (either mailed or faxed) from the student.

Exemption Credit

Credit by Exemption Examination

- **Eligibility**
  - Ogeechee Tech provides the student an opportunity to receive credit for courses by successfully completing an exemption examination.
  - Ogeechee Tech may allow students to exempt courses by demonstrating thorough mastery of written and/or performance tests that have been developed locally intended to adequately demonstrate achievement of the necessary competency level.
  - A student attempting to earn credit by examination must be accepted and

enrolled in a program of study at Ogeechee Technical College.
- The course must be a course or elective in the student's program of study.
- The student cannot take an exemption examination if he/she is currently registered for the course.
- A student cannot withdraw from a course and register to take an exemption examination within the same semester.
- The student cannot take an exemption examination for a failed course or for a course in which a grade of D was received.
- An exemption examination can only be taken twice. The second testing will occur no sooner than 90 days following the original test.
- See the appropriate Dean for Academic Affairs for a listing of courses eligible for exemption examinations.

- **Procedure for applying and taking the Exemption Examination**
  - The student will contact his/her advisor concerning the exemption examination. Upon approval, the student can pick up an Application for Credit by Examination form located in the Student Affairs Center.
  - The student must take the application to the Business Office in the Kennedy Annex and pay 25% of the tuition for the course before taking the examination.
  - The student will take the form and the receipt of payment to the appropriate Dean for Academic Affairs.
  - The Dean will send to the administering instructor the exemption application.
  - The administering instructor will contact the student to arrange a time for the exemption examination.
  - The examination will generally be taken during the final week of a semester unless otherwise approved on a case-by-case basis by the appropriate Dean for Academic Affairs.
  - The student must score at least a 70% on the examination to receive credit.
  - When the exam has been completed, the instructor will grade the exam and forward the form to the Dean for Academic Affairs' office.
  - The Dean will forward the results to the Registrar.
  - The examination results, including the actual test, will be filed in the office of the Dean for Academic Affairs.
- **Recording the grade**
  - A grade of "EX" will be entered on the permanent record if the exemption examination is successfully completed. The hours for the exempted courses will not be computed in the grade point average or appear on the semester grade report.

Standardized Exam Credit: Credit may be awarded based on nationally normed exams including, but not limited to, the following:

CLEP Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services. Ogeechee Technical College does not offer CLEP examinations at this time. Information may be obtained by visiting www.collegeboard.com/clep.

Courses (determined equivalent to courses offered at the College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

International Baccalaureate Credit

Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.

NOTE: Academic Affairs determines which courses are available for course exemption and a listing of courses eligible for exemption examinations is available upon request.

Total amount of credit allowed: Credit by examination cannot exceed 25% of the total program credit hours.

Armed Services Credit

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education. Credit is given when the training experience closely corresponds to courses offered at Ogeechee Technical College. The maximum credit for military training may not exceed 25% of the total program.

For more information, contact the Office of the Registrar at 912.486.7865 or an academic advisor.

Enrollment Verification

Students requiring verification for insurance, loan deferments, military I.D., past and current enrollment, and degree(s) earned can now access this information through the Self-Service program with the National Student Clearinghouse. Ogeechee Technical College has authorized the National Student Clearinghouse to provide enrollment verification certifications for students through its Web-based Student Self-Service program. Student Self-Service enables students to print official enrollment verification certifications on demand through their BannerWeb account

at www.ogeecheetech.edu. Instructions are located in the Registrar's Office and online.

Verification of enrollment status is based on the number of semester credit hours for which a student is or was enrolled. Full-time students carry 12 or more credit hours, three-quarter students carry nine to eleven credit hours, half-time students carry six to eight credit hours, and less than half-time students carry one to five credit hours.

Withdrawals

Withdrawing from a Course

Since choosing to drop a course is a serious academic decision that may affect a student's progress towards a degree or a student's financial aid status, a student should consult with the instructor of the course, the academic advisor, and a financial aid advisor before making this decision.

Withdrawing From the College

If a student is considering withdrawing from the College, the student is strongly encouraged to discuss this with an advisor or a counselor before formalizing the decision to ensure that all alternatives are considered.

In order to withdraw officially from the College, a student must complete an *Application for Withdrawal* form, available from the Counseling and Retention Coordinator. The effective date of withdrawal is the last date the student attended or the last date of academic activity. The impact withdrawal has on the student's academic record is determined on a course-by-course basis.

In certain cases, the Counselor or Registrar may act on behalf of the student in completing the withdrawal process. Typically, this would occur in cases involving death, serious injury or illness, or formal requests to do so.

Failure to attend classes does not constitute an official withdrawal. Students who fail to continue attending class and who do not complete an *Application for Withdrawal* may be awarded a WF grade by the instructor. The instructor must still report the last date the student attended or the last date of academic activity to comply with the Federal Refund Policy.

Graduation Requirements

In order to be eligible for graduation, a degree, diploma, or certificate student must meet all of the following requirements:

- Have completed all course and credit hours requirements as prescribed in the state standard and/or outlined by each department,
- Have achieved regular admission status,
- Have a graduation GPA of a 2.0 for the program of study in which they are enrolled,
- Have a cumulative GPA of a 2.0,
- Have completed at least 25% of total semester credit hours at Ogeechee Technical College,
- Have satisfied all financial obligations to the College,
- Have completed an *Application for Program of Study Completion* form by the mid-semester of his/her final semester.

When all graduation requirements are complete, the student will receive his/her credential through the mail.

Commencement Exercise

Ogeechee Technical College conducts one spring commencement exercise per year for students who have completed all graduation requirements by that time.

General Education Competencies

Ogeechee Technical College is committed to graduating students who are prepared to be competent professionals. Therefore, Ogeechee Tech has identified the following general education competencies for its graduates.

Degree

- COMMUNICATION: Proficiency in standard written English for expressing ideas and relaying information
- COMPUTATION: Ability to use mathematical concepts and basic mathematical tools to obtain or convey information
- CRITICAL THINKING: Ability to employ critical thinking and reasoning skills for problem solving
- TECHNOLOGY: Proficiency in basic computer skills

Basic Skills Competencies

Diploma/TCC (those with a basic skills component)

- COMMUNICATION: Proficiency in composing work-related documents using standard written English
- COMPUTATION: Ability to use mathematical concepts and basic mathematical tools for work-related applications
- CRITICAL THINKING: Ability to employ critical thinking and reasoning skills for problem solving
- TECHNOLOGY: Proficiency in basic computer skills

Health Science Program Information

Qualified health care professionals are essential in today's society. Ogeechee Tech's Health Sciences Division currently offers degree, diploma and certificate programs in health care. These programs provide classroom instruction, as well as laboratory and/or clinical experiences, to make certain that students obtain the most current skills in their chosen health profession.

Students interested in Health Sciences Programs may obtain admission requirements information from the Admissions Office. Additional information about sequence of course offerings and program costs is also available in this catalog.

Prior to starting clinical or laboratory training, or enrolling in courses requiring personal protective equipment, students must have completed a physical exam and a Forensic Drug panel. In some cases, a dental exam is also required. Students will also be required to purchase medical professional liability insurance.

Criminal background checks are required for most medical programs. Clinical sites may refuse to allow a student to participate in the clinical aspect based on the results of the background check. Costs associated with criminal background checks will be paid for by the student.

In most programs, students are required to purchase uniforms, and, in some, laboratory supplies and materials are required.

Special Note: *Conviction of a felony could make a student ineligible to participate in clinicals, externships, internships, or practicums or take the licensure/certification exam(s) required by the profession upon graduation. Early notification to the appropriate board is required. Faculty advisors will provide information about this procedure.*

Physical and Mental Performance requirements for Health Sciences Education

The Health Sciences Division faculty has specified the following non-academic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Health Sciences programs and professional practice. A student is considered compliant when the Physical Examination Form has been completed and signed by a physician, nurse practitioner, or physician's assistant.

All candidates for a Health Sciences program must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas below include examples of necessary activities and skills but are not all-inclusive.

1. Critical Thinking: Critical thinking ability sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, development of plans of care, transferring knowledge from one situation to another, evaluating outcomes, problem solving, prioritizing, and using short and long semester memory. *, **

2. Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients/clients, families, and colleagues; negotiation of interpersonal conflict; and respect of cultural diversity. *

3. Communication: Communication abilities sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures, initiation of health teaching, documentation and interpretation of nursing actions and patient/client responses, and written and oral reports to other health care professionals.*

4. Mobility: Physical abilities sufficient for movement from room to room and in small spaces. Examples include moving around in a patient's room, work spaces and treatment areas; administration of cardiopulmonary procedures such as resuscitation; sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent adult patient; squeezing with hands and fingers; and repetitive movements. ***

5. Motor Skills: Gross and fine motor abilities sufficient for providing safe, effective nursing and patient care. Examples include calibration and use of equipment, positioning of dependent adult patients/clients, grasping and manipulation of small objects/instruments, using a computer keyboard, and writing with a pen.*, ***

6. Hearing: Auditory ability sufficient for monitoring and assessing health needs. Examples include hearing monitor and pump alarms, emergency signals fire alarms, auscultatory sounds, and cries for help. ***

7. Visual: Visual ability sufficient for observation and assessment necessary in nursing care. Examples include observation of patient/client responses such as respiratory rate and depth, skin color, and other physical signs; visualization of monitors, watches with second hands, medication labels and vials, and increments on a medication syringe; visualization of objects from twenty inches to twenty feet away; use of depth perception and peripheral vision; distinguishing colors; and reading written documents. ***

8. Tactile: Tactile ability sufficient for physical assessment. Examples include performance of palpation, functions of physical examination (such as discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as insertion of a catheter). *, ***

9. Emotional: Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/clients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on task, performing multiple tasks concurrently, and being able to handle strong emotions. *

*Is documented by satisfactory completion of the pre-occupational course requirements.

**Is documented by satisfactory completion of the ASSET/COMPASS entrance exam requirements of the Health Sciences programs. ***Is documented by physical exam.

PROGRAMS OF STUDY

CORE REQUIREMENTS

General Education Core (Required Minimum: 15 Semester Credit Hours)		
Area I	**Language Arts/Communication**	**Minimum 3 Semester Credit Hours**
	Successful completion of ENGL 1101 (Composition and Rhetoric) is required.	
	Courses may be taken from the following Academic Fields:	
	English Composition	
	Communications/Speech	
	Foreign Languages	

Area II	**Social/Behavioral Sciences**	**Minimum 3 Semester Credit Hours**
	Successful completion of a Social Sciences/Behavioral Sciences course is required.	
	Courses may be taken from the following Academic Fields:	
	Economics	Political Science
	Ethnology/Ethnic Studies	Psychology
	History	Sociology

Area III	**Natural Sciences/Mathematics**	**Minimum 3 Semester Credit Hours**
	Successful completion of MATH 1100 or MATH 1101 or MATH 1111 is required.	
	Courses may be taken from the following Academic Fields:	
	Astronomy	Geography
	Biology	Mathematics
	Chemistry	Physics
	Computer Science	

Area IV	**Humanities/Fine Arts**	**Minimum 3 Semester Credit Hours**
	Successful completion of a Humanities/Fine Arts course is required.	
	Courses may be taken from the following Academic Fields:	
	Art Appreciation	Music Appreciation
	American Literature	Philosophy
	English Literature	Theatre Appreciation
	Film Studies and Criticism	
	Humanities	
	Literature and Cultural Studies	

Additional General Education Core Requirements	To meet the minimum required 15 semester credit hours for OTC in General Core Courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, **or** Area IV.	**Minimum 3 Semester Credit Hours**
Minimum Required Program-Specific Hours		**15**

ACCOUNTING

Accounting Associate of Applied Science (AC13)

DESCRIPTION

The Accounting Associate Degree program is a sequence of courses that prepares students for a variety of careers in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates received an Associate of Applied Science Degree in Accounting.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Accounting program may specialize in payroll, accounts receivable, accounts payable, or inventory management. Graduates will also obtain the skills necessary for entry-level positions as accounting technicians, bookkeepers, or business office managers. Governmental agencies, small or large businesses, health care providers and education institutions are examples of potential employers for graduates.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

ACCOUNTING DEGREE CURRICULUM

The curriculum for the Accounting degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 64 semester credit hours. The program requires a minimum of 1170 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
Social/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics - Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**49**
ACCT 1100 - Financial Accounting I (OL)	4
BUSN 1440 - Document Production (OL)	4
COMP 1000 - Introduction to Computers (OL)	3
ACCT 1105 - Financial Accounting II (OL)	4
Accounting Elective 3 hrs	3

ACCT 1110 - Managerial Accounting (OL)	3
ACCT 1115 - Computerized Accounting (OL)	3
ACCT 1120 - Spreadsheet Applications (OL)	4
Specific Occupational-Guided Elective 3 hrs	3
ACCT 1125 - Individual Tax Accounting (OL)	3
Elective 3 hrs	3
Specific Occupational-Guided Elective 3 hrs	3
ACCT 1130 - Payroll Accounting (OL)	3
Accounting Electives 6 hrs.	6

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,550
Books/Supplies: $1,700
(Costs are estimates and are subject to change.)

Accounting Diploma (AC12)

DESCRIPTION

The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting Diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Accounting diploma program may specialize in payroll, accounts receivable, accounts payable, or inventory management. Graduates will also obtain the skills necessary for entry-level positions such as accounting technicians, bookkeepers, or business office managers. Governmental agencies, small or large businesses, health care providers and education institutions are examples of potential employers for Ogeechee Tech Accounting graduates.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

ACCOUNTING DIPLOMA CURRICULUM

The curriculum for the Accounting diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 42 semester credit hours. The program requires a minimum of 825 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
Select one of the following Social/Behavioral Science courses - 2 credits	2
EMPL 1000 - Interpersonal Relations and Professional Development	
PSYC 1010 - Basic Psychology	
Select one of the following Math Courses - 3 credits	3
MATH 1011 - Business Math	

MATH 1012 - Foundations of Mathematics	
Occupational Courses	**34**
ACCT 1100 - Financial Accounting I (OL)	4
BUSN 1440 - Document Production (OL)	4
COMP 1000 - Introduction to Computers (OL)	3
ACCT 1105 - Financial Accounting II (OL)	4
Accounting Elective	3
ACCT 1115 - Computerized Accounting (OL)	3
ACCT 1120 - Spreadsheet Applications (OL)	4
Specific Occupational-Guided Elective	3
ACCT 1125 - Individual Tax Accounting (OL)	3
ACCT 1130 - Payroll Accounting (OL)	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $3,870
Books/Supplies: $1,400
(Costs are estimates and are subject to change.)

Computerized Accounting Specialist Certificate (CAY1)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Graduates of the Computerized Accounting Specialist technical certificate of credit program obtain skills necessary for entry-level positions, such as accounting technicians or bookkeepers. Small or large businesses, health care providers and education institutions are examples of potential employers for graduates of the certificate program.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

COMPUTERIZED ACCOUNTING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Computerized Accounting Specialist technical certificate of credit program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 21 semester credit hours. The program requires a minimum of 435 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
ACCT 1100 - Financial Accounting I (OL)	4
ACCT 1120 - Spreadsheet Applications (OL)	4
COMP 1000 - Introduction to Computers (OL)	3

ACCT 1105 - Financial Accounting II (OL)	4
ACCT 1115 - Computerized Accounting (OL)	3
Elective -- 3 hrs	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1935
Books/Supplies: $450
(Costs are estimates and are subject to change.)

AGRIBUSINESS

Agribusiness Associate of Applied Science (AG13)

DESCRIPTION

Agribusiness is the study of the business and economics of agribusiness firms. Agribusiness possess many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology within commercial agriculture and food processing, and global impacts of food and agriculture. The agribusiness curriculum allows individuals to gain an appreciation for management and technology concepts needed for the agricultural industry. This program develops knowledge and skills in management, production, and marketing as related to agribusiness management.

EMPLOYMENT OPPORTUNITIES

Graduates of the Agribusiness Associate of Applied Science degree program are prepared to work in a variety of agricultural-related fields such as agricultural production, management, mid-management, marketing, and banking and finance.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	43	37
SAT	450	NA	440	NA
ACT	17	16	19	NA

AGRIBUSINESS CURRICULUM

The curriculum for the Agribusiness Associate of Applied Science degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 62 semester credit hours. The program requires a minimum of 1050 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
Social/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics - Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	

Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	**47**
AGRB 1100 - Introduction to Agribusiness (OL)	1
AGRB 1110 - Agribusiness Management (OL)	3
AGRB 1120 - Leadership in Agribusiness (OL)	3
AGRB 1150 - Agricultural Finance and Credit (OL)	3
AGRB 2100 - Agribusiness Marketing (OL)	3
AGRB 2110 - Farm Organization and Management (OL)	3
AGRB 2130 - Agricultural Policy (OL)	3
AGRB 2140 - Issues of Agriculture and Natural Resources (OL)	3
AGRB 2200 - Principles of Agronomy (OL)	3
AGRB 2250 - Survey of the Animal Industry (OL)	3
AGRB 2300 - Precision Agricultural Systems	4
AGRB 2800 - Agribusiness Internship	3
COMP 1000 - Introduction to Computers (OL)	3
Occupational Guided Electives - 6 credits	6
General Education Core Elective - 3 credits	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,830
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Agribusiness Diploma (AG12)

DESCRIPTION

Agribusiness is the study of the business and economics of agribusiness firms. Agribusiness possess many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology within commercial agriculture and food processing, and global impacts of food and agriculture. The agribusiness curriculum allows individuals to gain an appreciation for management and technology concepts needed for the agricultural industry. This program develops knowledge and skills in management, production, and marketing as related to agribusiness management.

EMPLOYMENT OPPORTUNITIES

Graduates of the Agribusiness diploma program are prepared to work in a variety of agricultural-related fields such as agricultural production, management, mid-management, marketing, and banking and finance.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

AGRIBUSINESS CURRICULUM

The curriculum for the Agribusiness diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 52 semester credit hours. The program requires a minimum of 900 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**11**
ENGL 1010 - Fundamentals of English I	3
ENGL 1012 - Fundamentals of English II	3
MATH 1011 - Business Math	3
Select one of the following courses - 2 credits	2
EMPL 1000 - Interpersonal Relations and Professional Development	
PSYC 1010 - Basic Psychology	
Occupational Courses	**41**
AGRB 1100 - Introduction to Agribusiness (OL)	1
AGRB 1110 - Agribusiness Management (OL)	3
AGRB 1120 - Leadership in Agribusiness (OL)	3
AGRB 1150 - Agricultural Finance and Credit (OL)	3
AGRB 2100 - Agribusiness Marketing (OL)	3
AGRB 2110 - Farm Organization and Management (OL)	3
AGRB 2130 - Agricultural Policy (OL)	3
AGRB 2140 - Issues of Agriculture and Natural Resources (OL)	3
AGRB 2200 - Principles of Agronomy (OL)	3
AGRB 2250 - Survey of the Animal Industry (OL)	3
AGRB 2300 - Precision Agricultural Systems	4
AGRB 2800 - Agribusiness Internship	3
COMP 1000 - Introduction to Computers (OL)	3
Occupational Guided Elective - 3 Credits	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,080
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Agribusiness Policy Specialist Certificate (AP41)

DESCRIPTION

The Agribusiness Policy Specialist Certificate will equip the student with a basic understanding of agricultural policy. The duties and responsibilities of the Agribusiness Policy Specialist will vary widely, but will focus on the policy aspects of agribusiness. Upon completion of the program, students will understand the relationship between agribusiness and the political system, as well as the involvement of government in agribusiness.

EMPLOYMENT OPPORTUNITIES

Graduates of the Agribusiness Policy Specialist certificate program are prepared to work on farms, ranches, and agricultural industries.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

AGRIBUSINESS POLICY SPECIALIST CURRICULUM

The curriculum for the Agribusiness Policy Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 10 semester credit hours. The program requires a minimum of 150 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
Occupational Courses	**10**
AGRB 1100 - Introduction to Agribusiness (OL)	1
AGRB 1120 - Leadership in Agribusiness (OL)	3
AGRB 2130 - Agricultural Policy (OL)	3
AGRB 2140 - Issues of Agriculture and Natural Resources (OL)	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $830
Books/Supplies: $400
(Costs are estimates and are subject to change.)

Precision Agriculture Specialist Certificate (PAB1)

DESCRIPTION

Precision Agriculture leads production agriculture toward a new era in which innovative technology enables producers to prescribe inputs and yields more efficiently and profitably. Precision Ag technology combines Geographic Information Systems and Global Positioning Systems to scientifically manage resources and outputs in production agriculture. Students will develop an understanding of the various facets of the agricultural industry, production machinery and equipment, the principles and applications of Geographic Information Systems, and Global Positioning Systems. The coursework incorporates these complementary management tools and technology for application in more efficient and precise production agriculture.

EMPLOYMENT OPPORTUNITIES

Precision Agriculture Specialists will collect information about soil and field attributes, yield data, or field boundaries, using field data recorders and basic geographic information systems (GIS). Document and maintain records of precision agriculture information. Divide agricultural fields into geo-referenced zones based on soil characteristics and production potentials. Recommend best crop varieties and seeding rates for specific field areas, based on analysis of geospatial data.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400

ACT	NA	18	17

PRECISION AGRICULTURE SPECIALIST CURRICULUM

The curriculum for the Precision Agriculture Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 12 semester credit hours. The program requires a minimum of 264 contact hours and generally takes 3 semesters to complete.

Program Courses	**Credits**
Occupational Courses	**12**
GIFS 1101 – Introduction to Geographic Information Systems	4
GIFS 1103 – Intermediate GIS	4
AGRB 2300 – Precision Agricultural Systems	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,080
Books/Supplies: $400
(Costs are estimates and are subject to change.)

AIR CONDITIONING TECHNOLOGY

Air Conditioning Technology Diploma (ACT2)

DESCRIPTION

The Air Conditioning Technology diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualifications of an air conditioning technician.

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Technology program is intended to produce graduates who are prepared for employment as air conditioning technicians.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

Note: In order to graduate with an Air Conditioning Technology diploma, a high school diploma or GED must be completed by the time program requirements are completed.

AIR CONDITIONING TECHNOLOGY DIPLOMA CURRICULUM

The curriculum for the Air Conditioning Technology diploma program is designed for the semester system. A student may enter the program fall and spring semesters. To graduate, Air students must earn a minimum of 51 semester credit hours. The program requires a minimum of 1095 contact hours and generally takes 3 semesters to complete.

Program Courses	**Credits**
General Core Requirements	**8**
MATH 1012 - Foundations of Mathematics (OL)	3
ENGL 1010 - Fundamentals of English I (OL)	3

EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**43**
AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1010 - Refrigeration Principles and Practices	4
AIRC 1020 - Refrigeration Systems Components	4
AIRC 1030 - HVACR Electrical Fundamentals	4
AIRC 1040 - HVACR Electrical Motors	4
AIRC 1050 - HVACR Electrical Components and Controls	4
AIRC 1060 - Air Conditioning Systems Application and Installation	4
AIRC 1070 - Gas Heat	4
AIRC 1080 - Heat Pumps and Related Systems	4
AIRC 1090 - Troubleshooting Air Conditioning Systems	4
COMP 1000 - Introduction to Computers (OL)	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,365
Books/Supplies: $900
(Costs are estimates and are subject to change.)

Air Conditioning Electrical Technician Certificate (ACK1)

DESCRIPTION

The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Air Conditioning Electrical Technician technical certificate of credit which prepares the graduate for an entry-level position in the air conditioning electrical field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;

TEST	Reading	Writing	Numerical
COMPASS	70	32	26

AIR CONDITIONING ELECTRICAL TECHNICIAN CURRICULUM

The curriculum for the Air Conditioning Electrical Technician certificate program is designed for the semester system. Entrance dates into the program varies. To graduate, students must earn a minimum of 12 semester credit hours. The program requires a minimum of 270 contact hours and generally takes one semester to complete.

Program Courses	**Credits**
Occupational Courses	**12**
AIRC 1030 - HVACR Electrical Fundamentals	4
AIRC 1040 - HVACR Electrical Motors	4
AIRC 1050 - HVACR Electrical Components and Controls	4

PROGRAM COSTS

Tuition/Fees: $1,080
Books/Supplies: $250
(Costs are estimates and are subject to change.)

Air Conditioning Repair Specialist Certificate (ACY1)

DESCRIPTION

This Air Conditioning Repair Specialist TCC is a series of courses designed to prepare students for the positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Air Conditioning Repair Specialist technical certificate of credit, which prepares the graduate for an entry-level position in the air conditioning field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

AIR CONDITIONING REPAIR SPECIALIST CURRICULUM

The curriculum for the Air Conditioning Repair Specialist certificate program is designed for the semester system. Entrance dates into the program varies. To graduate, Air Conditioning Repair Specialist certificate-seeking students must earn a minimum of 20 semester credit hours. The program requires a minimum of 450 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
Occupational Courses	**20**
AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1030 - HVACR Electrical Fundamentals	4
AIRC 1040 - HVACR Electrical Motors	4
AIRC 1070 - Gas Heat	4
AIRC 1080 - Heat Pumps and Related Systems	4

PROGRAM COSTS

Tuition/Fees: $1,860
Books/Supplies: $500
(Costs are estimates and are subject to change.)

AUTOMOTIVE TECHNOLOGY

Automotive Fundamentals Diploma (AF12)

DESCRIPTION

The Automotive Fundamentals diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals diploma that qualifies them as entry-level technicians.

EMPLOYMENT OPPORTUNITIES

The Automotive Fundamentals program is intended to produce graduates who are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;

- High School Diploma or GED required;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

AUTOMOTIVE FUNDAMENTALS CURRICULUM

The curriculum for the Automotive Fundamentals diploma program is designed for the semester system. A student may enter the program fall or spring semesters. To graduate, Automotive Fundamentals diploma-seeking students must earn a minimum of 40 semester credit hours. The program requires a minimum of 1050 contact hours and generally takes 3 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
ENGL 1010 - Fundamentals of English I	3
Occupational Courses	**32**
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1030 - Automotive Brake Systems	4
AUTT 1040 - Automotive Engine Performance	7
AUTT 1050 - Automotive Suspension and Steering Systems	4
AUTT 1060 - Automotive Climate Control Systems	5
COMP 1000 - Introduction to Computers	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $3,765
Books/Supplies: $380
Liability Insurance: $11 per fiscal year
(Costs are estimates and are subject to change.)

Automotive Technology Diploma (AT14)

DESCRIPTION

The Automotive Technology program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as automotive technicians.

EMPLOYMENT OPPORTUNITIES

The Automotive Technology program is intended to produce graduates who are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED required;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

AUTOMOTIVE TECHNOLOGY CURRICULUM

The curriculum for the Automotive Technology diploma program is designed for the semester system. A student may enter the program in the fall or spring semester. To graduate, students must earn a minimum of 55 semester credit hours. The program requires a minimum of 1461 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
MATH 1012 – Foundations of Mathematics (OL)	3
ENGL 1010 – Fundamentals of English I (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**47**
COMP 1000 – Introduction to Computers (OL)	3
AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 1030 – Automotive Brake Systems	4
AUTT 1040 – Automotive Engine Performance	7
AUTT 1050 – Automotive Suspension and Steering Systems	4
AUTT 1060 – Automotive Climate Control Systems	5
AUTT 2010 – Automotive Engine Repair	6
AUTT 2020 – Automotive Manual Drive Train and Axles	4
AUTT 2030 – Automotive Transmissions and Trans	5

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $6,275
Books/Supplies: $485
Liability Insurance: $11 per fiscal year
(Costs are estimates and are subject to change.)

Automotive Climate Control Technician Certificate (AH21)

DESCRIPTION

The Automotive Climate Control Technician certificate provides students with skills for entering the automotive industry as an entry-level heating and air conditioning technician. This program includes theory, diagnosis, servicing, and repair of automotive heating and air conditioning systems.

EMPLOYMENT OPPORTUNITIES:

Graduates of the program are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

AUTOMOTIVE CLIMATE CONTROL TECHNICIAN CURRICULUM

The curriculum for the Automotive Climate Control Technician certificate program is designed for the semester system. A student may enter the program in the fall or spring semester to graduate; certificate-seeking students must earn a minimum of 14 semester credit hours. The program requires a minimum of 395 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
Occupational Courses	**14**
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1060 - Automotive Climate Control Systems	5

PROGRAM COSTS

Tuition/Fees: $716
Books/Supplies: $260
Liability Insurance: $11 per fiscal year

Automotive Chassis Technician Specialist Certificate (ASG1)

DESCRIPTION:

The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

EMPLOYMENT OPPORTUNITIES:

Graduates of the program are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

AUTOMOTIVE CHASSIS TECHNICIAN CURRICULUM

The curriculum for the Automotive Chassis Technician certificate program is designed for the semester system. A student may enter the program in the fall or spring semester. To graduate, certificate-seeking students must earn a minimum of 17 semester credit hours. The program requires a minimum of 515 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
Occupational Courses	**17**
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1030 - Automotive Brake Systems	4
AUTT 1050 - Automotive Suspension and Steering Systems	4

PROGRAM COSTS

Tuition/Fees: $1635
Books/Supplies: $260
Liability Insurance: $11 per fiscal year
(Costs are estimates and are subject to change.)

Automotive Engine Performance Technician Certificate (AE51)

DESCRIPTION:

The automotive Engine Performance Technician Certificate program introduces students to the knowledge and skills they will need as entry level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronic diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

EMPLOYMENT OPPORTUNITIES:

Completers may find employment at Automobile Dealerships, Diagnostic Automobile Service Facilitators, and Independent Automotive Repair Shops.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN CURRICULUM

The curriculum for the Automotive Engine Performance Technician certificate program is designed for the semester system. A student may enter the program in the fall or spring semester. To graduate, certificate-seeking students must earn a minimum of 16 semester credit hours. The program requires a minimum of 515 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
Occupational Courses	**16**
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1040 - Automotive Engine Performance	7

PROGRAM COSTS

Tuition/Fees: $1,560
Books/Supplies: $260
Liability Insurance: $11 per fiscal year
(Costs are estimates and are subject to change.)

BASIC LAW ENFORCEMENT

Basic Law Enforcement Certificate (BL11)

DESCRIPTION:

The Basic Law Enforcement certificate program provides students with the necessary skills, standards, and knowledge in order to become qualified, proficiently trained, ethical and competent peace officers. Successful completion of the program will make the student eligible to be certified as a Georgia Peace Officer.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Basic Law Enforcement certificate program are prepared for entry-level positions in law enforcement.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

OTHER CONDITIONS FOR ADMISSION:

Applicants must also be accepted into the academy by the Georgia Peace Officers Standards and Training Council. The requirements include United States citizenship, a satisfactory criminal background check, GCIC and NCIC finger print checks, completion of a physician's affidavit, and certified driver history.

BASIC LAW ENFORCEMENT CURRICULUM

The Basic Law Enforcement certificate program is designed for the semester system. A student may enter the program winter, spring, or summer semesters. To graduate, students must earn a minimum of 42 semester credit hours. The program requires a minimum of 700 contact hours and generally takes 1 semester to complete.

Note: *Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.*

Program Courses	**Credits**
Occupational Courses	**42**
LETA 1010 - Health & Life Safety for Basic Law Enforcement	2
LETA 1012 - Ethics and Liability for Basic Law Enforcement	2
LETA 1014 - Firearms Training for Basic Law Enforcement	4
LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement	4
LETA 1018 - Defensive Tactics for Basic Law Enforcement	2
LETA 1020 - Police Patrol Operations for Basic Law Enforcement	4
LETA 1022 - Methods of Criminal Investigation for Basic Law Enforcement	4
LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement	4
LETA 1026 - Criminal Procedure for Basic Law Enforcement	4
LETA 1028 - Police Traffic Control and Investigation for Basic Law Enforcement	3
LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement	3
LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement	3
LETA 1034 - Constitutional Law for Criminal Justice for Basic Law Enforcement	3

PROGRAM COSTS

Tuition/Fees: $3,155
Books/Supplies: $700
Course Supply Fees:

- LETA 1014 Firearms Training for Basic Law Enforcement: $275
- LETA 1016 Emergency Vehicle Operations for Basic Law Enforcement: $135

(Costs are estimates and are subject to change.)

BUSINESS ADMINISTRATIVE TECHNOLOGY

Business Administrative Technology Associate of Applied Science (BA23)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Administrative Technology Associate of Applied Science degree program are prepared for employment as administrative and executive secretaries within the business community, government agencies, and health and education fields. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

BUSINESS ADMINISTRATIVE TECHNOLOGY CURRICULUM

The curriculum for the Business Administrative Technology degree program is designed for the semester system. A student may enter the program any semester. Degree-seeking students must earn a minimum of 64 semester credit hours for completion. The program requires a minimum of 1260 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
Social/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics - Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	**49**

COMP 1000 - Introduction to Computers (OL)	3
BUSN 1400 - Word Processing Applications (OL)	4
BUSN 1430 - Desktop Publishing and Presentation Applications (OL)	4
BUSN 1440 - Document Production (OL)	4
BUSN 1190 - Digital Technologies in Business (OL)	2
BUSN 1240 - Office Procedures (OL)	3
BUSN 1410 - Spreadsheet Concepts and Applications (OL)	4
BUSN 1420 - Database Applications (OL)	4
BUSN 2160 - Electronic Mail Applications (OL)	2
BUSN 2210 - Applied Office Procedures (OL)	3
BUSN 2190 - Business Document Proofreading and Editing (OL)	3
MGMT 1100 - Principles of Management (OL)	3
Select ONE of the following	**4**
ACCT 1100 - Financial Accounting I (OL)	4
BUSN 2200 - Office Accounting	4
Specific Occupational Guided Electives	**6**
BUSN 1100 - Introduction to Keyboarding	3
MGMT 1125 - Business Ethics	3
BUSN 1180 - Computer Graphics and Design (OL)	3
BUSN 1220 - Telephone Training (OL)	2
BUSN 1310 - Introduction to Business Culture (OL)	3
BUSN 1320 - Business Interaction Skills (OL)	3
BUSN 1340 - Customer Service Effectiveness (OL)	3
BUSN 2170 - Web Page Design (OL)	2
BUSN 2230 – Office Management (OL)	3
BUSN 2320 - Medical Document Processing/Transcription (OL)	4
BUSN 2370 - Medical Office Billing/Coding/Insurance (OL)	3
BUSN 2340 - Medical Administrative Procedures(OL)	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,580
Books/Supplies: $2,375
(Costs are estimates and are subject to change.)

Business Administrative Technology Diploma (BA22)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Business Administrative Assistants are prepared for clerical/secretarial positions within the business community, government agencies, health, and education fields. Instruction and practical application of learned skills provide a broad occupational

background which appeals to prospective employers. Medical Administrative Assistants have skills that may be employed in a variety of health-related settings, including doctors' offices, public and private hospitals, teaching hospitals, medical transcription services, clinics, laboratories, radiology departments, medical libraries, and governmental medical facilities, and general offices.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

BUSINESS ADMINISTRATIVE TECHNOLOGY CURRICULUM

The curriculum for the Business Administrative Technology diploma program is designed for the semester system. A student may enter the program any semester. Diploma-seeking students must earn a minimum of 50 semester credit hours for completion. The program requires a minimum of 1815 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
Select one of the following two courses:	2
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3
Select one of the following Math courses:	3
MATH 1011 - Business Math	3
MATH 1012 - Foundations of Mathematics	3
Occupational Courses	**18**
COMP 1000 - Introduction to Computers(OL)	3
BUSN 1400 - Word Processing Applications(OL)	4
BUSN 1440 - Document Production(OL)	4
BUSN 2190 - Business Document Proofreading and Editing(OL)	3
Select One Accounting Course:	4
BUSN 2200 - Office Accounting	4
ACCT 1100 - Financial Accounting I(OL)	4
Select 1 of 2 Specializations	
BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION	**24**
BUSN 1190 - Digital Technologies in Business(OL)	2
BUSN 1240 - Office Procedures(OL)	3
BUSN 1410 - Spreadsheet Concepts and Applications(OL)	4
BUSN 1430 - Desktop Publishing and Presentation Applications(OL)	4
BUSN 2160 - Electronic Mail Applications(OL)	2
BUSN 2210 - Applied Office Procedures(OL)	3
Specific Occupational Guided Elective - 6 hrs.	**6**
BUSN 1180 - Computer Graphics and Design(OL)	3
BUSN 1220 - Telephone Training(OL)	3
BUSN 1300 - Introduction to Business(OL)	3

BUSN 1310 - Introduction to Business Culture(OL)	3
BUSN 1320 - Business Interaction Skills(OL)	3
BUSN 1340 - Customer Service Effectiveness(OL)	3
BUSN 1420 - Database Applications(OL)	4
BUSN 2170 - Web Page Design (OL)	2
BUSN 2240 - Business Administrative Assistant Internship I	4
BUSN 2250 - Business Administrative Assistant Internship II	6
BUSN 2320 - Medical Document Processing/Transcription (OL)	4
BUSN 2340 - Medical Administrative Procedures	4
BUSN 2370 - Medical Office Billing/Coding/Insurance (OL)	3
MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION	**24**
MAST 1120 – Human Pathological Conditions in the Medical Office	3
BUSN 2340 - Medical Administrative Procedures(OL)	4
BUSN 2370 - Medical Office Billing/Coding/Insurance(OL)	3
Select 1 of the following 3 courses:	**3**
ALHS 1010 - Introduction to Anatomy and Physiology	4
ALHS 1011 - Anatomy and Physiology(OL)	5
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	3
Select 1 of the following 2 courses	**2**
BUSN 2300 - Medical Terminology	2
ALHS 1090 - Medical Terminology for Allied Health Sciences(OL)	2
Specific Occupational Guided Electives	**9**
BUSN 1180 - Computer Graphics and Design(OL)	3
BUSN 1190 - Digital Technologies in Business(OL)	2
BUSN 1220 - Telephone Training(OL)	2
BUSN 1240 - Office Procedures (OL)	3
BUSN 1300 - Introduction to Business(OL)	3
BUSN 1310 - Introduction to Business Culture(OL)	3
BUSN 1320 - Business Interaction Skills (OL)	3
BUSN 1340 - Customer Service Effectiveness (OL)	3
BUSN 1410 - Spreadsheet Concepts and Applications(OL)	4
BUSN 1420 - Database Applications(OL)	4
BUSN 1430 - Desktop Publishing and Presentation Applications(OL)	4
BUSN 2160 - Electronic Mail Applications(OL)	2
BUSN 2170 - Web Page Design(OL)	2
BUSN 2210 - Applied Office Procedures(OL)	3
BUSN 2330 - Advanced Medical Document Processing/Transcription(OL)	4
BUSN 2380 - Medical Administrative Assistant Internship I	4
BUSN 2390 - Medical Administrative Assistant Internship II	6

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,670
Books/Supplies: $2,000
(Costs are estimates and are subject to change.)

Administrative Support Assistant Certificate (AS21)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Graduates of the Administrative Support Assistant certificate are prepared for employment as data entry clerks, general office assistants and receptionists.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

ADMINISTRATIVE SUPPORT ASSISTANT CURRICULUM

The curriculum for the Administrative Support Assistant certificate program is designed for the semester system. A student may enter the program any semester. Certificate-seeking students must earn a minimum of 20 semester credit hours for completion. The program requires a minimum of 330 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
Fundamental Occupational Course	**3**
COMP 1000 – Introduction to Computers (OL)	
Occupational Courses	**17**
BUSN 1440 – Document Production(OL)	4
BUSN 1400 – Word Processing (OL)	4
BUSN 1240 – Office Procedures (OL)	3
Specific Occupational Guided Electives	6

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,735
Books/Supplies: $625
(Costs are estimates and are subject to change.)

Microsoft Office Applications Professional Certificate (MF41)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Graduates of the Microsoft Office Applications Professional Certificate are prepared for employment as office assistants and data entry clerks. This certificate may also provide promotional opportunities to a variety of administrative careers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;

- Be at least 16 years of age:
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

MICROSOFT OFFICE APPLICATIONS PROFESSIONAL CURRICULUM

The curriculum for the Microsoft Office Applications Professional certificate program is designed for the semester system. A student may enter the program any semester. Certificate-seeking students must earn a minimum of 22 semester credit hours for completion. The program requires a minimum of 435 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
Occupational Courses	**22**
COMP 1000 – Introduction to Computers (OL)	3
BUSN 1400 – Word Processing Applications (OL)	4
BUSN 1410 – Spreadsheet Concepts and Applications (OL)	4
BUSN 1420 – Database Applications(OL)	4
BUSN 1430 – Desktop Publishing and Presentation Applications (OL)	4
Specific Occupational Guided Elective	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $2,500
Books/Supplies: $750
(Costs are estimates and are subject to change.)

BUSINESS MANAGEMENT

Business Management Diploma (MD12)

DESCRIPTION

The Business Management program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Management diploma program are prepared for employment in a variety of jobs such as: small business management, retail management, management trainees, supervisory trainees, entrepreneurship opportunities, leadership, supervisory, and middle management positions in all industries. Positions include, but are not limited to, employee and team leaders, supervisors, and managers in all fields. Business Management graduates will benefit employers by having improved accountability, performance, and supervisory capabilities. Graduates of this program will be better equipped to perform the management functions of planning, organizing, staffing, leading, and controlling for optimal results.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

BUSINESS MANAGEMENT DIPLOMA CURRICULUM

The curriculum for the Business Management diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 47 semester credit hours. The program requires a minimum of 735 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
General Education Core	**8**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1011 - Business Math (OL)	3
Select one of the following two courses - 2 credits	2
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	
PSYC 1010 - Basic Psychology (OL)	
Occupational Courses	**39**
MGMT 1100 - Principles of Management (OL)	3
MGMT 1105 - Organizational Behavior (OL)	3
MGMT 1115 – Leadership (OL)	3
MGMT 1120 - Introduction to Business (OL)	3
MGMT 1125 - Business Ethics (OL)	3
MGMT 2115 - Human Resource Management (OL)	3
MGMT 2125 - Performance Management (OL)	3
MGMT 2215 - Team Project (OL)	3
COMP 1000 - Introduction to Computers (OL)	3
Select guided electives in area of concentration	6
Select 1 of 2	3
ACCT 1100 - Financial Accounting I (OL)	
MGMT 1135 - Managerial Accounting and Finance (OL)	
Select 1 of 2	3
MGMT 1110 - Employment Law (OL)	
MKTG 1130 - Business Regulations and Compliance	

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4245
Books/Supplies: $1200
(Costs are estimates and are subject to change.)

Management and Leadership Specialist Certificate (MAL1)

DESCRIPTION

The Management and Leadership Specialist certificate prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce student‘s knowledge,

skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Management and Leadership Specialist TCC.

EMPLOYMENT OPPORTUNITIES

Graduates of the Management and Leadership Specialist certificate program obtain skills necessary for employment opportunities in various management-related fields. These opportunities include, but are not limited to, employee and team leaders, management trainees, supervisory trainees, and management and supervisory positions. Small and large businesses in retail, manufacturing and health care are examples of potential employers for graduates of the certificate program.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

MANAGEMENT AND LEADERSHIP SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Management and Leadership Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 18 semester credit hours. The program requires a minimum of 300 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
Occupational Courses	**18**
MGMT 1100 - Principles of Management (OL)	3
COMP 1000 - Introduction to Computers (OL)	3
MGMT 1115 – Leadership (OL)	3
MGMT 2125 - Performance Management (OL)	3
MGMT 2130 - Employee Training and Development (OL)	3
Select 1 of 3	3
MGMT 1110 - Employment Law (OL)	
MKTG 1130 - Business Regulations and Compliance	
MGMT 2120 - Labor Management Relations	

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,710
Books/Supplies: $500
(Costs are estimates and are subject to change.)

Human Resource Management Specialist Certificate (HRM1)

DESCRIPTION

The Human Resource Management Specialist certificate program prepares individuals to perform human resource function in the HR department in most companies. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Human Resource Management Specialist.

EMPLOYMENT OPPORTUNITIES

Graduates of the Human Resource Management Specialist certificate program obtain skills necessary for entry-level human resource positions as a human resource specialist, administrative specialist, training and development specialist, benefits coordinator, or human resource generalist. Small and large businesses, healthcare organizations, government agencies, and education are examples of areas that need the expertise of a human resource management specialist.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

HUMAN RESOURCE MANAGEMENT SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Human Resource Management Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 18 semester credit hours. The program requires a minimum of 270 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
Occupational Courses	**18**
MGMT 1105 – Organizational Behavior (OL)	3
MGMT 2115 – Human Resource Management (OL)	3
MGMT 2125 – Performance Management (OL)	3
MGMT 2130 – Employee Training and Development (OL)	3
Select 1 of 3	3
MGMT 1110 – Employment Law (OL)	
MKTG 1130 – Business Regulations and Compliance	
MGMT 2120 – Labor Management Relations	
Guided Elective	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1710
Books/Supplies: $500
(Costs are estimates and are subject to change.)

CERTIFIED PROGRAMS

Certified Construction Worker Certificate (CCW1)

DESCRIPTION

The Certified Construction Worker program offers training for the construction industry that provides students with the information and skills they need to work effectively on a construction site.

EMPLOYMENT OPPORTUNITIES

Graduates of the Certified Construction Worker certificate program will be able to find employment as entry-level construction workers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

CERTIFIED CONSTRUCTION WORKER CERTIFICATE CURRICULUM

The curriculum for the Certified Construction Worker certificate program is designed for the semester system. A student may enter the program at any semester. To graduate, certificate-seeking students must earn a minimum of 12 semester credit hours. The program requires a minimum of 210 contact hours and generally takes one semester to complete.

Program Courses	**Credits**
Occupational Courses	**12**
COFC 1000 – Safety	2
COFC 1010 – Introduction to Construction (OL)	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
COFC 1050 – Construction Print Reading Fundamentals	3

PROGRAM COSTS

Tuition/Fees: $1,260
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Certified Customer Service Specialist Certificate (CC81)

DESCRIPTION

The purpose of this technical certificate of credit is to train employees to provide outstanding service to all customers. The program provides individuals with insights into the basic principles of business and quality service and the skills to create a positive impression. Students also learn to communicate effectively with customers and to solve their problems. They learn basic computer processes and various skills to increase their personal effectiveness. Participants completing the program possess the basic skills necessary to qualify for employment in hospitality, retail, and other service industries.

EMPLOYMENT OPPORTUNITIES

Graduates of the Certified Customer Service Specialist certificate program are prepared for employment as service center representatives, industrial service representatives, receptionists, insurance company representatives, telecommunication representatives, airline representatives, retail sales, banking services, and other related service industries.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CERTIFIED CUSTOMER SERVICE SPECIALIST CURRICULUM

The curriculum for the Certified Customer Service Specialist certificate program is designed for the semester system. Program entrance dates vary. Please call 912.871.1607 for entrance dates. To graduate, certificate-seeking students must earn a minimum of 11 semester credit hours. The program requires a minimum of 195 contact hours and generally takes one semester to complete.

Program Courses	**Credits**
Occupational Courses	**11**
MKTG 1161 - Service Industry Business Environment	2
MKTG 1162 - Customer Contact Skills	4
MKTG 1163 - Computer Skills for Customer Service	2

MKTG 1164 - Business Skills for the Customer	2
MKTG 1165 - Personal Effectiveness in Customer Service	1

PROGRAM COSTS

Tuition/Fees: $1,005
Books/Supplies: $250
(Costs are estimates and are subject to change.)

Certified Manufacturing Specialist Certificate (CM51)

DESCRIPTION

This certificate program provides training in manufacturing service skills. It is designed to provide students with a basic understanding of manufacturing processes and produce skilled employees for manufacturing industries. The skills taught represent the typical business requirements for existing manufacturing employees and those entering the workforce. The program provides individuals with insights into the basic principles of business and general manufacturing processes, production requirements, automated manufacturing skills, basic computer processes, and skills to increase their personal effectiveness. Participants completing the program possess the basic skills necessary to qualify for employment in any manufacturing industry.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CERTIFIED MANUFACTURING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Certified Manufacturing Specialist certificate program is designed for the semester system. Program entrance dates vary. Please call 912.871.1607 for entrance dates. To graduate, certificate-seeking students must earn a minimum of 11 semester credit hours. The program requires a minimum of 165 contact hours and generally takes one semester to complete.

Program Courses	Credits
AUMF 1520 - Manufacturing Organizational Principles	1
AUMF 1540 - Manufacturing Workforce Skills	2
AUMF 1560 - Manufacturing Production Requirements	1
AUMF 1580 - Automated Manufacturing Skills	3
AUMF 1660 - Representative Manufacturing Skills	4

PROGRAM COSTS

Tuition/Fees: $1,005
Books/Supplies: $200
(Costs are estimates and are subject to change.)

Certified Warehousing and Distribution Specialist Certificate (CW11)

DESCRIPTION

The Certified Warehousing and Distribution Specialist program teaches students the fundamental processes of warehousing and distribution in the application of technology and concepts of the efficiency to operations and practice in the application of core warehousing skills ranging from materials handling systems and containment of materials for storage and shipping, to inventory techniques. A warehousing simulation developed for the program serves as an end of course exercise in which students demonstrate competency in the use of key concepts. This program will create a pool of skilled employees from which companies can draw as they staff their warehousing and distribution centers. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in Working in the Warehousing Environment, Warehousing and Workplace Practices, Warehousing and

Distribution Process, Core Technology Skills, Warehousing Technology Skills and Work Ethics. Program graduates receive a Certified Warehousing and Distribution Technical Certificate and are employable as a Warehousing and Distribution Specialist.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CERTIFIED WAREHOUSING AND DISTRIBUTION SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Certified Warehousing and Distribution Specialist certificate program is designed for the semester system. Program entrance dates vary. Please call 912.871.1607 for entrance dates. To graduate, certificate-seeking students must earn a minimum of 12 semester credit hours. The program requires a minimum of 195 contact hours and generally takes one semester to complete.

Program Courses	Credits
CWDS 1540 – Working in the Warehousing Environment	2
CWDS 1560 – Warehousing Core and Workforce Skills	4
CWDS 1580 – Warehousing and Distribution Process	2
CWDS 1600 – Warehousing Technology Skills	2
CWDS 1620 – Representative Warehouse Skills	2

PROGRAM COSTS

Tuition/Fees: $930
Books/Supplies: $200
(Costs are estimates and are subject to change.)

COMMERCIAL TRUCK DRIVING

Commercial Truck Driving Certificate (CT61)

DESCRIPTION

The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

EMPLOYMENT OPPORTUNITIES

Program graduates are employed with local and over-the-road transportation companies.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Department of Transportation (DOT) physical;
- Department of Transportation (DOT) drug screen;
- Must hold current valid driver's license from their state of residence
- Satisfactory Motor Vehicle Report (MVR). The MVR cannot have more than 8 points or 4 moving violations and no DUI in the last 3 years.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	46	15	17
SAT	NA	430	400
ACT	NA	18	17

ADDITIONAL INFORMATION

- Persons 18 to 20 years of age may obtain a commercial driver's license but will be restricted to drive only their state of residence.
- This program is offered in Evans County at the Evans Technical Education Complex in Hagan, Georgia.
- The Federal Motor Carriers Safety Administration (FMCSA) regulates commercial driver licensing and requires a Department of Transportation (DOT) physical and drug test prior to the issuance of a commercial driver's license (CDL) or learners permit, which is required prior to beginning in-the-truck training.
- Random drug testing is required during the course of the Commercial Truck Driving program (FMCSA Regulations 382.305 and 391, subpart E).

COMMERCIAL TRUCK DRIVING CURRICULUM

The curriculum for the Commercial Truck Driving certificate program is designed for the semester system. A student may enter the program any semester. To graduate, Commercial Truck Driving certificate-seeking students must earn a minimum of 9 semester credit hours. The program requires a minimum of 220 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
CTDL 1010 - Fundamentals of Commercial Driving	3
CTDL 1020 - Combination Vehicle Basic Operation and Range Work	2
CTDL 1030 - Combination Vehicle Advanced Operations	4

PROGRAM COSTS

Tuition/Fees: $1,463
Books/Supplies: $169
(Costs are estimates and are subject to change.)

COMPUTER INFORMATION SYSTEMS

Computer Support Specialist Associate of Applied Science (CS23)

DESCRIPTION

The Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialists.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Computer Support Specialist may find employment in end-user support, systems integration, PC repair/installation, commercial software support, and computer hardware/software sales.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	450	NA	440	NA
ACT	17	16	19	NA

COMPUTER SUPPORT SPECIALIST CURRICULUM

The curriculum for the Computer Support Specialist degree program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 62 semester credit hours. The program requires a minimum of 1125 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
Social/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics - Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**47**
COMP 1000 - Introduction to Computers (OL)	3
CIST 1001 - Computer Concepts	4
Computer Operating Systems Course	3
CIST 1305 - Program Design and Development	3
CIST 1401 - Computer Networking Fundamentals	4
CIS Database Elective Course	4
CIS Guided Office Productivity Application Course	3
CIS Elective	4
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1601 - Information Security Fundamentals	3
CIS Elective	4
CIST 2921 - IT Analysis, Design, and Project Management	4
CIS Advanced Elective	4

PROGRAM COSTS

Tuition/Fees: $5,552
Books/Supplies: $1,100
(Costs are estimates and are subject to change.)

Computer Support Specialist Diploma (CS14)

DESCRIPTION

The Computer Information Systems Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer technology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialists.

EMPLOYMENT OPPORTUNITIES

Computer Support Specialist graduates may find employment in end-user support, systems integration, PC repair/installation, commercial software support, and computer hardware/software sales.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

COMPUTER SUPPORT SPECIALIST CURRICULUM

The curriculum for the Computer Support Specialist diploma program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 55 semester credit hours. The program requires a minimum of 1020 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	**47**
COMP 1000 - Introduction to Computers (OL)	3
CIST 1001 - Computer Concepts	4
CIS Operating Systems Course	3
CIST 1305 - Program Design and Development	3
CIS Database Elective	4
CIST 1401 - Computer Networking Fundamentals	4
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1601 - Information Security Fundamentals	3
CIS Elective	4
CIS Guided Office Productivity Course	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIS Elective	4
CIS Elective	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,925
Supplies/Books: $1,100
(Costs are estimates and are subject to change.)

Networking Specialist Associate of Applied Science (NS13)

DESCRIPTION

The Computer Information Systems Networking Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and

development, and computer networking. Program graduates receive a Computer Information Systems- Networking Specialist Associate of Applied Science degree and are qualified for employment as networking specialists.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Networking Specialist may find employment in network installation and maintenance, network administration, network operating systems support, and hardware repair/maintenance.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	450	NA	440	NA
ACT	NA	17	16	19

NETWORKING SPECIALIST DEGREE CURRICULUM

The curriculum for the Networking Specialist, Associate of Applied Science degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 66 semester credit hours. The program requires a minimum of 1245 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
Social/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics - Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**35**
COMP 1000 - Introduction to Computers (OL)	3
CIST 1001 - Computer Concepts	4
CIS Elective	3
CIS Operating Systems Course	3
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1401 - Computer Networking Fundamentals	4
CIS Elective	3
CIS Security Course	3
CIS Elective	4
CIS Elective	4
Microsoft Specialization	**16**
CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4

CIST 2413 - Microsoft Server Infrastructure	4
MS Elective	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,874
Books/Supplies: $1,400
(Costs are estimates and are subject to change.)

Networking Specialist Diploma (NS14)

DESCRIPTION

The Computer Information Systems Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer technology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

EMPLOYMENT OPPORTUNITIES

Networking Specialist graduates may find employment in network installation and maintenance, network administration, network operating systems support, and hardware repair/maintenance.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	26	NA
SAT	NA	430	400	NA
ACT	NA	18	17	NA

NETWORKING SPECIALIST DIPLOMA CURRICULUM

The curriculum for the Networking Specialist diploma program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 54 semester credit hours. The program requires a minimum of 1065 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	**30**
COMP 1000 - Introduction to Computers (OL)	3
CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance	4
CIS Operating Systems	3
CIST 1401 - Computer Networking Fundamentals	4
CIS Security Course	3
CIS Elective	3
CIS Elective	3
CIS Elective	3

Microsoft Specialization	16
CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
MS Elective	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,806
Books/Supplies: $1,200
(Costs are estimates and are subject to change.)

CompTIA A+ Certified Preparation Certificate (CA61)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

A+ Certified Professionals are highly needed throughout the Information Technology industry. Employment opportunities include, but are not limited to, Computer Support Technician, Help Desk Technician, Computer Service Technician, Networking Specialist or Analyst, PC Repair Specialist, and Technical Trainer.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

COMPTIA A+ CERTIFIED PREPARATION CERTIFICATE CURRICULUM

The curriculum for the CompTIA A+ Certified Preparation certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 10 semester credit hours. The program requires a minimum of 225 contact hours and generally takes one semester to complete.

Program Courses	Credits
COMP 1000 - Introduction to Computers (OL)	3
CIST 1122 - Hardware Installation and Maintenance	4
CIS Operating Systems Course	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $930
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Network Support Specialist Certificate (NS31)

DESCRIPTION

The Network Support Specialist certificate program provides basic training in networking support. Students are introduced to the basic networking support skills. Upon graduation, students will be able to maintain networks using Windows networking software.

EMPLOYMENT OPPORTUNITIES

The Network Support Specialist certificate prepares students for entry-level employment in the area of networking support positions. Positions may include a variety of responsibilities including: hardware and software installation, computer network installation and maintenance, computer and network support and troubleshooting, and computer and network security.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

NETWORK SUPPORT SPECIALIST CURRICULUM

The curriculum for the Network Support Specialist certificate is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 10 semester credit hours. The program requires a minimum of 240 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
COMP 1000 – Introduction to Computers	3
Choose one of the following:	
CIST 1130 – Operating Systems Concepts	3
CIST 2411 – Microsoft Clients	4
Choose one of the following	
CIST 1401 – Computer Networking Fundamentals	4
CIST 2412 – Microsoft Server Directory Services	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,000
Books/Supplies: $400
(Costs are estimates and are subject to change.)

CONSTRUCTION

Commercial Construction Management Associate of Applied Science (CC13)

DESCRIPTION

The Commercial Construction Management degree program is designed to prepare students for employment as entry-level managers in the construction industry. Program graduates are exposed to a wide base of knowledge that will prepare them to schedule, manage, and provide estimates for construction projects.

EMPLOYMENT OPPORTUNITIES

The Associate of Applied Science in Commercial Construction Management prepares individuals for positions within the construction industry. Graduates of the program will be prepared for employment as entry level project managers, superintendents, and junior estimators.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

COMMERCIAL CONSTRUCTION MANAGEMENT DEGREE CURRICULUM

The curriculum for the Commercial Construction Management degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 60 semester credit hours. The program requires a minimum of 960 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
General Education Core	**18**
Area I - Language Arts/Communication	6
ENGL 1101 - Composition and Rhetoric	
SPCH 1101 - Public Speaking	
Area II - Social/Behavioral Sciences – Select 1	3
ECON 1101 - Principles of Economics	
ECON 2105 - Macroeconomics	
Area III - Natural Sciences/Mathematics - Select 1	6
MATH 1111 - College Algebra	
ANY Other Area III Course	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements – Select 1	**3**
MGMT 1100 - Principles of Management	
MGMT 1115 - Leadership	
Occupational Courses	**39**
COMP 1000 - Introduction to Computers (OL)	3
CCMN 1000 - Introduction to Construction and Development	2
CCMN 1020 - Building Technologies and Methods	4
CCMN 1030 - Construction Graphics	3
CCMN 1040 - Construction Safety	4
CCMN 1060 - Construction Estimating I	4
CCMN 1070 - Construction Estimating II	4
CCMN 2020 - Construction Scheduling	4
CCMN 2040 - Construction Project Management	4
CCMN 2010 - Construction Law	3
CCMN 2030 - Construction Accounting and Financial Management	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,642
Books/Supplies: $1,200
(Costs are estimates and are subject to change.)

Construction Management Diploma (CM42)

DESCRIPTION

The Construction Management diploma program is designed to prepare students with the skills to obtain satisfying employment and to lead the construction industry with high standards. Program graduates will manage construction teams in order to solve complex technical and managerial problems in the building process. Completion of the program will provide graduates with the necessary skills to manage construction projects with confidence and authority.

EMPLOYMENT OPPORTUNITIES

The Construction Management diploma prepares individuals for positions within the construction industry. Graduates of the program will be adequately prepared for employment as entry level project managers, superintendents, and junior estimators.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CONSTRUCTION MANAGEMENT DIPLOMA CURRICULUM

The curriculum for the Commercial Construction Management diploma program is designed for the semester system. A student may enter the program during any semester. To graduate, diploma-seeking students must earn a minimum of 45 semester credit hours. The program requires and minimum of 780 contact hours and generally takes 3 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
MATH 1012 - Foundations of Mathematics (OL)	3
ENGL 1010 - Fundamentals of English I (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**37**
COMP 1000 – Introduction to Computers (OL)	3
CCMN 1000 – Introduction to Construction and Development	2
CCMN 1020 – Building Technologies and Methods	4
CCMN 1030 – Construction Graphics	3
CCMN 1040 – Construction Safety	4
CCMN 1050 – Commercial Building Code	2
CCMN 1060 – Construction Estimating I	4
CCMN 2000 – Mechanical, Electrical, and Conveying Systems	4
CCMN 2010 – Construction Law	3
CCMN 2020 – Construction Scheduling	4
CCMN 2040 – Construction Project Management	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,595
Books/Supplies: $1,200
(Costs are estimates and are subject to change.)

COSMETOLOGY

Cosmetology Diploma (CO12)

DESCRIPTION

The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

EMPLOYMENT OPPORTUNITIES

Cosmetology graduates are employable as cosmetology sales persons, stylists, salon managers, or salon owners. After additional experience/training, graduates may become instructors, platform artists, color technician, make-up artists or may work in another specialized area within the cosmetology field.

ACCREDITATION/APPROVAL

The Cosmetology program at Ogeechee Technical College is approved by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217, Ph. 478.207.2440.

LICENSURE/CERTIFICATION

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. Information on the licensure exam can be located on the Georgia Secretary of State website (http://sos.georgia.gov/plb/cosmetology).

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

Note: In order to graduate with a Cosmetology diploma, a high school diploma or GED must be completed by the time program requirements are completed.

COSMETOLOGY CURRICULUM

The curriculum for the Cosmetology diploma program is designed for the semester system. A student may enter the program any semester for general education courses, and fall and spring semesters for program courses. To graduate, Cosmetology diploma-seeking students must earn a minimum of 54 semester credit hours. The program requires and minimum of 1530 contact hours and generally takes 3 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
MATH 1012 - Foundations of Mathematics (OL)	3
ENGL 1010 - Fundamentals of English I (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**46**
COSM 1000 - Introduction to Cosmetology Theory (OL)	4
COSM 1010 - Chemical Texture Services	3

COSM 1020 - Hair Care and Treatment	2
COSM 1030 - Haircutting	3
COSM 1040 - Styling	3
COMP 1000 - Introduction to Computers (OL)	3
COSM 1050 - Hair Color	3
COSM 1060 - Fundamentals of Skin Care	3
COSM 1070 - Nail Care and Advanced Techniques	3
COSM 1080 - Cosmetology Practicum I	4
COSM 1090 - Cosmetology Practicum II	4
COSM 1100 - Cosmetology Practicum III	4
COSM 1110 - Cosmetology Practicum IV	4
COSM 1120 - Salon Management	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,590
Books/Supplies: $1,200
Liability Insurance: $11 per fiscal year
Certification Exam: $109
TB Test: $40
Hepatitis B Series: $265
Course Supply Fees:

- COSM 1010 - Chemical Texture Services $15
- COSM 1050 - Hair Color $30
- COSM 1080 - Practicum I $30
- COSM 1110 - Practicum IV $30

Uniforms are required beginning fall and spring semesters
(Costs are estimates and are subject to change.)

Esthetician Certificate (CE11)

DESCRIPTION

The Esthetician program is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetic stores as well as plastic surgeons' and dermatologists' offices.

EMPLOYMENT OPPORTUNITIES

Estheticians are eligible to work as a salon or day spa esthetician, medical esthetician, makeup artist, manufacturer's representative, salesperson or sales manager, cosmetics buyer, esthetics writer or editor, educator, and state licensing inspector or examiner.

ACCREDITATION

The Esthetician program is approved by the Georgia State Board of Cosmetology.

LICENSURE/CERTIFICATION:

Upon successful completion of the esthetician program, a licensure examination is required by the State of Georgia. Information on the licensure exam can be located on the Georgia Secretary of State website (http://sos.georgia.gov/plb/cosmetology).

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;

- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

ESTHETICIAN CURRICULUM

The curriculum for the Esthetician certificate program is designed for the semester system. *A student may enter the program Fall Semester only.* To graduate, Esthetician certificate-seeking students must earn a minimum of 33 semester credit hours. The program requires a minimum of 975 contact hours and generally takes 3 semesters to complete.

Program Courses	**Credits**
ESTH 1000 - Introduction to Esthetics	3
ESTH 1010 - Anatomy and Physiology of the Skin	3
ESTH 1020 - Skin Care Procedures	4
ESTH 1060 - Esthetics Practicum I	4
ESTH 1030 - Electricity and Facial Treatments with Machines	5
ESTH 1040 - Advanced Skin Care	3
ESTH 1050 - Color Theory and Makeup	4
COSM 1120 - Salon Management	3
ESTH 1070 - Esthetics Practicum II	4

PROGRAM COSTS

Tuition/Fees: $3,015
Books/Supplies $385
Uniform Costs: Approximately $75
Liability Insurance: $11 per fiscal year
Certification Exam: $109
TB Test: $40
Course Supply Fees:

- ESTH 1020 - Skin Care Procedures $30
- ESTH 1040 - Advanced Skin Care $30
- ESTH 1060 - Practicum I $30
- ESTH 1070 - Practicum II $30

(Costs are estimates and are subject to change.)

Shampoo Technician Certificate (ST11)

DESCRIPTION:

The Shampoo Technician Technical Certificate of Credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, hair treatments and manipulations, hair styling, artificial hair, braiding/intertwining hair, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

EMPLOYMENT OPPORTUNITIES:

Shampoo Technician graduates are employable as a Cosmetology salesperson, salon manager, shampoo technician, or even salon owner.

ADMISSION CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

Note: In order to graduate with a Cosmetology diploma, a high school diploma or GED must be completed by the time program requirements are completed.

SHAMPOO TECHNICIAN CURRICULUM:

The curriculum for the Shampoo Technician certificate program is designed for the semester system. To graduate, Shampoo Technician certificate-seeking students must earn a minimum of 11 semester credit hours. The program requires a minimum of 180 contact hours and generally takes one semester to complete.

Program Courses	Credits
Select one of the following	
EMPL 1000 - Interpersonal Relations and Professional Development	2
Elective	3
Occupational Courses	
COSM 1000 - Introduction to Cosmetology Theory	4
COSM 1020 - Hair Care and Treatment	2
COSM 1120 - Salon Management	3

PROGRAM COSTS

Tuition/Fees: $1590
Books/Supplies: $354
Uniform Costs: Approximately $75
Certification Exam: $109
TB Test: $40
(Costs are estimates and are subject to change.)

CRIMINAL JUSTICE

Criminal Justice Technology Associate of Applied Science (CJT3)

DESCRIPTION:

The Criminal Justice Technology associate degree program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology associate degree does not ensure certification or officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Associate of Applied Science in Criminal Justice Technology program are prepared for entry-level positions in corrections, security, investigation, and police administration.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra

COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

ADDITIONAL NOTES: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

CRIMINAL JUSTICE TECHNOLOGY DEGREE CURRICULUM

The Criminal Justice Technology degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree seeking students must earn a minimum of 60 semester credit hours. The program requires a minimum of 930 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric (OL)	
Area II - Social/Behavioral Sciences	3
Choose one Social/Behavioral Sciences course	
Area III - Natural Sciences/Mathematics – Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra (OL)	
Area IV Humanities/Fine Arts	3
Choose one Humanities/Fine Arts course	
General Education Core Elective	3
Select an additional course from Areas I, II, III, or IV	
Occupational Courses	**45**
COMP 1000 - Introduction to Computers	3
CRJU 1010 - Introduction to Criminal Justice (OL)	3
CRJU 1030 – Corrections (OL)	3
CRJU 1040 - Principles of Law Enforcement (OL)	3
CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (OL)	3
CRJU 2050 - Criminal Procedure (OL)	3
CRJU 1068 - Criminal Law for Criminal Justice (OL)	3
CRJU 2020 - Constitutional Law for Criminal Justice (OL)	3
CRJU 2070 - Juvenile Justice (OL)	3
Practicum or Internship – Select 1	**3**
CRJU 2090 - Criminal Justice Practicum (OL)	
CRJU 2100 - Criminal Justice Externship	
Occupational Electives: Select Five of the following Occupational Courses, Minimum 15 Hours	**15**
CRJU 1021 - Private Security	3
CRJU 1050 - Police Patrol Operations	3
CRJU 1052 - Criminal Justice Administration	3
CRJU 1054 - Police Officer Survival	3

CRJU 1056 - Police Traffic Control and Investigation	3
CRJU 1065 - Community-Oriented Policing (OL)	3
CRJU 1075 - Report Writing	3
CRJU 2060 – Criminology (OL)	3
CRJU 2201 - Criminal Courts (OL)	3
CRJU 2110 - Homeland Security (OL)	3
CRJU 1043 - Probation and Parole (OL)	3
CRJU 1072 - Introduction to Forensic Science (OL)	3
CRJU 1074 - Applications in Introductory Forensics	3
CRJU 1063 - Crime Scene Processing	3
CRJU 1062 - Methods of Criminal Investigation (OL)	3
FOSC 1206 - Introduction to Forensic Science (OL)	3
FOSC 2010 - Crime Scene Investigation I	4
FOSC 2011 - Crime Scene Investigation II	4
FOSC 2012 - Forensic Trace Evidence	3
FOSC 2014 - Documentation and Report Preparation	4
FOSC 2033 - Death Investigation	3
FOSC 2035 - Forensic Photography	4
FOSC 2037 - Victimology	3
FOSC 2040 - Forensic Firearms and Toolmark Identification	3
FOSC 2041 - Latent Print Examination	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,400
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Criminal Justice Technology Diploma (CJT2)

DESCRIPTION:

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology diploma does not ensure certification or officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Criminal Justice Technology diploma program are prepared for entry-level positions in corrections, probation, forensics, criminology, policies agencies, security administration, immigration, or state and federal agencies. **ADMISSIONS CRITERIA**

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CRIMINAL JUSTICE TECHNOLOGY DIPLOMA CURRICULUM

The Criminal Justice Technology diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma seeking students must earn a minimum of 48 semester credit hours. The program requires and minimum of 840 contact hours and generally takes 4 semesters to complete.

Note: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

Program Courses	**Credits**
Basic Skills Course	**9**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
Occupational Courses	**39**
COMP 1000 - Introduction to Computers (OL)	3
CRJU 1010 - Introduction to Criminal Justice (OL)	3
CRJU 1030 – Corrections (OL)	3
CRJU 1040 - Principles of Law Enforcement (OL)	3
CRJU 1068 - Criminal Law for Criminal Justice (OL)	3
CRJU 2050 - Criminal Procedure (OL)	3
CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (OL)	3
CRJU 2020 - Constitutional Law for Criminal Justice (OL)	3
CRJU 2070 - Juvenile Justice (OL)	3
Practicum or Internship – Select 1	3
CRJU 2090 - Criminal Justice Practicum (OL)	
CRJU 2100 - Criminal Justice Externship	
Occupational Electives: Select 3 for a minimum of 9 hours	**9**
CRJU 1021 - Private Security	3
CRJU 1050 - Police Patrol Operations	3
CRJU 1052 - Criminal Justice Administration	3
CRJU 1054 - Police Officer Survival	3
CRJU 1056 - Police Traffic Control and Investigation	3
CRJU 1075 - Report Writing	3
CRJU 2060 – Criminology (OL)	3
CRJU 2110 - Homeland Security (OL)	3
CRJU 2201 - Criminal Courts (OL)	3
CRJU 1043 - Probation and Parole (OL)	3
CRJU 1072 - Introduction to Forensic Science (OL)	3
CRJU 1074 - Applications in Introductory Forensics	3
CRJU 1065 - Community-Oriented Policing	3

CRJU 1062 - Methods of Criminal Investigation (OL)	3
CRJU 1063 - Crime Scene Processing	3
FOSC 1206 - Introduction to Forensic Science (OL)	3
FOSC 2010 - Crime Scene Investigation I	4
FOSC 2011 - Crime Scene Investigation II	4
FOSC 2012 - Forensic Trace Evidence	3
FOSC 2014 - Documentation and Report Preparation	4
FOSC 2033 - Death Investigation	3
FOSC 2035 - Forensic Photography	4
FOSC 2037 – Victimology (OL)	3
FOSC 2040 - Forensic Firearms and Toolmark Identification	3
FOSC 2041 - Latent Print Examination	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4

(OL) designation indicates course may be available online during selected semesters.
** "C" or higher grade is required for this course.*

PROGRAM COSTS

Tuition/Fees: $4,320
Books/Supplies: $1,000(Costs are estimates and are subject to change.)

Criminal Justice Fundamentals Certificate (CJ71)

DESCRIPTION

The Criminal Justice Fundamentals Technical Certificate of Credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Fundamentals Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

EMPLOYMENT OPPORTUNITIES

Graduates of the Criminal Justice Fundamentals certificate program are prepared for entry-level positions in the criminal justice field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CRIMINAL JUSTICE FUNDAMENTALS CURRICULUM

The Criminal Justice Fundamentals certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 12 semester credit hours. The program requires a minimum of 210 contact hours and generally takes 1 semester to complete.

Note: *Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.*

Program Courses	**Credits**
COMP 1000 - Introduction to Computers (OL)	3
CRJU 1010 - Introduction to Criminal Justice (OL)	3

CRJU 1030 – Corrections (OL)	3
CRJU 1040 - Principles of Law Enforcement (OL)	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,080
Books/Supplies: $500
(Costs are estimates and are subject to change.)

Criminal Justice Specialist Certificate (CJ21)

DESCRIPTION:

The Criminal Justice Specialist TCC is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Criminal Justice Specialist certificate program are prepared for entry-level positions in the criminal justice field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CRIMINAL JUSTICE SPECIALIST CURRICULUM

The Criminal Justice Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 15 semester credit hours. The program requires a minimum of 225 contact hours and generally takes 1 semester to complete.

Note: *Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.*

Program Courses	**Credits**
CRJU 1010 - Introduction to Criminal Justice (OL)	3
CRJU 1030 – Corrections (OL)	3
CRJU 1040 - Principles of Law Enforcement (OL)	3
CRJU 1068 - Criminal Law for Criminal Justice (OL)	3
CRJU 2020 - Constitutional Law for Criminal Justice (OL)	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,305
Books/Supplies: $700
(Costs are estimates and are subject to change.)

Crime Scene Fundamentals Certificate (CZ31)

DESCRIPTION:

The Crime Scene Fundamentals Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Crime Scene Fundamentals certificate program are prepared for entry-level positions related to crime scene investigation, general forensic science, and criminal justice fields.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CRIME SCENE FUNDAMENTALS CURRICULUM

The Crime Scene Fundamentals certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 12 semester credit hours. The program requires a minimum of 240 contact hours and generally takes 1 semester to complete.

Note: *Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.*

Program Courses	Credits
COMP 1000 – Introduction to Computers (OL)	3
CRJU 1010 - Introduction to Criminal Justice (OL)	3
CRJU 1062 – Methods of Criminal Investigation	3
CRJU 1063 – Crime Scene Processing	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,080
Books/Supplies: $750
(Costs are estimates and are subject to change.)

CULINARY ARTS

Culinary Arts Associate of Applied Science (CA43)

DESCRIPTION

The Culinary Arts Associate of Applied Science degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts Degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

EMPLOYMENT OPPORTUNITIES

Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

LICENSURE/CERTIFICATION

Culinary Arts students receive the ServSafe® certification prior to program completion. Students also have the option of taking the National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program ™ competencies in nutrition, purchasing, foodservice costs, hospitality and restaurant management, and human resources management.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	17	16	19	NA

CULINARY ARTS DEGREE CURRICULUM

The curriculum for the Culinary Arts Associate of Applied Science degree program is designed for the semester system. A student may enter the program any semester for general education courses, fall and spring for program courses. To graduate, degree-seeking students must earn a minimum of 62 semester credit hours. The program requires a minimum of 1470 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
Social/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics - Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**47**
COMP 1000 - Introduction to Computers (OL)	3
CUUL 1000 - Fundamentals of Culinary Arts	4
CUUL 1110 - Culinary Safety and Sanitation*	4
CUUL 1120 - Principles of Cooking*	4
CUUL 1220 - Baking Principles*	4
CUUL 1320 - Garde Manger*	4
CUUL 1129 - Fundamentals of Restaurant Operations	4

CUUL 2130 - Culinary Practicum and Leadership	6
CUUL 1370 - Culinary Nutrition and Menu Development	4
CUUL 2160 - Contemporary Cuisine	4
Culinary/Hospitality Related Elective	6

(OL) designation indicates course may be available online during selected semesters.
**C or higher is required*

PROGRAM COSTS

Tuition/Fees: $5,370
Books/Supplies: $1,200
Uniform Costs: Approximately $60*
Knife Kits: Approximately $115*
Liability Insurance: $11 per fiscal year
Physical Exam: $150**
TB Test: $40**
Hepatitis B Series: $265**
Course Supply Fees:

- CUUL 1120 Principles of Cooking : $30
- CUUL 1220 Baking Principles: $30
- CUUL 1320 Garde Manger: $30
- CUUL 1129 Fundamentals of Restaurant Operations: $30
- CUUL 2160 Contemporary Cuisine : $30

** Uniforms and Knife Kits are required beginning with CUL 112 Principles of Cooking.*
***Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), TB Test, and Hepatitis B Series are required by mid-semester of the first semester.*
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

The Culinary Arts Practicum provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a foodservice job setting. The practicum allows the student to become involved in a professional work situation applying technical skills.

The Practicum requires that the student spend a minimum of 12 hours a week in a supervised work setting for 15 weeks, for a total of 180 hours. If the student misses more than 36 hours from the practicum course, they will automatically be dropped from the course. Students are evaluated by the internship site supervisor and the internship coordinator.

Practicum sites are selected and/or approved by the program instructors. Students are responsible for having reliable transportation to the site.

Culinary Arts Diploma (CA44)

DESCRIPTION

The Culinary Arts diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts Diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

EMPLOYMENT OPPORTUNITIES

Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

LICENSURE/CERTIFICATION

Culinary Arts students receive the ServSafe® certification prior to program completion. Students also have the option of taking the National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program ™ competencies in nutrition, purchasing, foodservice costs, hospitality and restaurant management, and human resources management.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;

- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	13	12	17

CULINARY ARTS DIPLOMA CURRICULUM

The curriculum for the Culinary Arts diploma program is designed for the semester system. A student may enter the program any semester for general education courses, fall and spring for program courses. To graduate, diploma-seeking students must earn a minimum of 49 semester credit hours. The program requires a minimum of 1275 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
ENGL 1010 - Fundamentals of English I	3
Occupational Courses	**41**
COMP 1000 - Introduction to Computers	3
CUUL 1000 - Fundamentals of Culinary Arts	4
CUUL 1110 - Culinary Safety and Sanitation*	4
CUUL 1120 - Principles of Cooking*	4
CUUL 1129 - Fundamentals of Restaurant Operations	4
CUUL 1220 - Baking Principles*	4
CUUL 1320 - Garde Manger*	4
CUUL 1370 - Culinary Nutrition and Menu Development	4
CUUL 2130 - Culinary Practicum and Leadership	6
CUUL 2160 - Contemporary Cuisine	4

(OL) designation indicates course may be available online during selected semesters
**C or higher is required.*

PROGRAM COSTS

Tuition/Fees: $4,395
Books/Supplies: $1,000
Uniform Costs: Approximately $60*
Knife Kits: Approximately $115*
Liability Insurance: $11 per fiscal year
Physical Exam: $150 **
TB Test: $40**
Hepatitis B Series: $265**
Course Supply Fees:

- CUUL 1120 Principles of Cooking: $30
- CUUL 1220 Baking Principles: $30
- CUUL 1320 Garde Manger: $30
- CUUL 1129 Fundamentals of Restaurant Operations: $30
- CUUL 2160 Contemporary Cuisine : $30

** Uniforms and Knife Kits are required beginning with CUUL 1120 Principles of Cooking.*
***Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), TB Test, and Hepatitis B Series are required by mid-semester of the first semester.*
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

The Culinary Arts Practicum provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a foodservice job setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The Practicum requires that the student spend a minimum of 12 hours a week in a supervised work setting for 15 weeks, for a total of 180 hours. If the student misses more than 36 hours from the practicum course, they will automatically be dropped from the course. Students are evaluated by the practicum site supervisor and the internship coordinator.

Practicum sites are selected and/or approved by the program instructors. Students are responsible for having reliable transportation to the site.

Prep Cook Certificate (PC51)

DESCRIPTION

This technical certificate of credit provides skills for entry into the food services and preparation area as a prep cook. Topics include: food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

EMPLOYMENT OPPORTUNITIES

Prep cooks will be prepared for entry-level positions as restaurant cooks, and combined food prep and serving workers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

PREP COOK CERTIFICATE CURRICULUM

The curriculum for the Prep Cook certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 12 semester credit hours. The program requires a minimum of 285 contact hours and generally takes one semester to complete.

Program Courses	**Credits**
CUUL 1000 – Fundamentals of Culinary Arts	4
CUUL 1120 – Principles of Cooking	4
Culinary Arts Elective	4

PROGRAM COSTS

Tuition/Fees: $1,080
Books/Supplies: $200
Uniform Costs: Approximately $60*
Knife Kits: Approximately $115
Course Supply Fee: CUUL 1120 $30
Liability Insurance: $11 per fiscal year
Physical Exam: $150**
TB Test: $40**
Hepatitis B Series: $265**
Course Supply Fee: CUUL 1120, $30

** Uniforms and Knife Kits are required beginning with CUUL 1120 Principles of Cooking.*
***Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), TB Test, and Hepatitis B Series are required by mid-semester of the first semester.*
(Costs are estimates and are subject to change.)

DENTAL ASSISTING

Dental Assisting Diploma (DA12)

DESCRIPTION

The Dental Assisting accredited program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of dental assisting. Graduates of the program receive a Dental Assisting diploma and are eligible to sit for a national certification examination.

EMPLOYMENT OPPORTUNITIES

Graduates of the Dental Assisting program are prepared for responsible positions in private offices, public health dentistry, dental school clinics, and federal and state community clinics.

ACCREDITATION

The Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

LICENSURE/CERTIFICATION

Dental assistants who choose to become nationally certified may take the Dental Assisting National Board (DANB). Students may sit for the national exam upon completion of the program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, and ALHS 1040 must be completed prior to beginning program courses fall semester
- Minimum GPA of 2.5 before beginning program courses
- Meet the following assessment requirements

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

DENTAL ASSISTING CURRICULUM

The curriculum for the Dental Assisting diploma program is designed for the semester system. A student may enter any semester to take general core courses. The Dental Assisting program course sequence begins fall semester only. To graduate, diploma-seeking students must earn a minimum of 56 semester credit hours. The program requires a minimum of 1260 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**9**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
Occupational Courses	**47**
COMP 1000 - Introduction to Computers (OL)	3
ALHS 1040 - Introduction to Health Care	3
DENA 1010 - Basic Human Biology	1
DENA 1050 - Microbiology and Infection Control	2
DENA 1080 - Dental Biology	5

DENA 1340 - Dental Assisting I: General Chair side	6
DENA 1030 - Preventive Dentistry	2
DENA 1070 - Oral Pathology and Therapeutics	2
DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills	7
DENA 1390 - Dental Radiology	4
DENA 1460 - Dental Practicum I	1
DENA 1090 - Dental Assisting National Board Examination Preparation	2
DENA 1400 - Dental Practice Management	3
DENA 1470 - Dental Practicum II	1
DENA 1480 - Dental Practicum III	5

(OL) designation indicates course may be available online during selected semesters

PROGRAM COSTS

Tuition/Fees: $5,100
Books/Supplies: $950
Uniform Costs: Approximately $200*
Liability Insurance: $11 per fiscal year
Certification Exam: $375-$550
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
Dosimeter Badge: $45
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
** Uniforms are required beginning 2nd semester.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 16
General Location of the Clinical Sites:
Bulloch, Evans, and Screven Counties and Fort Stewart
Special Requirements of the Clinical Sites:

- CPR Certification
- Prior to beginning clinical practicum, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor.
- Criminal background check
- Urine drug screening

Clinical Education Courses

The Dental Assisting practicums provide students with opportunities to observe and assist in a dental office setting. The clinical practicums allow the student to become involved in a work situation at a professional level.

Clinical Assignments

The student is required to spend a minimum of 45 in DENA 1460, 45 hours in DENA 1470, and 225 hours in DENA 1480 in a supervised work setting. Assigned clinical times may range from 7:30 a.m. – 5:00 p.m. Monday-Thursday. Clinical sites are selected by the program administrator. Students are responsible for having reliable transportation to the site.

Readmission to the Dental Assisting Program

Students may request readmission into the Dental Assisting program after a leave of absence. A student wishing to re-enter the program must understand that readmission is granted on a space available basis, based on the program's criteria, the accrediting agency criteria, and clinical capacity. Readmission will be considered only if there are slots available. The same applies to a student who wishes to transfer into the Dental Assisting program from another accredited Dental Assisting program.

A student who is dropped from the Dental Assisting program due to academic reasons, attendance, or having received a grade of less than a "C" in any Dental Assisting course will be limited to ONE-TIME re-entry into the program.

Students seeking readmission to the program more than 12 months from the date of their last completed semester will only be readmitted fall semester and will be required to retake all Dental Assisting courses previously completed.

A student desiring to re-enroll in the Dental Assisting program within 12 months of their last completed semester must follow the following policies and procedures.

- Submit a letter to the Dean for Health Sciences and to the Program Administrator of Dental Assisting which explains the circumstances of the student's previous withdrawal from and/or failure to complete the program. The letter must be received no later than mid-semester of the semester prior to readmission.
- Take a written examination covering materials taught in previously completed Dental Assisting courses. If the student does not make a minimum grade of 75, he/she will be required to retake previous coursework.
- Take a practical lab examination covering competencies taught in previously completed Dental Assisting courses. If the student does not make a minimum grade of 80 with no critical errors, he/she will be required to retake previous coursework.
- All health requirements (criminal background check, drug test, tuberculin test, immunizations, CPR certification, physical examination, and any additional requirements) must be current before entering a clinical rotation.

DRAFTING TECHNOLOGY

Drafting Technology Diploma (DT12)

DESCRIPTION

The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field, such as drafter, CAD operator or Civil Tech based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

EMPLOYMENT OPPORTUNITIES

Graduates of the Drafting Technology program may gain employment with engineering, architectural, and manufacturing companies.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	26	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA

DRAFTING TECHNOLOGY CURRICULUM

The curriculum for the Drafting Technology program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 50 semester credit hours. The program requires a minimum of 1895 contact hours and generally takes 4 semesters to complete. Students must complete one of the following specializations: Architectural Drafting Specialization or Mechanical Drafting Specialization.

Program Courses	Credits
Basic Skills Courses	**11**
MATH 1013 - Algebraic Concepts	3
MATH 1015 - Geometry and Trigonometry	3
ENGL 1010 - Fundamentals of English I	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	**11**
DFTG 1101 - CAD Fundamentals	4
DFTG 1103 - Technical Drawing I	4
COMP 1000 - Introduction to Computers	3

Choose One of the Following Specializations	
Mechanical Drafting Specialization	**28**
DFTG 1105 - 3D Mechanical Modeling	4
DFTG 1107 - Technical Drawing II	3
DFTG 1109 - Technical Drawing III	4
DFTG 1111 - Technical Drawing IV	4
DFTG 1113 - Technical Drawing V	4
Advisor approved electives	9
Architectural Drafting Specialization	**28**
DFTG 1125 - Architectural Fundamentals	4
DFTG 1127 - Architectural 3D Modeling	4
DFTG 1129 - Residential Drawing I	4
DFTG 1131 - Residential Drawing II	4
DFTG 1133 - Commercial Drawing I	4
Advisor approved electives	8

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,470
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

EARLY CHILDHOOD CARE & EDUCATION

Early Childhood Care and Education Associate of Applied Science (EC13)

DESCRIPTION

The Early Childhood Care and Education associate degree program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education Associate of Applied Science Degree with a specialization in one of the following areas: Paraprofessional, Exceptionalities, or Program Management. Satisfactory criminal records check is required for all students prior to participating in any lab setting.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Early Childhood Care and Education are prepared to work in child care centers as owners or directors, teachers or teaching assistants, family child care home providers, group child care home providers, in Head Start programs, in public or private preschool programs, pre-K and before and after school programs, in public and private school systems as paraprofessionals, in service centers for children/adults with special needs, and as activities specialists with the elderly.

ACCREDITATION/APPROVAL

The Paraprofessional Preparation Program is approved by the Georgia Professional Standards Commission (PSC)

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	450	NA	440	NA
ACT	17	16	19	NA

EARLY CHILDHOOD CARE AND EDUCATION DEGREE CURRICULUM

The curriculum for the Early Childhood Care and Education degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 72 semester credit hours. The program requires a minimum of 3255 contact hours and generally takes 5 semesters to complete. Graduates must complete one of the following specializations as a part of the program: Paraprofessional Specialization, Exceptionalities Specialization, or Program Management Specialization.

Program Courses	**Credits**
General Education Core	**18**
Area I - Language Arts/Communications	6
ENGL 1101 - Composition and Rhetoric	
Language Arts/Communication Elective (3 hrs)	
Area II - Social/Behavioral Sciences	3
PSYC 1101 - Introductory Psychology	
Area III - Natural Sciences/Mathematics (3 hrs)	3
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
MATH 1100 - Quantitative Skills and Reasoning	
Area IV - Humanities and Fine Arts (3 hrs)	3
Humanities or Fine Arts Elective (3 hrs)	
Program-Specific General Education Course Requirements (3 hrs)	3
General Core Elective (3 hrs)	
Occupational Courses	**48**
ECCE 1101 - Introduction to Early Childhood Care and Education (OL)	3
ECCE 1103 - Child Growth and Development (OL)	3
ECCE 1105 - Health, Safety and Nutrition (OL)	3
ECCE 2115 - Language and Literacy	3
ECCE 1112 - Curriculum and Assessment	3
ECCE 1113 - Creative Activities for Children	3
COMP 1000 - Introduction to Computers (OL)	3
ECCE 2201 – Exceptionalities (OL)	3
ECCE 2202 - Social Issues and Family Involvement	3
ECCE 2203 - Guidance and Classroom Management (OL)	3
ECCE 1121 - Early Childhood Care and Education Practicum	3
ECCE 2116 - Math and Science	3
ECCE 2240 - Early Childhood Care and Education Internship	12
Specializations - Select ONE Pair (Two Courses)	**6**
Paraprofessional Specialization	
ECCE 2310 - Paraprofessional Methods and Materials (OL)	3

ECCE 2312 - Paraprofessional Roles and Practices (OL)	3
Program Administration	
ECCE 2320 - Program Administration and Facility Management (OL)	3
ECCE 2322 - Personnel Management (OL)	3
Exceptionalities	
ECCE 2360 - Classroom Strategies for Exceptional Children	3
ECCE 2362 - Exploring Your Role in the Exceptional Environment	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $6,600
Books/Supplies: $2,000
Uniform Costs: Approximately $150
Liability Insurance: $11 per fiscal year
Hepatitis B Series: $80
Criminal Background Check: $25-$50
Uniforms are required beginning 2nd semester.
(Costs are estimates and are subject to change.)

PRACTICUM/INTERNSHIP EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second semester, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Care and Education program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 6 hours a week in a supervised work setting, for a total of 90 hours for the course. The internship course requires that the student spend a minimum of 36 hours a week in a supervised work setting, for a total of 450 hours. For practicum and internship courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum/Internship Assignments

Practicum/internship times will vary depending on the site. Practicum/internship sites are selected by the instructor. Students are responsible for having reliable transportation to the site.

Early Childhood Care and Education Diploma (ECC2)

DESCRIPTION

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualification of early childhood care and education provider. Satisfactory criminal records check is required for all students prior to participating in any lab setting.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Care and Education diploma program are prepared to work in child care centers, family day care homes, group child care, Head-Start programs, preschool programs, before and after school programs, and in-home care.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;

- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA CURRICULUM

The curriculum for the Early Childhood Care and Education diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 53 semester credit hours. The program requires a minimum of 1320 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
Select 1	
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3
Occupational Courses	**45**
ECCE 1101 - Introduction to Early Childhood Care and Education (OL)	3
ECCE 1103 - Child Growth and Development (OL)	3
ECCE 1105 - Health, Safety and Nutrition (OL)	3
ECCE 1112 - Curriculum and Assessment	3
ECCE 1113 - Creative Activities for Children	3
ECCE 1121 - Early Childhood Care and Education Practicum*	3
ECCE 2115 - Language and Literacy	3
ECCE 2116 - Math and Science	3
ECCE 2202 - Social Issues and Family Involvement	3
ECCE 2203 - Guidance and Classroom Management (OL)	3
COMP 1000 - Introduction to Computers (OL)	3
ECCE 2240 - Early Childhood Care and Education Internship	12

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,695
Books/Supplies: $1,500
Uniform Costs: Approximately $150
Liability Insurance: $11 per fiscal year
Hepatitis B Series: $80
Criminal Background Check: $25-$50
Uniforms are required beginning 2nd semester
(Costs are estimates and are subject to change.)

PRACTICUM/INTERNSHIP EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second semester, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Care and Education program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 6 hours a week in a supervised work setting, for a total of 90 hours for the course. The internship course requires that the student spend a minimum of 30 hours a week in a supervised work setting, for a total of 450 hours. For practicum and internship courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum/Internship Assignments

Practicum/internship times will vary depending on the site. Practicum/internship sites are selected by the instructor Students are responsible for having reliable transportation to the site.

Child Development Specialist Certificate (CD61)

DESCRIPTION

The Early Childhood Care and Education Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

EMPLOYMENT OPPORTUNITIES

Graduates of the Child Development Specialist certificate program are prepared for entry level employment as Child Development Specialists in child care centers, group child care, and preschool programs. This certificate satisfies DECALs proposed educational requirements for childcare employees (Rule 591-1-1-.31 staff).

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

CHILD DEVELOPMENT SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Child Development Specialist program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 14 semester credit hours. The program requires a minimum of 240 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
ECCE 1101 - Introduction to Early Childhood Care and Education (OL)	3
ECCE 1103 - Child Growth and Development (OL)	3
ECCE 1105 - Health, Safety and Nutrition (OL)	3
ECCE 1112 - Curriculum and Assessment	3
Choose one of the following:	**2**
ECCE 1121 - Early Childhood Care and Education Practicum	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $ $1305
Books/Supplies: $650
Uniform Costs: Approximately $150
Liability Insurance: $11 per fiscal year
Hepatitis B Series: $80
Criminal Background Check: $25-$50
Uniforms are required beginning 2nd semester.
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second semester, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Child Development Specialist program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 6 hours a week in a supervised work setting, for a total of 90 hours. For practicum courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum Assignments

Practicum times will vary depending on the site. Practicum sites are selected by the instructor. Students are responsible for having reliable transportation to the site.

Early Childhood Exceptionalities Certificate (EC41)

DESCRIPTION

The Early Childhood Care and Education Exceptionalities TCC is a sequence of three courses designed to prepare students to work with children with special needs. The program emphasizes an inclusive classroom including strategies and activities for exceptional children (both low and high achieving students). Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Exceptionalities certificate are prepared to work as child care providers of children with special needs, in school systems in a special needs classroom, with Babies Can't Wait, for families with special needs children, and with children and adults that may be severely or profoundly disabled.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

EARLY CHILDHOOD EXCEPTIONALITIES CERTIFICATE CURRICULUM

The curriculum for the Early Childhood Exceptionalities program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 9 semester credit hours. The program requires a minimum of 165 contact hours and generally takes one semester to complete.

Program Courses	Credits
ECCE 2201 – Exceptionalities (OL)	3
ECCE 2360 - Classroom Strategies for Exceptional Children	3
ECCE 2362 - Exploring Your Role in the Exceptional Environment	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $855
Books/Supplies: $395
Uniform Costs: Approximately $150
Liability Insurance: $11 per fiscal year
Hepatitis B Series: $80
Criminal Background Check: $25-$50
Uniforms are required beginning 2nd semester.
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second semester, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Exceptionalities program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 2.5 hours a week in a supervised work setting, for a total of 37.5 hours. For practicum courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum Assignments

Practicum times will vary depending on the site. Practicum sites are selected by the instructor. Students are responsible for having reliable transportation to the site.

Early Childhood Program Administration Certificate (ECP1)

DESCRIPTION

The purpose of the Early Childhood Program Administration technical certificate of credit program is to provide the necessary skills to administer and manage a child care business anywhere in Georgia and to provide a career path for people working in the field who wish to move into administration. This certificate satisfies the mandated 40-hour director training required by DECAL.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Program Administration certificate are prepared to become qualified owners and directors of child care centers as well as find employment in child care centers, family child care homes, group child care homes, Head Start programs, preschool programs, and before and after school programs for entry level employment as Early Childhood Program Administration in child care centers, group child care, and preschool programs.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

EARLY CHILDHOOD PROGRAM ADMINISTRATION CERTIFICATE CURRICULUM

The curriculum for the Early Childhood Program Administration program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 9 semester credit hours. The program requires a minimum of 135 contact hours and generally takes one semester to complete.

Program Courses	Credits
ECCE 1103 - Child Growth and Development (OL)	3
ECCE 2320 - Program Administration and Facility Management (OL)	3
ECCE 2322 - Personnel Management	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $855
Books/Supplies: $300
(Costs are estimates and are subject to change.)

ECHOCARDIOGRAPHY

Echocardiography Diploma (EC14)

(Competitive Admissions Program)

DESCRIPTION

The Echocardiography program is a technical program designed to prepare students for work in the allied health field as Echocardiographers. The program offers both clinical and didactic instruction. Upon completion of the Echocardiography program, the student is eligible for a national certification examination.

EMPLOYMENT OPPORTUNITIES

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

ACCREDITATION

The Echocardiography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.

LICENSURE/CERTIFICATION

Graduates of the Echocardiography program must pass either the American Registry of Cardiac Sonographers examination or the Non-Invasive/Echo Registry examination given by Cardiovascular Credentialing International to become a Registered Diagnostic Cardiac Sonographer.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Complete the Health Care Assistant program for Sonography majors with a "C" or better and an overall GPA of 2.5 or better in all coursework. (coursework must be completed by the end of Fall Semester prior to Spring program admission)
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.

- Take the Health Occupations Aptitude Examination and score at least a 30th percentile in four of the five designated areas (excludes Spelling section) before coursework completion; Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	26	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA

Note: The number of students accepted into the Echocardiography program is based on the standards set by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), which are based on the availability of the program's clinical education settings. A non-discriminatory policy and a pregnancy policy are available upon request. If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of application fee. Ten percent of program admission is reserved for qualified credentialed imaging professionals without requiring coursework or PSB testing. State standards may require completion of additional courses.

ECHOCARDIOGRAPHY DIPLOMA CURRICULUM

The curriculum for the Echocardiography diploma program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 84 semester credit hours. The program requires a minimum of 2415 contact hours and generally takes 6 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**12**
ENGL 1010 - Fundamentals of English I (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
MATH 1013 - Algebraic Concepts (OL)	3
MATH 1127 - Introduction to Statistics (OL)	3
Occupational Courses	**72**
ALHS 1011 - Anatomy and Physiology (OL)	5
ALHS 1126 - Health Science Physics	4
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers (OL)	3
CAVT 1030 - Electrophysiology and Cardiac Anatomy	4
ECHO 1100 - Echocardiography Fundamentals	3
ECHO 1550 - Professional Development	1
CAVT 1080 - Advanced Hemodynamics and Cardiac Physiology	4
DMSO 1040 - Sonographic Physics and Instrumentation	4
ECHO 1310 - Echocardiography I	4
ECHO 1360 - Introduction to Clinical Environment	1
DMSO 1080 - Sonographic Physics and Instrumentation Registry Review	1
ECHO 1320 - Echocardiography II	4
ECHO 1370 - Echocardiography Clinical II	6
ECHO 2310 - Pediatric Echocardiography (OL)	4
ECHO 2360 - Echocardiography Clinical III	8
ECHO 2370 - Echocardiography Clinical IV	11
ECHO 2400 - Comprehensive Registry Review	1
DMSO 1090 - Introduction to Vascular Sonography	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $7,380
Books/Supplies: $1,400

Uniform Costs: Approximately $250
Liability Insurance: $11 per fiscal year
Registry Exam: $400
Physical Exam: $200
TB Test: $40
Tetanus vaccination (within last 10 years) $50
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
(Costs are estimates and are subject to change.)

READMISSION REQUIREMENTS:

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the Dean for Health Sciences and to the Echocardiography Program director, no later than mid-semester of the semester prior to readmission.

A student who is dropped from the Echocardiography program due to academic reasons, attendance or having received a grade less than "C" in any Echocardiography course will be limited to a ONE-TIME re-entry into the program. In addition to the above statement, a student may repeat only one semester in the Echocardiography program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed semester.

A student desiring to re-enroll in the Echocardiography program after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility. The student who has taken a leave of absence greater than one year will need to start over under the new TCSG standards Echocardiography program.
- Based on limited seats available, students will be readmitted to the program based on their scores on the written and skills exam.

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites:
Bulloch, Tattnall, Chatham, Glynn, Ware, Laurens, Toombs
Special Requirements of the Clinical Sites:

- Current CPR Certification
- Immunization Records
- Uniforms
- Liability Insurance: $11 per fiscal year
- TB Test Hepatitis B vaccinations or a completed declination form
- Current Tetanus vaccination
- Physical examination
- #4402 Forensic Drug Panel (7) or similar screening
- Criminal Background Check

Clinical Education Courses

The Echocardiography Program Clinical Education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in cardiology departments and related business environments. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for clinical education hours.

Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Echocardiography students will rotate through the clinical affiliates on a semester basis. Clinical assignments are made during the first shift hours, Monday through Friday. Clinical schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend.

The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule.

Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

ELECTRICAL SYSTEMS TECHNOLOGY

Electrical Systems Technology Diploma (ES12)

DESCRIPTION

The Electrical Systems Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Systems Technology with a specialization in residential or industrial applications.

EMPLOYMENT OPPORTUNITIES

The Electrical Systems Technology program is intended to produce graduates who are prepared for employment as a residential, commercial, and/or industrial electrician.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

Note: In order to graduate with an Electrical Construction and Maintenance diploma, a high school diploma or GED must be completed by the time course requirements are completed.

ELECTRICAL SYSTEMS TECHNOLOGY CURRICULUM

The curriculum for the Electrical Systems Technology diploma program is designed for the semester system. A student may enter the program during fall and spring semesters. To graduate, diploma-seeking students must earn a minimum of 55 semester credit hours. The program requires a minimum of 1162 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	**47**
COMP 1000 – Introduction to Computers	3
IDFC 1007 – Industrial Safety Procedures	2
IDFC 1011 – Direct Current I	3
ELTR 1020 – Electrical Systems Basics I	3
ELTR 1060 – Electrical Prints, Schematics, and Symbols	3
ELTR 1080 – Commercial Wiring I	6

ELTR 1090 – Commercial Wiring II	6
ELTR 1110 – Electric Motors	4
ELTR 1120 – Variable Speed/Low Voltage Controls	2
ELTR 1180 – Electrical Controls	3
Electrical Construction and Maintenance Specialization	
ELTR 1205 – Residential Wiring I	4
ELTR 1210 – Residential Wiring II	4
Choose a minimum of 4 credits from the following:	
ELTR 1500 – Electrical Systems Technology/Internship/Practicum	3
ELTR 1520 – Grounding and Bonding	2
ELTR 1510 – Conduit Sizing	2
ELTR 1540 – Wire Pulling and Codes	3
ELTR 1525 – Photovoltaic Systems	5
Industrial Electrical Technology Specialization	
ELTR 1220 - Industrial PLC's	4
ELTR 1250 – Diagnostic Troubleshooting	2
ELTR 1260 - Transformers	3
ELTR 1270 – NEC Industrial Applications	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4845
Books/Supplies: $1,225
Course Supply Fees:

- IDFC 1011 Direct Current I: $10
- ELTR 1020 Electrical Systems Basics I: $10
- ELTR 1090 Commercial Wiring I: $15
- ELTR 1110 Electric Motors: $15
- ELTR 1120 Variable Speed Control: $15
- ELTR 1180 Electrical Controls: $15
- ELTR 1205 Residential Wiring I: $15
- ELTR 1210 Residential Wiring II: $15

(Costs are estimates and are subject to change.)

Basic Electrical Technician Certificate (BE11)

DESCRIPTION

The Basic Electrical Technician Technical Certificate of Credit provides fundamental instruction in electrical construction principles and practices. Topics include safety, mathematical applications, reading and interpreting blueprints, and direct and alternating current circuits.

EMPLOYMENT OPPORTUNITIES

The Basic Electrical Technician program is intended to produce graduates who are prepared for employment as residential, commercial and industrial electrician helpers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

Note: In order to graduate with a Commercial Wiring certificate, a high school diploma or GED must be completed by the time course requirements are completed.

BASIC ELECTRICAL TECHNICIAN CURRICULUM

The curriculum for the Basic Electrical Technician program is designed for the semester system. A student may enter the program during the fall and spring semesters. To graduate, certificate-seeking students must earn a minimum of 14 semester credit hours. The program requires a minimum of 267 contact hours and generally takes one semester to complete.

Program Courses	**Credits**
Basic Skills Course	
MATH 1012 – Foundations of Mathematics	3
Occupational Courses	
IDFC 1007 – Industrial Safety Procedures	2
IDFC 1011 – Direct Current I	3
ELTR 1020 – Electrical Systems Basics I	3
ELTR 1060 – Electrical Prints, Schematics, and Symbols	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1230
Books/Supplies: $405
(Costs are estimates and are subject to change.)

Commercial Wiring Certificate (CW31)

DESCRIPTION

The Commercial Wiring program is a sequence of courses designed to prepare students for careers in commercial electrical businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive a Commercial Wiring technical certificate of credit.

EMPLOYMENT OPPORTUNITIES

The Commercial Wiring program is intended to produce graduates who are prepared for employment as commercial and industrial electrician helpers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

Note: In order to graduate with a Commercial Wiring certificate, a high school diploma or GED must be completed by the time course requirements are completed.

COMMERCIAL WIRING CURRICULUM

The curriculum for the Commercial Wiring program is designed for the semester system. A student may enter the program during the fall and spring semesters. To graduate, certificate-seeking students must earn a minimum of 17 semester credit hours. The program requires a minimum of 354 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
ELTR 1060 - Electrical Prints, Schematics, and Symbols (OL)	3
ELTR 1080 - Commercial Wiring I	6
ELTR 1090 - Commercial Wiring II	6
IDFC 1007 - Industrial Safety Procedures (OL)	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,455
Books/Supplies: $300
Course Supply Fee:
- ELTR 1090, Commercial Wiring I: $15
- ELTR 1080, Electrical Controls: $15

(Costs are estimates and are subject to change.)

Photovoltaic Systems Installation and Repair Technician Certificate (PS11)

DESCRIPTION

The Photovoltaic Systems Installation and Repair Technician TCC is designed to provide students with the opportunity to enter the workforce area specialized in electrical and mechanical applications of installing, inspecting, repairing, and maintaining solar power systems.

EMPLOYMENT OPPORTUNITIES

Photovoltaic Systems Installation and Repair Technician TCC graduates are employed with solar power companies within the local and interstate areas.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

PHOTOVOLTAIC SYSTEMS INSTALLATION & REPAIR TECHNICIAN TCC CURRICULUM

The curriculum for the Photovoltaic Systems Installation and Repair Technician certificate program is designed for the semester system. A student may enter the program any semester. To graduate, Photovoltaic Systems Installation and Repair Technician certificate-seeking students must earn a minimum of 16 semester credit hours. The program requires a minimum of 327 contact hours and generally takes one semester to complete.

Program Courses	Credits
IDFC 1007 - Industrial Safety Procedures (OL)	2
IDFC 1011 - Direct Current I	3
ELTR 1020 - Electrical Systems Basics I	3
ELTR 1060 - Electrical Prints, Schematics, and Symbols (OL)	3
ELTR 1525 - Photovoltaic Systems	5

PROGRAM COSTS

Tuition/Fees: $1,560
Books/Supplies: $400
Course Supply Fee:
IDFC 1011, Direct Current I, $10
ELTR 1020, Electrical Systems Basics I, $10

(Costs are estimates and are subject to change.)

FIRE SCIENCE

Fire Fighter I Certificate (FF11)

DESCRIPTION:

The Fire Fighter I Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Fire Fighter I Technical Certificate of Credit.

EMPLOYMENT OPPORTUNITIES:

Graduates may find employment as firefighters in paid and volunteer fire departments.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

FIRE FIGHTER I CURRICULUM

The Fire Fighter I certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 15 semester credit hours. The program requires a minimum of 315 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030 - Basic Firefighter - MODULE I	5
FRSC 1040 - Basic Firefighter - MODULE II	3
FRSC 1141 - Hazardous Materials Operations	4

PROGRAM COSTS

Tuition/Fees: $1,405
Books/Supplies: $750
Course Supply Fees:

- FRSC 1030 Basic Firefighter – MODULE I: $100
- FRSC 1040 Basic Firefighter – MODULE II: $100
- FRSC 1141 Hazardous Materials Operations: $50

(Costs are estimates and are subject to change.)

Fire Fighter II Certificate (FF21)

DESCRIPTION

The Fire Fighter II Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge acquired in the Fire Fighter I certificate and parallels the Advanced Firefighter Curriculum being developed by the Georgia Fire Academy. Students must be graduates of the Firefighter I Technical Certificate of Credit or NPQ Firefighter I Certified. Program graduates receive a Fire Fighter II Technical Certificate of Credit. Note: Candidate must be certified at the NPA Firefighter I level to be eligible for NPQ Firefighter II certification.

EMPLOYMENT OPPORTUNITIES

Graduates may find employment as firefighters and in paid volunteer fire departments.

ADMISSIONS CRITERIA

- Hold certification as NPA Firefighter I level;
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

FIRE FIGHTER II CURRICULUM

The Fire Fighter II certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 13 semester credit hours. The program requires a minimum of 270 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
FRSC 1050 - Fire and Life Safety Educator I	3
FRSC 1060 - Fire Prevention, Preparedness and Maintenance	3
FRSC 1070 - Introduction to Technical Rescue	4
FRSC 1080 – Fire Ground Operations	3

PROGRAM COSTS

Tuition/Fees: $1,155
Books/Supplies: $750
(Costs are estimates and are subject to change.)

FISH AND WILDLIFE MANAGEMENT

Fish and Wildlife Management Associate of Applied Science Degree (GAF3)

DESCRIPTION

The Fish and Wildlife Management Associate of Applied Science degree program consists of courses and projects that affect wildlife populations and wildlife recreational users. These projects usually involve habitat manipulation, management of wildlife populations, land acquisition, research, or the creation of opportunities for people to enjoy wildlife. Health wildlife populations depend on good habitat, so habitat maintenance and improvement receive a lot of emphasis. On private lands, efforts are geared toward incentive programs to improve habitat, especially for agricultural and woodland landowners.

EMPLOYMENT OPPORTUNITIES

Graduates of the Fish and Wildlife Management Associate of Applied Science degree program are prepared to serve as entry-level managers in a wide variety of wildlife-related environments.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	41	25	20	NA

FISH AND WILDLIFE MANAGEMENT CURRICULUM

The curriculum for the Fish and Wildlife Management Associate of Applied Science degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 63 semester credit hours. The program requires a minimum of 1366 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric *(OL)*	
Area II - Social/Behavioral Sciences	3
Social/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics - Select 1	3
MATH 1100 - Quantitative Skills and Reasoning *(OL)*	
MATH 1101 - Mathematical Modeling *(OL)*	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**39**
FORS 1100* - Forest Technology	3
FORS 1030* - Dendrology	3
FORS 1210 – GPS/GIS Aerial Photography	4
FWMT 1000 – Introduction to Wildlife Management	3
FWMT 1020 – Wildlife Policy and Law	3
FWMT 1010 – Equipment Use	3
FWMT 1030 – Terrestrial Ecology	3
FWMT 1070 – Mammalogy	3
FWMT 2010 – Wildlife Management Techniques	4
FWMT 2020 – Habitat Manipulation	4
FWMT 2030 – Fish Pond Management	3
FWMT 2040 - Internship	4
SELECT ONE:	**3**
FWMT 1040 – Aquatic Ecology	3
FWMT 1080 – Plantation Operations	3
SELECT ONE:	**3**
FWMT 1050 – Ichthyology	3
FWMT 1060 - Ornithology	3

(OL) designation indicates course may be available online during selected semesters.
** "C" or higher grade is required for this course.*

PROGRAM COSTS

Tuition/Fees: $4,725
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Fish and Wildlife Management Diploma (GAF2)

DESCRIPTION

The Fish and Wildlife Management diploma program provides students with a wide range of skills including basic forestry, wildlife and fisheries management techniques, wildlife regulations/policies, and the maintenance and management of wildlife habitats.

EMPLOYMENT OPPORTUNITIES

Graduates of the Fish and Wildlife Management diploma program are prepared to serve as entry-level technicians in a wide variety of wildlife-related environments.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

WILDLIFE AND PLANTATION MANAGEMENT CURRICULUM

The curriculum for the Fish and Wildlife Management diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 40 semester credit hours. The program requires a minimum of 856 contact hours and generally takes 3 semesters to complete.

(OL) designation indicates course may be available online during selected semesters.
** "C" or higher grade is required for this course.*

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	**32**
COMP 1000 - Introduction to Computers (OL)	3
FWMT 1000 – Introduction to Wildlife Management	3
FWMT 1010 – Equipment Use	3
FWMT 2020 – Habitat Manipulation	4
FWMT 1070 – Mammalogy	3
FWMT 2010 – Wildlife Management Techniques	4
FWMT 2030 – Fish Pond Management	3
FORS 1030 – Dendrology	3
Guided Electives	6

PROGRAM COSTS

Tuition/Fees: $3,000
Books/Supplies: $1,200
(Costs are estimates and are subject to change.)

FORENSICS

Forensic Science Technology Associate of Applied Science (FST3)

DESCRIPTION

The Forensic Science Technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Forensic Science Technology program are prepared for positions with general law enforcement agencies, state and local corrections, private security firms and juvenile justice positions.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

NOTE: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

FORENSIC SCIENCE DEGREE CURRICULUM

The Forensic Science degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree seeking students must earn a minimum of 68 semester credit hours. The program requires a minimum of 1275 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric (OL)	
Area II - Social/Behavioral Sciences	3
PSYC 1101 - Introductory Psychology (OL)	
Area III - Natural Sciences/Mathematics	**3**
MATH 1111 - College Algebra (OL)	
Area IV Humanities/Fine Arts: Choose one Humanities/Fine Arts Course	3
Additional General Education Core Requirements:	**3**
SPCH 1101 - Public Speaking (OL)	3
Occupational Courses	**53**
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
BIOL 2117 - Introductory Microbiology	3
BIOL 2117L - Introductory Microbiology Lab	1
CHEM 1211 - Chemistry I	3
CHEM 1211L - Chemistry Lab I	1
COMP 1000 – Introduction to Computers (OL)	3
CRJU 1010 - Introduction to Criminal Justice (OL)	3
FOSC 1206 - Introduction to Forensic Science	3
CRJU 2050 - Criminal Procedure (OL)	3
FOSC 2010 - Crime Scene Investigation I	4
FOSC 2011 - Crime Scene Investigation II	4

FOSC 2014 - Documentation and Report Preparation	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4
Select 3: 1 can be CRJU 2060 or FOSC 2037; 2 must be labs.	**9**
FOSC 2037 – Victimology (OL)	3
FOSC 2033 - Death Investigation	3
FOSC 2012 - Forensic Trace Evidence	3
FOSC 2035 - Forensic Photography	4
FOSC 2040 - Forensic Firearms and Toolmark Identification	3
FOSC 2041 - Latent Print Examination	4
FOSC 2028 - Bloodstain Pattern Analysis	4
CRJU 2060 – Criminology (OL)	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $6,075
Books/Supplies: $1,800
Course Supply Fees:

- FOSC 1206 Intro to Forensic Science: $20
- FOSC 2010 Crime Scene l: $20
- FOSC 2011 Crime Scene ll: $20
- FOSC 2035 Forensic Photography: $10
- FOSC 2041 Latent Print Examination: $25
- FOSC 2028 Bloodstain Pattern Analysis: $30

(Costs are estimates and are subject to change.)

Forensic Science Technology Diploma (FS12)

DESCRIPTION

The Forensic Science Technology diploma program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

EMPLOYMENT OPPORTUNITIES

Graduates of the Forensic Science Technology diploma program are prepared for positions with law enforcement agencies, state and local corrections, private security firms and juvenile justice positions.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

NOTE: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field

FORENSIC SCIENCE DIPLOMA CURRICULUM

The Forensic Science diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma seeking students must earn a minimum of 53 semester credit hours. The program requires a minimum of 1035 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**

Basic Skills Courses	**9**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
Occupational Courses	**44**
COMP 1000 - Introduction to Computers (OL)	3
CRJU 1010 - Introduction to Criminal Justice (OL)	3
FOSC 1206 - Introduction to Forensic Science (OL)	3
FOSC 2014 - Documentation and Report Preparation	4
CRJU 2050 - Criminal Procedure (OL)	3
FOSC 2010 - Crime Scene Investigation I	4
FOSC 2011 - Crime Scene Investigation II	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4
ALHS 1011 - Anatomy and Physiology	5
ALHS 1015 - Basic Inorganic Chemistry	2
Select 3: 1 can be CRJU 2060 or FOSC 2037; 2 must be labs.	**9**
FOSC 2040 - Forensic Firearms and Toolmark Identification	3
FOSC 2012 - Forensic Trace Evidence	3
FOSC 2028 - Bloodstain Pattern Analysis	4
FOSC 2033 - Death Investigation	3
FOSC 2035 - Forensic Photography	4
FOSC 2037 – Victimology (OL)	3
FOSC 2041 - Latent Print Examination	4
CRJU 2060 – Criminology (OL)	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $4,695
Books/Supplies: $1,300
Course Supply Fees:

- FOSC 1206 Intro to Forensic Science: $20
- FOSC 2010 Crime Scene l: $20
- FOSC 2011 Crime Scene ll: $20
- FOSC 2035 Forensic Photography: $10
- FOSC 2041 Latent Print Examination: $25
- FOSC2028 Bloodstain Pattern Analysis: $30

(Costs are estimates and are subject to change.)

Crime Scene Investigation Certificate (CB71)

DESCRIPTION

The Crime Scene Investigation Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic science technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

EMPLOYMENT OPPORTUNITIES

Graduates of the Crime Scene Investigation certificate program are prepared to specialize in areas such as DNS analysis or firearm examination, perform tests on weapons or on substances such as fiber, glass, hair, tissue, and body fluids to determine their significance to the investigation.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

NOTE: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

CRIME SCENE INVESTIGATION CERTIFICATE CURRICULUM

The Crime Scene Investigation certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate seeking students must earn a minimum of 19 semester credit hours. The program requires a minimum of 405 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
FOSC 1206 - Introduction to Forensic Science	3
FOSC 2010 - Crime Scene Investigation I	4
FOSC 2011 - Crime Scene Investigation II	4
FOSC 2014 – Documentation and Report Preparation	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,785
Books/Supplies: $450
Course Supply Fees:

- FOSC 1206 Intro to Forensic Science: $20
- FOSC 2010 Crime Scene l: $20
- FOSC 2011 Crime Scene ll: $20

(Costs are estimates and are subject to change.)

FUNERAL SERVICE

Funeral Service Education Associate of Applied Science (FS23)

DESCRIPTION

The Associate of Applied Science in Funeral Service Education is designed to prepare students for a career in funeral service. All aspects of funeral service will be taught within the scope of this program. Academic and technical skills will be taught in the areas of general business, industry regulations and laws, embalming and restorative art skills, funeral service applications, funeral home management, grief counseling, etc. The goal is to prepare the student for successful completion of all necessary board examinations and to prepare the student for the rigors of daily work within the funeral service industry. The goals of the Funeral Service Education Program are to promote and improve the standards of funeral service education and professionalism, to expose funeral service students to all aspects of the profession, and foster a desire to serve the public interest in an ethical, dignified manner. All Funeral Service Education students must take the National Board Examination to graduate from the program.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Funeral Service Education are prepared for employment primarily in funeral home settings, although some related fields, such as embalming operations within medical college anatomy departments, trade embalming facilities, and autopsy support operations, are possible employment opportunities. Typically, a graduate who has

passed all required board examinations and who has completed the required apprenticeship may be employed as a licensed funeral director/licensed embalmer. Prior to completion of apprenticeship and the subsequent licensure, the graduate would be employed as an apprentice funeral director/embalmer.

AIMS AND OBJECTIVES

The Funeral Service Education program at Ogeechee Technical College has as its central aim the recognition of funeral service personnel as members of a human services profession; members of the community in which they serve; participants in the relationship between bereaved families and those engaged in the funeral service profession; professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice, as well as professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains. The Funeral Service Education program also has the following objectives: to enlarge the background and knowledge of students about the funeral service profession; to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined in the preamble above; to educate students concerning the responsibilities of the funeral service profession to the community at large; to emphasize high standards of ethical conduct; to provide a curriculum at the post-secondary level of instruction; and to encourage student and faculty research in the field of funeral service.

ACCREDITATION

The Funeral Service Program at Ogeechee Technical College is accredited by the American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506, Ph. 816-233-3747. Web: www.abfse.org

LICENSURE/CERTIFICATION

To become licensed in the State of Georgia, a student must successfully complete the course of study at an accredited Funeral Service Education program, pass the national and/or state examinations, and complete a required apprenticeship.

NATIONAL BOARD EXAMINATION

After January 1, 2004, each accredited program in Funeral Service Education must require that each funeral service student take the National Board Examination (NBE) as a requirement for graduation. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website (www.abfse.org).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

Admissions Policy- After the completion of all learning support, general core classes, COMP 1000, ACCT 1100, MKTG 1130 or ACCT 2140, and SPCH 1100, students are eligible to take Funeral Service Program courses.

Policy Regarding FSRV 2100 - FSRV 2100, Funeral Service Seminar, is the capstone course of the Funeral Service Education program. In order for students to enroll in this course, they must have successfully completed all other program requirements. The only exception to this policy is if a student has only one additional course that must be taken in conjunction with FSRV 2100.

FUNERAL SERVICE EDUCATION DEGREE CURRICULUM

The curriculum for the Funeral Service Education degree program is designed for the semester system. A student may enter the program any semester for general education classes, and fall and spring semesters for program courses. To graduate, degree-seeking students must earn a minimum of 75 semester credit hours. The program requires a minimum of 1380 contact hours and generally takes 6 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric (OL)	
Area II - Social/Behavioral Sciences	3

PSYC 1101 - Introductory Psychology (OL)	
Area III - Natural Sciences/Mathematics	3
MATH 1111 – College Algebra (OL)	
Area IV Humanities/Fine Arts Elective	3
Choose a Humanities /Fine Arts course	
Additional General Education Requirements	
ENGL 1102 – Literature and Composition	3
Occupational Courses	**60**
COMP 1000 - Introduction to Computers (OL)	3
FSRV 1010 - History of Funeral Service**	2
FSRV 1020 - Funeral Service Law and Ethics** (OL)	1
FSRV 1030 - Funeral Service Management and Directing**	6
FSRV 2000 - Anatomy for Funeral Service*	4
FSRV 2010 - Pathology for Funeral Service*	3
FSRV 2020 - Chemistry for Funeral Service*	3
FSRV 2030 - Embalming Techniques*	6
FSRV 2080 - Microbiology for Funeral Service*	3
FSRV 1050 - Funeral Service Practicum I**	2
FSRV 1060 - Funeral Service Practicum II**	3
FSRV 1070 - Small Business Administration for Funeral Service** (OL)	3
FSRV 2060 - Restorative Art*	5
FSRV 2090 - Grief Counseling and Sociology for Funeral Service**	3
FSRV 2100 - Funeral Service Seminar	3
ACCT 1100 - Financial Accounting I	4
SPCH 1101 – Public Speaking (OL)	3
MKTG 1130 - Business Regulations and Compliance OR ACCT 2140 – Legal Environment of Business	3

**Grade of "B" or better required*
*** "C" or higher grade is required for this course.*
A Work Ethics grade of 2 or better is required in all Funeral Service program courses.
(OL) designation indicates course may be available online during selected semesters.
Please note that all General Core Courses and Occupational Courses are taught in separate educational divisions at Ogeechee Technical College. Although each division may offer these courses as online components each semester, there is no guarantee that they will do so.

PROGRAM COSTS

Tuition/Fees: $6,480
Books/Supplies: $1,100
Liability Insurance: $11 per fiscal year
National Board Exam: $400
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
Course Supply Fees:

- FSRV 2030 Embalming Techniques Lab: $25
- FSRV 2060 Restorative Art Lab: $25

(Costs are estimates and are subject to change.)

GEOGRAPHIC INFORMATION SYSTEMS

Geographic Information Systems Associate of Applied Science (GI13)

DESCRIPTION

The Geographic Information Systems (GIS) Technology Associate of Applied Science degree program prepares students for employment in a variety of GIS professional positions. Students will work for organizations utilizing GIS software and GPS equipment. Graduating students will apply their education in Mobile GIS, Internet Mapping, and Cartography, GIS in Agricultural Applications, and GIS in Local and County Government. Professional positions in GIS may include: GIS Technician, Planning Technician, GIS Analyst, Photogrammetry & Remote Sensing Technician, Natural Resource Management Technician, Data Entry Technician, Research Technician, and Sales & Marketing Technician. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in GIS practices and software.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Geographic Information Systems Technology are prepared for positions as GIS Technicians, Planning Technicians, GIS Analysts, Photogrammetry and Remote Sensing Technicians, Natural Resource Management Technicians, Data Entry Technicians, Research Technicians, and Sales and Marketing Technicians. Skills learned may be applied in fields as diverse as law enforcement, fire protection, land use planning, cadastral mapping, forestry, wildlife management, government, engineering, landscape architecture, business and marketing, education, and many others. Positions may be found in government, natural resources, and business and industry. This is a growing field and new opportunities will continue to be created as it expands.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY CURRICULUM

The curriculum for the GIS Technology degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 60 semester credit hours. The program requires a minimum of 1267 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
PSYC 1101 - Introductory Psychology	
Area III - Natural Sciences/Mathematics	6
MATH 1111 – College Algebra	
Choose One from the following Three Options:	
MATH 1101 - Mathematical Modeling	
MATH 1112 - College Trigonometry	

MATH 1113 – Pre-calculus	
Area IV - Humanities/Fine Arts	3
HUMN 1101 - Introduction to Humanities	
Occupational Courses	**45**
COMP 1000 – Introduction to Computers (OL)	3
GIFS 1101 - Introduction to Geographic Information Systems*	4
GIFS 1103 - Intermediate GIS*	4
GIFS 1109 - Special Topics in GIS	4
GIFS 1114 - Advanced GIS: Application Development	4
GIFS 1116 - Spatial Analysis in GIS	4
GIFS 1122 - GIS in Science, Business, and Government	4
GIFS 1124 - Cartographic Design for GIS	4
GIFS 1126 - Database Design and Management in GIS	4
Choose Option I, II or III	**10**
Option I: GIFS 2000 – Geographic Information Systems Practicum/Internship (3 hrs) and choose 7 hours of any DFTG, AGRB, CIST, FWMT, HRMT, BUSN, FOSC, or MKTG course	
Option II: GIFS 2010 – Geographic Information Systems Practicum/Internship (4 hrs) and choose 6 hours of any DFTG, AGRB, CIST, FWMT, HRMT, BUSN, FOSC, or MKTG course	
Option III: GIFS 2020 – Geographic Information Systems Practicum/Internship (6 hrs) and choose 4 hours of any DFTG, AGRB, CIST, FWMT, HRMT, BUSN, FOSC, or MKTG course	

(OL) designation indicates course may be available online during selected semesters
**C or higher is required.*

PROGRAM COSTS

Tuition/Fees: $5,400
Books/Supplies: $770
(Costs are estimates and are subject to change.)

Geographic Information Systems Technology Diploma (GI12)

DESCRIPTION

The Geographic Information Systems (GIS) Technology diploma program prepares students for employment in a variety of GIS professional positions. Students will work for organizations utilizing GIS software and GPS equipment. Graduating students will apply their education in Mobile GIS, Internet Mapping, and Cartography, GIS in Agricultural Applications, and GIS in Local and County Government. Professional positions in GIS may include: GIS Technician, Planning Technician, GIS Analyst, Photogrammetry & Remote Sensing Technician, Natural Resource Management Technician, Data Entry Technician, Research Technician, and Sales & Marketing Technician. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in GIS practices and software.

EMPLOYMENT OPPORTUNITIES

Graduates of the Geographic Information Systems Technology diploma program are prepared for positions as GIS Technicians. Positions may be found in government, business and industry, and many other areas.

Skills learned may be applied in fields as diverse as law enforcement, fire protection, land use planning, cadastral mapping, forestry, wildlife management, government, engineering, landscape architecture, business and marketing, education, and many others. This is a growing field and new opportunities will continue to be created as it expands.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY DIPLOMA CURRICULUM

The curriculum for the GIS Technology diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 47 semester credit hours. The program requires a minimum of 1162 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	**39**
COMP 1000 - Introduction to Computers (OL)	3
GIFS 1101 - Introduction to Geographic Information Systems*	4
GIFS 1103 - Intermediate GIS*	4
GIFS 1109 - Special Topics in GIS	4
GIFS 1114 - Advanced GIS: Application Development	4
GIFS 1116 - Spatial Analysis in GIS	4
GIFS 1122 - GIS in Science, Business, and Government	4
GIFS 1124 - Cartographic Design for GIS	4
GIFS 1126 - Database Design and Management in GIS	4
GIFS 2010 - Geographic Information Systems Internship/Practicum	4

(OL) designation indicates course may be available online during selected semesters.
**C or higher is required.*

PROGRAM COSTS

Tuition/Fees: $4,320
Books/Supplies: $770
(Costs are estimates and are subject to change.)

Geographic Information Systems Technology Certificate (GT41)

DESCRIPTION

The Geographic Information Systems (GIS) Technology certificate program will equip the student with a basic knowledge of the GIS and Global Positioning Systems (GPS). Students will learn project management and will be able to effectively use hardware and software applications to enhance existing job skills in the GIS and GPS profession.

EMPLOYMENT OPPORTUNITIES

Graduating students will apply their education in Mobile GIS, Internet Mapping, and Cartography, GIS in Agricultural Applications, GIS in Local and County Government, GPS Surveying, and Customizing GIS Applications through programming.

Professional positions in GIS may include: GIS Technician, Planning Technician, GIS Analyst, Photogrammetry and Remote Sensing Technician, Natural Resource Management Technician, Data Entry Technician, Research Technician, and Sales and Marketing Technician.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY CERTIFICATE CURRICULUM

The curriculum for the GIS Technology certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 16 semester credit hours. The program requires a minimum of 392 contact hours and generally takes 2 – 3 semesters to complete.

Program Courses	Credits
GIFS 1101 – Introduction to Geographic Information Systems	4
GIFS 1103 – Intermediate GIS	4
GIFS 1109 – Special topics in GIS	4
GIFS 1122 – GIS in Science, Business, and Government	4

PROGRAM COSTS

Tuition/Fees: $1,560
Books/Supplies: $370
(Costs are estimates and are subject to change.)

HEALTH INFORMATION TECHNOLOGY

Health Information Technology Associate of Applied Science (HI13)

DESCRIPTION

The Health Information Technology program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research. Program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science Degree in Health Information Technology are prepared for professional positions in hospitals, physicians' offices, state and federal health care agencies, clinics, managed care organizations, behavioral health facilities, consulting and law firms, ambulatory care facilities, information system vendors, insurance companies, and long-term care facilities.

ACCREDITATION

The Health Information Technology program is accredited by the American Health Information Management Association, Commission on Education Accreditation for Health Informatics and Information Management. Commission on Education Accreditation for Health Informatics and Information Management may be contacted at 233 N. Michigan Ave., 21st floor, Chicago, IL 60601-5800, Ph. 312.233.1100.

LICENSURE/CERTIFICATION

Students completing the Associate of Applied Science degree in Health Information Technology will be eligible to take the American Health Information Technology National Examination for certification as a Registered Health Information Technologist (RHIT).

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

HEALTH INFORMATION TECHNOLOGY CURRICULUM

The curriculum for the Health Information Technology degree program is designed for the semester system. A student may enter the program any semester for general education courses but only fall semester for program courses. To graduate, degree-seeking students must earn a minimum of 64 semester credit hours. The program requires a minimum of 1185 contact hours and generally takes 6 semesters to complete.

Program Courses	**Credits**
General Education Core	**15**
Area I - Language Arts/Communications	3
ENGL 1101 - Composition and Rhetoric (OL)	
Area II - Social/Behavioral Sciences	3
Social Sciences/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics – Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra (OL)	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific General Education Course Elective	3
Occupational Courses	**49**
HIMT 1100 - Introduction to Health Information Technology (OL)	3
HIMT 1350 – Pharmacotherapy (OL)	2
COMP 1000 - Introduction to Computers (OL)	3
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
HIMT 1250 - Health Record Content and Structure (OL)	2
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
HIMT 1150 - Computer Applications in Healthcare (OL)	2
HIMT 2200 - Performance Improvement (OL)	2
HIMT 1200 - Legal Aspects of Healthcare (OL)	2

MAST 1120 - Human Pathological Conditions in the Medical Office (OL)	3
HIMT 1400 - Coding and Classification I - ICD Coding (OL)	4
HIMT 2300 - Healthcare Management (OL)	3
HIMT 2150 - Healthcare Statistics (OL)	2
HIMT 1410 - Coding and Classification II - ICD Advanced Coding (OL)	3
HIMT 2400 - Coding and Classification System III - CPT/HCPCS Coding (OL)	3
HIMT 2410 - Revenue Cycle Management (OL)	2
HIMT 2460 - Health Information Technology Practicum	3
ALHS 1090 – Medical Terminology for Allied Health Sciences (OL)	2

(OL) designation indicates course may be available online during selected quarters.
** "C" or higher grade is required for this course.*

PROGRAM COSTS

Tuition/Fees: $5,880
Books/Supplies: $2,000
Uniform Costs: $50
Liability Insurance: $11 per fiscal year
Certification Exam: AHIMA Member $229/Nonmember $ 299
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
Criminal Background Check: $39-$80
#4402 Forensic Drug Panel (7) or similar screening: $25
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, and Screven
Special Requirements of the Clinical Sites:

- A medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Facility Orientation
- Criminal Background Check

Clinical Education Courses

The Health Information Technology practicum experience provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a health information department setting. The clinical practicum allows the student to become involved in a work situation at a professional level of technical application, and requires observation, practice, and follow through.

The practicum requires that the student spend a minimum of 9 hours a week in a supervised work setting, for a total of 135 hours. Students may not receive pay from the clinical site for practicum hours. If the student misses more than 9hours, he/she will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the course instructor.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday. However, some clinical sites may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

HEMODIALYSIS

Hemodialysis Patient Care Specialist Certificate (HPC1)

DESCRIPTION

The Hemodialysis Patient Care Specialist Technical Certificate of Credit equips health care workers with the skills, knowledge, and attitude necessary to succeed in the field of hemodialysis.

EMPLOYMENT OPPORTUNITIES

Graduates of the program may gain employment in hospitals, health care agencies and dialysis facilities.

ACCREDITATION/APPROVAL

None at this time.

LICENSURE/CERTIFICATION

Students will be eligible for certification through the National Nephrology Certification Organization.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Submit official high school transcripts or GED transcripts;
- Be at least 18 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

HEMODIALYSIS PATIENT CARE SPECIALIST CURRICULUM

The curriculum for the Hemodialysis Patient Care Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 17 semester credit hours. The program requires a minimum of 405 contact hours and generally takes two semesters to complete.

Program Courses	Credits
ALHS 1040 - Introduction to Health Care	3
COMP 1000 - Introduction to Computers (OL)	3
HECT 1100 - Hemodialysis Patient Care	7
HECT 1120 - Hemodialysis Practicum	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,455
Books/Supplies: $250
Uniform Costs: Approximately $100*
Liability Insurance: $11 per fiscal year
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug panel (7) or similar screening: $25
Criminal Background check: $39-$80
Certification Exam: $250

NOTE: There may be additional program costs (drug screen, criminal background check, etc.), depending on the occupational courses required. Students will be notified by the program advisor prior to enrolling.

(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites: Bulloch, Evans, and Screven Counties.
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Beginning students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Hemodialysis Patient Care Specialist program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a supervised work setting. Students in the Hemodialysis Patient Care Specialist program will be required to participate in a practicum experience during HECT 1120 for a minimum of 120 hours during the semester. The practicum experience allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for practicum hours.

Clinical Assignments

Clinical times may vary depending on the shift work and working hours of the various clinical facilities. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site. Some sites may require the student to travel outside of Bulloch County.

HOTEL/RESTAURANT/TOURISM

Hotel/Restaurant/Tourism Management Associate of Applied Science (HM13)

DESCRIPTION

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Degree.

EMPLOYMENT OPPORTUNITIES

Graduates of the Hotel/Restaurant/Tourism Management Associate of Applied Science degree program are prepared for employment in a variety of positions in today's hotel, restaurant, and tourism management fields.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

HOTEL/RESTAURANT/TOURISM MANAGEMENT DEGREE CURRICULUM

The curriculum for the Hotel/Restaurant/Tourism Management degree program is designed for the semester system. A student may enter the program any semester for general education courses, fall and spring semesters for program courses. To graduate, degree-seeking students must earn a minimum of 60 semester credit hours. The program requires a minimum of 1013 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
Social/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics - Select 1	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	

MATH 1111 - College Algebra	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**45**
COMP 1000 - Introduction to Computers (OL)	3
HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110 - Travel Industry and Travel Geography	3
HRTM 1140 - Hotel Operations Management	3
HRTM 1150 - Event Planning	3
HRTM 1160 - Food and Beverage Management	3
HRTM 1201 - Hospitality Marketing (OL)	3
HRTM 1210 - Hospitality Law	3
HRTM 1220 - Supervision and Leadership in the Hospitality Industry	3
HRTM 1230 - Internship	3
Hotel/Restaurant/Tourism or Related Elective	3
Hotel/Restaurant/Tourism or Related Elective	3
Hotel/Restaurant/Tourism or Related Elective	3
Hotel/Restaurant/Tourism or Related Elective	3
Hotel/Restaurant/Tourism or Related Elective	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,220
Books/Supplies: $1,800
Physical Exam: $150**
***Physical Exam (documenting adequate health may be required before beginning occupational based instruction courses)*
(Costs are estimates and are subject to change.)

Hotel/Restaurant/Tourism Management Diploma (HM12)

DESCRIPTION

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Hotel/Restaurant/Tourism Management diploma program are prepared for employment in a variety of positions in today's hotel, restaurant, and tourism management fields.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age:
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	49	15	19
SAT	NA	430	400
ACT	NA	18	17

The curriculum for the Hotel/Restaurant/Tourism Management diploma program is designed for the semester system. A student may enter the program any semester for general education courses, fall and spring semesters for program courses. To graduate, diploma-seeking students must earn a minimum of 44 semester credit hours. The program requires a minimum of 773 contact hours and generally takes 4 semesters to complete.

HOTEL/RESTAURANT/TOURISM MANAGEMENT CURRICULUM

.**Program Courses**	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses	**36**
COMP 1000 - Introduction to Computers (OL)	3
HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110 - Travel Industry and Travel Geography	3
HRTM 1140 - Hotel Operations Management	3
HRTM 1150 - Event Planning	3
HRTM 1160 - Food and Beverage Management	3
HRTM 1201 - Hospitality Marketing (OL)	3
HRTM 1210 - Hospitality Law	3
HRTM 1220 - Supervision and Leadership in the Hospitality Industry	3
HRTM 1230 - Internship	3
Hotel/Restaurant/Tourism or related Elective	3
Hotel/Restaurant/Tourism or related Elective	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,020
Books/Supplies: $1,350
Physical Exam: $150**
***Physical Exam (documenting adequate health may be required before beginning occupational based instruction courses)*
(Costs are estimates and are subject to change.)

Event Coordinator Certificate (SES1)

DESCRIPTION

The Event Coordinator certificate program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism fields. The Event Coordinator certificate provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism events.

EMPLOYMENT OPPORTUNITIES

Graduates may find employment opportunities or enhance their current employment status in numerous hotels, restaurants, business offices, and country clubs, from limited service to luxury resorts. Graduates may also prepare to work at convention and visitors bureaus, conference centers, catering and special events companies, and in institutional settings such as schools, hospitals or retirement communities.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	49	15	19
SAT	NA	430	400
ACT	NA	18	17

EVENT COORDINATOR CURRICULUM

The curriculum for the Event coordinator certificate program is designed for the semester system. To earn the certificate, students must earn a minimum of 9 semester credit hours. The program requires a minimum of 135 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
HRTM 1150 - Event Planning	3
HRTM 1201 - Hospitality Marketing (OL)	3
HRTM 1210 - Hospitality Law	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,035
Books/Supplies: $270
(Costs are estimates and are subject to change.)

Hospitality Operations Associate Certificate (HP31)

DESCRIPTION

The Hospitality Operations Associate program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism fields. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism. Graduates of the program receive a Hospitality Operations Associate certificate.

EMPLOYMENT OPPORTUNITIES

Graduates may find employment opportunities or enhance their current employment status in numerous food and beverage establishments.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	49	15	19
SAT	NA	430	400
ACT	NA	18	17

HOSPITALITY OPERATIONS ASSOCIATE CURRICULUM

The curriculum for the Hospitality Operations Associate certificate program is designed for the semester system. To earn the certificate, students must earn a minimum of 12 semester credit hours. The program requires a minimum of 180 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160 - Food and Beverage Management	3
HRTM 1201 - Hospitality Marketing (OL)	3
Hotel/Restaurant/Tourism or Related Elective	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,260
Books/Supplies: $360
(Costs are estimates and are subject to change.)

INDUSTRIAL SYSTEMS TECHNOLOGY

Programmable Control Technician I Certificate (PC81)

DESCRIPTION

Designed to offer specialized programmable controller training to qualified industrial technicians, this program consists of instruction selected for the Industrial Systems Technology diploma program. Course work addresses operational theory, systems terminology, and field wiring/installation. It also develops operational skills in the use of PLC equipment and peripheral devices with emphasis on Programmable Logic Controller programming, installations, and troubleshooting/repair.

EMPLOYMENT OPPORTUNITIES

The Programmable Control Technician I program is intended to produce graduates who are prepared for employment as industrial maintenance electricians with a background in programmable control systems.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

Admission testing is not required if a candidate has sufficient in-field experience and instructor approval.
Note: In order to graduate with a Programmable Control Technician I certificate, a high school diploma or GED must be completed by the time course requirements are completed.

PROGRAMMABLE CONTROL TECHNICIAN I CURRICULUM

The curriculum for the Programmable Control Technician I certificate program is designed for the semester system. A student may enter the program during fall and spring semesters. To graduate, students must earn a minimum of 17 semester credit hours. The program requires a minimum of 465 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
IDSY 1110 - Industrial Motor Controls I*	5
IDSY 1120 - Basic Industrial PLC's*	6
IDSY 1220 - Intermediate Industrial PLC's*	6

**C or higher is required.*

PROGRAM COSTS

Tuition/Fees: $1635

Books/Supplies: $300
(Costs are estimates and are subject to change.)

MARKETING MANAGEMENT

Marketing Management Associate of Applied Science (MM13)

DESCRIPTION

The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management associate of applied science degree with specializations in, entrepreneurship, marketing management, professional selling, and retail management.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Marketing Management are prepared for employment as managers and assistant managers in sales, advertising, customer service, and public relations.

Academic instruction and practical application prepare graduates to review market research data on customers' preferences and to oversee marketing, advertising, publicity, and promotional activities.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

MARKETING MANAGEMENT DEGREE CURRICULUM

The curriculum for the Marketing Management degree program is designed for the semester system. A student may enter the program any semester. Students must complete one of the following specialization areas: entrepreneurship, marketing management, professional selling, and retail management.

To graduate, degree-seeking students must earn a minimum of 63 semester credit hours. The program requires a minimum of 1860 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I - Language Arts/Communications	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences	3
Social Sciences/Behavioral Sciences Elective	
Area III - Natural Sciences/Mathematics (Select 1)	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific General Education Course Requirements	3

General Core Elective (A course from Area I, II, or III)	
Occupational Courses	**48**
COMP 1000 - Introduction to Computers (OL)	3
ACCT 1100 - Financial Accounting I	4
BUSN 1190 - Digital Technologies in Business	2
MKTG 1100 - Principles of Marketing (OL)	3
MKTG 1190 - Integrated Marketing Communications (OL)	3
MKTG 2090 - Marketing Research	3
MKTG 1160 - Professional Selling (OL)	3
MKTG 1130 - Business Regulations and Compliance OR ACCT 2140 Legal Environment of Business (OL)	3
MGMT 1100 - Principles of Management	3
MKTG 2300 - Marketing Management	3
Elective	3
Select One	
MKTG 2000 - International Marketing	3
MKTG 2290 - Marketing Internship/Practicum	3
Specializations - Select One of the Six Areas	
Marketing Management	
MKTG 1370 - Consumer Behavior	3
MKTG 2060 - Marketing Channels	3
Marketing Elective	3
Select One	
MKTG 1210 - Services Marketing (OL)	3
MKTG 2070 - Buying and Merchandising (OL)	3
Entrepreneurship	
MKTG 2210 – Entrepreneurship (OL)	6
MKTG 2010 - Small Business Management (OL)	3
Select One	
MKTG 2070 - Buying and Merchandising (OL)	3
MKTG 1210 - Services Marketing	3
Retail Management	
MKTG 1270 - Visual Merchandising	3
MKTG 1370 - Consumer Behavior	3
MKTG 2070 - Buying and Merchandising (OL)	3
MKTG 2270 - Retail Operations Management	3
Professional Selling	
MKTG 2060 - Marketing Channels	3
MKTG 1370 - Consumer Behavior	3
MKTG 1210 - Services Marketing (OL)	3

MKTG 2160 - Advanced Selling	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,500
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Marketing Management Diploma (MM12)

DESCRIPTION

The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management diploma with specializations in entrepreneurship, marketing management, professional selling, and retail management.

EMPLOYMENT OPPORTUNITIES

The field of marketing is broad and offers employment opportunities in a number of areas. Academic instruction and practical application prepare graduates of the Marketing Management program for a variety of entry-level jobs such as sales (retail and outside selling), advertising, customer service, public relations, and management training options.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

MARKETING MANAGEMENT DIPLOMA CURRICULUM

The curriculum for the Marketing Management diploma program is designed for the semester system. A student may enter the program any semester. Students must complete one of the following specialization areas: entrepreneurship, marketing management, professional selling, and retail management. To graduate, diploma-seeking students must earn a minimum of 56 semester credit hours. The program requires a minimum of 1800 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I	3
MATH 1011 - Business Math	3
Select one of the following courses:	2
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	
PSYC 1010 - Basic Psychology	
Occupational Core Courses	**48**
COMP 1000 - Introduction to Computers (OL)	3
ACCT 1100 - Financial Accounting I	4
BUSN 1190 - Digital Technologies in Business	2
MKTG 1100 - Principles of Marketing (OL)	3
MKTG 1190 - Integrated Marketing Communications	3
MKTG 2090 - Marketing Research	3

MKTG 1160 - Professional Selling (OL)	3
MKTG 1130 - Business Regulations and Compliance OR ACCT 2140 Legal Environment of Business (OL)	3
MKTG 2300 - Marketing Management	3
Guided Elective	3
Select One	
BUSN 1300 - Introduction to Business	3
MGMT 1100 - Principles of Management	3
Select One	
MKTG 2000 - International Marketing	3
MKTG 2290 - Marketing Internship/Practicum	3
Specializations - Select One of the Six Areas	
Marketing Management	
MKTG 2060 - Marketing Channels	3
MKTG 1370 - Consumer Behavior	3
Marketing Elective	3
Select One	
MKTG 1210 - Services Marketing (OL)	3
MKTG 2070 - Buying and Merchandising (OL)	3
Entrepreneurship	
MKTG 2210 – Entrepreneurship (OL)	6
MKTG 2010 - Small Business Management (OL)	3
Select One	
MKTG 1210 - Services Marketing (OL)	3
MKTG 2070 - Buying and Merchandising (OL)	3
Retail Management	
MKTG 1270 - Visual Merchandising	3
MKTG 2070 - Buying and Merchandising (OL)	3
MKTG 2270 - Retail Operations Management	3
MKTG 1370 - Consumer Behavior	3
Professional Selling	
MKTG 1210 - Services Marketing (OL)	3
MKTG 2160 - Advanced Selling	3
MKTG 2060 - Marketing Channels	3
MKTG 1370 - Consumer Behavior	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,845
Books/Supplies: $1,350
(Costs are estimates and are subject to change.)

Entrepreneurship Certificate (EN11)

DESCRIPTION

The Entrepreneurship certificate generally prepares individuals to perform development, marketing, and management functions associated with owning and operating a business.

EMPLOYMENT OPPORTUNITIES

The Entrepreneurship certificate will expose students to the necessary skills to begin and manage a small business, whether the student desires to start a new small business or purchase an existing small business. The completion of an actual business plan is the culmination of the program.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

ENTREPRENEURSHIP CERTIFICATE CURRICULUM

The curriculum for the Entrepreneurship technical certificate of credit program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 12 semester credit hours. The program requires a minimum of 180 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
MKTG 1130 - Business Regulations and Compliance (OL)	3
MKTG 2210 - Entrepreneurship	6
Select One	
MGMT 1100 - Principles of Management	3
MKTG 2010 - Small Business Management	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,260
Books/Supplies: $300*(Costs are estimates and are subject to change.)*

Logistics Specialist Certificate (LS21)

DESCRIPTION

The Logistics Specialist program focuses on four primary areas of learning (business logistics, purchasing, materials management and product life cycle management) and will provide the student with a broad overview of the elements that go into a total logistics effort.

EMPLOYMENT OPPORTUNITIES

Graduates will be prepared to pursue careers as entry level or front-line supervisory employees for Distribution Centers; Third Party Logistics (3PL) providers; trucking firms; Logistics users (manufacturing firms and others that use providers to move and/or store products); and other logistics related businesses.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT		480	430
ACT		25	20

LOGISTICS SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Logistics Specialist Certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 12 semester credit hours. The program requires a minimum of 180 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
LOGI 1000 - Business Logistics	3
LOGI 1010 - Purchasing	3
LOGI 1020 - Materials Management	3
LOGI 1030 - Product Lifecycle Management	3

PROGRAM COSTS

Tuition/Fees: $1,080
Books/Supplies: $ 350
(Costs are estimates and are subject to change.)

Marketing Specialist Certificate (MS21)

DESCRIPTION

The Marketing Specialist certificate program prepares individuals to execute a company's marketing plans.

EMPLOYMENT OPPORTUNITIES

Graduates of the Marketing Specialist certificate are prepared for employment as sales representatives, retail sales associates, and marketing assistants.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

MARKETING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Marketing Specialist technical certificate of credit program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 12 semester credit hours. The program requires a minimum of 180 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
MKTG 1100 - Principles of Marketing (OL)	3
MKTG 1190 - Integrated Marketing Communications (OL)	3
MKTG 1160 - Professional Selling (OL)	3
Marketing Elective	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,260
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Small Business Marketing Manager Certificate (SB51)

DESCRIPTION

This program prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations.

EMPLOYMENT OPPORTUNITIES

Graduates completing the Small Business Marketing Manager certificate are prepared for employment as a small business manager, buyer, merchandise manager, department manager, sales representative, customer service manager, and display manager.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

SMALL BUSINESS MARKETING MANAGER CERTIFICATE CURRICULUM

The curriculum for the Small Business Marketing Manager certificate is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 15 semester credit hours. The program requires a minimum of 225 contact hours generally takes 2 semesters to complete.

Program Courses	Credits
MKTG 1100 - Principles of Marketing (OL)	3
MKTG 1130 - Business Regulations and Compliance (OL)	3
MKTG 1160 - Professional Selling (OL)	3
MKTG 1190 - Integrated Marketing Communications (OL)	3
MKTG 2010 - Small Business Management (OL)	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1485
Books/Supplies: $375
(Costs are estimates and are subject to change.)

MEDICAL ASSISTING

Medical Assisting Diploma (MA22)

DESCRIPTION

The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Medical Assisting program are prepared for responsible positions as medical office assistants, medical secretaries, hospital transcriptionists, medical receptionists, clinical staff, laboratory assistants, and other related health care occupations.

ACCREDITATION

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants' Endowment. CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Ph. 727.210.2350.

LICENSURE/CERTIFICATION

Graduates are eligible to sit for the national certification exam given by the American Association of Medical Assistants. In order to be a Certified Medical Assistant, a graduate must pass the American Association of Medical Assistants National Certification exam.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

READMISSION TO THE MEDICAL ASSISTING PROGRAM:

Students requesting readmission to the Medical Assisting program after a leave of absence of one year must request readmission in writing to the Program Director and must prove competency in the previously taught skills through testing and performance prior to a readmission.

MEDICAL ASSISTING CURRICULUM

The curriculum for the Medical Assisting diploma program is designed for the semester system. A student may enter the program any semester for general education courses, fall and spring semesters for program courses. To graduate, Medical Assisting diploma-seeking students must earn a minimum of 61 semester credit hours. The program requires a minimum of 1440 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**9**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
Occupational Courses	**52**
ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 – Medical Terminology for Allied Health Sciences	2
ALHS 1040 - Introduction to Health Care	3
BUSN 1440 - Document Production (OL)	4
COMP 1000 - Introduction to Computers (OL)	3
MAST 1010 - Legal and Ethical Concerns in the Medical Office	2
MAST 1030 - Pharmacology in the Medical Office	4
MAST 1060 - Medical Office Procedures	4
MAST 1080 - Medical Assisting Skills I	4
MAST 1090 - Medical Assisting Skills II	4
MAST 1100 - Medical Insurance Management	2
MAST 1110 - Administrative Practice Management	3

MAST 1170 - Medical Assisting Externship	6
MAST 1180 - Medical Assisting Seminar	3
MAST 1120 - Human Pathological Conditions in the Medical Office	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,475
Books/Supplies: $1,100
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
Certification Exam: $125
Physical Exam: $150
2-Step TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7): $25
Criminal Background Check: $39-$80
** Uniforms are required beginning second semester*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 20
General Location of the Clinical Sites:
Bryan, Bulloch, Candler, Chatham, Effingham, Evans, Jenkins, and Screven Counties
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Prior to clinical placement, students must submit a medical exam stating that the student is in good health. This must include documentation of current TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor.
- Criminal Background Check
- Urine Drug Screen, 7 panel or higher

Clinical Education Courses

The Medical Assisting Externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The Externship requires that the student spend a minimum of 18 hours a week in a supervised work setting, for a total of 270 hours. Students may not receive any compensation from the clinical site for externship hours. If the student misses more than 18 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the externship coordinator.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday and 8:00 a.m.-12 noon on Saturdays. Clinical sites are selected by the practicum coordinator. Students are responsible for having reliable transportation to the site.

Medical Coding Certificate (MC41)

DESCRIPTION

The Medical Coding Technical Certificate of Credit provides a basic short-term academic credential with potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Medical Coding Technical Certificate of Credit program provides basic training in anatomy and physiology, medical terminology, and medical procedural and physicians procedural coding skills.

EMPLOYMENT OPPORTUNITIES

Medical Coding completers find a variety of employment opportunities in health care facilities including ambulatory care centers, hospitals, and physicians' offices.

LICENSURE/CERTIFICATION

Graduates of the Medical Coding program may sit for certification examinations through the American Health Information Management Association. Exams include the CCA (Certified Coding Associate), CCS (Certified Coding Specialist), and the CCS-P (Certified Coding Specialist, Physician based.) Information is available through www.ahima.org. Graduates may also sit for the CPC exams offered through the American Academy of Professional Coders. Information is available through www.aapc.com.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

MEDICAL CODING CERTIFICATE CURRICULUM

The curriculum for the Medical Coding certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 24 semester credit hours. The program requires a minimum of 465 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences (OL)	2
ENGL 1010 - Fundamentals of English I (OL)	3
MAST 1120 - Human Pathological Conditions in the Medical Office (OL)	3
MAST 1510 - Medical Billing and Coding I (OL)	2
MAST 1520 - Medical Billing and Coding II (OL)	3
MAST 1530 - Medical Procedural Coding (OL)	2
BUSN 1440 - Document Production (OL)	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $2,160
Books/Supplies: $750
Certification Exam: CCA - $299, CCS - $399, CPC - $300
(Costs are estimates and are subject to change.)

Medical Office Support Specialist Certificate (MF31)

DESCRIPTION

The Medical Office Support Specialist program provides learning opportunities which introduce, develop, and reinforce academic an occupational knowledge, skills and attitudes required in today's medical offices. Medical Office Support Specialists answer the telephone and keep records of callers, schedule appointments, greet patients, and interview patients to gain needed information.

EMPLOYMENT OPPORTUNITIES

The Medical Office Support Specialist program prepares students to work in the front office of a physician's office, clinic or other out-patient facilities.

ADMISSIONS CRITERIA:

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

MEDICAL OFFICE SUPPORT SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Medical Office Support Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 13 semester credit hours. The program requires a minimum of 285 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
ALHS 1090 - Medical Terminology for Allied Health Sciences (OL)	2
MAST 1010 – Legal & Ethical Concerns in the Medical Office	2
MAST 1060 – Medical Office Procedures	4
MAST 1100 – Medical Insurance Management	2
MAST 1110 – Administrative Practice Management	3

(OL) designation indicates course may be available online during selected semesters.
** "C" or higher grade is required for this course.*

PROGRAM COSTS

Tuition/Fees: $1,335
Books/Supplies: $300
(Costs are estimates and are subject to change.)

OPTICIANRY

Opticianry Associate of Applied Science (OP13)

DESCRIPTION

The Opticianry program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses from semi-finished lens blanks to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Opticianry management. Graduates of the program receive an Opticianry degree.

EMPLOYMENT OPPORTUNITIES

Graduates with the Associate of Applied Science in Opticianry degree are prepared for positions in doctors' offices and retail dispensing locations.

ACCREDITATION

The Opticianry program is accredited by the Commission on Opticianry Accreditation (COA), P. O. Box 592, Canton, NY 13617, Phone 703.468.0566, www.coaccreditation.com.

LICENSURE/CERTIFICATION:

Upon successful completion of the program and passing of the American Board of Opticianry (ABO) and National Contact Lens Examiners (NCLE) exams, students are eligible to apply for state licensure to become a Licensed Dispensing Optician (LDO).

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable
- Meet the following assessment

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

OPTICIANRY DEGREE CURRICULUM

The curriculum for the Opticianry degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 72 semester credit hours. The program requires a minimum of 1740 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
General Education Core	**15**
Area I - Language Arts/Communication	6
ENGL 1101 - Composition and Rhetoric (OL)	
SPCH 1101 - Public Speaking (OL)	
Area II - Social/Behavioral Sciences	3
Social Sciences/Behavioral Sciences Elective (OL)	
Area III - Natural Sciences/Mathematics	3
MATH 1100 - Quantitative Skills and Reasoning	
Area IV Humanities/Fine Arts	3
HUMN 1101 - Introduction to Humanities	
Occupational Courses	**57**
COMP 1000 - Introduction to Computers (OL)	3
OPHD 1010 - Introduction to Ophthalmic Optics	3
OPHD 1020 - Eye Anatomy and Physiology	3
OPHD 1080 - Contact Lens I	5
OPHD 2120 - Lens Selection	6
OPHD 2090 - Frame Selection	6
OPHD 2130 - Contact Lens II	5
OPHD 1030 - Applied Optical Theory	3
OPHD 1060 - Optical Laboratory Techniques I	6
OPHD 2170 - Contact Lens Review	3
OPHD 1070 - Optical Laboratory Techniques II	6
OPHD 2180 - Opticianry Review	3
OPHD 2190 - Opticianry Occupational Based Instruction	5

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS:

Tuition/Fees: $6525
Books/Supplies: $1,500
Uniform Costs: Approximately $50
Liability Insurance: $11 per fiscal year
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
(Costs are estimates and are subject to change.)

OCCUPATIONAL BASED INSTRUCTION

Number of sites: 20

General location of the sites: Bulloch, Burke, Chatham, Candler, Effingham, Toombs, and Wayne Counties

Occupational Based Courses

The Opticianry degree program occupational based instruction provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a real-world setting. The occupational based experience allows the student to become involved in a professional work situation applying technical skills.

The occupational based instruction requires that students spend a minimum of 15 hours a week in a supervised work setting for a total of 225 hours; during that time, students are evaluated by the preceptor and the externship coordinator.

Opticianry Diploma (OP14)

DESCRIPTION

The Opticianry program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Opticianry management. Graduates of the program receive an Opticianry diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Opticianry diploma program are prepared for responsible positions in doctors' offices, wholesale optical laboratories and retail dispensing locations.

LICENSURE/CERTIFICATION

Upon successful completion of the program and passing of the American Board of Opticianry (ABO) and National Contact Lens Examiners (NCLE) exams, students are eligible to apply for state licensure to become a Licensed Dispensing Optician (LDO).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable
- Meet the following assessment

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

OPTICIANRY DIPLOMA CURRICULUM

The curriculum for the Opticianry diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 65semester credit hours. The program requires a minimum of 1560 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	8
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1011 - Business Math (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**57**
COMP 1000 - Introduction to Computers (OL)	3
OPHD 1010 - Introduction to Ophthalmic Optics	3
OPHD 1020 - Eye Anatomy and Physiology	3

OPHD 1080 - Contact Lens I	5
OPHD 2120 - Lens Selection	6
OPHD 2090 - Frame Selection	6
OPHD 2130 - Contact Lens II	5
OPHD 1030 - Applied Optical Theory	3
OPHD 1060 - Optical Laboratory Techniques I	6
OPHD 2170 - Contact Lens Review	3
OPHD 1070 - Optical Laboratory Techniques II	6
OPHD 2180 - Opticianry Review	3
OPHD 2190 - Opticianry Occupational Based Instruction	5

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS:

Tuition/Fees (Diploma): $5,775
Books/Supplies: Approximately
Uniform Costs: Approximately $50
Liability Insurance: $11 per fiscal year
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
(Costs are estimates and are subject to change.)

OCCUPATIONAL BASED INSTRUCTION

Number of sites: 20

General location of the sites: Bulloch, Burke, Chatham, Candler, Effingham, Toombs, and Wayne Counties

Occupational Based Courses

The Opticianry diploma program occupational based instruction provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a real-world setting. The practicum allows the student to become involved in a professional work situation applying technical skills.

The occupational based instruction requires that students spend a minimum of 15 hours a week in a supervised work setting for a total of 225 hours; during that time, students are evaluated by the preceptor and the externship coordinator.

PARAMEDICINE TECHNOLOGY

Paramedicine Diploma (PT12)

DESCRIPTION

The Paramedicine Diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in Paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification exam and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

EMPLOYMENT OPPORTUNITIES

Graduates of the Paramedicine Diploma program are prepared to become paramedics. Paramedics are in demand for employment with medical service providers, ambulance services, hospitals, industry, and air ambulances.

LICENSURE/CERTIFICATION

Graduates are prepared to take the licensure exam administered by the National Registry of Emergency Medical Technicians (NREMT) paramedic certification exam. Program requirements meet Georgia Department of Community Health-OEMS/Trauma for training programs for paramedics.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Provide documentation of current licensure as a Georgia EMT;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

PARAMEDICINE CURRICULUM

The curriculum for the Paramedicine diploma program is designed for the semester system. A student may enter the program any semester for basic skills courses. A new program begins every fall semester. To graduate, Paramedicine diploma-seeking students must earn a minimum of 60 semester credit hours. The program requires a minimum of 1410 contact hours and generally takes 4 semesters to complete and is offered in the daytime.

Program Courses	Credits
Basic Skills Courses	**6**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics (OL)	3
Occupational Courses	**54**
ALHS 1011 – Anatomy and Physiology (OL)	5
ALHS 1090 – Medical Terminology for Allied Health Sciences (OL)	2
COMP 1000 – Introduction to Computers (OL)	3
EMSP 2110 – Foundations of Paramedicine	3
EMSP 2120 – Applications of Pathophysiology for Paramedics	3
EMSP 2130 – Advanced Resuscitative Skills for Paramedics	3
EMSP 2140 – Advanced Cardiovascular Concepts	4
EMSP 2310 – Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320 – Therapeutic Modalities of Medical Care	5
EMSP 2330 – Therapeutic Modalities of Trauma Care	4
EMSP 2340 – Therapeutic Modalities for Special Patient Populations	4
EMSP 2510 – Clinical Applications for the Paramedic I	2
EMSP 2520 – Clinical Applications for the Paramedic II	2
EMSP 2530 – Clinical Applications for the Paramedic III	2
EMSP 2540 – Clinical Applications for the Paramedic IV	1
EMSP 2550 – Clinical Applications for the Paramedic V	1
EMSP 2560 – Clinical Applications for the Paramedic VI	1
EMSP 2570 – Clinical Applications for the Paramedic VII	1
EMSP 2710 – Field Internship for the Paramedic	2
EMSP 2720 – Practical Applications for the Paramedic	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,220
Books/Supplies: $500
Uniform Costs: Approximately $250*
Liability Insurance: $46 per fiscal year
Certification Exam: $300
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39 - $80
Course Supply Fees:

- EMSP 2110 Foundations of Paramedicine: $20
- EMSP 2140 Advanced Cardiovascular Concepts: $20
- EMSP 2320 Therapeutic Modalities of Medical Care: $20
- EMSP 2720 Practical Application for the Paramedic: $20

(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 7
General Location of the Clinical Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Clinical Sites:

- CPR Certification
- Beginning second semester students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Paramedicine clinical experiences are combined with the courses. Students are provided opportunities for in-depth application and reinforcement of principles and techniques in pre-hospital settings. The clinical experience allows the student to become involved in a professional work situation applying technical skills.

Program faculty will outline the minimum number of hours that will be spent in a supervised work setting. Students may not receive pay from the clinical site for clinical hours. Students are evaluated by the clinical site preceptor.

Clinical Assignments

Clinical times may vary. Some clinical times may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Critical Care Emergency Medical Transport Professional Certificate (CC51)

DESCRIPTION

The Critical Care Emergency Medical Transport Professional (CCEMTP) course is designed to prepare students to provide intensive care unit (ICU)-level care during vehicle or air transport to a variety of critically ill patients, ranging in age from neonates to adults. A broad base of emergency and critical care physiology, pathophysiology, pharmacology, and treatment modalities comprises the most substantial portion of this critical care program. Specific skills, including advanced airway management; use of mechanical ventilators; invasive and noninvasive hemodynamic monitoring; cardiac assist devices; administration of blood and blood products; interpretation of laboratory and diagnostic studies; initiation and titration of multiple intravenous infusions; and performance of invasive procedures, such as chest tube and central line insertion, are also an integral part of the critical care emergency transport professional curriculum.

EMPLOYMENT OPPORTUNITIES

The Critical Care Emergency Medical Transport Professional will prepare paramedics, registered nurses, and/or physicians to transport critical care patients undergoing inter-facility transports. Graduates will be prepared to work for emergency management divisions, hospitals, and medical transport companies to transport by ground or air critical care patients to specialized medical treatment facilities.

LICENSURE/CERTIFICATION

Graduates of the program are eligible to sit for the Critical Care Paramedic (CCP) Certification and Flight Paramedic (FP-C) Certification exams.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 21 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Must hold a current Paramedic, Registered Nurse, Respiratory Therapist, or Physician license;
- Applicants must hold the following current certifications: current Advanced Cardiac Life Support (ACLS), Basic Life Support/Cardiopulmonary Resuscitation (BLC/CPR), and Basic Trauma Life Support or Pre-hospital Trauma Life Support (BTLS or PHTLS).
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CRITICAL CARE EMERGENCY MEDICAL TRANSPORT PROFESSIONAL CERTIFICATE CURRICULUM

The curriculum for the Critical Care Medical Transport Professional certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 13 semester credit hours. The program requires a minimum of 285 contact hours and generally takes one semester to complete.

Program Courses	Credits
EMSP 2920 – Critical Care Transport & Patient Assessment	2
EMSP 2930 – Critical Care Diagnostic & Interventions	2
EMSP 2940 – Trauma Pathophysiology	2
EMSP 2950 – Cardiovascular Emergencies	2
EMSP 2960 – Medical Emergencies	2
EMSP 2970 – Special Considerations	1
EMSP 2980 – Critical Care Emergency Transport Clinical	2

PROGRAM COSTS

Tuition/Fees: $1,155
Books/Supplies: $400
Liability Insurance: $46
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $38-$80
Course Supply Fees:

- EMS 2920 Critical Care Transport and Patient Assessment: $20

(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 7
General Location of the Clinical Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Clinical Sites:

- CPR Certification
- Beginning second semester students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Critical Care clinical experiences are combined with the courses. Students are provided opportunities for in-depth application and reinforcement of principles and techniques in pre-hospital settings. The clinical experience allows the student to become involved in a professional work situation applying technical skills.

Program faculty will outline the minimum number of hours that will be spent in a supervised work setting. Students may not receive pay from the clinical site for clinical hours. Students are evaluated by the clinical site preceptor.

Clinical Assignments

Clinical times may vary. Some clinical times may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Emergency Medical Technician Certificate (EMJ1)

DESCRIPTION

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

EMPLOYMENT OPPORTUNITIES

Graduates of the Emergency Medical Technician program can go to work with fire departments as an EMT. Also, graduates may be employed with companies that employ First Responders.

LICENSURE/CERTIFICATION

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician (NREMT) certification examination. After successful completion of the NREMT examination for EMT, students may apply for Georgia state licensure through the state Office of Emergency Medical Services and Trauma (SOEMST).

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

EMERGENCY MEDICAL TECHNICIAN CURRICULUM

The curriculum for Emergency Medical Technician program is designed for the semester system. A student may enter the program during fall and spring semesters. To graduate, students must earn a minimum of 16 semester credit hours. The program requires a minimum of 345 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
EMSP 1110 – Introduction to the EMT Profession	3
EMSP 1120 – EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130 – Medical Emergencies for the EMT	3
EMSP 1140 – Special Patient Populations	3
EMSP 1150 – Shock and Trauma for EMT	3
EMSP 1160 – Clinical and Practical Applications for the EMT	1

PROGRAM COSTS

Tuition/Fees: $1560

Books/Supplies: $250
Uniform Costs: Approximately $250*
Liability Insurance: $46 per fiscal year
Certification Exam: $250
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
Course Supply Fees:

- EMSP 1110 Introduction to the EMS Profession: $20
- EMSP 1140 Special Patient Populations: $20

(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 7
General Location of the Clinical Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Clinical Sites:

- CPR Certification
- Beginning second semester students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Emergency Medical Technician clinical experiences are combined with the courses. Students are provided opportunities for in-depth application and reinforcement of principles and techniques in pre-hospital settings. The clinical experience allows the student to become involved in a professional work situation applying technical skills.

Program faculty will outline the minimum number of hours that will be spent in a supervised work setting. Students may not receive pay from the clinical site for clinical hours. Students are evaluated by the clinical site preceptor.

Clinical Assignments

Clinical times may vary. Some clinical times may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Advanced Emergency Medical Technician (AEMT) Certificate (EMH1)

DESCRIPTION

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

EMPLOYMENT OPPORTUNITIES

Graduates of the program are eligible for employment in fire departments, emergency medical services, hospitals, or industry.

LICENSURE/CERTIFICATION

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination. After successful completion of the NREMT examination for AEMT, students may apply for Georgia state licensure through the State Office of Emergency Medical Services and Trauma (SOEMST).

ADMISSIONS CRITERIA:

- Applicants must possess a National Registry of Emergency Medical Technician Basic License;

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

ADVANCED EMERGENCY MEDICAL TECHNICIAN CURRICULUM

The curriculum for Advanced Emergency Medical Technician program is designed for the semester system. A student may enter the program during fall or summer semesters. To graduate, students must earn a minimum of 10 semester credit hours. The program requires a minimum of 240 contact hours and generally takes one semester to complete.

Program Courses	Credits
EMSP 1510 - Advanced Concepts for the AEMT	3
EMSP 1520 - Advanced Patient Care for the AEMT	3
EMSP 1530 - Clinical Applications for the AEMT	1
EMSP 1540 - Clinical and Practical Applications for the AEMT	3

PROGRAM COSTS

Tuition/Fees: $930
Books/Supplies: $175
Uniform Costs: Approximately $250*
Liability Insurance: $46 per fiscal year
Certification Exam: $250
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
Course Supply Fees:

- EMSP 1520 Advanced Concepts for the AEMT: $20

(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 7
General Location of the Clinical Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Clinical Sites:

- CPR Certification
- At the beginning of fall semester, students must submit a physical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Advanced Emergency Medical Technology clinical experiences are combined with the courses. Students are provided opportunities for in-depth application and reinforcement of principles and techniques in pre-hospital settings. The clinical experience allows the student to become involved in a professional work situation applying technical skills.

Program faculty will outline the minimum number of hours that will be spent in a supervised work setting. Students may not receive pay from the clinical site for clinical hours. Students are evaluated by the clinical site preceptor.

Clinical Assignments

Clinical times may vary. Some clinical times may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

PHARMACY TECHNOLOGY

Pharmacy Technology Diploma (PT22)

DESCRIPTION

The Pharmacy Technology diploma is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as an entry level pharmacy technician.

EMPLOYMENT OPPORTUNITIES

Graduates of the Pharmacy Technology program are prepared for employment in hospital pharmacies, retail pharmacies, home infusion pharmacies, institutional pharmacies, military base pharmacies, and other healthcare facilities requiring professional qualified personnel. NOTE: A felony conviction may limit employment opportunities.

ACCREDITATION

The Pharmacy Technology Program is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814, Ph. 301.657.3000.

LICENSURE/CERTIFICATION

Upon completion of the Pharmacy Technology program, students may register to take the National Pharmacy Technician Certification Examination. In order to sit for the PTCE, a candidate must have never been convicted of a felony. Students are responsible for submitting applications and all fees for the examination.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age (must be at least 18 to graduate from the program)
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

PHARMACY TECHNOLOGY CURRICULUM

The curriculum for the Pharmacy Technology, diploma program is designed for the semester system. A student may enter the program spring and fall semesters. To graduate, students must earn a minimum of 54 semester credit hours and must be at least 18 years of age. The program requires a minimum of 1275 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**9**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
Occupational Courses	**45**
COMP 1000 - Introduction to Computers (OL)	3
ALHS 1011 - Anatomy and Physiology (OL)	5
ALHS 1090 - Medical Terminology for Allied Health Sciences (OL)	2
PHAR 1000 - Pharmaceutical Calculations (OL)	4
PHAR 1010 - Pharmacy Technology Fundamentals (OL)	3

PHAR 1040 – Pharmacology (OL)	4
PHAR 1020 - Principles of Dispensing Medications	4
PHAR 1030 - Principles of Sterile Medication Preparation	4
PHAR 1050 - Pharmacy Technology Practicum	5
PHAR 2060 - Advanced Pharmacy Technology Principles	3
PHAR 2070 - Advanced Pharmacy Technology Practicum	5
ALHS 1040 - Introduction to Health Care	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $4,770
Books/Supplies: $1,500
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
Certification Exam: $129
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
Pharmacy Technician Registration/Fingerprinting: $150
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Practicum Sites: 30
General Location of the Practicum Sites:
Bulloch, Candler, Chatham, Emanuel, Evans, Liberty and Screven
Special Requirements of the Practicum Sites:

- CPR Certification
- Prior to beginning clinical practicum, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that practicum sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Pharmacy Technology practicum provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a hospital and retail pharmacy. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum requires that the student spend a minimum of 225 hours for PHAR 1050 and 225 hours for PHAR 2070 in a supervised work setting. Students may not receive pay from the practicum site. Students are evaluated by the practicum site preceptor and the program faculty.

Clinical Assignments

Practicum times generally range from 6:30-5:00 p.m. Monday through Friday. However, some practicums may be scheduled to include shift work and possibly weekends. Practicum sites are selected by the program faculty. Students are responsible for having reliable transportation to the site.

PHLEBOTOMY

Phlebotomy Technician Certificate (PT21)

DESCRIPTION

The Phlebotomy Technician program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

EMPLOYMENT OPPORTUNITIES

Phlebotomy Technicians are employed by hospitals, physician's offices, public health departments, home health agencies, and apheresis (blood separation) departments.

ACCREDITATION

The Phlebotomy Technician Program is approved by the American Society of Phlebotomy Technicians (ASPT), P.O. Box 1831, Hickory, NC 28603, Ph. 828.327.2889

LICENSURE/CERTIFICATION

Upon satisfactory completion of the Phlebotomy Technician program, students are eligible to sit for the certification exam through the American Society of Phlebotomy technicians (ASPT).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

PHLEBOTOMY TECHNICIAN CURRICULUM

The curriculum for the Phlebotomy Technician certificate program is designed for the semester system. A student may enter the program any semester. To graduate, Phlebotomy Technician certificate-seeking students must earn a minimum of 24 semester credit hours. The program requires a minimum of 585 contact hours and generally takes 3 semesters to complete.

Program Courses	**Credits**
ALHS 1011 – Anatomy and Physiology(OL)	5
ALHS 1090 – Medical Terminology (OL)	2
ALHS 1040 – Introduction to Health Care	3
COMP 1000 – Introduction to Computers (OL)	3
PHLT 1030 – Introduction to Venipuncture	3
PHLT 1050 – Clinical Practice	5
ENGL 1010 – Fundamentals of English (OL)	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $2340
Books/Supplies: $250
Uniform Costs: Approximately $100*
Liability Insurance: $11 per fiscal year
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
Certification Exam: $80
Course Supply Fees:

- PHLT 1030 Introduction to Venipuncture: $35

** Uniforms are required beginning 3rd semester.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites:
Bryan Bulloch, Candler, Chatham, Effingham, Evans, Jenkins, and Bryan

Special Requirements of the Clinical Sites (Students must complete the following items and submit documentation to the instructor by mid-semester in order to participate in clinical and complete the program):

- CPR Certification; First Aid Training;
- Before beginning third semester, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Phlebotomy Technician program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a laboratory job setting. Clinical Practice allows the student to become involved in a professional work situation applying technical skills.

The Clinical Practice requires that the student spend a minimum of 15 hours a week in a supervised work setting, for a total of 225 hours. Students may not receive pay from the clinical site for externship hours. Students are evaluated by the clinical site preceptor and/or the externship coordinator.

Clinical Assignments

Clinical times may range from 7:00 am to 5:00 p.m. Monday-Thursday. However, some clinical hours may vary depending on the clinical site. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

PRACTICAL NURSING

Practical Nursing Diploma (PN12)

(Competitive Admissions Program)

DESCRIPTION

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a Practical Nursing diploma and have the qualifications of an entry-level practical nurse.

EMPLOYMENT OPPORTUNITIES

Graduates of the Practical Nursing program are prepared for responsible employment positions in hospitals, nursing homes, health departments, doctors offices, and federal, state, and community agencies.

ACCREDITATION/APPROVAL

The Practical Nursing program is approved by The Georgia Board of Examiners of Licensed Practical Nursing, 237 Coliseum Dr., Macon, GA 31217, Ph. 478.207.1300.

LICENSURE/CERTIFICATION

The Georgia Board of Examiners of Licensed Practical Nurses has granted full approval to the Practical Nurse Education program at Ogeechee Technical College. The applicant that has successfully completed a Georgia approved practical nursing program before the exam date, and upon proof that the applicant meets the statutory qualifications to become a licensed practical nurse in Georgia, and upon proof of payment of proper fees, the Board will allow the applicant to take such examination. Students are eligible to sit for the NCLEX-PN licensing exam. However, the Board has the authority to refuse to grant a license to an applicant who has been convicted of a felony or any crime violating a federal or state law. Because of this policy, there may be an inability of the person with a conviction to work in the profession.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Completion of Health Care Assistant certificate for Practical Nursing program with an overall coursework GPA of 2.5 or better

- ALHS 1011 must have been taken within one year of admission to the PN program.
- Take the Health Occupation Aptitude Examination and score at least a 30th percentile in each of the five (5) areas
- PN is a competitive admissions program. Please refer to page 14 for more information.
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

READMISSION TO THE PRACTICAL NURSING PROGRAM

Students requesting to return to the Practical Nursing program after a leave of absence must request, in writing to the Dean for Health Sciences and to the Practical Nursing Program Director, for readmission no later than mid-semester of the semester prior to readmission.

A student who is dropped from the Practical Nursing program due to academic reasons, attendance, or having received a grade less than "C" in any Practical Nursing course will be limited to a ONE-TIME re-entry into the program. In addition to the above statement, a student may repeat only one semester in the Practical Nursing program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, the accrediting agency and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed semester.

A student desiring to re-enroll in the Practical Nursing program after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility. The student who has taken a leave of absence greater than 12 months will need to start over under the new TCSG standards for Practical Nursing
- Based on limited seats available, students will be readmitted to the program based on their scores on the written and skills exams.

PRACTICAL NURSING DIPLOMA CURRICULUM

The curriculum for the Practical Nursing diploma program is designed for the semester system. A student may enter the program fall semester. To graduate, the Practical Nursing diploma-seeking students must earn a minimum of 60 semester credit hours. Students must complete Simplex Review Course. In addition, students must score 85% or higher on ATI Comprehensive Predictor Exam. The program requires a minimum of 1410 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**9**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
Occupational Courses	**51**
ALHS 1011 - Anatomy and Physiology (OL)	5
ALHS 1060 – Diet and Nutrition for Allied Health Sciences (OL)	2
COMP 1000 – Introduction to Computers (OL)	3
PNSG 2010 – Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030 – Nursing Fundamentals	6

PNSG 2035 – Nursing Fundamentals Clinical	2
PNSG 2210 – Medical Surgical Nursing I	4
PNSG 2220 – Medical Surgical Nursing II	4
PNSG 2230 – Medical Surgical Nursing III	4
PNSG 2240 – Medical Surgical Nursing IV	4
PNSG 2310 – Medical Surgical Nursing Clinical I	2
PNSG 2320 – Medical Surgical Nursing Clinical II	2
PNSG 2330 – Medical Surgical Nursing Clinical III	2
PNSG 2340 – Medical Surgical Nursing Clinical IV	2
PNSG 2250 – Maternity Nursing	3
PNSG 2255 – Maternity Nursing Clinical I	1
PNSG 2410 – Nursing Leadership	1
PNSG 2415 – Nursing Leadership Clinical	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $5,400
Books/Supplies: $2,500
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
License Exam: $240
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
NCLEX-PN Exam: $200
Simplex Review Course: $200
Georgia Board of Examiners of LPN Application Fee: $40
Fingerprinting: $60**

** Uniforms are required beginning 1st semester.*
***Fingerprinting is required prior to submitting application to Georgia Board of Examiners to sit for NCLEX-PN exam.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites: Bulloch, Evans, and Screven Counties.
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Beginning students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Practical Nursing practicums focus on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatments, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, gastrointestinal systems, musculoskeletal, neurological, integumentary, sensory systems, mental health, oncology; care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication

administration, and diet therapy of the pediatric client; growth and development; obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions. The clinical practicums allow the student to become involved in a professional work situation applying technical skills.

Practicum courses require that the student spend a minimum number of hours a week in a supervised work setting. Students may not receive pay from the clinical site for practicum hours. Students are evaluated by the clinical site preceptor and/or the clinical instructor.

Clinical Assignments

Clinical times may vary depending on the shift work and working hours of the various clinical facilities. However, some clinicals may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site. Some sites may require the student to travel outside of Bulloch County.

Health Care Assistant Certificate (Nursing Track) (HA21)

DESCRIPTION

The Health Care Assistant technical certificate of credit is a program that provides academic foundations at the certificate level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

EMPLOYMENT OPPORTUNITIES

Graduates will be able to perform a variety of duties to assist the medical and technical staff.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

HEALTH CARE ASSISTANT CERTIFICATE CURRICULUM

The curriculum for the Health Care Assistant certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 30 semester credit hours. The program requires a minimum of 555 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
ALHS 1011 - Anatomy and Physiology (OL)	5
ALHS 1040 - Introduction to Health Care	3
ALHS 1090 - Medical Terminology for Allied Health Sciences (OL)	2
COMP 1000 - Introduction to Computers (OL)	3
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
NAST 1100 – Nurse Aide Fundamentals	6
ALHS 1060 – Diet and Nutrition for Allied Health Sciences (OL)	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $2,610
Books/Supplies: $750
Liability Insurance: $11 per fiscal year

CPR & First Aid Certification: $11
Uniforms: $100
TB Testing: $35
Criminal Background check: $40
Drug Screen: $25
Certification Exam: $107 (optional)

NOTE: There may be additional program costs (drug screen, criminal background check, finger printing, etc.), depending on the occupational courses required. Students will be notified by the program advisor prior to enrolling.
(Costs are estimates and are subject to change.)

Nurse Aide Certificate (CN21)

DESCRIPTION

The Nurse Aide Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

EMPLOYMENT OPPORTUNITIES

Once certified, Nurse Aides primarily seek employment in long-term care facilities such as nursing homes home health care agencies and hospitals.

ACCREDITATION/APPROVAL

The Nurse Aide Program is approved by the Georgia Health Partnership (GHP), P.O. Box 7000, McRae, GA 31055, Ph. 800.414.4358

LICENSURE/CERTIFICATION

Upon satisfactory completion of the Nurse Aide program, students will be eligible to apply and sit for the State Nurse Aide Certification Exam.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	16

NURSE AIDE CERTIFICATE CURRICULUM

The curriculum for the Nurse Aide certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 13 semester credit hours. The program requires a minimum of 270 contact hours and generally takes one semester to complete.

Program Courses	Credits
ALHS 1040 - Introduction to Health Care	3
NAST 1100 - Nurse Aide Fundamentals	6
ALHS 1060 - Diet and Nutrition for Allied Health Sciences	2
ALHS 1090 - Medical Terminology for Allied Health Sciences (OL)	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,155
Books/Supplies: $400
CPR & First Aid Certification: $11
Uniforms: $100
Liability Insurance: $11 per fiscal year
TB Testing: $35
Physical Exam: $150
Criminal Background Check: $40

Drug Screen: $25
Certification Exam: $107
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 5
General Location of the Clinical Sites: Bulloch, Evans, and Screven Counties.
Special Requirements of the Clinical Sites (Students must complete the following items and submit documentation to the instructor by mid-semester in order to participate in clinical and complete the program):

- CPR Certification; First Aid Training;
- Students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, and including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Nurse Aide course provides students with an opportunity for in-depth application and reinforcement of patient care principles and techniques in a long-term care setting. The clinical experience allows the student to become involved in a professional work situation applying technical skills.

The clinical experience requires that the student spend a minimum of 45 hours in a supervised work setting. Students may not receive pay from the clinical site for clinical hours. Students are evaluated by the clinical instructor.

Clinical Assignments

Clinical times may range 7:00 a.m. to 3:00 p.m. Monday – Thursday. Weekend shifts may be scheduled depending on clinical site availability. Clinical hours may vary depending on the clinical sites. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site. Clinical hours must be fulfilled in order to complete the program.

RADIOLOGIC TECHNOLOGY

Radiologic Technology Diploma (RT24)

(Competitive Admissions Program)

DESCRIPTION

The Radiologic Technology diploma program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a diploma, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

EMPLOYMENT OPPORTUNITIES

Graduates of the Radiologic Technology are prepared for responsible positions in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

ACCREDITATION

The Radiologic Technology degree program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312. 704.5300. Email: mail@jrcert@.org.

LICENSURE/CERTIFICATION

Graduates must pass the American Registry of Radiologic Technologists Examination to become Registered Technologists. Graduates are eligible to sit for the Certification Exam given by the American Registry of Radiologic Technologists. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with a conviction to work in the profession.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;

- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- The Radiologic Technology Diploma program will be converting to an associate degree program Fall Semester 2012. Students will need to complete all Health Care Science (HCS) coursework with a "C" or better and an overall GPA of 2.5 or better in all coursework. (HCS certificate must be completed by the end of summer semester prior to fall program admission)
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.
- Take the Health Occupations Aptitude Examination and score at least a 30th percentile in four of the five designated areas (excludes Spelling section) before completing Health Care Science certificate.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA

Note: The number of students accepted into the Radiologic Technology program is based on the standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT), which are based on the availability of the program's clinical education settings.
A non-discriminatory policy and a pregnancy policy are available upon request.
If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of the application fee.

READMISSION REQUIREMENTS:

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the Dean for Health Sciences.

A student who is dropped from the Radiologic Technology program due to academic reasons, attendance, or having received a grade less than "C" in any Radiologic Technology course will be limited to a ONE-TIME re-entry into the program.

In addition to the above statement, a student may repeat only one semester in the Radiologic Technology program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space-available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are seats available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed semester.

A student desiring to re-enroll in the Radiologic Technology program after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully-completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility.
- The student who has taken a leave of absence greater than one year will need to start over under the new TCSG standards for Radiologic Technology program.

RADIOLOGIC TECHNOLOGY DIPLOMA CURRICULUM

The curriculum for the Radiologic Technology Diploma program is designed for the semester system. A student may enter the program fall semester. To graduate, students must earn a minimum of 83 semester credit hours. The program requires a minimum of 2400 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
MAT 1013 – Algebraic Concepts (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2

Occupational Courses	75
RADT 1010 - Introduction to Radiology	4
RADT 1030 - Radiographic Procedures I	3
RADT 1070 - Principles of Imaging I	6
RADT 1320 - Clinical Radiography I	4
RADT 1060 - Radiographic Procedures II	3
RADT 1160 - Principles of Imaging II	6
RADT 1330 - Clinical Radiography II	7
RADT 2090 - Radiographic Procedures III	2
RADT 2340 - Clinical Radiography III	6
COMP 1000 - Introduction to Computers (OL)	3
RADT 1200 - Principles of Radiation Biology and Protection	3
RADT 2190 - Radiographic Pathology	2
RADT 2350 - Clinical Radiography IV	7
RADT 2260 - Radiologic Technology Review	3
RADT 2360 - Clinical Radiography V	9
ALHS 1011 – Anatomy and Physiology (OL)	5
ALHS 1090 – Medical Terminology for Allied Health Sciences (OL)	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $ 7125
Books/Supplies: $2,100
Uniform Costs: Approximately $300
Dosimeters: First year ($96 females; $48 males) Second year ($72 females; $36 males)
Liability Insurance: $11 per fiscal year
Certification Exam: $200
Physical Exam: $200
TB Test: $40
Tetanus vaccination (within last 10 years) $50
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 11
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, Emanuel, Evans, Jefferson, Liberty, Screven
Special Requirements of the Clinical Sites:

- Current CPR Certification
- Immunization Records
- Annual TB Test
- Hepatitis B vaccinations or a completed declination form
- Current Tetanus vaccination
- Current physical examination
- Forensic Drug Panel or similar screening
- Criminal Background Check

Clinical Education Courses

The Radiologic Technology Clinical Education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in Radiology/Imaging Departments and related business environments. The clinical

practicums allow the student to become involved in a work situation at a professional level of technical application, and require concentration, practice, and follow through. Students may not receive pay from the clinical site for Clinical Education hours.

Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Radiology students will rotate through the clinical affiliates each semester. Clinical assignments are made during the first shift hours, Monday through Friday. Assignments may include second shift and weekend rotations. Clinical schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule.

Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

Computed Tomography Specialist Certificate (CT91)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Graduates of this certificate will find employment in healthcare facilities and imaging centers.

LICENSURE/CERTIFICATION:

American Registry of Radiologic Technologists (ARRT) certification in Computed Tomography (CT)

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Must be a Registered Radiologic Technologist, (American Registry of Radiologic Technologists), Registered Radiation Therapist, Registered Nuclear Medicine Technologist (Nuclear Technology Certification Board). Must submit a copy of the current ARRT Card, or NMCTB card.
- If a recent graduate of an accredited Radiologic Technology program, must pass the ARRT, RT registry within six weeks.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	32	NA
SAT	NA	430	400	NA
ACT	NA	18	17	NA

COMPUTED TOMOGRAPHY SPECIALIST CURRICULUM

The curriculum for the Computed Tomography Specialist certificate program is designed for the semester system. Entrance dates vary. To graduate, certificate-seeking students must earn a minimum of 21 semester credit hours. The program requires a minimum of 555 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
RADT 2201 - Introduction To Computed Tomography (OL)	2
RADT 2220 - Computed Tomography Procedures I (OL)	3
RADT 2250 - Computed Tomography Clinical I (OL)	4
RADT 2210 - Computed Tomography Physics and Instrumentation (OL)	5

RADT 2230 - Computed Tomography Procedures II (OL)	3
RADT 2265 - Computed Tomography Clinical II (OL)	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,935
Books/Supplies: $400
Uniform Costs: NA
Liability Insurance: $11 per fiscal year
Certification Exam: $200 (optional)
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 3
These slots are offered on a first come, first served basis. Once they have been filled, students will be responsible for establishing their own clinical facility to complete clinical requirements.
General Location of the Clinical Sites:
Bulloch and Evans Counties
(Additional sites may be established through an affiliate agreement between a hospital or imaging center in your area and Ogeechee Technical College.)
Requirement for Clinical Site Placement
Students unable or unwilling to travel to Statesboro to attend clinical rotations are responsible for establishing a clinical partnership with an imaging facility near their area. A clinical affiliation agreement must be completed between the partner/training facility and Ogeechee Technical College before the student can begin.
Students attending clinical rotations are required to submit themselves to a criminal background check and drug screening prior to beginning clinical coursework. Each student must be cleared by the Dean for Health Sciences before beginning their clinical rotations.
Special Requirements of the Clinical Sites:

If the clinical site requires a current physical, criminal background check and/or drug screen, the following requirements must be met: Students must submit a medical exam stating that the student is in good health prior to the first clinical course. This must include documentation of TB skin testing, all required immunizations, including vaccination documentation for Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them.

The following forms will be provided by the instructor;

- Physical Form
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Computerized Tomography Specialist clinical education coursework provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a CT environment. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

There are two clinical education courses required for the Computed Tomography Specialist. They are RADT 2250 Computed Tomography Clinical I and RADT 2265 Computed Tomography Clinical II. RADT 2250 Computed Tomography Clinical I requires that the student spend a minimum of 12 hours a week in a supervised work setting, for a total of 180 hours, and RADT 2265 requires the students spend a minimum of 12 hours a week in a supervised work setting, for a total of 180 hours.

Health Care Science Certificate (HS21)

DESCRIPTION

The Health Care Science Certificate of Credit is a program that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

EMPLOYMENT OPPORTUNITIES

Graduates will be able to perform a variety of duties to assist medical and technical staff.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Take the PSB Health Occupations Aptitude Examination and score 30% in four of the five designated areas (excludes spelling (prior to completion of Health Care Science certificate coursework).
- Students wishing to become eligible for the Radiologic Technology program cannot receive a work ethics grade lower than 2 in the HCS coursework. Students receiving a 1 or 0 in work ethics from two different instructors will be deemed ineligible for the competitive admission process.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

HEALTH CARE SCIENCE CERTIFICATE CURRICULUM

The curriculum for the Health Care Science certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 35 semester credit hours. The program requires a minimum of 660 contact hours and generally takes 3 semesters to complete.

Program Courses	**Credits**
ENGL 1101 - Composition and Rhetoric (OL)	3
PSYC 1101 - Introductory Psychology (OL)	3
Humanities Elective	3
Math Option – Select 1	
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra (OL)	3
ALHS 1090 – Medical Terminology for Allied Health Sciences (OL)	2
ALHS 1040 – Introduction to Healthcare	3
RADT 1010 – Introduction to Radiology	4
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1
COMP 1000 - Introduction to Computers (OL)	3
SPCH 1101 - Public Speaking (OL)	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $3,165

Books/Supplies: $750

NOTE: There may be additional program costs (drug screen, criminal background check, etc.), depending on the occupational courses required. Students will be notified by the program advisor prior to enrolling.

(Costs are estimates and are subject to change.)

RADIOLOGY PICTURE ARCHIVING

Radiology PACS Specialist Diploma (RPS4)

DESCRIPTION

The Radiology Picture Archiving Communications Specialist (PACS) program provides the student with fundamental concepts and basic functions of a Picture Archiving and Communication System (PACS). Emphasis is placed on basic components, functions, and familiarity with PACS. Topics include basic components of and requirements for a PACS network structure, concepts of image capture, image quality troubleshooting, DICOM, image transfer concepts, structured reporting, hospital information systems (HIS), radiology information systems (RIS), health level seven (HL7), short-term and long-term storage, data back-up, workstations, peripherals, and output devices.

EMPLOYMENT OPPORTUNITIES

Completers of this diploma program are prepared to work in healthcare facilities, hospitals, and imaging centers that utilize digital imaging, PACS, and RIS, and also as PACS sales and support personnel.

LICENSURE/CERTIFICATION

Certification is not required for employment in the PACS environment; however, certification is available through PACS Administrators Registry and Certification Association at http://pacsadmin.org and at the American Board of Imaging Informatics at http://siimweb.org/index.cfm?id=4062

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

RADIOLOGY PACS SPECIALIST DIPLOMA CURRICULUM

The curriculum for the Radiology PACS Specialist program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 86 semester credit hours. The program requires a minimum of 1995 contact hours and generally takes 5 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1013 - Algebraic Concepts (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**78**
COMP 1000 - Introduction to Computers (OL)	3
RAPS 1110 - Introduction to Imaging Informatics	6
ALHS 1011 - Anatomy and Physiology (OL)	5
RADT 1010 - Introduction to Radiology	4
CIST 1001 - Computer Concepts	4
RAPS 1120 - Radiology Basics for Imaging Informatics	7
CIST 1101 - Working with Microsoft Windows	3
CIST 1122 - Hardware Installation and Maintenance	4
RAPS 1150 - Advanced Concepts of Imaging Informatics	7
RAPS 1160 - Theoretical Concepts of DICOM and HL7	5
CIST 1305 - Program Design and Development	3
CIST 1601 - Information Security Fundamentals	3

CIST 2411 - Microsoft Client	4
RAPS 1130 - Imaging Informatics Clinical I (IIC1)	7
MGMT 1100 - Principles of Management	3
RAPS 1140 - Imaging Informatics Clinical II (IIC2)	8
RAPS 1101 - Imaging Informatics Image QC/QA, Regulations and Security	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $7,350
Books/Supplies: $1,450
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
Certification Exam: $450 (optional)
Physical Exam: $150
TB Test: $40
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
** Uniforms are required for RAPS 1130 and RAPS 1140*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 7
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, Glynn, Liberty and Toombs Counties
Special Requirements of the Clinical Sites:

- Students must submit a medical exam stating that the student is in good health by the end of the semester prior to first clinical course. This must include documentation of TB skin testing, all required immunizations. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Radiology PACS Specialist Clinical Education opportunities provide students with an opportunity for in-depth application and reinforcement of principles and techniques in a PACS environment. The clinical practicum allows the student to become involved in a work situation at a professional level of technical application, and requires concentration, practice, and problem-solving.

There are two clinical education courses required for the PACS Specialist—RAPS 1130 Imaging Informatics Clinical I and RAPS 1140 Imaging Informatics Clinical II. RAPS 1130 Imaging Informatics Clinical I requires that the student spend a minimum of 21 hours a week in a supervised work setting, for a total of 315 hours. RAPS 1140 Imaging Informatics Clinical II requires that the students spend a minimum of 24 hours a week in a supervised work setting, for a total of 360 hours for each course. Students may not receive pay from the clinical site for Clinical Education hours. Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday; however, some clinical assignments may be scheduled to include shift work. Clinical sites are selected by the program faculty. Students are responsible for having reliable transportation to the site.

SONOGRAPHY

Diagnostic Medical Sonography Diploma (DMS4)

(Competitive Admissions Program)

DESCRIPTION

The Diagnostic Medical Sonography program is a sequence of courses that provides educational opportunities to individuals in didactic and clinical environments that will enable them to gain skills, knowledge and attitudes necessary to graduate and become successful entry-level employees in the field of Diagnostic Medical Sonography. The profession requires critical thinking skills, judgment, and the ability to provide appropriate health care services. Sonographers use high frequency sound

waves to produce dynamic visual pictures of internal body structures. The images are evaluated by physicians to make medical diagnosis. Course work includes sonographic physics, sonographic identification of normal and abnormal anatomy, physiology, pathology, and pathophysiology of the abdomen, pelvis, and small parts of the adult, pediatric, and fetal patient, clinical application courses, interventional sonography, journal and case study review, and comprehensive registry reviews.

EMPLOYMENT OPPORTUNITIES

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

ACCREDITATION

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Ph. 727.210.2350. Programmatic accreditation is through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) is the inspection and record keeping arm of CAAHEP. It is the only nationally recognized organization for programmatic accreditation in general sonography. Programs typically have their students sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) boards for individual certification. There is licensure in Oregon and New Mexico. In all other states, certification of individuals is voluntary.

LICENSURE/CERTIFICATION

Graduates of the Diagnostic Medical Sonography program must pass the American Registry of Diagnostic Medical Sonographer Examination to become a Registered Diagnostic Medical Sonographer.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Complete the Health Care Assistant program for DMS majors (listed on page 186) with a "C" or better and an overall GPA of 2.5 or better in all coursework. (coursework must be completed by the end of fall semester prior to spring program admission)
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.
- Take the Health Occupations Aptitude Examination and score at least a 30th percentile in four of the five designated areas (excludes Spelling section) before coursework completion.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	26	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA

Note: The number of students accepted into the Diagnostic Medical Sonography program is based on the standards set by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), which are based on the availability of the program's clinical education settings. A non-discriminatory policy and a pregnancy policy are available upon request.

If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of the application fee. Ten percent of program admission is reserved for qualified credentialed imaging professionals without requiring coursework or PSB testing. State standards may require completion of additional courses.

READMISSION REQUIREMENTS:

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the Dean for Health Sciences.

A student who is dropped from the Diagnostic Medical Sonography program due to academic reasons, attendance, or having received a grade less than "C" in any Diagnostic Medical Sonography course will be limited to a ONE-TIME re-entry into the program.

In addition to the above statement, a student may repeat only one semester in the Diagnostic Medical Sonography program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space-available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed semester.

A student desiring to re-enroll in the Diagnostic Medical Sonography program after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully-completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility.
- The student who has taken a leave of absence greater than one year will need to start over under the new TCSG standards for the Diagnostic Medical Sonography program.

DIAGNOSTIC MEDICAL SONOGRAPHY DIPLOMA CURRICULUM

The curriculum for the Diagnostic Medical Sonography diploma program is designed for the semester system. A student may enter the program winter semester. To graduate, students must earn a minimum of 88 semester credit hours. The program requires a minimum of 2685 contact hours and generally takes 6 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**11**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1013 - Algebraic Concepts (OL)	3
MATH 1127 - Introduction to Statistics (OL)	3
Select 1:	**2**
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
PSYC 1010 - Basic Psychology (OL)	3
Occupational Courses	**77**
ALHS 1011 - Anatomy and Physiology (OL)	5
ALHS 1126 - Health Science Physics	4
ALHS 1090 - Medical Terminology for Allied Health Sciences (OL)	2
COMP 1000 - Introduction to Computers (OL)	3
DMSO 1010 - Foundations of Sonography	4
DMSO 1020 - Sectional Anatomy and Normal Sonographic Appearance	5
DMSO 1030 - Introduction to DMSO Clinical	1
DMSO 1040 - Sonographic Physics and Instrumentation	4
DMSO 1050 - Abdominal Sonography I	4
DMSO 1060 - Clinical Sonography I	6
DMSO 1070 - Pelvic Sonography and First Trimester Obstetrics	3
DMSO 1080 - Sonographic Physics and Instrumentation Registry Review	1
DMSO 1090 - Introduction to Vascular Sonography	2
DMSO 1100 - Clinical Sonography II	6
DMSO 2020 - Specialized Sonographic Procedures	3
DMSO 2030 - Clinical Sonography III	8
DMSO 2040 - Comprehensive ABD and OB/GYN Registry Review	2
DMSO 2050 - Clinical Sonography IV	11
DMSO 2010 - OB Second and Third Trimesters	3

*(OL) designation indicates course may be available online during selected semesters. * "C" or higher grade is required for this course.*

PROGRAM COSTS

Tuition/Fees: $7,680
Books/Supplies: $1,500
Uniform Costs: Approximately $250
Liability Insurance: $11 per fiscal year
Certification Exams: $ 600
Physical Exam: $200
TB Test: $40
Tetanus vaccination (within last 10 years) $50
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 20
General Location of the Clinical Sites:
Bulloch, Chatham, Emanuel, Evans, Liberty, Laurens, and Ware Counties, and South Carolina
Special Requirements of the Clinical Sites:

- Current CPR Certification
- Immunization Records
- Annual TB Test
- Hepatitis B vaccinations or a completed declination form
- Current Tetanus vaccination
- Current physical examination
- #4402 Forensic Drug Panel (7) or similar screening
- Criminal Background Check

Clinical Education Courses

The Diagnostic Medical Sonography Clinical Education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in Radiology/Imaging Departments and related business environments. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for Clinical Education hours. Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Diagnostic Medical Sonography students will rotate through the clinical affiliates on a semester basis. Clinical assignments are made during the first shift hours, Monday through Friday. Assignments may include second shift and weekend rotations. Clinical schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule.

Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

Health Care Assistant Certificate (Sonography Track) (HA21)

DESCRIPTION:
The Health Care Assistant technical certificate of credit is a program that provides academic foundation at certificate level for entrance into the sonography programs.

EMPLOYMENT OPPORTUNITIES:
Graduates will be able to perform a variety of duties to assist the medical and technical staff in the completion of sonographic procedures.

ADMISSIONS CRITERIA

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript

- Submit official college transcript, if applicable
- Achieve 30th percentile or higher in the following areas: academic aptitude, information in the natural sciences, judgment and comprehension, and vocational adjustment index on the PSB Health Occupations Aptitude Exam.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	26	28*
SAT	NA	430	400	NA
ACT	NA	18	17	NA
*Score required if taking MATH 1013				

HEALTH CARE ASSISTANT CERTIFICATE CURRICULUM

The curriculum for the Health Care Assistant (HCA) certificate is designed for the semester system. A student may enter the certificate program during any semester. Completion of the Health Care Assistant Technical Certificate of Credit – Sonography must be completed by the end of fall semester prior to spring sonography program admission. Students must earn a cumulative GPA of 2.5 or better in all HCA coursework and a "C" or better in designated courses. A student receiving less than 2 in work ethics from more than one instructor in the Health Care Assistant certificate coursework will be ineligible for the Sonography program admission. To graduate, certificate-seeking students must earn a minimum of 34 semester credit hours. The program requires a minimum of 390 contact hours and generally takes 3 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**9**
ENGL 1010 - Fundamentals of English I (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
MATH 1013 - Algebraic Concepts (OL)	3
Occupational Courses	**25**
COMP 1000 – Introduction to Computers (OL)	3
ALHS 1011 – Anatomy and Physiology (OL)	5
ALHS 1040 – Introduction to Health Care	3
ALHS 1090 – Medical Terminology for Allied Health Sciences (OL)	2
BUSN 1240 – Office Procedures (OL)	3
MATH 1127 – Introduction to Statistics (OL)	3
ALHS 1126 – Health Science Physics	4
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $2,235
Books/Supplies: $1,200

SURGICAL TECHNOLOGY

Surgical Technology Diploma (ST12)

DESCRIPTION

The Surgical Technology diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

EMPLOYMENT OPPORTUNITIES

Graduates of the Surgical Technology program are prepared for employment in hospitals, operating rooms, physician's offices, central sterile processing departments and materials management departments.

ACCREDITATION

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Ph. 727.210.2350,. The ARC/STSA may be contacted at 6 W. Dry Creek Circle, Suite 110, Littleton, CO 80120.

LICENSURE/CERTIFICATION

To become certified Surgical Technologists, graduates must pass a National Surgical Technology certification examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Certified Surgical Technology Exam

Effective August 1, 2008, accredited Surgical Technology programs will administer the CST exam to candidate groups up to 30 days post program completion. Complete graduating groups must participate; individual and/or partial candidate groups are not permitted to sit for the exam. Surgical Technology program director/faculty will submit all appropriate documents to the National Board of Surgical Technology and Surgical Assisting to establish eligibility for the graduate candidate to sit for the CST practice exam offered on the NBSTSA website.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

Clinical Education Courses

The Surgical Technology clinicals provide students with an opportunity for in-depth application and reinforcement of principles and techniques in a hospital and ambulatory surgery centers. The clinicals allow the student to become involved in a professional work situation applying technical skills.

The surgical technology clinical courses require that the students spend a total of 810 hours in a supervised work setting. Students may not receive pay from the clinical site for clinical hours. Students are evaluated by the clinical site preceptor and the program faculty.

Clinical Assignments

Clinical times may range from 6:00-3:30 p.m. Monday through Friday. Clinical sites are selected by the program faculty. Students are responsible for having reliable transportation to the site. Students rotate through all clinical facilities. Students are required to scrub a total of 120 cases among specific surgical specialties with a minimum number of cases in the first scrub role and a maximum number of cases documented in the second scrub role.

SURGICAL TECHNOLOGY CURRICULUM

The curriculum for the Surgical Technology diploma program is designed for the semester system. A student may enter any semester to take general core courses. All curriculum pre-requisites must be completed by the end of the semester prior to entering the program. The Surgical Technology program course sequence begins fall semesters only. To graduate, Surgical Technology, diploma-seeking students must earn a minimum of 62 semester credit hours. The program requires a minimum of 1635 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**6**
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
Occupational Courses	**56**
SURG 1010 - Introduction to Surgical Technology	6

SURG 1080 - Surgical Microbiology	2
SURG 1100 - Surgical Pharmacology	2
SURG 1020 - Principles of Surgical Technology	5
SURG 1120 - Surgical Technology Clinical I	3
SURG 1130 - Surgical Technology Clinical II	3
SURG 2030 - Surgical Procedures I	4
SURG 2120 - Surgical Technology Clinical III	3
SURG 2130 - Surgical Technology Clinical IV	3
SURG 2040 - Surgical Procedures II	4
SURG 2140 - Surgical Technology Clinical V	3
SURG 2150 - Surgical Technology Clinical VI	3
SURG 2240 - Seminar in Surgical Technology	2
COMP 1000 - Introduction to Computers	3
ALHS 1040 - Introduction to Health Care	3
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1011 - Anatomy and Physiology**	5

(OL) designate on indicates course may be available online during selected semesters.
(Hybrid) designation indicates that the course will have web enhancements, but students will be required to attend lab sessions or take exams on campus.
*** AHS 1011 must be taken within one year of enrolling in the SURG 1010 course and the student must obtain a grade of B or higher to be eligible to enroll in the SURG 1010 class.*

PROGRAM COSTS

Tuition/Fees: $5,550
Books/Supplies: $2,500
Uniform Costs: Approximately $250
Liability Insurance: $11 per fiscal year
Certification Exam: $190 for AST member, $290 for non-AST member
Practice Exam: $40
Study Guide: $45
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
Dosimeter: $45.00 per year (pregnant students will require 2 badges)
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites:
Bulloch, Burke, Candler, Chatham, Emanuel, Evans, Laurens, and Liberty Counties
Special Requirements of the Clinical Sites:

- Current CPR Certification. Student must maintain current CPR certification throughout the program.
- Immunization records with current 2 step PP2;
- Fingerprinting;
- Individual hospital orientations;
- Criminal Background Check;
- Forensic Drug Panel (7).

Readmission to the Surgical Technology Program

Students may request readmission into the program Surgical Technology program after a leave of absence. A student wishing to re-enter the program must understand that readmission is granted on a space available basis, based on the program's admission criteria, the accrediting agency criteria, and clinical capacity.

A student who is dropped from the Surgical Technology program due to academic reasons, attendance, or having received a grade of less than a "C" in any Surgical Technology course will be limited to a ONE-TIME re-entry into the program. In addition to the above statement, a student may repeat only one semester in the Surgical Technology program curriculum wherein the minimum grade of "C" was not earned.

Readmission will be considered only if there are slots available.

Students seeking readmission must be readmitted to the program within 12 months from the date of their last completed semester.

A student desiring to re-enroll in the Surgical Technology program after a leave of absence must follow the following policies and procedures:

- Submit a letter to the Dean for Health Sciences and the Program Director of Surgical Technology. The letter should explain the circumstances of the student's previous withdrawal from and/or failure to complete the program. The letter must be received by the Dean and the Program Director no later than the first day of the semester preceding potential re-entry into the Surgical Technical sequence.
- Take a written examination covering materials taught in previously passed Surgical Technology courses. These must be scheduled the semester prior to the initial Surgical Technology courses. The student must make a minimum grade of 75 or higher on each of these exams. NOTE: If the student does not make the minimum required grade on any written examination, he/she will be required to retake the course.
- Schedule a practical lab examination covering the competencies taught in previously passed Surgical Technology lab courses. These must be scheduled the semester prior to the initial Surgical Technology courses. The student must make a minimum grade of 80 or higher on each of these exams with no critical errors. NOTE: If the student does not make the minimum required grade on any lab examination, he/she will be required to retake the course.
- Student re-entry into the program will be based on space availability.
- All health requirements must be current (criminal background check, tuberculin test, CPR, physical exam, and any additional requirements).
- Student files/transcripts will be reviewed.

Central Sterile Processing Technician Certificate (CSB1)

DESCRIPTION:

The Central Sterile Processing Technician certificate program is designed to prepare entry level technicians or enhance the skills of existing technicians for the central sterile processing department of hospitals, ambulatory care centers, and other surgical facilities. Students will be exposed to the scope of scientific principles that underlie decontamination, processing, sterilization, distribution and inventory control of instrumentation, and equipment pertinent to the operating room environment. This certificate will provide knowledge of current regulations, techniques and trends to enable individuals to function with nationally based competencies in health care, sterile supply processing and distribution areas.

EMPLOYMENT OPPORTUNITIES:

Professionally trained Central Sterile Processing Technicians work in a variety of health care environments, but primarily are employed in surgical units. Central Sterile Processing Technicians are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing the medical devices and supplies needed in surgical units. Graduates may be placed in hospitals and ambulatory and surgery centers, including dental centers.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

CENTRAL STERILE PROCESSING TECHNICIAN CERTIFICATE CURRICULUM

The curriculum for the Central Sterile Processing Technician certificate program is designed for the semester system. A student may enter the program any semester; the CSSP 1010 course is only taught Spring semester. To graduate, students must earn a minimum of 12 semester credit hours. The program requires a minimum of 240 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
ALHS 1090 - Medical Terminology for Allied Health Sciences (OL)	2
COMP 1000 - Introduction to Computers (OL)	3
CSSP 1010 - Central Sterile Supply Processing Technician	5
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2

(OL) designate on indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $1,080
Books/Supplies: $250

VETERINARY TECHNOLOGY

Veterinary Technology Associate of Applied Science (VT23)

DESCRIPTION

The Veterinary Technology program is a sequence of courses designed to prepare students for careers in the field of veterinary technology. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement. The curriculum is delivered in accordance with the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities accreditation guidelines. Program graduates receive the Associate of Applied Science degree, are eligible to sit for the Veterinary Technician National Examination, and are qualified to apply for credentials as a Registered Veterinary Technician in the state of Georgia.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Veterinary Technology will have attained entry-level skills needed to support companion animal, equine, and food animal practice, biomedical research, and other veterinary medical activities. In addition, program graduates will be prepared for positions as Veterinary Technicians. The National Association of Veterinary Technicians in America website (http://www.navta.net) has further information about career opportunities.

ACCREDITATION

The Veterinary Technology program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA), 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173, Ph. 847.925.8070 or 800.248.2862. The website is http://www.avma.org/education.

LICENSURE/CERTIFICATION

A graduate of the program, accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA), must apply with the State of Georgia Secretary of State and have a passing score on the Veterinary Technician National Examination (VTNE) to become registered in the State of Georgia. Out-of-state students should check with their respective state licensure board to determine requirements.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age and reach 18 before taking program courses utilizing radiology or anesthesia;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

VETERINARY TECHNOLOGY CURRICULUM

The curriculum for the Veterinary Technology degree program is designed for the semester system. A student may enter the program at any time to take general core courses but the program occupational courses are taken in sequence and begin each Fall Semester. The Natural Sciences/Mathematic courses must be successfully completed before beginning the VETT courses.

To graduate, degree-seeking students must earn a minimum of 80 semester credit hours. The program requires a minimum of 1995 contact hours and generally takes 6 semesters to complete.

Program Courses	**Credits**
General Education Core	**20**
Area I - Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric (OL)	
Area II - Social/Behavioral Sciences	3
Social Sciences/Behavioral Sciences Elective (OL)	
Area III - Natural Sciences/Mathematics	11
MATH 1111 - College Algebra (OL)	3
BIOL 1111 - Biology I	3
BIOL 1111L - Biology Lab I	1
CHEM 1211 - Chemistry I	3
CHEM 1211L - Chemistry Lab I	1
Area IV Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Occupational Courses	**60**
COMP 1000 - Introduction to Computers (OL)	3
VETT 1000 - Veterinary Medical Terminology	2
VETT 1010 - Introduction to Veterinary Technology	1
VETT 1020 - Veterinary Clinical Pathology I	3
VETT 1030 - Veterinary Clinical Procedures I	4
VETT 1060 - Animal Anatomy and Physiology	4
VETT 1070 - Veterinary Diagnostic Imaging	3
VETT 1110 - Veterinary Pathology and Diseases	4
VETT 2120 – Veterinary Clinical Pathology II	4
VETT 2130 - Veterinary Clinical Procedures II	5
VETT 2160 - Pharmacology for Veterinary Technicians	3
VETT 2210 - Laboratory and Exotic Animals for Veterinary Technicians	4
VETT 2220 - Veterinary Practice Management	3
VETT 2230 - Veterinary Anesthesiology and Surgical Procedures	5
VETT 2300 - Veterinary Technology Clinical Internship	12

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $7,080
Books/Supplies: $1,500
Uniform Costs: Approximately $250
Liability Insurance: $11 per fiscal year
Veterinary Technician National Exam & Georgia Application Fee: $350
Physical Exam: $150*
Hepatitis B Series: $265
Tetanus Vaccination: $40
Rabies Vaccination Series Approximately $450

Radiological Dosimeter Badges: $96
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39-$80
Course Supply Fees:

- VETT 1020 Veterinary Clinical Pathology I: $30
- VETT 1030 Veterinary Clinical Procedures I: $30
- VETT 1060 Animal Anatomy & Physiology: $30
- VETT 1070 Veterinary Diagnostic Imaging: $30
- VETT 2120 Veterinary Clinical Pathology II: $30
- VETT 2130 Veterinary Clinical Procedures II: $30
- VETT 2210 Laboratory & Exotic Animals for Veterinary Technicians: $30
- VETT 2230 Veterinary Anesthesiology & Surgical Procedures: $30

**Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), Rabies vaccination, and Hepatitis B Series are required before entering Veterinary Technology program classes.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 12
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, Effingham, Evans, Liberty, Screven, Tattnall and Wayne Counties

Clinical Education Courses

The Veterinary Technology Internship provides students with an opportunity for in-depth application and reinforcement of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary teaching hospitals at major universities, veterinary hospitals, research laboratories, and other facilities supervised by a veterinarian. The internship allows the student to become involved in a professional work situation applying technical skills.

The Internship requires that the student spend a minimum of 540 hours in a supervised clinical setting which may include on-campus late hours. Students may not receive pay from the clinical site for internship hours. Students are evaluated by the supervising veterinarian and/or the Registered Veterinary Technician and the program coordinator.

Clinical Assignments

Clinical times may range 7:00 a.m.-6:00 p.m. Monday-Friday and 7:00 a.m.-12 noon on Saturdays. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Veterinary Technician Assistant Certificate (VA11)

DESCRIPTION

The Veterinary Technician Assistant technical certificate program provides educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in an entry-level position in veterinary assisting. Graduates are able to assist veterinarians and veterinary technicians in providing quality animal healthcare including obtaining and recording patient information, preparing patients, instruments and equipment for surgery; collecting samples and performing certain laboratory procedures; dressing wounds; assisting in diagnostic, medical, and surgical procedures; exposing and developing diagnostic radiographs; communicating with animal owners; and feeding and caring for animals.

EMPLOYMENT OPPORTUNITIES

Graduates of the Veterinary Technician Assistant certificate program are prepared to work with veterinarians in a variety of settings as Veterinary Assistants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age and reach 18 before taking program courses utilizing radiology or anesthesia;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

VETERINARY TECHNICIAN ASSISTANT CURRICULUM

The curriculum for the Veterinary Technician Assistant certificate program is designed for the semester system. A student may enter the program at any time to take general core courses but the program occupational courses are taken in sequence and begin each Fall semester. The Natural Sciences/Mathematics courses must be successfully completed before beginning the VETT courses. To earn the certificate, students must earn a minimum of 28 semester credit hours. The program requires a minimum of 600 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
MATH 1111 - College Algebra (OL)	3
BIOL 1111 - Biology I	3
BIOL 1111L - Biology Lab I	1
CHEM 1211 - Chemistry I	3
CHEM 1211L - Chemistry Lab I	1
VETT 1000 - Veterinary Medical Terminology	2
VETT 1010 - Introduction to Veterinary Technology	1
VETT 1020 - Veterinary Clinical Pathology I	3
VETT 1030 - Veterinary Clinical Procedures I	4
VETT 1060 - Animal Anatomy and Physiology	4
VETT 1070 - Veterinary Diagnostic Imaging	3

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $2,460
Books/Supplies: $900
Uniform Costs: Approximately $150
Liability Insurance: $11 per fiscal year
Physical Exam: $150*
Tetanus Vaccination: $40
Hepatitis B Series: $265
Rabies Vaccination Series Approximately $450
Radiological Dosimeter Badges: $24
Course Supply Fees:

- VETT 1020 Veterinary Clinical Pathology I: $30
- VETT 1030 Veterinary Clinical Procedures I: $30
- VETT 1060 Animal Anatomy & Physiology: $30
- VETT 1070 Veterinary Diagnostic Imaging: $30

**Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), Rabies vaccination, and Hepatitis B Series are required before entering Veterinary Technology program classes.*
(Costs are estimates and are subject to change.)

Veterinary Technology Sonographer Certificate (VT11)

DESCRIPTION

The Veterinary Technology Sonographer certificate program will provide the skills needed for a Veterinary Technician or Diagnostic Medical Sonographer to produce sonographic images of the small animal. This will extend the abilities of the veterinarian to provide advanced diagnostics to patients.

EMPLOYMENT OPPORTUNITIES

Graduates of this program are prepared to work with veterinarians.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Must be a graduate of either an accredited Diagnostic Medical Sonography program or have a diploma or degree from an accredited Veterinary Technology Program or have a minimum of 3 years of experience in veterinary medicine and a recommendation from a Licensed Veterinarian.
- Applicants will be considered if previous course work includes BIOL 1111, BIOL 1111L, VETT 1000 and VET 1010

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA

VETERINARY TECHNOLOGY SONOGRAPHER CURRICULUM

The curriculum for the Veterinary Technology Sonographer certificate program is designed for the semester system. To earn the certificate, students must earn a minimum of 9 semester credit hours. The program requires a minimum of 195 contact hours and generally takes one semester to complete.

Program Courses	Credits
VETT 1060 - Animal Anatomy and Physiology	4
VETT 2410 - Principles of Sonography for Veterinary Medicine (OL)	1
VETT 2430 - Veterinary Sonographic Imaging	4

(OL) designation indicates course may be available online during selected semesters.

PROGRAM COSTS

Tuition/Fees: $855
Books/Supplies: $300
Uniform Costs: Approximately $50
Course Supply Fees:

- VETT 1060 Animal Anatomy & Physiology: $30

(Costs are estimates and are subject to change.)

WELDING & JOINING TECHNOLOGY

Basic Shielded Metal Arc Welder Certificate (FS31)

DESCRIPTION

The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

EMPLOYMENT OPPORTUNITIES

The Basic Shielded Metal Arc Welder certificate program is designed to prepare individuals for entry level employment within the welding and fabrication industry, as well as similar working environments where welding is needed.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED Required: No
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

BASIC SHIELDED METAL ARC WELDER CURRICULUM

The Basic Shielded Metal Arc Welder certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 10 semester credit hours. The program generally takes one semester to complete. The program requires a minimum of 235 contact hours and generally takes one semester to complete.

Program Courses	Credits
WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

PROGRAM COSTS

Tuition/Fees: $930
Books/Supplies: $130
Course Supply Fees:

- WLD 1010- Oxyfuel Cutting: $20
- WLD 1040- Shielded Metal Arc Welding I: $30

(Costs are estimates and are subject to change.)

Gas Metal Arc Welder Certificate (GM31)

DESCRIPTION

The Gas Metal Arc Welder Technical Certificate of Credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

EMPLOYMENT OPPORTUNITIES

Gas Metal Arc Welder certificate program is designed to prepare individuals for entry level employment within the welding and fabrication industry, as well as similar working environments where welding is needed.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED Required: No
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

GAS METAL ARC WELDER CURRICULUM

The Gas Metal Arc Welder certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 13 semester credit hours. The program requires a minimum of 295 contact hours and generally takes one semester to complete.

Program Courses	Credits
WELD 1000 - Introduction to Welding Technology*	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1090 - Gas Metal Arc Welding	4
Welding Elective	3

PROGRAM COSTS

Tuition/Fees: $1,335
Books/Supplies: $180
Course Supply Fees:

- WLD 1010- Oxyfuel Cutting: $20
- WLD 1090- Gas Metal Arc Welding: $30

(Costs are estimates and are subject to change.)

Gas Tungsten Arc Welder Certificate (GTA1)

DESCRIPTION

The Gas Tungsten Arc Welder Technical Certificate of Credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

EMPLOYMENT OPPORTUNITIES

The Gas Tungsten Arc Welder certificate program is designed to prepare individuals for entry level employment within the welding and fabrication industry, as well as similar working environments where welding is needed.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED Required: No
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

GAS TUNGSTEN ARC WELDER CURRICULUM

The Gas Tungsten Arc Welder certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 13 semester credit hours. The program requires a minimum of 295 contact hours and generally takes one semester to complete.

Program Courses	Credits
WELD 1000 - Introduction to Welding Technology*	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1110 - Gas Tungsten Arc Welding	4
Welding Elective	3

PROGRAM COSTS

Tuition/Fees: $1,335
Books/Supplies: $180
Course Supply Fees:

- WLD 1010- Oxyfuel Cutting: $20
- WLD 1110- Gas Tungsten Arc Welding: $20

(Costs are estimates and are subject to change.)

Vertical Shielded Metal Arc Welder Fabricator Certificate (VSM1)

DESCRIPTION

The Vertical Shielded Metal Arc Welder Fabricator certificate program prepares students for careers in shielded metal arc welding fabrication.

EMPLOYMENT OPPORTUNITIES

The Vertical Shielded Metal Arc Welder Fabricator certificate program is designed to prepare individuals for entry level employment within the welding and fabrication industry, as well as similar working environments where welding is needed.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED Required: No
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	NA	430	400
ACT	NA	18	17

VERTICAL SHIELDED METAL ARC WELDER FABRICATOR CURRICULUM

The curriculum for the Vertical Shielded Metal Arc Welder Fabricator certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 11 semester credit hours. The program requires a minimum of 200 contact hours and generally takes one semester to complete.

Program Courses	**Credits**
WELD 1050 – Horizontal Shielded Metal Arc Welding	4
WELD 1060 – Vertical Shielded Metal Arc Welding	4
Welding Elective	3

PROGRAM COSTS

Tuition/Fees: $1,005
Books/Supplies: $130

Course Supply Fees:

- WLD 1050- Shielded Metal Arc Welding II: $20
- WLD 1060- Shielded Metal Arc Welding III: $20

(Costs are estimates and are subject to change.)

COURSE DESCRIPTIONS

Course Numbers

Course designations consist of a four-letter prefix, a number, and the title of the course (e.g., ACCT 1100 Financial Accounting I). The four-letter prefix indicates the subject.

Course Contact Hours and Credits

Following the course title is a number in parentheses that indicates the number of contact and credit hours for the course. The first number is the number of weekly contact hours required for the course. Contact hours equal the time spent under the direct supervision of a faculty member in lecture and/or laboratory hours. The second number is the number of credit hours for the course. Institutional Credit is designated for Learning Support courses by the letters "I.C." following the number of credit hours. Learning Support courses cannot be used for elective credit to meet graduation requirements. Unless otherwise specified, program admission is a prerequisite for registration for all credit courses.

Course Descriptions:

A short course description is included to indicate the general areas that a course will cover.

Prerequisites/Co-requisites

"Prerequisites" are required before enrolling in a course; they will be identified directly underneath the course description. "Co-requisites" are courses that must/may be taken at the same time and will be identified following the course description. Unless otherwise specified, program admission is a prerequisite for registration for all credit courses.

Course Schedule

Not all of the courses in the following list are taught each semester. Course schedules are published prior to each semester showing the courses that will be offered. Courses offered are subject to change. Ogeechee Tech reserves the right to cancel any course for which there is insufficient enrollment.

Course Prefixes

ACCT	Accounting
AIRC	Air Conditioning Technology
AGRB	Agribusiness
ALHS	Allied Health Science
AUMF	Manufacturing
ARTS	Art
AUTT	Automotive Technology
BIOL	Biology
BUS	Business Administrative Technology
CARP	Carpentry
CCMN	Commercial Construction Mgmt
COFC	Construction
CHEM	Chemistry
CIST	Computer Information Systems
COLL	College Success and Survival Skills
COSM	Cosmetology
CRJU	Criminal Justice
CSSP	Central Sterile Processing
CTDL	Commercial Truck Driving
CUUL	Culinary Arts
CAVT	Cardiovascular Technology
DENA	Dental Assisting
DFTG	Drafting Technology
CWDS	Certified Warehousing Distribution Specialist
DMSO	Diagnostic Medical Sonography
ECCE	Early Childhood Care and Education
ECHO	Echocardiography
ECON	Economics
HORT	Environmental Horticulture
ELTR	Commercial Wiring
EMPL	Interpersonal Relations
EMSP	Emergency Medical Services
ENGL	English
ESTH	Esthetician
FORS	Forestry
FRSC	Fire Science Technology
FSRV	Funeral Service Education
FRST	Forensic Science Technology
FWMT	Fish and Wildlife Management
GIFS	Geographic Information Systems
HCMT	Healthcare Mgmt. Technology
HIMT	Health Information Technology
HRTM	Hotel/Restaurant/Travel Mgmt
HUMN	Humanities
IDSY	Industrial Systems Technology
IDFC	Industrial Fundamental Core
LETA	Law Enforcement Academy
LOGI	Logistics
MAST	Medical Assisting
MATH	Mathematics
MKTG	Marketing Management
MGMT	Business Management
MUSC	Music
NAST	Nurse Aide
PNSG	Practical Nursing
OPHD	Opticianry
PHLT	Phlebotomy
PHAR	Pharmacy Technology
PHSC	Physical Science
PSYC	Psychology
RADT	Radiologic Technology
READ	Reading
RAPS	Radiology PACS Specialist
SCT	Science and Technology
SOCI	Sociology
SPCH	Speech
SURG	Surgical Technology
VETT	Veterinary Technology
WELD	Welding

ACCT Accounting

ACCT 1100 - Financial Accounting I (75 Contact, 4 Credit)
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.
Pre-requisites: Program Admission; Co-requisites: None

ACCT 1105 - Financial Accounting II (75 Contact, 4 Credit)
This course introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Semester Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.
Pre-requisites: Instructor approval for Provisional Students and ACCT 1100; Co-requisites: None

ACCT 1110 - Managerial Accounting- (60 Contact, 3 Credit)
This course emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.
Pre-requisites: ACCT 1105; Co-requisites: None

ACCT 1115 - Computerized Accounting (75 Contact, 3 Credit)
This course emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.
Pre-requisites: COMP 1000, ACCT 1100; Co-requisites: None

ACCT 1120 - Spreadsheet Applications (90 Contact, 4 Credit)
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.
Pre-requisites: COMP 1000; Co-requisites: None

ACCT 1125 - Individual Tax Accounting- (60 Contact, 3 Credit)
This course provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.
Pre-requisites: None; Co-requisites: None

ACCT 1130 - Payroll Accounting (60 Contact, 3 Credit)
This course provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.
Pre-requisites: ACCT 1100; Co-requisites: None

ACCT 2100 – Accounting Internship (180 Contact, 4 Credit)
This course introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.
Pre-requisites: All non-elective courses required for program completion; Co-requisites: None

ACCT 2105 – Accounting Internship II (360 Contact, 8 Credit)
This course introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.
Pre-requisites: All non-elective courses required for program completion; Co-requisites: None

ACCT 2110 – Accounting Simulation (75 Contact, 3 Credit)
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.
Pre-requisites: ACCT 1105, ACCT 1120; Co-requisites: ACCT 1115

ACCT 1115 – Computerized Accounting (75 Contact, 3 Credit)
Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding an interpreting financial statements. Topics include company creation, chart of accounts, customer transactions, vendor transactions, banking activities, merchandise

inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.
Pre-requisites: ACCT 1105 and ACCT 1120; Co-requisites: ACCT 1115

ACCT 2130 - Integrated Accounting Management Systems (60 Contact, 3 Credit) This course emphasizes the use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.
Pre-requisites: ACCT 1105, ACCT 1115, and ACCT 1120; Co-requisites: None

ACCT 2135 – Introduction to Governmental and Nonprofit Accounting (45 Contact, 3 Credit)
This course provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.
Pre-requisites: ACCT 1105; Co-requisites: None

ACCT 2140 – Legal Environment of Business (45 Contact, 3 Credit)
This course introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.
Pre-requisites: Program Admission; Co-requisites: None

ACCT 2145 – Personal Finance (45 Contact, 3 Credit)
This course introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.
Pre-requisite: None; Co-requisite: None

ACCT 2155 – Principles of Fraud Examination (45 Contact, 3 Credit)
This course provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.
Pre-requisites: Program Admission; Co-requisites: None

AGRB Agribusiness

AGRB 1100 - Introduction to Agribusiness (15 Contact, 1 Credit)
This course introduces students to agribusiness. This is an agribusiness awareness and identification course consisting of various topics associated with the importance of agribusiness.
Pre-requisites: None; Co-requisites: None

AGRB 1110 - Agribusiness Management (45 Contact, 3 Credit)
This course covers basic managerial concepts, procedures, and techniques in agribusiness management. Importance is placed on planning, organizing, directing and controlling functions of management.
Pre-requisites: None; Co-requisites: None

AGRB 1120 - Leadership in Agribusiness (45 Contact, 3 Credit)
This course serves as an opportunity for students to have a greater understanding of leadership as it pertains to agriculture. We will explore leadership models, roles of leaders and followers, concepts of effective leadership and ethical issues with special focus on leadership in teams, organizations, communities and society.
Pre-requisites: None; Co-requisites: None

AGRB 1150 - Agricultural Finance and Credit (45 Contact, 3 Credit)
Financial concepts used in agribusiness, farming, and financial institutions. Including analysis based on financial statements, risk, and investment opportunities. Needs sources and problems associated with credit are examined as well.
Pre-requisites: None; Co-requisites: None

AGRB 2100 - Agribusiness Marketing (45 Contact, 3 Credit)
Agribusiness marketing will provide an understanding of the various marketing functions, agencies, and institutions which assemble, process, and distribute agricultural commodities and products
Pre-requisites: None; Co-requisites: None

AGRB 2110 - Farm Organization and Management (45 Contact, 3 Credit)
This course is a study of farm programs and management for the purpose of determining methods to increase farm revenue. Emphasis will be placed on decision making and efficient use of resources.
Pre-requisites: None; Co-requisites: None

AGRB 2130 - Agricultural Policy (45 Contact, 3 Credit)
Local, state, national and international government policies affect agribusiness and rural economies. Policy alternatives aimed at solving problems for the food and agricultural industry are identified and evaluated.
Pre-requisites: None; Co-requisites: None

AGRB 2140 - Issues of Agriculture and Natural Resources - (45 Contact, 3 Credit)
This course includes many practical aspects and techniques of soil and water conservation. Students learn the nature of water and the need for conservation practices.
Pre-requisites: None; Co-requisites: None

AGRB 2180 - Agribusiness Development (45 Contact, 3 Credit)
This course provides an understanding of groups, teams, and organizations related to agricultural organizations. Group dynamics and applications of problem-solving skills are discussed as well as team building skills. Profit and non-profit agricultural organizations are used as a basis of understanding agribusiness development
Pre-requisites: None; Co-requisites: None

AGRB 2200 - Principles of Agronomy (45 Contact, 3 Credit)
A course developed to increase a student's basic understanding of modern field crop production. Field crops of the Southeast are stressed. Organic production is also covered. Course covers planting to harvesting of crops.
Pre-requisites: None; Co-requisites: None

AGRB 2250 - Survey of the Animal Industry (45 Contact , 3 Credit)
This course is a course in the basic principles of animal selection, nutrition, growth and reproduction. Livestock and poultry economic importance is also stressed.
Pre-requisites: None; Co-requisites: None

AGRB 2300 - Precision Agricultural Systems (60 Contact, 4 Credit)
This course explores precision agriculture tools, including Global Positioning Systems (GPS), Geographic Information Systems (GIS) and Variable Rate Technology (VRT). Through hands-on experiences, you will understand the basic components and operation of these tools in precision agriculture systems, and how they impact today's agriculture industry.
Pre-requisites: None; Co-requisites: None

AGRB 2800 - Agribusiness Internship (135 Contact, 3 Credit)
The Agribusiness Internship provides the student with the opportunity to gain agribusiness management experience under appropriate supervision in an actual job setting. It is the student's responsibility to secure a position as an intern at an agricultural business approved by the instructor. Upon completion, the student should possess the basic knowledge and skills necessary for an entry level position in the agribusiness industry.
Pre-requisites: None; Co-requisites: None

AIRC Air Conditioning Technology

AIRC 1005 - Refrigeration Fundamentals (90 Contact, 4 Credit)
This course introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.
Pre-requisites: Provisional Admission; Co-requisites: None

AIRC 1010 - Refrigeration Principles and Practices (90 Contact, 4 Credit)
This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.
Pre-requisites: None; Co-requisites: One Required, AIRC 1005

AIRC 1020 - Refrigeration Systems Components (90 Contact, 4 Credit)
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.
Pre-requisites: AIRC 1005; Co-requisites: None

AIRC 1030 - HVACR Electrical Fundamentals (90 Contact, 4 Credit)
This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.
Pre-requisites: Provisional Admission; Co-requisites: None

AIRC 1040 - HVACR Electrical Motors (90 Contact, 4 Credit)
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.
Pre-requisites: AIRC 1030; Co-requisites: None

AIRC 1050 - HVACR Electrical Components and Controls (90 Contact, 4 Credit)
This course provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.
Pre-requisites: None; Co-requisites: AIRC 1030

AIRC 1060 - Air Conditioning Systems Application and Installation (90 Contact, 4 Credit)
This course provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.
Pre-requisites: None; Co-requisites: AIRC 1010, AIRC 1030

AIRC 1070 - Gas Heat (90 Contact, 4 Credit)
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.
Pre-requisites: AIRC 1030; Co-requisites: None

AIRC 1080 - Heat Pumps and Related Systems(90 Contact, 4 Credit)
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.
Pre-requisites: AIRC 1010, AIRC 1030; Co-requisites: None

AIRC 1090 - Troubleshooting Air Conditioning Systems (90 Contact , 4 Credit)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.
Pre-requisites: AIRC 1010, AIRC 1030; Co-requisites: None

ALHS Allied Health Science

ALHS 1011 - Anatomy and Physiology (75 Contact, 5 Credit)
This course focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.
Pre-requisites: Regular Admission; Co-requisites: None

ALHS 1040 - Introduction to Health Care (75 Contact, 3 Credit)
This course introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.
Pre-requisites: Provisional Admission; Co-requisites: None

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (30 Contact, 2 Credit)
This course is a study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Pre-requisites: Program Admission; Co-requisites: None

ALHS 1090 - Medical Terminology for Allied Health Sciences (30 Contact, 2 Credit)
This course introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.
Pre-requisites: Provisional Admission; Co-requisites: None

ALHS 1126 - Health Science Physics (75 Contact, 4 Credit)
This course introduces the student to the basic laws of physics with specific applications for health science students. Topics include basic Newtonian mechanics, fluid mechanics, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.
Pre-requisites: Appropriate Degree Level Math Placement Test Score; Co-requisites: None

AUMF Automated Manufacturing Technology

AUMF 1520 - Manufacturing Organizational Principles (1)
This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.
Pre-requisites: Program Admission; Co-requisites: None

AUMF 1540 - Manufacturing Workforce Skills (2)
This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.
Pre-requisites: Program Admission; Co-requisites: None

AUMF 1560 - Manufacturing Production Requirements (1)
This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.
Pre-requisites: Program Admission; Co-requisites: None

AUMF 1580 - Automated Manufacturing Skills (3)
This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.
Pre-requisites: Program Admission; Co-requisites: None

AUMF 1660 - Representative Manufacturing Skills (4)
This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.
Pre-requisites: Program Admission; Co-requisites: None

AUTT Automotive Technology

AUTT 1010 - Automotive Technology Introduction (45 Contact, 2 Credit)
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.
Pre-requisites: Provisional Admission; Co-requisites: None

AUTT 1020 - Automotive Electrical Systems (240 Contact, 7 Credit)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.
Pre-requisites: None; Co-requisites: AUTT 1010

AUTT 1030 - Automotive Brake Systems (105 Contact, 4 Credit)
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.
Pre-requisites: None; Co-requisites: None

AUTT 1040 - Automotive Engine Performance (230 Contact, 7 Credit)
This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.
Pre-requisites: AUTT 1020; Co-requisites: None

AUTT 1050 - Automotive Suspension and Steering Systems (125 Contact, 4 Credit)
This course introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.
Pre-requisites: None; Co-requisites: AUTT 1010

AUTT 1060 - Automotive Climate Control Systems (110 Contact, 5 Credit)
This course introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.
Pre-requisites: AUTT 1020; Co-requisites: None

AUTT 2010 – Automotive Engine Repair (175 Contact, 6 Credit)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal

combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.
Pre-requisites: None; Co-requisites: AUTT 1010

AUTT 2020 – Automotive Manual Drive Train and Axles (101 Contact, 4 Credit)
This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. This course introduces the basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.
Pre-requisites: None; Co-requisites: AUTT 1010

AUTT 2030 – Automotive Automatic Transmissions and Transaxles (135 Contact, 5 Credit)
This course introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.
Pre-requisites: AUTT 1020; Co-requisites: None

BIOL Biology

BIOL 1111 - Biology I (45 Contact, 3 Credit)
This course provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.
Pre-requisites: Regular Admission; Co-requisites: BIOL 1111L

BIOL 1111L - Biology Lab I (45 Contact, 1 Credit)
This course is selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.
Pre-requisites: Regular Admission; Co-requisites: BIOL 1111

BIOL 1112 - Biology II (45 contact, 3 Credit)
This course provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.
Pre-requisites: BIOL 1111, BIOL 1111L; Co-requisites: BIOL 1112L

BIOL 1112L - Biology Lab II (45 Contact, 1 Credit)
This course is a selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.
Pre-requisites: BIOL 1111, BIOL 1111L; Co-requisites: BIOL 1112

BIOL 2113 - Anatomy and Physiology I (45 Contact, 3 Credit)
This course introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.
Pre-requisites: Regular Admission; Co-requisites: BIOL 2113L, ENGL 1101

BIOL 2113L - Anatomy and Physiology Lab I (45 Contact, 1 Credit)
This course has selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.
Pre-requisites: Regular Admission; Co-requisites: BIOL 2113, ENGL 1101

BIOL 2114 - Anatomy and Physiology II (45 Contact, 3 Credit)
This course continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system and reproductive system.
Pre-requisites: BIOL 2113, BIOL 2113L; Co-requisites: BIOL 2114L

BIOL 2114L - Anatomy and Physiology Lab II (45 Contact, 1 Credit)
This course has selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.
Pre-requisites:
BIOL 2113, BIOL 2113L; Co-requisites: BIOL 2114

BIOL 2117 - Introductory Microbiology (45 Contact, 3 Credit)
This course provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.
Pre-requisites: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L; Co-requisites: BIOL 2117L

BIOL 2117L - Introductory Microbiology Lab (45 Contact, 1 Credit)
This course has selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.
Pre-requisites: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L; Co-requisites: BIOL 2117

BUSN Business Administrative Technology

BUSN 1180 - Computer Graphics and Design (75 contact, 3 Credit)
Introduces how to: design and transmit electronic communications; create graphics on-line; and insert animation and sound to computer-generated charts, graphs, and diagrams.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1190 - Digital Technologies in Business (45 Contact, 2 Credit)
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1210 - Electronic Calculators (45 Contact, 2 Credit)
Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.
Pre-requisites: None; Co-requisites: None

BUSN 1220 - Telephone Training (45 Contact, 2 Credit)
This course familiarizes the student with the proper use of current telephone technology to include equipment, techniques, and attributes.
Pre-requisites: None; Co-requisites: None

BUSN 1240 - Office Procedures (60 Contact, 3 Credit)
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1300 - Introduction to Business (45 Contact, 3 Credit)
This course introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.
Pre-requisites: Program Admission; Co-requisites: None

BUSN 1310 - Introduction to Business Culture (45 Contact, 3 Credit)
This course provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.
Pre-requisites: Program Admission; Co-requisites: None

BUSN 1320 - Business Interaction Skills (45 Contact, 3 Credit)
This course equips participants with the tools to communicate and interact more effectively in person, in writing and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. This course consist of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.
Pre-requisites: None; Co-requisites: None

BUSN 1340 - Customer Service Effectiveness (60 Contact, 3 Credit)
This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.
Pre-requisites: None; Co-requisites: None

BUSN 1400 - Word Processing Applications (90 Contact, 4 Credit)
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1410 - Spreadsheet Concepts and Applications (90 Contact, 4 Credit)
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1420 - Database Applications (90 Contact, 4 Credit)
This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1430 - Desktop Publishing and Presentation Applications (90 Contact, 4 Credit)
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1440 - Document Production (105 Contact, 4 Credit)
This course reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.
Pre-requisites: BUSN 1100 or the ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors.; Co-requisites: COMP 1000

BUSN 2160 - Electronic Mail Applications (45 Contact, 2 Credit)
This course provides instruction in the fundamentals of communicating with others inside and outside the organization

via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.
Pre-requisites: Program Admission, COMP 1000; Co-requisites: None

BUSN 2170 - Web Page Design (45 Contact, 2 Credit)
This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include: Web Site Creation, Web Page Development and Design, Hyper link Creation, Test, and Repair, Integration, Web Site Navigation, and Web Site Management.
Pre-requisites: Program Admission, COMP 1000; Co-requisites: None

BUSN 2190 - Business Document Proofreading and Editing (75 Contact, 3 Credit)
This course emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.
Pre-requisites: ENGL 1010 OR ENGL 1101; Co-requisites: BUSN 1440

BUSN 2210 - Applied Office Procedures (75 Contact, 3 Credit)
This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. This serves as a capstone course.
Pre-requisites: BUSN 1240, BUSN 1400, BUSN 1410, and BUSN 1440; Co-requisites: BUSN 2200 or ACCT 1101ACCT 1100, and BUSN 2190

BUSN 2230 - Office Management (45 Contact, 3 Credit)
Provide students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.
Pre-requisites: BUSN 1240; Co-requisites: None

BUSN 2240 - Business Administrative Assistant Internship I (180 Contact, 4 Credit)
Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.
Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.
Co-requisites: None

BUSN 2250 - Business Administrative Assistant Internship II (270 Contact, 6 Credit)
Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.
Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.
Co-requisites: None

BUSN 2320 - Medical Document Processing/Transcription (105 Contact, 4 Credit)
Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.
Pre-requisites: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310, ENGL 1010, BUSN 1440
Co-requisites: None

BUSN 2340 - Medical Administrative Procedures (90 Contact, 4 Credit)
This course emphasizes essential skills required for the medical office. This course introduces the knowledge and skills of procedures for billing purposes. This course introduces the basic concept of medical administrative assisting. This course covers medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. This course provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.
Pre-requisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011 COMP 1000, BUSN 1440
Co-requisites: None

BUSN 2370 - Medical Office Billing/Coding/Insurance (60 Contact, 3 Credit)
This course provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. This course provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. This course provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.
Pre-requisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011; Co-requisites: None

BUSN 2380 - Medical Administrative Assistant Internship I (180 Contact, 4 Credit)
Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.
Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last quarter courses.
Co-requisites: None

BUSN 2390 - Medical Administrative Assistant Internship II (270 Contact, 6 Credit)
Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following

directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements
Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.
Co-requisites: None

CARP Carpentry

CARP 1070 - Site Layout, Footings and Foundations (75 Contact, 3 Credit)
This course introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include: zoning restrictions and codes, batter board installation, builder's level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing and excavation.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1105 - Floor and Wall Framing (90 Contact, 4 Credit)
This course provides instruction in floor and wall materials and materials estimation, framing production of walls and partitions, and framing production of flooring. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1110 - Ceiling and Roof Framing Covering (150 Contact, 6 Credit)
This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framings and coverings. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1112 - Exterior Finishes and Trim (105 Contact, 4 Credit)
Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1114 - Interior Finishers I (150 Contact, 5 Credit)
This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1190 - Interior Finishes II (60 Contact, 2 Credit)
Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1210 - Cornice and Soffit (30 contact, 1 Credit)
This course provides instruction in the production and installation of various types and styles of cornice and soffit work used in residential carpentry. Topics include: identification of types and styles, vent systems, materials estimation, installation procedures, and ladder and scaffolding safety.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1260 – Stairs (60 Contact, 2 Credit)
This course provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include: identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1310 - Doors and Door Hardware (60 Contact, 2 Credit)
This course provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weather stripping, and overhead doors.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CARP 1320 - Site Development, Concrete Forming, and Rigging and Reinforcing (105 Contact, 4 Credit)
This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.
Pre-requisites: None; Co-requisites: COFC 1020, COFC 1030, COFC 1050

CAVT Cardiovascular Technology

CAVT 1030 - Electrophysiology and Cardiac Anatomy (75 Contact, 4 Credit)
This course introduces the concepts essential in the performance and interpretation of 12 lead EKG and heart sounds. As a study of the anatomy, physiology, structural relationships, and the pathophysiology of the human heart and vascular system, the course concentrates on specialized terminology, cardiac and vascular anatomy, and electrophysiology. Topics include: heart anatomy, circulatory system, heart electrical system, physical heart defects, electrocardiograph, preparation for various electrocardiographic examinations, physical principles and pathophysiology of heart sounds, exercise physiology, stress testing, Holter monitoring, cardiac pacemakers, and cardiac rehabilitation programs. Laboratory experiences will be provided.
Pre-requisites: Program Admission; Co-requisites: None

CAVT 1080 - Advanced Hemodynamics and Cardiac Physiology (75 Contact, 4 Credit)
The student is introduced to various forms of invasive monitoring. Various forms of invasive access are studied, including right and left heart catheritization, arterial line setups, and appropriate care. Emphasis is placed on the basics of hemodynamic monitoring and interpretation. Also provides an overview of cardiovascular physiology and pathophysiology.

Topics include: hemodynamics, aseptic technique, infection control, biochemistry of the cardiac muscle, conduction system, electrocardiogram, pathophysiology of acquired diseases, embryological development, and pathophysiology of congenital diseases.
Pre-requisites: CAVT 1030; Co-requisites: None

CCMN Commercial Construction Management

CCMN 1000 - Introduction to Construction and Development (45 Contact, 2 Credit)
This course is a study of the commercial construction process, terminology, participant roles, and phases. Topics include: project types, project stages, construction documents, marketing, contract procurement, estimating, bonding, scheduling, mobilization, materials, methods, change orders, claims, safety, organizational management, computers in construction, communication, high rise construction, contract types, liability and loss control.
Pre-requisites: Provisional Admission; Co-requisites: None

CCMN 1020 - Building Technologies and Methods (75 Contact, 4 Credit)
This course is a study of the materials and technologies utilized in commercial construction. Topics include: site-work, foundations, building structure, interior and exterior finishes, and roofing. A brief overview of mechanical, electrical, plumbing and conveying systems is included. An overview of materials testing is also presented.
Pre-requisites: Provisional Admission; Co-requisites: None

CCMN 1030 - Construction Graphics (60 Contact, 3 Credit)
This course provides the skills to read and interpret commercial construction graphical documents. Topics include: dimensioning practices, layout, abbreviations, symbol usage, line types, computer aided design, and principles of drawing.
Pre-requisites: Provisional Admission; Co-requisites: None

CCMN 1040 - Construction Safety (60 Contact, 4 Credit)
This course covers commercial construction safety and loss prevention. Topics include: safety plan management, emergency planning, project security, sources of safety information and supplies, personal protective equipment (PPE), fire prevention, hazardous communications, material safety data sheets (MSDS), fall protection, electrical hazards, ladders, scaffolds, stairways, confined spaces, excavations, training techniques, accident reporting, materials handling and storage, cranes, mechanized equipment, steel erection, and concrete construction.
Pre-requisites: Provisional Admission; Co-requisites: None

CCMN 1050 – Commercial Building Code (30 contact, 2 Credit)
This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types, fire resistance, means of egress, structural loading, and construction materials.
Pre-requisites: Provisional Admission; Co-requisites: CCMN 1000, CCMN 1020, CCMN 1030

CCMN 1060 - Construction Estimating I (75 contact, 4 Credit)
This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.
Pre-requisites: CCMN 1030; Co-requisites: None

CCMN 1070 - Construction Estimating II (75 Contact, 4 Credit)
This course continues the study of the estimating process emphasizing pricing the general contractor's work including: estimating procedures, development of direct and indirect unit costs, evaluation of subcontractor's bids, bidding strategy, and bid opening. The completion of an estimate, bid submission, and development of a schedule of values are required. Also included is an introduction to conceptual estimating.
Pre-requisites: CCMN 1060; Co-requisites: None

CCMN 2010 - Construction Law (45 Contact, 3 Credit)
This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.
Pre-requisites: None; Co-requisites: None

CCMN 2020 - Construction Scheduling (60 Contact, 4 Credit)
This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, time-scaled design, Gantt charts and computerized scheduling. Students will complete projects utilizing the critical path method in both manual and computerized formats.
Pre-requisites: CCMN 1060; Co-requisites: None

CCMN 2030 - Construction Accounting and Financial Management (60 Contact, 4 Credit)
This course provides a study of financial management and accounting theory with specific application to the commercial construction industry. Topics include accounting data, financial statements, cost control, taxation, ratio analysis, the time value of money, budgeting, cash flow, financing, and receivables.
Pre-requisites: CCMN 1070; Co-requisites: None

CCMN 2040 - Construction Project Management (60 Contact, 4 Credit)
This course is a study of delivery methods, contract documents, supervision, working with owners and design professionals, control of cash flow, procurement, management of subcontractors, job records, contract changes, and payment procedures.
Pre-requisites: CCMN 1070, CCMN 2010; Co-requisites: None

CHEM Chemistry

CHEM 1211 - Chemistry I (45 Contact, 3 Credit)
This course provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.
Pre-requisites: MATH 1111 ORMATH 1101; Co-requisites: CHEM 1211L

CHEM 1211L - Chemistry Lab I (45 Contact, 1 Credit)
This course provides selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.
Pre-requisites: MATH 1111 OR MATH 1101; Co-requisites: CHEM 1211

CHEM 1212 - Chemistry II (45 Contact, 3 Credit)

This course continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.
Pre-requisites: CHEM 1211, CHEM 1211L; Co-requisites: CHEM 1212L

CHEM 1212L - Chemistry Lab II (45 Contact, 1 Credit)
This course provides selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.
Pre-requisites: CHEM 1211,CHEM 1211L; Co-requisites: CHEM 1212 - Chemistry II

CIST Computer Information Systems

CIST 1001 - Computer Concepts (90 Contact, 4 Credit)
This course provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.
Pre-requisites: None; Co-requisites: None

CIST 1122 - Hardware Installation and Maintenance (105 Contact, 4 Credit)
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the Comp TIA A+ certification examination.
Pre-requisites: Program Admission; Co-requisites: None

CIST 1130 – Operating Systems Concepts (75 Contact, 3 Credit)
This course provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.
Pre-requisites: None; Co-requisites: None

CIST 1305 - Program Design and Development (45 Contact, 3 Credit)
This course is an introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.
Pre-requisites: None; Co-requisites: None

CIST 1401 - Computer Networking Fundamentals (90 Contact, 4 Credit)
Introduces networking technologies and prepares students to take the Comp TIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. This course focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.
Pre-requisites: Program Admission; Co-requisites: None

CIST 1601 - Information Security Fundamentals (60 Contact, 3 Credit)
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.
Pre-requisites: None; Co-requisites: None

CIST 2127 – Comprehensive Word Processing Techniques (75 Contact, 3 Credit)
This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.
Pre-requisites: None; Co-requisites: None

CIST 2128 – Comprehensive Spreadsheet Techniques (75 Contact, 3 Credit)
This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.
Pre-requisites: None; Co-requisites: None

CIST 2129 – Comprehensive Database Techniques (105 Contact, 4 Credit)
This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.
Pre-requisites: None; Co-requisites: None

CIST 2411 - Microsoft Client (90 Contact, 4 Credit)
Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.
Pre-requisites: Program Admission; Co-requisites: None

CIST 2412 - Microsoft Server Directory Services (90 Contact, 4 Credit)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.
Pre-requisites: Program Admission; Co-requisites: None

CIST 2413 - Microsoft Server Infrastructure (90 Contact, 4 Credit)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.
Pre-requisites: Program Admission; Co-requisites: None

CIST 2414 - Microsoft Server Administrator (90 Contact, 4 Credit)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.
Pre-requisites: Program Admission; Co-requisites: None

CIST 2921 - IT Analysis, Design, and Project Management (105 Contact, 4 Credit)
IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.
Pre-requisites: CIST 1305 ; Co-requisites: None

COFC Construction Fundamental Core

COFC 1000 – Safety (30 Contact, 2 Credit)
This course provides a review of general safety rules and practices, giving students information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.
Pre-requisites: None; Co-requisites: None

COFC 1010 - Introduction to Construction (30 Contact, 2 Credit)
This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include an introduction to the construction trades, workplace expectations, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success, and life skills.
Pre-requisites: None; Co-requisites: None

COFC 1020 - Professional Tool Use and Safety (75 Contact, 3 Credit)
This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.
Pre-requisites: None; Co-requisites: None

COFC 1030 - Materials and Fasteners (30 Contact, 2 Credit)
This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.
Pre-requisites: None; Co-requisites: None

COFC 1050 - Construction Print Reading Fundamentals (45 Contact, 3 Credit)
This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.
Pre-requisites: None; Co-requisites: None

COLL College Success and Survival Skills

COLL 1000 College Success and Survival Skills (30 Contact, 3 Credit)
This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Getting off to a Good Start, Leaning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills and Career Exploration.
Pre-requisites: None; Co-requisites: None

COMP Introduction to Computers

COMP 1000 - Introduction to Computers (75 Contact, 3 Credit)
This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.
Pre-requisites: Provisional Admission; Co-requisites: Provisional Admission

COSM Cosmetology

COSM 1000 - Introduction to Cosmetology Theory (60 Contact, 4 Credit)
Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.
Pre-requisites: Program Admission; Co-requisites: None

COSM 1010 - Chemical Texture Services (90 Contact, 3 Credit)
This course provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.
Pre-requisites: None; Co-requisites: COSM 1000

COSM 1020 - Hair Care and Treatment (45 Contact, 2 Credit)
Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.
Pre-requisites: None; Co-requisites: COSM 1000

COSM 1030 – Haircutting (3)
This course introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.
Pre-requisites: None; Co-requisites: COSM 1000

COSM 1040 – Styling (90 Contact, 3 Credit)
This course introduces the fundamental theory and skills required to create shaping, pin curls, finger waves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, finger waves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.
Pre-requisites: None; Co-requisites: COSM 1000

COSM 1050 - Hair Color (90 Contact, 3 Credit)
This course introduces the theory and application of temporary, semi-permanent, demi-permanent deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tones, classification of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, hair color challenges, corrective solutions, and special effects.
Pre-requisites: None; Co-requisites: COSM 1000

COSM 1060 - Fundamentals of Skin Care (105 Contact, 3 Credit)
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.
Pre-requisites: None; Co-requisites: COSM 1000

COSM 1070 - Nail Care and Advanced Techniques (105 Contact, 3 Credit)
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).
Pre-requisites: None; Co-requisites: COSM 1000

COSM 1080 - Cosmetology Practicum I (150 Contact, 4 Credit)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.
Pre-requisites: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070; Co-requisites: None

COSM 1090 - Cosmetology Practicum II (150 Contact, 4 Credit)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.
Pre-requisites: None; Co-requisites: COSM 1080

COSM 1100 - Cosmetology Practicum III (150 Contact, 4 Credit)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.
Pre-requisites: None; Co-requisites: COSM 1090

COSM 1110 - Cosmetology Practicum IV (150 Contact, 4 Credit)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.
Pre-requisites: None; Co-requisites: COSM 1100

COSM 1120 - Salon Management (45 Contact, 3 Credit)
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.
Pre-requisites: None; Co-requisites: COSM 1000

CRJU Criminal Justice

CRJU 1010 - Introduction to Criminal Justice (45 Contact, 3 Credit)
This course introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.
Pre-requisites: Provisional Admission; Co-requisites: None

CRJU 1021 - Private Security (45 Contact, 3 Credit)
This course provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1030 – Corrections (45 Contact, 3 Credit)
This course provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1040 - Principles of Law Enforcement (45 Contact, 3 Credit)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1043 - Probation and Parole (45 Contact, 3 Credit)
This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1050 - Police Patrol Operations (45 Contact, 3 Credit)
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1052 - Criminal Justice Administration (45 Contact, 3 Credit)
This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1054 - Police Officer Survival (60 Contact, 3 Credit)
This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1056 - Police Traffic Control and Investigation (60 contact, 3 Credit)
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1062 - Methods of Criminal Investigation (45 Contact, 3 Credit)
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1063 - Crime Scene Processing(75 Contact, 3 Credit)
This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1065 - Community-Oriented Policing (45 Contact, 3 Credit)
Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1068 - Criminal Law for Criminal Justice (45 Contact, 3 Credit)
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and

Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1072 - Introduction to Forensic Science (45 Contact, 3 Credit)
This course provides the origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1074 - Applications in Introductory Forensics (475 Contact, 3 Credit)
This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1075 - Report Writing (45 Contact, 3 Credit)
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.
Pre-requisites: Program Admission; Co-requisites: None

C**RJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (45 Contact, 3 Credit)**
This course provides an exploration in ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying semesters related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2020 - Constitutional Law for Criminal Justice (45 Contact, 3 Credit)
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2050 - Criminal Procedure (45 Contact, 3 Credit)
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2060 – Criminology (45 Contact, 3 Credit)
This course introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2070 - Juvenile Justice (45 Contact, 3 Credit)
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2090 - Criminal Justice Practicum (135 Contact, 3 Credit)
This course provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2100 - Criminal Justice Externship (135 Contact, 3 Credit)
This course provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2110 - Homeland Security (45 Contact, 3 Credit)
The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2201 - Criminal Courts (45 Contact, 3 Credit)
This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post-conviction process.
Pre-requisites: Program Admission; Co-requisites: None

CSSP Central Sterile Supply Processing

CSSP 1010 - Central Sterile Supply Processing Technician (5)
This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central

Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.
Pre-requisites: Program Admission; Co-requisites: None

CTDL Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving (45 Contact, 3 Credit)
Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.
Pre-requisites: None; Co-requisites: None

CTDL 1020 - Combination Vehicle Basic Operation and Range Work (50 Contact, 2 Credit)
This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instruction time in range operations, such as operating a tractor through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.
Pre-requisites: CTDL 1010, Class A Permit; Co-requisites: CTDL 1010

CTDL 1030 - Combination Vehicle Advanced Operations (125 Contact, 4 Credit)
Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.
Pre-requisites: CTDL 1020; Co-requisites:

CUUL Culinary Arts

CUUL 1000 - Fundamentals of Culinary Arts (75 Contact, 4 Credit)
Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and espirit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.
Pre-requisites: None; Co-requisites: MATH 1012

CUUL 1110 - Culinary Safety and Sanitation (105 Contact, 4 Credit)
This course emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.
Pre-requisites: Provisional Admission; Co-requisites: Provisional Admission

CUUL 1120 - Principles of Cooking (105 Contact, 4 Credit)
This course introduces fundamental food preparation semesters, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.
Pre-requisites: CUUL 1110 ; Co-requisites: CUUL 1110

CUUL 1129 - Fundamentals of Restaurant Operations (105 Contact, 4 Credit)
This course introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.
Pre-requisites: CUUL 1120 ; Co-requisites: None

CUUL 1220 - Baking Principles (105 Contact, 4 Credit)
Baking Principles presents the fundamental semesters, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.
Pre-requisites: CUUL 1120 ; Co-requisites: None

CUUL 1320 - Garde Manger (135 Contact, 4 Credit)
This course introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pâté and terrines. Laboratory practice parallels class work.
Pre-requisites: CUUL 1120 ; Co-requisites: None

CUUL 1370 - Culinary Nutrition and Menu Development (105 Contact, 4 Credit)
This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.
Pre-requisites: CUUL 1120; Co-requisites: None

CUUL 2130 - Culinary Practicum and Leadership (210 Contact, 6 Credit)
This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.
Pre-requisites: CUUL 1220, CUUL 1320; Co-requisites: None

CUUL 2160 - Contemporary Cuisine (135 Contact, 4 Credit)
This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.
Pre-requisites: CUUL 1220, CUUL 1320; Co-requisites: None

CWDS Certified Warehousing Distribution Spec.

CWDS 1540 - Working in the Warehousing Environment (30 Contact, 2 Credit)
This course provides an introduction to the warehousing environment. Topics include distribution centers, business principles, plant safety, career success, work ethics, and managing change.
Pre-requisites: None; Co-requisites: None

CWDS 1560 - Warehousing Core and Workforce Skills (30 Contact, 2 Credit)
This course provides an overview of the core and workforce skills needed to succeed in the warehousing industry. Topics include powered industrial trucks, processing hazardous materials, palletizing, protecting materials and merchandise, waste recovery, containment, communication, team work, problem solving, image and interviewing.
Pre-requisites: None; Co-requisites: None

CWDS 1580 - Warehousing and Distribution Process (30 Contact, 2 Credit)
This course provides information on the warehousing and distribution processes used in the warehousing environment. Topics include key warehousing functions, measuring productivity, computational skills, and tools for excellence.
Pre-requisites: None; Co-requisites: None

CWDS 1600 - Warehousing Technology Skills (30 Contact, 2 Credit)
This course provides an overview and study of the technology used in the warehousing environment. Topics include data applications, scanners and data entry machines, handling systems, automation, and inventory management. A warehousing simulation and comprehensive assessment is also a part of this course.
Pre-requisites: None; Co-requisites: None

CWDS 1620 – Representative Warehouse Skills (45 Contact, 1 Credit)
This course discusses mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Units in the course include math and measurements, use of calculators, operation of powered industrial trucks, and warehousing simulations.
Pre-requisites: None; Co-requisites: None

DENA Dental Assisting

DENA 1010 - Basic Human Biology (15 Contact, 1 Credit)
This course focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.
Pre-requisites:
Program Admission; Co-requisites: None

DENA 1030 - Preventive Dentistry (45 Contact, 2 Credit)
This course provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.
Pre-requisites: DENA 1340; Co-requisites: None

DENA 1050 - Microbiology and Infection Control (45 Contact, 2 Credit)
Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; bodies defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.
Pre-requisites: Program Admission; Co-requisites: None

DENA 1070 - Oral Pathology and Therapeutics (30 Contact, 2 Credit)
This course focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications.
Pre-requisites: DENA 1340; Co-requisites: None

DENA 1080 - Dental Biology (75 Contact, 5 Credit)
This course focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include:

dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.
Pre-requisites: Program Admission; Co-requisites: None

DENA 1090 - Dental Assisting National Board Examination Preparation (30 Contact, 2 Credit)
Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chair side dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.
Pre-requisites: DENA 1350; Co-requisites: None

DENA 1340 - Dental Assisting I: General Chair Side (135 Contact, 6 Credit)
This course introduces student to ethics and jurisprudence for the dental assistant and to chair side assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.
Pre-requisites: Program Admission; Co-requisites: None

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills (150 Contact, 7 Credit)
This course focuses on chair side assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform all required clinical skills to receive EFDA certification.
Pre-requisites: DENA 1340; Co-requisites: None

DENA 1390 - Dental Radiology (75 Contact, 4 Credit)
After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extra oral radiographic techniques; and quality assurance techniques.
Pre-requisites: DENA 1080; Co-requisites: None

DENA 1400 - Dental Practice Management (60 Contact, 3 Credit)
This course emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.
Pre-requisites: DENA 1340; Co-requisites: None

DENA 1460 - Dental Practicum I (45 Contact, 1 Credit)
Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.
Pre-requisites: DENA 1340; Co-requisites: None

DENA 1470 - Dental Practicum II (45 Contact, 1 Credit)
Practicum focuses on advanced general dentistry procedures and chair side in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.
Pre-requisites: DENA1340, DENA1460; Co-requisites: None

DENA 1480 - Dental Practicum III (225 Contact, 5 Credit)
Practicum continues to focus on assisting chair side with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chair side in specialties; and management of dental office emergencies.
Pre-requisites: DENA 1470; Co-requisites: None

DFTG Drafting

DFTG 1101 - CAD Fundamentals (90 Contact, 4 Credit)
This course establishes safety practices as they relate to a drafting environment. This course introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.
Pre-requisites: Provisional Admission; Co-requisites: COMP 1000

DFTG 1103 - Technical Drawing I (90 Contact, 4 Credit)
Technical Drawing I provides multi-view and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.
Pre-requisites: DFTG 1101; Co-requisites: None

DFTG 1105 - 3D Mechanical Modeling (90 Contact, 4 Credit)
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.
Pre-requisites: DFTG 1103; Co-requisites: None

DFTG 1107 - Technical Drawing II (70 Contact, 3 Credit)
Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.
Pre-requisites: DFTG 1103; Co-requisites: DFTG 1105

DFTG 1109 - Technical Drawing III (90 Contact, 4 Credit)
This course introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.
Pre-requisites: DFTG 1105; Co-requisites: None

DFTG 1111 - Technical Drawing IV (90 Contact, 4 Credit)
This course covers the basics of identifying fastening techniques, interpreting technical data and creating working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners and utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

Pre-requisites: DFTG 1103; Co-requisites: None

DFTG 1113 - Technical Drawing V (90 Contact, 4 Credit)
Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.
Pre-requisites: DFTG 1111; Co-requisites: None

DFTG 1125 - Architectural Fundamentals (90 Contact, 4 Credit)
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.
Pre-requisites: None; Co-requisites: None

DFTG 1127 - Architectural 3D Modeling (90 Contact, 4 Credit)
In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.
Pre-requisites: None; Co-requisites: None

DFTG 1129 - Residential Drawing I (90 Contact, 4 Credit)
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.
Pre-requisites: DFTG 1125; Co-requisites: None

DFTG 1131 - Residential Drawing II (90 contact, 4 Credit)
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.
Pre-requisites: DFTG 1129; Co-requisites: None

DFTG 1133 - Commercial Drawing I (90 Contact, 4 Credit)
This course introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.
Pre-requisites: DFTG 1125; Co-requisites: None

DFTG 2010 - Engineering Graphics (100 Contact, 4 Credit)
This course covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. This course introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.
Pre-requisites: None; Co-requisites: None

DFTG 2130 – Manual Drafting Fundamentals (48 contact, 2 Credit)
This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric concepts.
Pre-requisites: None; Co-requisites: None

DMSO Medical Diagnostic Sonography

DMSO 1010 - Foundations of Sonography (105 Contact, 4 Credit)
Using classroom didactic instruction and laboratory experiences, this foundations course prepares students for the role of a sonographer. The course provides a base of knowledge and experiences from which complementary and subsequent courses build on. Topics include diagnostic medical sonography history; medical ethics and law; patient privacy and confidentiality; body mechanics, lifts and transfers; patient assessment and administration of care, transducer care; response to medical emergencies; professionalism; medical and sonographic terminology; cultural competence; ergonomics: work related musculoskeletal disorders; basic sonographic physical principles and system operation; Maslows Hierarchy of Needs, and sonographic scanning techniques.
Pre-requisites: Program Admission; Co-requisites: None

DMSO 1020 - Sectional Anatomy and Normal Sonographic Appearance (135 contact, 5 Credit)
This course combines the didactic education of sectional anatomy with active student participation in classroom laboratory experience. Information is weighted toward normal structures which are sonographically visible. Structures are described according to relative location and proportionality. Topics include: normal sectional anatomy of the neck, liver, biliary system, pancreas, genitourinary tract, spleen, peritoneal cavity, retro peritoneum, gastrointestinal tract, and vascular system structures within the upper and lower extremity; anatomic planes related to sonographic images; sonographic appearance and sonographic patterns of structures in the female and male pelvis, neck, liver, biliary system, pancreas, peritoneum and retro peritoneum, gastrointestinal tract, non -cardiac chest, and upper and low extremities; and related imaging, laboratory testing procedures and functional testing procedures.
Pre-requisites: Program Admission; Co-requisites: None

DMSO 1030 - Introduction to DMSO Clinical (45 Contact, 1 Credit)
This course introduces the basic principles and application of the physical assessment as well as the protocols utilized for songraphic procedures. This course provides students with an introduction to the clinical setting. Students may be given the opportunity to acquire sonographic images with direct supervision. Topics include: communication including common terminology and abbreviations; patient care; equipment manipulation; ergonomics; sonographic imaging; correlation of ultrasound examinations with other imaging modalities and laboratory findings ;and medical law and ethics
Pre-requisites: Program Admission; Co-requisites: None

DMSO 1040 - Sonographic Physics and Instrumentation (75 Contact, 4 Credit)
Sonographers apply principles of ultrasound in the operation of medical sonographic equipment to produce a sonogram. Knowledge of the interaction of ultrasound with tissue is important for image optimization, acquisition and interpretation of sonographic images, and critical to the accurate diagnosis of disease. Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on ultrasound physics, transducer construction,

operation and characteristics, artifacts and adjustable physics parameters. Topics include: basic principles and wave analysis; propagation of acoustic waves through tissues; principles of pulse echo imaging; sonographic transducers and sound beams; hemodynamic and Doppler imaging; sonographic instrumentation; artifacts; quality assurance/quality control of sonographic instruments; bio-effects and safety. Student laboratory scanning hours are included in this course.
Pre-requisites: Program Admission; Co-requisites: None

DMSO 1050 - Abdominal Sonography I (90 Contact, 4 Credit)
This course combines the didactic education of normal and abnormal abdominal with active student participation in classroom laboratory experience. Introduces advanced abdominal anatomy, sonographic appearance and procedures, pathology and pathophysiology for diagnostic medical sonography. Topics include: embryology; anatomy; protocols for all organs and organ systems of the abdomen and non-cardiac chest; variants of normal and congenital anomalies; function of organ and organ systems; patient history and indications for examination; scanning techniques; normal sonographic appearance; pathology and pathophysiology; related imaging and functional testing results; normal and abnormal Doppler and color flow characteristics.
Pre-requisites: DMSO 1010, DMSO 1020; Co-requisites: None

DMSO 1060 - Clinical Sonography I (270 Contact, 6 Credit)
This course provides students with a more detailed introduction into the hospital, clinic or other patient care setting work experience. This course covers the control of the physical parameters of the sonography unit and application of sonographic physics as it relates to image quality. Sonographic examinations are conducted under direct and indirect supervision. Topics include: oral and written communication; provide basic patient care; equipment manipulation for optimum image resolution; ergonomically correct scanning techniques; perform basic sonographic examinations of normal and abnormal abdominal anatomy and superficial structures; related imaging procedures and relevant laboratory findings; students must demonstrate progression of knowledge and scanning skills during this clinical rotation.
Pre-requisites: DMSO 1030; Co-requisites: None

DMSO 1070 - Pelvic Sonography and First Trimester Obstetrics (75 Contact, 3 Credit)
This course introduces gynecology physiology, pathology, and pathophysiology along with normal and abnormal embryonic and fetal development during the first trimester using diagnostic medical sonography. Topics include: the role of the sonographer in obstetric imaging; antepartum obstetric sonography evaluation; Doppler imaging for the obstetric patient; significant laboratory values in early pregnancy; anatomy, physiology, pathology and pathophysiology of the female pelvis; gynecologic patient care and imaging techniques; clinical assessment of obstetrical patient; normal first trimester; uterine and extra-uterine assessment during the first trimester; first trimester complications; prudent use; and performance standards and documentation.
Pre-requisites: DMSO 1010, DMSO 1020; Co-requisites: None

DMSO 1080 - Sonographic Physics and Instrumentation Registry Review (45 Contact, 1 Credit)
Provides a review of knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include: patient care, safety and communication; physics principles, ultrasound transducers, pulse-echo instrumentation, Doppler instrumentation; and quality assurance/quality control of equipment.
Pre-requisites: DMSO 1040; Co-requisites: None

DMSO 1090 - Introduction to Vascular Sonography (60 Contact, 2 Credit)
This course is designed as an introduction into the field of vascular sonography. The general practitioner will be required to perform venous examinations of the lower extremity, arterial studies of the neck, and some Doppler studies within the abdomen. Emphasis is on the functional workings and settings associated with Doppler signals and waveforms. Topics include: machine/image settings for Doppler imaging; venous imaging of the lower extremities; arterial imaging of the neck; and vascular imaging of the abdomen, including aorta and its primary branches, vena cava, portal and hepatic veins, and renal arteries and veins.
Pre-requisites: Program Admission; Co-requisites: None

DMSO 1100 - Clinical Sonography II (270 Contact, 6 Credit)
This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students conduct sonographic examinations under direct and indirect supervision while continuing to improve their communication, professionalism and critical thinking skills. Topics include: patient care issues; advanced scanning techniques; normal anatomy and pathologic conditions of the abdomen; normal and abnormal sonographic imaging of the male pelvis; normal and abnormal anatomy and pathology of the female pelvis; normal and abnormal uterine and fetal development through the first trimester; and introduction to vascular sonography.
Pre-requisites: DMSO 1060; Co-requisites: None

DMSO 2010 - OB Second and Third Trimesters (75 Contact, 3 Credit)
Using classroom instruction and laboratory experiences this course introduces the knowledge of fetal anatomy, pathology, pathophysiology and procedures for diagnostic medical sonography. Instruction emphasizes normal fetal growth, fetal anomalies and maternal complications throughout all the second and third trimesters. Topics include: fetal assessment in the normal second and third trimesters; extra-fetal assessment of the second and third trimesters; assess abnormal fetal growth; high risk obstetrics; fetal structural abnormalities; genetic abnormalities and syndromes; interventional procedures; post-partum complications; prudent use; and performance standards and documentation.
Pre-requisites: DMSO 1070, DMSO 1020; Co-requisites: None

DMSO 2020 - Specialized Sonographic Procedures 75 Contact, 3 Credit)
This course provides students with three independent areas of concentration. They are High Resolution Sonography, Interventional Sonography and Pediatric Sonography. I. High Resolution Sonography introduces superficial structure anatomy, pathology and procedures for diagnostic medical sonography. II. Interventional Sonography this course provides instruction in sonographic procedures which are considered invasive and/or require sterile procedures. III. Pediatric Sonography provides the sonography student with specialized imaging procedures for the pediatric patient. Topics include: Intervention Sonography use of sonography in interventional procedures, transducer care, infection control, response to medical emergencies, contrast media, and organ transplant; High Resolution Sonography contrast media, and organ transplant; High Resolution Imaging anatomy and normal variants, function and physiology, indications for examination, sonographic imaging, pathology and

pathophysiology, correlative and prior imaging, pertinent lab values; Pediatric Sonography embryology, anatomy and normal variants, function and physiology, indications for examination, sonographic imaging, and pathology and pathophysiology.
Pre-requisites: Program Admission; Co-requisites: None

DMSO 2030 - Clinical Sonography III (360 Contact, 8 Credit)
This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students improve skills in performing songraphic procedures previously introduced. Topics include: normal uterine and fetal development through the three trimesters including placental grading; equipment manipulation for optimum resolution; manipulation of equipment to minimize biological effects; normal anatomy and pathologic conditions of the abdomen and female pelvis; fetal biometry including gestational sac size, crown-rump length, bi-parietal diameter and head circumference; ectopic pregnancies; normal anatomy of the venous and arterial systems of the body; abnormal conditions of the human vasculature system; patient care issues; and demonstration of significant progression of knowledge and scanning skills.
Pre-requisites: DMSO 1100; Co-requisites: None

DMSO 2040 - Comprehensive ABD and OB/GYN Registry Review (90 Contact, 2 Credit)
Provides a review of knowledge from previous courses and helps the student prepare for ARDMS national certification examinations for sonography. Information concerning test taking skills is also reviewed. Topics include: patient care, preparation and technique; instrumentation, normal pelvic anatomy; abnormal pelvic anatomy; extra-pelvic pathology associated with gynecology; pediatric sonography; post menopause; infertility and endocrinology; first trimester; placenta, amniotic fluid, umbilical cord; second and third trimester; congenital fetal anomalies; complications during pregnancy; fetal demise; coexisting disorders; HIPAA and patient care techniques utilizing a professional sonographer; anatomy and physiology of abdominal structures, small parts, and superficial structures; patient preparation and protocols for sonographic examination of abdominal structure; clinical indications, pertinent related diagnostic imaging procedures and laboratory tests; sonographic technique and appearance of normal anatomic abdominal structures, small parts; characteristic sonographic features and/or patterns of pathology in the abdomen, small parts; and instrumentation.
Pre-requisites: DMSO 1050, DMSO 1070, DMSO 2010; Co-requisites: None

DMSO 2050 - Clinical Sonography IV (495 Contact, 11 Credit)
This course provides a culminating work experience in the hospital, clinic or other patient care setting for students to improve skills in performing procedures introduced during prior clinical and didactic courses to the level of an entry-level sonographer. Topics include: Use of sonography in refinement of equipment manipulation techniques, performance of sonographic examinations as an entry-level sonographer, role of the sonographer in performing interventional/invasive procedures, and completion of necessary competency requirements for graduation.
Pre-requisites: DMSO 2030; Co-requisites: None

ECCE Early Childhood Care and Education

ECCE 1101 - Introduction to Early Childhood Care and Education (45 Contact, 3 Credit)
This course introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.
Pre-requisites: Provisional Admission; Co-requisites: None

ECCE 1103 - Child Growth and Development (45 Contact, 3 Credit)
This course introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.
Pre-requisites: Provisional Admission; Co-requisites: None

ECCE 1105 - Health, Safety and Nutrition (60 contact, 3 Credit)
This course introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.
Pre-requisites: Provisional Admission; Co-requisites: None

ECCE 1112 - Curriculum and Assessment (60 Contact, 3 Credit)
This course provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.
Pre-requisites: ECCE 1103; Co-requisites: ECCE 1103

ECCE 1113 - Creative Activities for Children (60 Contact, 3 Credit)
Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.
Pre-requisites: Provisional Admission; Co-requisites: None

ECCE 1121 - Early Childhood Care and Education Practicum (105 Contact, 3 Credit)
This course provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children

and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.
Pre-requisites: ECCE 1105; Co-requisites: ECCE 1105

ECCE 2115 - Language and Literacy (60 Contact, 3 Credit)
This course develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.
Pre-requisites: ECCE 1103; Co-requisites: ECCE 1103

ECCE 2116 - Math and Science (60 Contact, 3 Credit)
This course presents the process of introducing math and science concepts to young children. This course includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.
Pre-requisites: ECCE 1103; Co-requisites: ECCE 1103

ECCE 2201 – Exceptionalities (45 Contact, 3 Credit)
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.
Pre-requisites: ECCE 1103; Co-requisites: None

ECCE 2202 - Social Issues and Family Involvement (45 Contact, 3 Credit)
This course enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.
Pre-requisites: Provisional Admission; Co-requisites: None

ECCE 2203 - Guidance and Classroom Management (45 Contact, 3 Credit)
This course examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.
Pre-requisites: ECCE 1103; Co-requisites: ECCE 1103

ECCE 2240 - Early Childhood Care and Education Internship (540 Contact, 12 Credit)
This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.
Pre-requisites: ECCE 1105, ECCE 1101, ECCE 1103; Co-requisites: ECCE 1105

ECCE 2310 - Paraprofessional Methods and Materials (45 Contact, 3 Credit)
This course develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.
Pre-requisites: ECCE 1103; Co-requisites: ECCE 1103

ECCE 2312 - Paraprofessional Roles and Practices (45 contact, 3 Credit)
This course develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.
Pre-requisites: Program Admission and ECCE 1103; Co-requisites: ECCE 1103

ECCE 2320 - Program Administration and Facility Management (45 contact, 3 Credit)
Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.
Pre-requisites: Provisional Admission; Co-requisites: None

ECCE 2322 - Personnel Management(45 Contact, 3 Credit)
Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.
Pre-requisites: Provisional Admission; Co-requisites: None

ECCE 2360 - Classroom Strategies for Exceptional Children (45 Contact, 3 Credit)
Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service

providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.
Pre-requisites: ECCE 2201; Co-requisites: None

ECCE 2362 - Exploring Your Role in the Exceptional Environment (75 Contact, 3 Credit)
Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.
Pre-requisites: ECCE 2201; Co-requisites: None

ECHO Echocardiography

ECHO 1100 - Echocardiography Fundamentals (75 Contact, 3 Credit)
This course introduces the basic principles and applications of the physical assessment and echocardiographic procedures. Discussion of medical law and ethics as it relates to the professional scope of practice. Topics include: basic echocardiographic imaging principles, patient skills and equipment instrumentation, basic Doppler and color principles, medical law and ethics and common terminology and abbreviations.
Pre-requisites: Program Admission; Co-requisites: None

ECHO 1310 - Echocardiography I (120 Contact, 4 Credit)
This course utilizes cardiac sonography fundamentals to evaluate cardiac anatomy, function and hemodynamics in diagnosing coronary artery heart disease. This course incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Emphasis will be placed on obtaining quality echocardiograms, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: ventricular function, coronary artery disease, Stress Echocardiography, Transesophageal Echocardiography (TEE), 3-D/4-D Echocardiography, Contrast Echocardiography and advanced techniques/procedures.
Pre-requisites: ECHO 1100; Co-requisites: None

ECHO 1320 - Echocardiography II (90 Contact, 4 Credit)
This course utilizes fundamentals to evaluate cardiac function and acquired disease states. This course incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Emphasis will be placed on obtaining quality echocardiograms, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: valvular heart disease, cardiomyopathies, systemic and pulmonary hypertensive heart disease, pericardial diseases, systemic disease, cardiac transplantation, cardiac tumors/masses, diseases of the aorta, pericardial diseases, and miscellaneous topics.
Pre-requisites: ECHO 1310; Co-requisites: None

ECHO 1360 - Introduction to Clinical Environment (45 Contact, 1 Credit)
Introduces echocardiography student to the clinical environment where clinical requirements are discussed and defined. The role and job description of the noninvasive cardiovascular technologist are evaluated. Students will participate in procedures in noninvasive cardiology labs and imaging centers under direct supervision of clinical instructor. Topics include: clinical environment; recording medical information/professionalism, clinical skills, medical ethics, professionalism, and hospital/medical office policies and procedures.
Pre-requisites: ECHO 1100; Co-requisites: None

ECHO 1370 - Echocardiography Clinical II (270 Contact, 6 Credit)
This course provides hands-on experience in performing noninvasive cardiovascular procedures with emphasis on instrumentation and development of clinical techniques. Topics include: policies and procedures, echocardiographic instrumentation, recording patient information, patient preparation, and performing echocardiographic examinations.
Pre-requisites: ECHO 1100, ECHO 1310; Co-requisites: None

ECHO 1550 - Professional Development (45 Contact, 1 Credit)
The purpose of the Professional Development course is to provide the opportunity for review and reinforcement of theoretical concepts with an evaluation of the imaging specialty. The purpose of the Journal Review is to allow the student to study the current formats and methods of professional articles/presentations of imaging. Students will be asked to prepare and present interesting case studies to include clinical history, normal anatomy, clinical laboratory test modalities, protocols, techniques and findings. Topics include: identification of resources, literature review, formatting according to audience, citation of sources, written presentation skills, and oral presentation skills. Emphasis is placed on professional growth and preparation to enter the field of specialized imaging as a contributing member.
Pre-requisites: Program Admission; Co-requisites: None

ECHO 2310 - Pediatric Echocardiography (105 Contact, 4 Credit)
This course offers an introduction to congenital heart disease with instruction on fetal cardiac embryology, pediatric pathology, age appropriate patient care, corrective surgical procedures. Emphasis is placed on the latest modalities and specialties of a pediatric noninvasive cardiac diagnostic study. Topics include: fetal cardiac embryology; cyanotic lesions; complex congenital heart disease; corrective surgical procedures; Doppler, color flow, and 2D imaging; research methods; syndromes; sedation; and transducer selection.
Pre-requisites: ECHO 1310; Co-requisites: None

ECHO 2360 - Echocardiography Clinical III (360 Contact, 8 Credit)
This course provides hands-on experience in the clinical setting with an emphasis placed on the development of clinical techniques employed to obtain meaningful data. Continued participation by the student will progressively lead to the student performing diagnostic procedures with less assistance but under the supervision of an appropriately credentialed sonographer. Topics include: echocardiographic instrumentation, logging and reporting information, preparation for echocardiographic examinations, medical ethics, and performing echocardiographic procedures. Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.
Pre-requisites: ECHO 1370; Co-requisites: None

ECHO 2370 - Echocardiography Clinical IV (495 Contact, 11 Credit)
This course builds on the knowledge and skills learned in Clinical Echo 3. By the end of this rotation, the student will perform all

echocardiography procedures independently with the supervision of an appropriately credentialed sonographer. This course provides a culminating clinical setting experience which allows students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical vascular courses. Topics include: scanning, documentation of pathologies, patient and equipment skills, current literature, professionalism, and ethical behavior.
Pre-requisites: ECHO 2360; Co-requisites: None

ECHO 2400 - Comprehensive Registry Review(45 Contact, 1 Credit)
This course will be an overall review of Echocardiography to include demonstration of normal and abnormal cardiac anatomy, cardiac physiology, pathophysiology and hemodynamics/physics in the different types of cardiac disease/dysfunctions. Also included will be a review of clinical non-invasive cardiac diagnostic procedures, laboratory values, pharmacology and test validation and measurements. Emphasis is placed on reviewing information so that the student will successfully pass the ARDMS and/or CCI certification examinations. Topics include: normal and abnormal cardiac anatomy, techniques, pathology, physics/hemodynamics, test validation and measurements, and laboratory values.
Pre-requisites: ECHO 2310; Co-requisites: None

ELTR Electrical Technology

ELTR 1020 - Electrical Systems Basics I (60 Contact, 3 Credit)
This course introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.
Pre-requisites: None; Co-requisites: MATH 1012, IDFC 1011

ELTR 1060 - Electrical Prints, Schematics, and Symbols (57 Contact, 3 Credit)
This course introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.
Pre-requisites: Provisional Admission; Co-requisites: None

ELTR 1080 - Commercial Wiring I (126 Contact, 6 Credit)
This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.
Pre-requisites: None; Co-requisites: ELTR 1090

ELTR 1090 - Commercial Wiring II (126 Contact, 6 Credit)
This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.
Pre-requisites: None; Co-requisites: ELTR 1080

ELTR 1110 – Electric Motors (84 Contact, 4 Credit)
This course introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.
Pre-requisites: None; Co-requisites: ELTR 1120, ELTR 1180

ELTR 1120 – Variable Speed/Low Voltage Controls (53 Contact, 2 Credit)
This course introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. This course includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.
Pre-Requisites: None; Co-Requisites: ELTR 1110, ELTR 1180

ELTR 1180 – Electrical Controls (75 Contact, 3 Credit)
This course introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.
Pre-requisites: None; Co-requisites: ELTR 1110, ELTR 1120

ELTR 1205 – Residential Wiring I (96 Contact, 4 Credit)
This course introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptable installation including boding, GFCI and AFCI circuits, special purpose outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).
Pre-requisites: None; Co-requisites: ELTR 1210

ELTR 1210 – Residential Wiring II 80 Contact, 4 Credit)
This course provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.
Pre-requisites: None; Co-requisites: ELTR 1205

ELTR 1220 – Industrial PLC's (90 Contact, 4 Credit)
This course introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set-up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.
Pre-requisites: ELTR 1110 and ELTR 1180; Co-requisites: None

ELTR 1250 – Diagnostic Troubleshooting (72 Contact, 2 Credit)
This course introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

Pre-requisites: ELTR 1180; Co-requisites: None

ELTR 1260 – Transformers (69 Contact, 3 Credit)
This course provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical code requirements, and safety precautions.
Pre-requisites: ELTR 1080 and ELTR 1090; Co-requisites: None

ELTR 1270 – National Electrical Code Industrial Applications (84 Contact, 3 Credit)
This course provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.
Pre-requisites: None; Co-requisites: ELTR 1080 and ELTR 1090

ELTR 1525 - Photovoltaic Systems (105 Contact, 5 Credit)
This class introduces techniques and method on how to install residential and commercial photovoltaic systems.
Pre-requisites: None; Co-requisites: ELTR 1210

EMPL Job Acquisition Skills

EMPL 1000 - Interpersonal Relations and Professional Development (30 Contact, 2 Credit)
Emphasizes human relations and professional development in today's rapidly changing world and that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.
Pre-requisites: Provisional Admission; Co-requisites: None

EMSP Emergency Medical Services Professions

EMSP 1110 – Introduction to EMT Profession (60 Contact, 3 Credit)
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the pre-hospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, Hazmat, MCI due to Terrorism/Disaster, and Life Span Development.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1120 – EMT Assessment/Airway Management and Pharmacology (60 Contact, 3 Credit)
This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. This course includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1130 – Medical Emergencies for the EMT (60 Contact, 3 Credit)
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1140 – Special Patient Populations
This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1150 – Shock and Trauma for the EMT (60 Contact, 3 Credit)
This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1160 – Clinical and Practical Applications for the EMT (45 Contact, 1 Credit)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinical and Assessment Based Management.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1510 - Advanced Concepts for the AEMT (60 Contact, 3 Credit)
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency

Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1520 - Advanced Patient Care for the AEMT (60 Contact, 3 Credit)
This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1530 - Clinical Applications for the AEMT (30 Contact, 1 Credit)
This course provides supervised clinical experience in various clinical settings. Topics include: Clinical.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1540 - Clinical and Practical Applications for the AEMT (90 contact, 3 Credit)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinical and Assessment Based Management.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2110 – Foundations of Paramedicine (60 Contact, 3 Credit)
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the pre-hospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2120 – Applications of Pathophysiology for Paramedics (45 Contact, 3 Credit)
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2130 – Advanced Resuscitative Skills for Paramedics (60 Contact, 3 Credit)
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2140 – Advanced Cardiovascular Concepts (75 Contact, 4 Credit)
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2310 – Therapeutic Modalities of Cardiovascular Care (60 Contact, 3 Credit)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2320 – Therapeutic Modalities of Medical Care (90 Contact, 5 Credit)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2330 – Therapeutic Modalities of Trauma Care (75 Contact, 4 Credit)
This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft

Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2340 – Therapeutic Modalities for Special Patient Populations (75 Contact, 4 Credit)
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2510 – Clinical Applications for the Paramedic I (90 Contact, 2 Credit)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinical.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2520 – Clinical Applications for the Paramedic II (90 Contact, 2 Credit)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for Paramedic II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinical.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2530 – Clinical Applications for the Paramedic III (90 Contact, 2 Credit)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinical.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2540 – Clinical Applications for the Paramedic IV 45 Contact, 1 Credit)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinical.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2550 – Clinical Applications for the Paramedic V (45 Contact, 1 Credit)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinical.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2560 – Clinical Applications for the Paramedic VI (45 Contact, 1 Credit)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinical
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2570 – Clinical Applications for the Paramedic VII (45 Contact, 1 Credit)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinical.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2710 – Field Internship for the Paramedic (90 Contact, 2 Credit)
Provides supervised field internship experience in the pre-hospital advanced life support setting. Topics include: Field Internship.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2720 – Practical Applications for the Paramedic (60 Contact, 3 Credit)
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2920 – Critical Care Transport and Patient Assessment (30 Contact, 2 Credit)
This course will provide an introduction of critical care transport and patient assessment. Topics will include; history of ground and air transport; medical legal issues; aircraft fundamentals; flight physiology; and patient assessment.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2930 – Critical Care Diagnostic & Interventions (30 Contact, 2 Credit)
This course will provide the student with knowledge and skills in Respiratory Emergencies and Airway Management, Pharmacology, Laboratory Analysis and Diagnostic Studies.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2940 – Trauma Pathophysiology (45 Contact, 2 Credit)
This course will cover shock, sepsis, MODS, trauma emergencies, neurological emergencies, and burns.

Pre-requisites: Program Admission; Co-requisites: None

EMSP 2950 – Cardiovascular Emergencies (45 Contact, 2 Credit)
This course covers topics such as Electrophysiology, Cardiac Devices, Transport Management, Hemodynamic Monitoring, and Intra-aortic balloon pump therapy.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2960 – Medical Emergencies (30 Contact, 2 Credit)
This course will cover topics such as Gastrointestinal and Genitourinary emergencies, endocrine and environmental emergencies, Infectious and Communicable diseases, and toxicological emergencies.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2970 – Special Considerations (15 Contact, 1 Credit)
This course will cover topics to include Obstetrical and Gynecologic Emergencies, Neonatal, and Pediatric Emergencies.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 2980 – Critical Care Emergency Transport Clinical (90 Contact, 2 Credit)
This course will provide students with experience in actual clinical settings providing or observing patient care.
Pre-requisites: Program Admission; Co-requisites: None

ENGL English

ENGL 0096 – English 1 (45 Contact, 3 Credit)
This course emphasizes the standard English usage. Topics include capitalization, basic punctuation, subject/verb agreement, correct verb forms, spelling, and basic paragraph development.
Pre-requisites: Appropriate Placement Test Score; Co-requisites: None

ENGL 0097 – English II (45 Contact, 3 Credit)
This course emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, basic mechanics, spelling, and writing skills.
Pre-requisites: Appropriate Placement Test Score and ENGL 0096; Co-requisites: None

ENGL 0098 – English III (45 Contact, 3 Credit)
This course emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.
Pre-requisites: Appropriate Placement Test Score and ENGL 0097

ENGL 1010 - Fundamentals of English I (45 Contact, 3 Credit)
This course emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.
Pre-requisites: ENGL 0097, READ 0097 or appropriate test score; Co-requisites: None

ENGL 1012 - Fundamentals of English II (45 Contact, 3 Credit)
This course provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.
Pre-requisites: ENGL 1010; Co-requisites: None

ENGL 1101 - Composition and Rhetoric (45 Contact, 3 Credit)
This course explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.
Pre-requisites: Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score; Co-requisites: None

ENGL 1102 - Literature and Composition (45 Contact, 3 Credit)
This course emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.
Pre-requisites: ENGL 1101 with a C or better; Co-requisites: None

ENGL 1105 - Technical Communications (45 Contact, 3 Credit)
This course emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.
Pre-requisites: ENGL 1101 with a C or better.; Co-requisites: None

ENGL 2130 – American Literature (45 Contact, 3 Credit)
This course emphasizes American literature as a reflection of culture and ideas. This course is a survey of important works in American literature. This course includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research.
Pre-requisites: ENGL 1101 with C or better.; Co-requisites: None

ESTH Esthetician

ESTH 1000 - Introduction to Esthetics (60 Contact, 3 Credit)
This course introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.
Pre-requisites: Program Admission; Co-requisites: None

ESTH 1010 - Anatomy and Physiology of the Skin (45 Contact, 3 Credit)
This course is an introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory

system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.
Pre-requisites: ESTH 1000 ; Co-requisites: None

ESTH 1020 - Skin Care Procedures (120 Contact, 4 Credit)
This course introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, and air borne and blood borne pathogens and OSHA updates.
Pre-requisites: None; Co-requisites: ESTH 1000

ESTH 1030 - Electricity and Facial Treatments with Machines (135 Contact, 5 Credit)
This course provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, men's skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.
Pre-requisites: None; Co-requisites: ESTH 1000

ESTH 1040 - Advanced Skin Care (405 Contact, 3 Credit)
This course provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.
Pre-requisites: None; Co-requisites: ESTH 1000

ESTH 1050 - Color Theory and Makeup (105 Contact, 4 Credit)
This course provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.
Pre-requisites: None; Co-requisites: ESTH 1000

ESTH 1060 - Esthetics Practicum I (180 Contact, 4 Credit)
Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.
Pre-requisites: ESTH 1000, ESTH 1010, ESTH 1020, ESTH 1030, ESTH 1050, and ESTH 1040 ; Co-requisites: None

ESTH 1070 - Esthetics Practicum II (180 Contact, 4 Credit)
Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.
Pre-requisites: None; Co-requisites: ESTH 1060

FORS Forest Technology

FORS 1030 – Dendrology (3)
This course provides the basis for a fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include: tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.
Pre-requisites: Provisional Admission; Co-requisites: None

FORS 1100 – Forest Technology (3)
This course introduces basic forest management concepts and techniques. Topics include forest protection, products, harvesting, silviculture, and measurements. Upon completion students should have a fundamental understanding of the different aspects of forest management in the southeastern United States.
Pre-requisites: None; Co-requisites: None

FORS 1210 - GPS/GIS Aerial Photography (4)
This course focuses on application of the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. This course emphasizes areas of plane and boundary surveying and area determination. Topics include: Global positioning systems (GPS), geographical information systems (GIS), area determination, developing maps, and aerial photography.
Pre-requisites: FORS 1160, MATH 1012; Co-requisites: None

FOSC Forensics

FOSC 1206 - Introduction to Forensic Science (45 Contact, 3 Credit)
This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.
Pre-requisites: Program Admission; Co-requisites: None

FOSC 2010 - Crime Scene Investigation I (90 Contact, 4 Credit)
A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry, and physics to document, recognize, preserve and collect physical evidence. Topics covered include video recording, photography, sketching, and searching of crime scenes along with proper collection and preservation methods.
Pre-requisites: FOSC 1206; Co-requisites: None

FOSC 2011 - Crime Scene Investigation II (90 Contact, 4 Credit)
Designed to follow Crime Scene Investigation I, this course focuses on the specialized scene techniques needed to investigate, analyze, process and reconstruct crime scenes. Topics will include presumptive testing, enhancement reagents, special scene techniques, bloodstain pattern analysis, shooting reconstruction, pattern recognition and crime scene reconstruction.
Pre-requisites: FOSC 1206, FOSC 2010; Co-requisites: None

FOSC 2012 - Forensic Trace Evidence (60 Contact, 3 Credit)
Trace evidence is often divided into two categories; chemistry and microscopy. This course is an introductory course in trace evidence to include the sub disciplines of hairs, fibers, arson, gunshot residue, explosives, paint, fracture match and fabric impression examinations and comparisons using microscopic and instrumental techniques. This course will also give the student who is interested in laboratory or CSI work practical experience in the area of trace evidence and how it relates to forensic science.
Pre-requisites: Program Admission, ORFOSC 1206; Co-requisites: None

FOSC 2014 - Documentation and Report Preparation (90 Contact, 4 Credit)
The effectiveness of quality notes, reports and accurate documentation in the investigative process are explained and performed. Preparation of a report, chain of custody documents and other forms with proper content, mechanics, elements and format will also be explained and performed. Topics include field or bench notes, documentation of observations, factual report writing, property and evidence reports, business letters, memorandums, proper grammar, proper sentence structure and characteristics essential to quality report writing and document preparation.
Pre-requisites: Either ENGL 1010 or ENGL 1101 and FOSC 1206; Co-requisites: None

FOSC 2028 - Bloodstain Pattern Analysis (90 Contact, 4 Credit)
Bloodstain pattern analysis is a tool used in crime scene investigations to reconstruct events and evaluate statements. Lectures on terminology and theory coupled with practical laboratory exercises will provide students with the basic knowledge of bloodstain pattern analysis. The understanding of scientific principles related to bloodstain pattern analysis and its relation to case work will be explored in addition to the identification and documentation of bloodstains and bloodstain patterns.
Pre-requisites: FOSC 2010 ; Co-requisites: None

FOSC 2033 - Death Investigation (45 Contact, 3 Credit)
This course examines the fundamentals of a medicolegal death investigation, the operation of death investigation system and the role of the death investigator. Procedures required to assist the medical examiner/ coroner in determining the deceased persons cause and manner of death are discussed. Additional topics include autopsy technique, sudden and unexpected death, natural death, specific wound and injury characteristics, and child death.
Pre-requisites: FOSC 1206; Co-requisites: None

FOSC 2035 - Forensic Photography (90 contact, 4 Credit)
The basic principles of photography generation and manipulation are discussed. Students will learn the basic camera operations including shutter speed, aperture, and lighting. Topics will include macro and micro photography, depth of field, digital cameras, and scene photography. Emphasis will be placed on the application of basic camera techniques to forensic science photography.
Pre-requisites: FOSC 1206; Co-requisites: None

FOSC 2037 – Victimology (45 Contact, 3 Credit)
While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.
Pre-requisites: CRJU 1010; Co-requisites: None

FOSC 2040 - Forensic Firearms and Tool Mark Identification (60 Contact, 3 Credit)
The course is an introduction to firearms, ammunition and ammunition components, microscopic comparison of questioned bullets, cartridge cases and tool marks, distance determination, gunpowder and shotgun pattern analysis, serial number restoration, lock picking techniques, the examination of security devices such as padlocks and safes and the examination of firearm related injuries.
Pre-requisites: Program Admission; Co-requisites: None

FOSC 2041 - Latent Print Examination (75 Contact, 4 Credit)
This course explains the history, biology, and basic principles of friction ridge analysis. Properly recording, processing, documenting, collecting, and preserving latent print evidence will be discussed. Students will also be introduced to the Automated Fingerprint Identification System (AFIS) and the analysis, comparison, and evaluation of latent prints. Various lab exercises will also be conducted to demonstrate processing methods used in latent print examination.
Pre-requisites: FOSC 1206; Co-requisites: None

FOSC 2150 - Case Preparation and Courtroom Testimony (90 Contact, 4 Credit)
Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.
Pre-requisites: FOSC 1206; Co-requisites: None

FRSC Fire Science

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals (60 Contact, 3 Credit)
This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: Program Admission; Co-requisites: None

FRSC 1030 - Basic Firefighter - MODULE I (105 Contact, 5 Credit)
This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fire ground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fire ground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: Program Admission; Co-requisites: None

FRSC 1040 - Basic Firefighter - MODULE II (75 Contact, 3 Credit)
This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fire ground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist fire-fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fire ground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: Program Admission; Co-requisites: None

FRSC 1050 - Fire and Life Safety Educator I (45 Contact, 3 Credit)
Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.
Pre-requisites: FRSC 1141, FRSC 1020, FRSC 1030, FRSC 1040; Co-requisites: None

FRSC 1060 - Fire Prevention, Preparedness and Maintenance (60 Contact, 3 Credit)
This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hose lines, nozzles, and fire streams to perform hose line lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.
Pre-requisites: Program Admission; Co-requisites: None

FRSC 1070 - Introduction to Technical Rescue (90 Contact, 4 Credit)
This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.
Pre-requisites: Program Admission; Co-requisites: None

FRSC 1080 – Fire Ground Operations (75 Contact, 3 Credit)
This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service

communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fire ground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.
Pre-requisites: Program Admission; Co-requisites: None

FRSC 1141 - Hazardous Materials Operations (75 Contact, 4 Credit)
This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Hazmat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level
Pre-requisites: Program Admission; Co-requisites: None

FSRV Funeral Service Education

FSRV 1010 - History of Funeral Service (30 Contact, 2 Credit)
This course is a survey of the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices as well as progression of Associations and Education within the funeral service industry.
Pre-requisites: FSRV 1020 ; Co-requisites: None

FSRV 1020 - Funeral Service Law and Ethics (15 Contact, 1 Credit)
Introduces the student to sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for funeral expenses; torts involving the dead human body and the funeral director, wills, estates, probate and related matters; cemeteries, crematories and issues related thereto; state and federal laws and regulations pertaining to funeral service; and the legal aspects of being a licensed funeral director or embalmer. In addition to legality, this course will help the student of funeral service develop a strong set of ethics which will help the funeral service professional do what is proper and in the best interest of bereaved families.
Pre-requisites: Program Admission; Co-requisites: None

FSRV 1030 - Funeral Service Management and Directing (90 Contact, 6 Credit)
Recognizing the wide variation of funeral customs across the country, the curriculum guideline attempts to point out some general practices that contain minimal geographic and cultural differences. Topics include: FTC rules overview; notification of death; transfer of remains; conduct of the arrangement conference; prefunded or preplanned funerals; a cross-section of religious practices; fraternal and military funerals; shipment of remains; cremation; and aftercare as well as the basics of merchandising in the funeral profession considering both service and merchandise as the products provided by funeral service practitioners.
Pre-requisites: Program Admission; Co-requisites: None

FSRV 1050 - Funeral Service Practicum I (90 Contact, 2 Credit)
The practicum provides exposure to arranging and directing funerals under the supervision of a licensed funeral director - includes filling out forms and permits.
Pre-requisites: FSRV 1020, FSRV 1030, FSRV 2030; Co-requisites: None

FSRV 1060 - Funeral Service Practicum II (135 Contact, 3 Credit)
This practicum further exposes the student to arranging and directing funerals, preparation and planning for visitations, and general day-to-day funeral home operations, under the direct supervision of a licensed funeral director.
Pre-requisites: FSRV 1050; Co-requisites: None

FSRV 1070 - Small Business Administration for Funeral Service (45 Contact, 3 Credit)
The curriculum guideline is designed to introduce the student to the basic principles of small business management and ownership with emphasis on specific areas of funeral service. Basic principles of management principles are also covered.
Pre-requisites: FSRV 1020, FSRV 1030; Co-requisites: None

FSRV 2000 - Anatomy for Funeral Service (75 Contact, 4 Credit)
This course covers the study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health and restorative arts.
Pre-requisites: Program Admission; Co-requisites: None

FSRV 2010 - Pathology for Funeral Service (45 Contact, 3 Credit)
This course covers the study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process.
Pre-requisites: Program Admission; Co-requisites: None

FSRV 2020 - Chemistry for Funeral Service (45 Contact, 3 Credit)
This course is a survey of the basic principles of chemistry as they relate to funeral service. Especially stressed are the chemical principles and precautions involved in sanitation, disinfection, public health, and embalming practice. The government regulation of chemicals currently used in funeral service is reviewed.
Pre-requisites: FSRV 2000, FSRV 2010; Co-requisites: None

FSRV 2030 - Embalming Techniques (120 Contact, 6 Credit)
This course is a study of the process of chemically treating the dead human body to reduce the presence and growth of microorganisms to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject includes the study of the phenomenon of death in the human body and government regulations applicable to the embalming process.
Pre-requisites: FSRV 2000, FSRV 2010; Co-requisites: None

FSRV 2060 - Restorative Art (90 Contact, 5 Credit)
This course is a survey of the basic principles of Restorative Art as they relate to Funeral Service. Especially stressed are the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of the surviving family members.
Pre-requisites: FRSV 2000, FRSV 2010, FSRV 2030; Co-requisites: None

FSRV 2080 - Microbiology for Funeral Service(45 Contact, 3 Credit)
A study of the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, public health and embalming practice. The development and use of personal, professional and community hygiene and sanitation are discussed.
Pre-requisites: FSRV 2000, FSRV 2010; Co-requisites: None

FSRV 2090 - Grief Counseling and Sociology for Funeral Service (45 Contact, 3 Credit)
This course is a survey of the basic principles of psychology, sociology and counseling as they relate to Funeral Service. Especially stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare and crisis intervention with particular emphasis on the roles of the funeral director.
Pre-requisites: FSRV 1020, FSRV 1030; Co-requisites: None

FSRV 2100 - Funeral Service Seminar (45 Contact, 3 Credit)
This course is designed to prepare Funeral Service students for the National Board Examination administered by the International Conference of Funeral Service Examining Boards. Organization and review of previous coursework, and any new information as may be indicated. Extensive sample testing will further prepare the student for required Board Examination.
Pre-requisites: Program Instructor Approval; Co-requisites: None

FWMT Fish and Wildlife Management

FWMT 1000 – Introduction to Wildlife Management (60 Contact, 3 Credit)
This course introduces the principles of wildlife management, including basic terminology, safety and orientation, and employment. Topics include compass and mapping techniques, first aid and CPR training, hunter safety and boating safety, organizations and agencies, and careers in natural resource management.
Pre-requisites: None; Co-requisites: None

FWMT 1010 – Equipment Use (60 Contact, 3 Credit)
This course provides an introduction to equipment operation, safety, and maintenance as well as firearm use and safety. Topics include tractor and ATV operation and maintenance, power boat operation, the use of hand tools and power tools including chain saws. Upon completion, students should be able to safely operate equipment and perform routine maintenance and repair required in a career in wildlife management.
Pre-requisites: Program Admission; Co-requisites: None

FWMT 1020 – Wildlife Policy and Law (45 Contact, 3 Credit)
This course includes laws, policies, and jurisdiction of natural resources. Topics include policy and law; game, non-game and endangered species; public relations and cultural aspects of natural resource management; and law enforcement procedures. Upon completion student should be able to describe and assess the influences of policies, laws, and society on natural resource management.
Pre-requisites: None; Co-requisites: None

FWMT 1030 – Terrestrial Ecology (60 contact, 3 Credit)
This course introduces fundamental ecological principles. Emphasis is placed on climate and biomes, life history patterns, populations, species interactions, biodiversity, basic statistics, and the longleaf pine ecosystem. Upon completion, students should understand basic ecological principles and also the ecology and management of longleaf pine forests.
Pre-requisites: None; Co-requisites: None

FWMT 1040 – Aquatic Ecology (75 Contact, 3 Credit)
This course introduces fundamental ecological concepts related to aquatic resources. Topics include the river basins of Georgia, water quality testing and monitoring, stream ecology, macro invertebrates, and conservation. Upon completion, students should have an understanding of aquatic ecology and demonstrate steam sampling techniques.
Pre-requisites: None; Co-requisites: None

FWMT 1050 – Ichthyology (60 Contact, 3 Credit)
This course introduces the freshwater fish species of North America. Emphasis is placed on the identification, biology, and ecology. Upon completion, students should be able to recognize the common freshwater fish of Georgia and demonstrate knowledge of their biology and ecology.
Pre-requisites: None; Co-requisites: None

FWMT 1060 – Ornithology (60 Contact, 3 Credit)
This course covers the biology, ecology, and management of birds of North America. Emphasis is placed on the study of waterfowl and upland game birds. Upon completion, students should understand the biology and ecology of game birds and explain management practices for sustainable harvest.
Pre-requisites: None; Co-requisites: None

FWMT 1070 – Mammalogy (75 Contact, 3 Credit)
This course covers the taxonomy, biology, ecology, and management of game and non-game mammals. Topics include identification, biology and ecology, behavior, collection of age, sex, and reproduction data, and management. Upon completion, students should be able to identify mammal species and demonstrate knowledge of their biology, ecology, and management.
Pre-requisites: None; Co-requisites: None

FWMT 1080 – Plantation Operations (30 Contact, 3 Credit)
This course provides a focus on operations for students interested in managing wildlife on private plantations in the Southeast. Topics include guiding techniques, facility and grounds maintenance, dog handling and kennel operations, hospitality, and interpersonal relations.
Pre-requisites: None; Co-requisites: None

FWMT 2010 – Wildlife Management Techniques (90 Contact, 4 Credit)
This course takes an applied approach in covering the methods commonly used in wildlife population management. Topic include identification, measurement of population parameters, wildlife damage management, collection of age, sex, and reproductive data, radio telemetry, and investigations into causes of mortality. Upon completion, students should understand and administer common population management techniques.
Pre-requisites: None; Co-requisites: None

FWMT 2020 – Habitat Manipulation (105 Contact, 4 Credit)
This is an applied course covering habitat management practices beneficial to wildlife. Emphasis is placed on methods for increasing quality food production and cover, and developing and executing management plans. Upon completion, students should

develop, interpret, and execute management plans to establish, maintain, and improve quality habitat.
Pre-requisites: None; Co-requisites: None

FWMT 2030 – Fish Pond Management (76 Contact, 3 Credit)
This course covers the management of fish ponds. Emphasis is placed on the techniques used to maintain a healthy and productive pond for sport and recreation fishing. Upon completion, students should be familiar with pond management techniques.
Pre-requisites: None; Co-requisites: None

FWMT 2040 – Internship (135 Contact, 3 Credit)
This course focuses on the application and reinforcement of wildlife technology skills in a live work situation. Students are acquainted with occupational responsibilities through job training and are provided with insights into wildlife management applications. Emphasis is placed on problem solving, interpersonal skills, wildlife management, and professional development.
Pre-requisites: None; Co-requisites: None

GIFS Geographic Information Systems

GIFS 1101 - Introduction to Geographic Information Systems (100 Contact, 4 Credit)
This course is an introduction to the principles and applications of Geographic Information Systems and basic use of a hand-held Global Positioning System (GPS) unit in the field. This course examines applications of geographic information including data structure, spatial analysis, data management, data visualization, and data retrieval. Emphasis is placed on the interdisciplinary nature of GIS and its relevance to industry and society. Students will also acquire skills in introduction to terminology, hardware, and technology used in GPS.
Pre-requisites: Program Admission; Co-requisites: COMP 1000

GIFS 1103 - Intermediate GIS (105 Contact, 4 Credit)
This GIS course prepares students for geographic analysis. The course introduces students to the use of software tools in geographic and database analysis and provides practical experience in the use of GIS software for spatial analysis.
Pre-requisites: Program Admission; Co-requisites: None

GIFS 1109 - Special Topics in GIS (97 Contact, 4 Credit)
This course allows instructors to cover topics that are specifically related to their service area. Examples of projects are: precision agriculture, fire and crime, water usage, historical data, and utility layouts. Students will be assigned a project that will benefit them in employment for their current service area.
Pre-requisites: GIFS 1103; Co-requisites: None

GIFS 1114 - Advanced GIS: Application Development (90 Contact, 4 Credit)
This course provides practical experience in designing a Geographic Information Systems model. Implementing a research design with spatial data, students sharpen their GIS technical and problem-solving skills. GIS models useful to the public and private sector are examined.
Pre-requisites: None; Co-requisites: GIFS 1103

GIFS 1116 - Spatial Analysis in GIS (100 Contact, 4 Credit)
This course provides advanced concepts to spatial analysis. The course will briefly review methods used in analysis of geographically referenced data. The course will introduce sampling strategies for data used in GIS using raster and vector data structures. Introductory concepts in GIS raster based information including remote sensing techniques and methods are also discussed.
Pre-requisites: GIFS 1103; Co-requisites: None

GIFS 1122 - GIS in Science, Business, and Government (90 Contact, 4 Credit)
This course includes an in-depth survey of the various ways that GIS applications are being used in natural resources, government (city, county, state, and federal) and business. Topics will include data acquisition, accuracy, analysis, and presentation techniques necessary for various GIS applications.
Pre-requisites: GIFS 1103; Co-requisites: None

GIFS 1124 - Cartographic Design for GIS (100 Contact, 4 Credit)
This course provides a comprehensive study of GIS applicable cartography, including cartographic principles, data acquisition methods used in map production, and methods of base map development. Techniques used in GIS base map development are introduced using hands-on exercises.
Pre-requisites: GIFS 1103; Co-requisites: None

GIFS 1126 - Database Design and Management in GIS (105 Contact, 4 Credit)
This course is an introduction to principles of database design and management including conversion fundamentals and modeling techniques. Topics include database integration concepts, development of user interface, troubleshooting databases, relational database concepts, and database design in GIS.
Pre-requisites: GIFS 1103; Co-requisites: None

GIFS 2000 - Geographic Information Systems Practicum/Internship (135 Contact, 3 Credit)
This practicum course provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Pre-requisites: Program Instructor Approval; Co-requisites: None

GIFS 2010 - Geographic Information Systems Internship/Practicum (180 contact, 4 Credit)
This practicum provides an approved industry like setting where the student develops and sharpens skills. Emphasis is placed on production standards and achievement and quality control.
Pre-requisites: Program Instructor Approval; Co-requisites: None

GIFS 2020 - Geographic Information Systems Practicum/Internship (270 Contact, 6 Credit)
This practicum course provides an approved industry like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Pre-requisites: Program Instructor Approval; Co-requisites: None

HECT Hemodialysis

HECT 1100 – Hemodialysis Patient Care (135 Contact, 7 Credit)
This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery
of patient care in the chronic outpatient setting.
Pre-requisites: Program Admission; Co-requisites: None

HECT 1120 – Hemodialysis Practicum (120 Contact, 4 Credit)
This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

Pre-requisites: Program Admission; Co-requisites: None

HIMT Health Information Technology

HIMT 1100 - Introduction to Health Information Technology (60 Contact, 3 Credit)
This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).
Pre-requisites: Program Admission; Co-requisites: None

HIMT 1150 - Computer Applications in Healthcare (45 Contact, 2 Credit)
This course is designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.
Pre-requisites: COMP 1000; Co-requisites: None

HIMT 1200 - Legal Aspects of Healthcare (30 Contact, 2 Credit)
This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.
Pre-requisites: Program Admission; Co-requisites: None

HIMT 1250 - Health Record Content and Structure (45 Contact, 2 Credit)
This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.
Pre-requisites: Program Admission; Co-requisites: None

HIMT 1350 – Pharmacotherapy (30 Contact, 2 Credit)
This course introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.
Pre-requisites: ALHS 1090; Co-requisites: None

HIMT 1400 - Coding and Classification I - ICD Coding (90 Contact, 4 Credit)
This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.
Pre-requisites: BIOL 2114, ALHS 1090, HIMT 1350; Co-requisites: None

HIMT 1410 - Coding and Classification II - ICD Advanced Coding (60 Contact, 3 Credit)
This course is a continuation of HIT 1400 (Coding and Classification I). This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.
Pre-requisites: HIMT 1400; Co-requisites: None

HIMT 2150 - Healthcare Statistics (45 Contact, 2 Credit)
This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.
Pre-requisites: Program Admission; Co-requisites: None

HIMT 2200 - Performance Improvement (30 Contact, 2 Credit)
This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.
Pre-requisites: Program Admission; Co-requisites: None

HIMT 2300 - Healthcare Management (45 Contact, 3 Credit)
This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.
Pre-requisites: Program Admission; Co-requisites: None

HIMT 2400 - Coding and Classification System III - CPT/HCPCS Coding (75 Contact, 3 Credit)
This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.
Pre-requisites: HIMT 1400, HIMT 1410; Co-requisites: None

HIMT 2410 - Revenue Cycle Management (30 Contact, 2 Credit)
This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, charge master, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.
Pre-requisites: HIMT 1400; Co-requisites: None

HIMT 2460 - Health Information Technology Practicum (135 Contact, 3 Credit)
This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.
Pre-requisites: HIMT 1250, HIMT 1200; Co-requisites: None

HRTM – Hotel, Restaurant, Tourism Management

HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management (45 Contact, 3 Credit)
This course provides the student with an overview of occupations in the hospitality industry. This course emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1110 - Travel Industry and Travel Geography (45 Contact, 3 Credit)
Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas and Greenland, Europe, Middle East and Africa, Far East, Australia, New Zealand and Pacific Islands, and travel regulations and documents needed to travel internationally.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1120 - Tour and Cruise Management (45 Contact, 3 Credit)
This course provides students with an orientation to the duties and responsibilities of the tour operator and an overview of the cruise industry. The course also gives students an opportunity to gain the technical knowledge and skills needed to utilize computerized reservation and information systems. Emphasis is placed on the operator's role in planning and conducting tours and cruises as well as accessing data bases and identifying options which satisfy customer's needs. Topics include: planning individual tours, planning group tours, transportation arrangements, accommodation options, entertainment options, foreign country tours, and manager's on-tour responsibilities the ship, living quarters, amenities, shipboard activities, and marketing, selling of cruises, agency computer hardware, computer reservation systems, automated travel information, back-room accounting, and trends in automated travel data systems.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1130 - Business Etiquette and Communication (45 Contact, 3 Credit)
This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1140 - Hotel Operations Management (45 Contact, 3 Credit)
This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1150 - Event Planning (45 Contact, 3 Credit)
This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1160 - Food and Beverage Management (45 Contact, 3 Credit)
This course provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1170 - Hospitality Industry Accounting and Financial Analysis (45 Contact, 3 Credit)
This course provides students with the fundamental knowledge to interpret and analyze the key reports and financial statements used daily in the hospitality industry. Focusing on Profit and Loss statements, students learn to use numbers to assess the performance of individual departments and the overall operation. These numbers are the basis for managerial decisions that increase revenues and control costs.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1201 - Hospitality Marketing (45 Contact, 3 Credit)
Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1210 - Hospitality Law (45 Contact, 3 Credit)
This course introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on creating a workplace where compliance with the law, adherence to ethical standards, and stressing security and loss prevention are the basis for every decision. Topics include civil law, the structure of hospitality enterprises, government agencies that impact the hospitality industry, preventative legal management, contracts, employee selection and management, duties and obligations to employees and guests, and crisis management.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1220 - Supervision and Leadership in the Hospitality Industry (45 Contact, 3 Credit)
This course focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.
Pre-requisites: Program Admission; Co-requisites: None

HRTM 1230 – Internship (128 Contact, 3 Credit)

This course introduces students to the application and reinforcement of hotel/restaurant/travel operational principles, in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant/travel management techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.
Pre-requisites: HRTM 1100; Co-requisites: None

HUMN Humanities

HUMN 1101 - Introduction to Humanities (45 Contact, 3 Credit)
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.
Pre-requisites: ENGL 1101 with C or better; Co-requisites: None

IDFC Industrial Fundamental Courses

IDFC 1007 - Industrial Safety Procedures (45 Contact, 2 Credit)
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.
Pre-requisites: Provisional Admission; Co-requisites: None

IDFC 1011 - Direct Current I (60 Contact, 3 Credit)
This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.
Pre-requisites: None; Co-requisites: MATH 1012

IDSY Industrial Systems Technology

IDSY 1110 - Industrial Motor Controls I (135 Contact, 5 Credit)
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.
Pre-requisites: None; Co-requisites: None

IDSY 1120 - Basic Industrial PLC's (165 Contact, 6 Credit)
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.
Pre-requisites: None; Co-requisites: IDSY 1110

IDSY 1220 - Intermediate Industrial PLC's (165 Contact, 6 Credit)
This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.
Pre-requisites: None; Co-requisites: IDSY 1120

LETA Law Enforcement Training Academy

LETA 1010 - Health & Life Safety for Basic Law Enforcement (37.5 Contact, 2 Credit)
This course introduces students of the Basic Law Enforcement Academy to emergency care or first aid, cardiopulmonary resuscitation, universal precautions, interpersonal communications, as well as concepts related to mental health, mental retardation and substance abuse. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: Program Admission; Co-requisites: None

LETA 1012 - Ethics and Liability for Basic Law Enforcement (25 Contact, 2 Credit)
This course for students of the Basic Law Enforcement Academy examines the ethical issues and areas of liability confronted by law enforcement personnel. Included in this course are the following topics: ethics and professionalism, peace officer liability. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: Program Admission; Co-requisites: None

LETA 1014 - Firearms Training for Basic Law Enforcement (105 Contact, 4 Credit)
This course provides the student of the Basic Law Enforcement Academy with an understanding of terminology, legal requirements, liability, safety considerations, tactics, procedures, firearms nomenclature, fundamentals of marksmanship, fundamental simulation in the use of deadly force and the opportunity to demonstrate proficiency in marksmanship. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1012, LETA 1018, LETA 1024, LETA 1026, LETA 1032; Co-requisites: None

LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement (87.5 Contact, 4 Credit)
This course provides the student of the Basic Law Enforcement Academy with an understanding of appropriate driving actions, terminology, local responsibility, specific statutes, and safety considerations as well as demonstrate proficiency in the operation of an emergency vehicle. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032; Co-requisites: None

LETA 1018 - Defensive Tactics for Basic Law Enforcement (50 Contact, 2 Credit)
This course provides students of the Basic Law Enforcement Academy with an understanding of terminology, human anatomy, legal requirements, liability, safety, tactics, and demonstrate proper procedures for specific techniques to search, control and restrain a person. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032; Co-requisites: None

LETA 1020 - Police Patrol Operations for Basic Law Enforcement (62.5 Contact, 4 Credit)
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032; Co-requisites: None

LETA 1022 - Methods of Criminal Investigation for Basic Law Enforcement (62.5 Contact, 4 Credit)
Course Description This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032; Co-requisites: None

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement (50 Contact, 4 Credit)
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1024; Co-requisites: None

LETA 1026 - Criminal Procedure for Basic Law Enforcement (62.5 Contact, 4 Credit)
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1024, LETA 1032; Co-requisites: None

LETA 1028 - Police Traffic Control and Investigation for Basic Law Enforcement (62.5 Contact, 3 Credit)
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032; Co-requisites: None

LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement (37.5 Contact, 3 Credit)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1024, LETA 1026, LETA 1032; Co-requisites: None

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement (37.5 Contact, 3 Credit)
This course introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: Program Admission; Co-requisites: None

LETA 1034 - Constitutional Law for Criminal Justice for Basic Law Enforcement (37.5 Contact, 3 Credit)
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: Program Admission; Co-requisites: None

LOGI Logistics

LOGI 1000 - Business Logistics (45 contact, 3 Credit)
This course provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.
Pre-requisites: Program Admission; Co-requisites: None

LOGI 1010 – Purchasing (45 Contact, 3 Credit)
This course provides a general knowledge of purchasing for today's Supply Chains. The student will be introduced to Cross-functional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.
Pre-requisites: Program Admission and LOGI 1000; Co-requisites: None

LOGI 1020 - Materials Management (45 Contact, 3 Credit)
This course will introduce students to materials Management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the student's

knowledge of supply chains and how effective material management improves supply chain performance.
Pre-requisites: Program Admission and LOGI 1000; Co-requisites: None

LOGI 1030 - Product Lifecycle Management (45 Contact, 3 Credit)
The core of product lifecycle management is the creation, preservation and storage of data relating to an organizations products and activities to ensure its available for daily operations. Students will learn that effective product lifecycle management is an essential tool for coping with the demanding global competition and ever-shortening product and component life cycles.
Pre-requisites: Program Admission and LOGI 1000; Co-requisites: None

MAST Medical Assisting

MAST 1010 - Legal and Ethical Concerns in the Medical Office (30 Contact , 2 Credit)
This course introduces the basic concept of medical assisting and its relationship to the other health fields. This course emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. This course provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.
Pre-requisites: Program Admission; Co-requisites: None

MAST 1030 - Pharmacology in the Medical Office (60 Contact, 4 Credit)
This course introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.
Pre-requisites: Program Admission, MATH 1012; Co-requisites: None

MAST 1060 - Medical Office Procedures (75 Contact, 4 Credit)
Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.
Pre-requisites: Program Admission; Co-requisites: None

MAST 1080 - Medical Assisting Skills I (135 Contact, 4 Credit)
This course introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.
Pre-requisites: Program Admission, ALHS 1011, ALHS 1090; Co-requisites: None

MAST 1090 - Medical Assisting Skills II (135 Contact, 4 Credit)
This course furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc.); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.
Pre-requisites: Program Admission, MAST 1080, MAST 1030, ALHS 1090; Co-requisites: None

MAST 1100 - Medical Insurance Management (60 Contact, 2 Credit)
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.
Pre-requisites: Program Admission, BUSN 1100, ENGL 1010, COMP 1000, ALHS 1011, ALHS 1090; Co-requisites: None

MAST 1110 - Administrative Practice Management (90 Contact, 3 Credit)
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.
Pre-requisites: BUSN 1100, ENGL 1010, COMP 1000, ALHS 1011, ALHS 1090; Co-requisites: None

MAST 1120 - Human Pathological Conditions in the Medical Office (45 Contact, 3 Credit)
This course provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.
Pre-requisites: ALHS 1090, ALHS 1011; Co-requisites: None

MAST 1170 - Medical Assisting Externship (270 Contact, 6 Credit)
This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.
Pre-requisites: Program Admission; Co-requisites: MAST 1180

MAST 1180 - Medical Assisting Seminar (45 Contact, 3 Credit)
Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.
Pre-requisites: Program Admission; Co-requisites: MAST 1170

MAST 1510 - Medical Billing and Coding I (45 Contact, 2 Credit)
This course provides an introduction to medical billing and coding skills with applications of international coding standards for billing of health care services. Topics include: International

Classification of Diseases, code book formats, guidelines and conventions, and coding techniques.
Pre-requisites: ENGL 1010, ALHS 1011, ALHS 1090; Co-requisites: None

MAST 1520 - Medical Billing and Coding II (75 Contact, 3 Credit)
Continues development of skills and knowledge presented in MAST 1510: Medical Billing and Coding I and provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include: medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding including fraud and abuse.
Pre-requisites: MAST 1510; Co-requisites: None

MAST 1530 - Medical Procedural Coding (45 Contact, 2 Credit)
This course provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural terminology (CPT) manual. Topics include: format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.
Pre-requisites: MAST 1510; Co-requisites: None

MATH Mathematics

MATH 0096 – Math 1 (45 Contact, 3 Credit)
Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include number theory, whole numbers, fractions, and decimals. Homework assignments reinforce classroom learning.
Pre-requisites: Appropriate arithmetic placement test score; Co-requisite: None

MATH 0097 – Math II (45 Contact, 3 Credit)
Emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percentages, ratio/proportion, measurement, geometry, and application problems.
Pre-requisites: MATH 0096 OR Appropriate arithmetic placement test score; Co-requisite: None

MATH 0098 – Elementary Algebra (45 Contact, 3 Credit)
Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.
Pre-requisites: MATH 0097 OR Appropriate arithmetic or algebra placement test score; Co-requisite: None

MATH 0099 – Intermediate Algebra (45 Contact, 3 Credit)
This course emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.
Pre-requisites: MATH 0098 OR Appropriate algebra placement test score; Co-requisite: None

MATH 1011 - Business Math (45 Contact, 3 Credit)
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.
Pre-requisites: MATH 0097 OR Appropriate arithmetic placement test score; Co-requisites: None

MATH 1012 - Foundations of Mathematics (45 Contact, 3 Credit)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percentages, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.
Pre-requisites: MATH 0097 OR Appropriate arithmetic placement test score; Co-requisites: None

MATH 1013 - Algebraic Concepts (45 Contact, 3 Credit)
This course emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.
Pre-requisites: MATH 0098 OR Appropriate algebra placement test score; Co-requisites: None

MATH 1015 - Geometry and Trigonometry (45 Contact, 3 Credit)
This course emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.
Pre-requisites: MATH 1013 with a C or better; Co-requisites: None

MATH 1100 - Quantitative Skills and Reasoning (45 Contact, 3 Credit)
This course emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.
Pre-requisites: Appropriate algebra placement test score; Co-requisites: None

MATH 1101 - Mathematical Modeling (45 Contact, 3 Credit)
This course emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.
Pre-requisites: Appropriate algebra placement test score; Co-requisites: None

MATH 1111 - College Algebra (45 Contact, 3 Credit)
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.
Pre-requisites: Program Admission; Co-requisites: None

MATH 1112 - College Trigonometry (45 Contact, 3 Credit)
This course emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.
Pre-requisites: Regular Admission and MATH 1111 with C or better; Co-requisites: None

MATH 1113 – Pre-calculus (45 Contact, 3 Credit)
This course prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential,

logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.
Pre-requisites: Regular Admission and MATH 1111 with C or better; Co-requisites: None

MATH 1127 - Introduction to Statistics (45 Contact, 3 Credit)
This course emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing, chi square tests, and linear regression.
Pre-requisites: Appropriate Algebra placement test score; Co-requisites: None

MGMT Business Management

MGMT 1100 - Principles of Management (45 Contact, 3 Credit)
This course develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1105 - Organizational Behavior (45 Contact, 3 Credit)
This course provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1110 - Employment Law (45 Contact, 3 Credit)
This course develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1115 – Leadership (45 Contact , 3 Credit)
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1120 - Introduction to Business (45 Contact, 3 Credit)
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1125 - Business Ethics (45 Contact, 3 Credit)
This course provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1135 - Managerial Accounting and Finance (45 Contact, 3 Credit)
The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.
Pre-requisites: Program Admission; Co-requisites: None

MGMT 2115 - Human Resource Management (45 Contact, 3 Credit)
This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 2120 - Labor Management Relations (45 Contact, 3 Credit-)

This course provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 2125 - Performance Management 45 Contact, 3 Credit)
This course develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. This course develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 2130 - Employee Training and Development (45 Contact, 3 Credit)
This course addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. This course shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 2215 - Team Project (45 Contact, 3 Credit)
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.
Pre-requisites: Program Admission; Co-requisites: None

MKTG Marketing Management

MKTG 1100 - Principles of Marketing (45 Contact, 3 Credit)
This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.
Pre-requisites: None; Co-requisites: None

MKTG 1130 - Business Regulations and Compliance (45 Contact, 3 Credit)
This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.
Pre-requisites: None; Co-requisites: None

MKTG 1160 - Professional Selling (45 Contact, 3 Credit)
This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.
Pre-requisites: None; Co-requisites: None

MKTG 1190 - Integrated Marketing Communications (45 Contact, 3 Credit)
This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.
Pre-requisites: None; Co-requisites: None

MKTG 1210 - Services Marketing (45 Contact, 3 Credit)
This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.
Pre-requisites: None; Co-requisites: None

MKTG 1270 - Visual Merchandising (45 Contact, 3 Credit)
This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.
Pre-requisites: None; Co-requisites: None

MKTG 1370 - Consumer Behavior (45 Contact, 3 Credit)
This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.
Pre-requisites: None; Co-requisites: None

MKTG 2000 - International Marketing (45 Contact, 3 Credit)
This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an

international marketing strategy, and career paths in international marketing.
Pre-requisites: MKTG 1100; Co-requisites: None

MKTG 2010 - Small Business Management (45 Contact, 3 Credit)
This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.
Pre-requisites: None; Co-requisites: None

MKTG 2060 - Marketing Channels (45 Contact, 3 Credit)
This course emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.
Pre-requisites: None; Co-requisites: None

MKTG 2070 - Buying and Merchandising (45 Contact, 3 Credit)
This course develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.
Pre-requisites: None; Co-requisites: None

MKTG 2090 - Marketing Research (45 Contact, 3 Credit)
This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.
Pre-requisites: MKTG 1100; Co-requisites: None

MKTG 2160 - Advanced Selling (45 Contact, 3 Credit)
This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.
Pre-requisites: MKTG 1160; Co-requisites: None

MKTG 2210 – Entrepreneurship (90 Contact, 6 Credit)
This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, and financing, developing a business plan, and entrepreneurial ethics and social responsibility.
Pre-requisites: Program Admission; Co-requisites: None

MKT**G 2270 - Retail Operations Management (45 Contact, 3 Credit)**
This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.
Pre-requisites: Program Admission or Program Instructor Approval; Co-requisites: None

MKTG 2290 - Marketing Internship/Practicum (135 Contact, 3 Credit)
This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.
Pre-requisites: Program Instructor Approval; Co-requisites: None

MKTG 2300 - Marketing Management (45 Contact, 3 Credit)
This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.
Pre-requisites: Program Instructor Approval and MKTG 1100; Co-requisites: None

MUSC Music

MUSC 1101 – Music Appreciation (3)
This course explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.
Pre-requisites: ENGL 1101; Co-requisites: ENLG 1101

NAST Nursing Assistant

NAST 1100 - Nurse Aide Fundamentals (6)
This course introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patient's condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long semester care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.
Pre-requisites: Program Admission; Co-requisites: None

OPHD Ophthalmic Dispensing

OPHD 1010 - Introduction to Ophthalmic Optics (45 Contact, 3 Credit)
This course introduces students to the eye-care field and the profession of Opticianry. Emphasis is placed on the scope of activities performed by opticians. Topics include: scope and practice of a licensed optician; eye-care professions; major divisions of Opticianry; basic ocular anatomy; light and refraction; vision problems; corrective lenses; and national and state regulations.
Pre-requisites: Program Admission; Co-requisites: None

OPHD 1020 - Eye Anatomy and Physiology (60 Contact, 3 Credit)
This course develops students' knowledge of the anatomy and physiology of the eye. Emphasis is placed on the corneal metabolism and its accommodation of a contact lens. Topics include: anatomy of the eye; physiology of the eye; eye diseases

and abnormalities; anterior and posterior segments; drugs and treatment methods; and ophthalmic terminology.
Pre-requisites: Program Admission; Co-requisites: None

OPHD 1030 - Applied Optical Theory (45 Contact, 3 Credit)
This course introduces students to properties of light and the laws of geometrical optics. Emphasis is placed on understanding major theories of light and the principles of plane and curved surfaces of mirrors and lenses. Topics include: light and vision; refraction; lens modified light and lens systems.
Pre-requisites: OPHD 1010 ; Co-requisites: None

OPHD 1060 - Optical Laboratory Techniques I (150 Contact, 6 Credit)
Introduces students to the operations involved in lens fabrication. Emphasis is placed on gaining knowledge of equipment requirements and developing surfacing and finishing techniques. Topics include: safety and environmental procedures and lens processing terminology; lens surfacing and finishing equipment; lens blank selection and layout; lens surfacing techniques; lens finishing techniques; lens final insertion and mounting techniques; and standard alignment, inspection of lenses and lensometer operation.
Pre-requisites: OPHD 1010; Co-requisites: None

OPHD 1070 - Optical Laboratory Techniques II (150 Contact, 6 Credit)
This course continues students' study of lens fabrication. Emphasis is placed on using specialized lens materials and multifocal surfacing and finishing techniques. Topics include: specialized lens fabrication; multifocal lens positioning; inspection of multifocal lenses; optical calculations; frame repairs; optical equipment maintenance; advanced optical calculations, and high index lenses.
Pre-requisites: OPHD 1060; Co-requisites: None

OPHD 1080 - Contact Lens I (120 Contact, 5 Credit)
This course introduces students to the contact lens field. Emphasis is placed on the development of contact lenses to correct visual defects, types of contact lenses, and consumer selection. Topics include: safety and environmental procedures; contact lens history; contact lens instruments;, contact lens terminology; corneal topography; lens types, pre-fitting evaluation, examination and patient/lens selection; adverse effects of lens wear; lens selection, inspection and verification; fitting guidelines and regulations; and follow-up care.
Pre-requisites: OPHD 1020; Co-requisites: None

OPHD 2090 - Frame Selection (135 Contact, 6 Credit)
This course introduces students to frame selection and dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include: ocular measurements; frame selection; frame materials; eyewear fitting techniques; frame adjustment; administrative procedures; lens finishing; matching frames to consumer needs; managed care terminology; information technology; communication with consumers, prescribers, and suppliers; effective consumer services; and problem solving.
Pre-requisites: Program Admission; Co-requisites: None

OPHD 2120 - Lens Selection (135 Contact, 6 Credit)
This course introduces students to techniques of ophthalmic sales and emphasizes effective consumer service. Topics include: managed care terminology; information gathering; information technology; communicating with consumers, prescribers and suppliers; ophthalmic sales skills; effective consumer services and problem solving; and lens finishing. This course continues students' study of eyewear dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include: prescription lens materials; lens positioning; multifocal lenses; absorptive lenses; special lens coatings; prescription lens selection; lens finishing; use and care of eyewear; matching lenses to consumer needs; optical, physiological, and psychological problems; applied lens meter techniques; information gathering; and ophthalmic sales skill.
Pre-requisites: OPHD 1010; Co-requisites: None

OPHD 2130 - Contact Lens II (120 Contact, 5 Credit)
This course continues students' study of contact lenses with emphasis on rigid and gas permeable trial and prescription lens fitting techniques. Topics include: lens selection; inspection and verification; fitting guidelines and regulations; follow-up care; soft lens care and storage; fitting specialty rigid lenses; rigid lens care and storage; and fitting specialty soft contact lenses.
Pre-requisites: OPHD 1080; Co-requisites: None

OPHD 2170 - Contact Lens Review (90 Contact, 3 Credit)
This course continues student’s study of contact lens dispensing knowledge skills. Emphasis is placed on reviewing types of contact lenses, fitting techniques, and further development of associated skills. Topics include: soft contact lens fitting; hard contact lens fitting; contact lens instrumentation; effective consumer service; and contact lens regulations.
Pre-requisites: OPHD 2130; Co-requisites: None

OPHD 2180 - Opticianry Review (90 Contact, 3 Credit)
This course continues student’s study of ophthalmic dispensing knowledge and skills. Emphasis is placed on reviewing optical theory, laboratory procedures, and further development of associated skills. Topics include: optical laboratory; frames and lenses; dispensing techniques; eyewear sales; and eyewear regulations.
Pre-requisites: OPHD 2090, OPHD 2120; Co-requisites: None

OPHD 2190 - Opticianry Occupational Based Instruction (225 Contact, 5 Credit)
This course continues student’s study of ophthalmic dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the ophthalmic consumer. Topics include: special visual problems; contact lenses; analyzing ophthalmic problems; ordering procedures; marketing eyewear; and work attitudes. The occupation-based instruction is implemented through the use of a Practicum or internship and all of the following: written individualized training plans, written performance evaluation, and required weekly seminar.
Pre-requisites: OPHD 2090, OPHD 2120, OPHD 2130; Co-requisites: None

PHAR Pharmacy Technology

PHAR 1000 - Pharmaceutical Calculations (75 Contact, 4 Credit)
This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.
Pre-requisites: MATH 1012; Co-requisites: None

PHAR 1010 - Pharmacy Technology Fundamentals (60 Contact, 3 Credit)
Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include:

safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and semesters, and reference sources.
Pre-requisites: Provisional Admission; Co-requisites: None

PHAR 1020 - Principles of Dispensing Medications (90 Contact, 4 Credit)
This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.
Pre-requisites: PHAR 1000, PHAR 1010; Co-requisites: None

PHAR 1030 - Principles of Sterile Medication Preparation (90 Contact, 4 Credit)
This course continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyper alimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.
Pre-requisites: PHAR 1000, PHAR 1010; Co-requisites: None

PHAR 1040 – Pharmacology (60 Contact, 4 Credit)
The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.
Pre-requisites: Program Admission; Co-requisites: None

PHAR 1050 - Pharmacy Technology Practicum (225 Contact, 5 Credit)
Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.
Pre-requisites: PHAR 1000, PHAR 1010; Co-requisites: None

PHAR 2060 - Advanced Pharmacy Technology Principles (60 Contact, 3 Credit)
This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.
Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050; Co-requisites: None

PHAR 2070 - Advanced Pharmacy Technology Practicum (225 Contact, 5 Credit)
This course continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyper alimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.
Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050; Co-requisites: None

PHLT Phlebotomy Technician

PHLT 1030 - Introduction to Venipuncture (60 Contact, 3 Credit)
This course provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.
Pre-requisites: ALHS 1011, ALHS 1040, ALHS 1090; Co-requisites: None

PHLT 1050 - Clinical Practice (225 Contact, 5 Credit)
Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.
Pre-requisites: PHLT 1030; Co-requisites: None

PHYS Physics

PHYS 1110 - Conceptual Physics (45 Contact, 3 Credit)
This course introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.
Pre-requisites: ENGL 1101, MATH 1101 , OR MATH 1111; Co-requisites: PHYS 1110L

PHYS 1110L - Conceptual Physics Lab (45 Contact, 1 Credit)
This course is a selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.
Pre-requisites: ENGL 1101, AND MATH 1101, OR MATH 1111; Co-requisites: PHYS 1110

PNSG Practical Nursing

PNSG 2010 – Introduction to Pharmacology and Clinical Calculations (60 Contact, 2 Credit)
Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2030 – Nursing Fundamentals (150 Contact, 6 Credit)
This course is an introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood borne/airborne pathogens; and basic emergency care/first aid and triage.
Pre-requisite: Program Admission; Co-requisite: None

PNSG 2035 – Nursing Fundamentals Clinical (90 Contact, 2 Credit)

This course is an introduction to nursing practice in the clinical setting. Topics include, but are not limited to: history taking, physical assessment, nursing process, critical thinking, activities of daily living, documentation, client education, standard precautions, hygiene and personal care, mobility and biomechanics, fluid and electrolytes, oxygen care, and perioperative care.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2210 – Medical-Surgical Nursing I (60 Contact, 4 Credit)
This course focuses on client care, including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2220 – Medical-Surgical Nursing II (60 Contact, 4 Credit)
This second course in a series of four focuses on client care using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2230 – Medical-Surgical Nursing III (60 Contact, 4 Credit)
This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2240 – Medical-Surgical Nursing IV (60 Contact, 4 Credit)
This fourth course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2250 – Maternity Nursing (45 Contact, 3 Credit)
This course focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.
Pre-requisites: Program Admission
Co-requisites: None

PNSG 2255 – Maternity Nursing Clinical (45 Contact, 1 Credit)
This course focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2310 – Medical-Surgical Nursing Clinical I (90 Contact, 2 Credit)
This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses, students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric, and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; preoperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2320 – Medical-Surgical Nursing Clinical II (90 Contact, 2 Credit)
This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses, students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric, and 37.5 mental health experiences. Topics include: health management

and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; preoperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2330 – Medical-Surgical Nursing Clinical III (90 Contact, 2 Credit)
This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses, students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric, and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; preoperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2340 – Medical-Surgical Nursing Clinical IV (90 Contact, 2 Credit)
This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses, students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric, and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; preoperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2410 – Nursing Leadership 90 Contact, 1 Credit)
This course builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.
Pre-requisites: Program Admission; Co-requisites: None

PNSG 2415 – Nursing Leadership Clinical (90 contact, 2 Credit)
This course builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market focusing on practical applications. Topics include: application of the nursing process, supervisory skills, client education methods, and group dynamics.
Pre-requisites: Program Admission; Co-requisites: None

PSYC Psychology

PSYC 1010 - Basic Psychology (45 Contact, 3 Credit)
This course presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.
Pre-requisites: Provisional Admission; Co-requisites: None

PSYC 1101 - Introductory Psychology (45 Contact, 3 Credit)
This course introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores; Co-requisites: None

RADT Radiology Technology

RADT 1010 - Introduction to Radiology (75 Contact, 4 Credit)
This course introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. This course provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. This course introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.
Pre-requisites: Program Admission; Co-requisites: None

RADT 1030 - Radiographic Procedures I (75 Contact, 3 Credit)
Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be

placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.
Pre-requisites: Program Admission, ALHS 1011, RADT 1010; Co-requisites: None

RADT 1060 - Radiographic Procedures II (75 Contact, 3 Credit)
This course continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.
Pre-requisites: RADT 1010, RADT 1030; Co-requisites: None

RADT 1070 - Principles of Imaging I (105 Contact, 6 Credit)
Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. This course covers factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.
Pre-requisites: Program Admission and MATH 1013; Co-requisites: None

RADT 1160 - Principles of Imaging II (105 Contact, 6 Credit)
Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control; principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in semesters of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities.
Pre-requisites: RADT 1070; Co-requisites: None

RADT 1200 - Principles of Radiation Biology and Protection (45 Contact, 3 Credit)
This course provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.
Pre-requisites: Program Admission; Co-requisites: None

RADT 1320 - Clinical Radiography I (180 Contact, 4 Credit)
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.
Pre-requisites: RADT 1030; Co-requisites: None

RADT 1330 - Clinical Radiography II (315 Contact, 7 Credit)
This course continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Pre-requisites: RADT 1010, RADT 1030, RADT 1320; Co-requisites: None

RADT 2090 - Radiographic Procedures III (60 Contact, 2 Credit)
This course continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.
Pre-requisites: RADT 1060; Co-requisites: None

RADT 2190 - Radiographic Pathology (30 Contact, 2 Credit)
Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.
Pre-requisites: Program Admission, ALHS 1011; Co-requisites: None

RADT 2201 - Introduction To Computed Tomography (30 Contact, 2 Credit)
Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.
Pre-requisites: Program Admission; Co-requisites: None

RADT 2210 - Computed Tomography Physics and Instrumentation (75 Contact, 5 Credit)
This course introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.
Pre-requisites: Program Admission; Co-requisites: None

RADT 2220 - Computed Tomography Procedures I (45 Contact,3 Credit)
This course provides knowledge of CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology,

scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.
Pre-requisites: Program Admission; Co-requisites: None

RADT 2230 - Computed Tomography Procedures II (45 Contact, 3 Credit)
This course provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.
Pre-requisites: Program Admission; Co-requisites: None

RADT 2250 - Computed Tomography Clinical I (180 Contact, 4 Credit)
Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. This course covers student's progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.
Pre-requisites: Program Admission; Co-requisites: None

RADT 2260 - Radiologic Technology Review (30 Contact, 3 Credit)
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.
Pre-requisites: RADT 2090, RADT 1200, RADT 1160, RADT 2350; Co-requisites: None

RADT 2265 - Computed Tomography Clinical II (180 Contact, 4 Credit)
Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.
Pre-requisites: Program Admission; Co-requisites: None

RADT 2340 - Clinical Radiography III (270 Contact, 6 Credit)
This course provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Pre-requisites: RADT 1330; Co-requisites: None

RADT 2350 - Clinical Radiography IV (315 Contact, 7 Credit)
This course provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Pre-requisites: RADT 1010, RADT 2090, RADT 2340; Co-requisites: None

RADT 2360 - Clinical Radiography V (405 Contact, 9 Credit)
This course provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.
Pre-requisites: RADT 2350; Co-requisites: None

RAPS Radiology PACS Specialist

RAPS 1101 - Imaging Informatics Image QC/QA, Regulations and Security (30 Contact, 2 Credit)
This course builds on the concepts presented in previous PACS course. Emphasis will be a study of selected formal topics important for the PACS Specialist. Topics include: persevering the image and information integrity, continuous improvement of efficiency and integrity of the system, components of a PACS QC program security and patient privacy (HIPAA) requirements for PACS, current trends in PACS environments, future issues in PACS environments, and review of key concepts for entry level PACS certification.
Pre-requisites: RAPS 1110; Co-requisites: None

RAPS 1110 - Introduction to Imaging Informatics (105 Contact, 6 Credit)
This course provides the student with fundamental concepts and basic functions of an Imaging Informatics including Picture Archiving and Communication Systems (PACS) and Digital Imaging. Emphasis is placed on basic components, functions and familiarity with the PACS system and Digital Imaging. Topics include: basic components of and requirements for a PACS network structure, concepts of image capture, image quality trouble shooting, DICOM, image transfer concepts, structure reporting, hospital information systems (HIS), Radiology Information Systems (RIS), Health Level Seven (HL7), short-term and long-term storage, data back-up , workstations, and peripherals and output devices.
Pre-requisites: Program Admission; Co-requisites: None

RAPS 1120 - Radiology Basics for Imaging Informatics (120 Contact, 7 Credit)
This course is designed to prepare non-radiographers who are interested in incorporating a limited radiography background into their professional development for success in a healthcare environment. This course introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film or digital image receptor. An introduction to positioning, viewing techniques, and common terminology related to radiographic procedures will be included.

Emphasis will be placed on the production of quality radiographs, and laboratory experiences will demonstrate the application of theatric principles and concepts. Topics include radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, and quality assurance concepts, automatic exposure control concepts, positioning considerations and positioning terminology.
Pre-requisites: None; Co-requisites: None

RAPS 1130 - Imaging Informatics Clinical I (IIC1) (315 Contact, 7 Credit)
This course provides the student with the opportunity to put into practice the knowledge acquired in previous courses. This clinical experience provides an excellent opportunity for the students to gain work experience under the supervision and leadership of experienced IT professionals. Topics include: continued development of leadership, management, problem-solving and communication skills, equipment and PC Hardware, software, installation procedures, operating systems, network design and implementation, troubleshooting techniques, preventive maintenance, safety and security.
Pre-requisites: RAPS 1120, RAPS 1110; Co-requisites: None

RAPS 1140 - Imaging Informatics Clinical II (IIC2) (360 Contact, 8 Credit)
This course provides the student with the opportunity to put into practice the knowledge acquired in previous courses. Student will work in a PACS environment and will be exposed to a variety of tasks and situation faced in the PACS environment. The student will have the opportunity to complete daily PACS tasks and will be expected to contribute in the successful solution of issues and problems related to PACS and information technology. Topics include interpersonal relations, leadership and management skills, communication and problem solving skills, maintain data integrity, perform patient merges/updated, sort out study/order mess-ups and synchronization issues , create portable patient data, communicate technical problems, troubleshoot the network and workstations, solved PACS related problems and learn to maintain a detailed QC/QA program for PACS. The student will learn to use his skills and knowledge to create a trouble free, smoothly integrated workflow in the PACS environment.
Pre-requisites: RAPS 1130; Co-requisites: None

RAPS 1150 - Advanced Concepts of Imaging Informatics (120 Contact, 7 Credit)
This course continues to develop the knowledge needed to function in a PACS environment. Topics include: network architecture and topology, network media, basics of data transmission, data storage and retrieval, image acquisition, image workstations, image compression, voice recognition, enterprise imaging and teleradiology.
Pre-requisites: RAPS 1110; Co-requisites: None

RAPS 1160 - Theoretical Concepts of DICOM and HL7 (90 Contact, 5 Credit)
This course provides the student with fundamental concepts of DICOM standard and HL7 standard. Topics include: DICOM introduction, DICOM messages and objects, DICOM storage and image management services, DICOM print, query/retrieve and structured reports, DICOM image quality, DICOM media, DICOM conformance statements, DICOM networking, DICOM troubleshooting, HL7 messaging, HL7 troubleshooting, IHE introduction, IHE actors and profiles, and IHE infrastructure.
Pre-requisites: RAPS 1110; Co-requisites: None

READ Reading

READ 0096 – Reading I (3)
This course emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills.
Pre-requisites: Appropriate entrance reading test score; Co-requisites: None

READ 0097 – Reading II (3)
This course emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.
Pre-requisites: READ 0096 OR Appropriate entrance reading test score; Co-requisites: None

READ 0098 – Reading III (3)
This course provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.
Pre-requisites: READ 0097 OR Appropriate entrance reading test score; Co-requisites: None

SOCI Sociology

SOCI 1101 - Introduction to Sociology (45 Contact, 3 Credit)
This course explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores; Co-requisites: None

SPCH Speech

SPCH 1101 - Public Speaking (45 Contact, 3 Credit)
This course introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.
Pre-requisites: Regular Admission OR ENGL 0098; Co-requisites: None

SURG Surgical Technology

SURG 1010 - Introduction to Surgical Technology (150 Contact, 6 Credit)
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

Pre-requisites: Program Admission; Co-requisites: None

SURG 1020 - Principles of Surgical Technology (105 Contact, 5 Credit)
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))
Pre-requisites: Program Admission; Co-requisites: None

SURG 1080 - Surgical Microbiology (30 Contact, 2 Credit)
This course introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.
Pre-requisites: Program Admission; Co-requisites: None

SURG 1100 - Surgical Pharmacology (45 Contact, 2 Credit)
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.
Pre-requisites: Program Admission; Co-requisites: None

SURG 1120 - Surgical Technology Clinical I (135 Contact, 3 Credit)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: Program Admission; Co-requisites: None

SURG 1130 - Surgical Technology Clinical II (135 Contact, 3 Credit)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: Program Admission; Co-requisites: None

SURG 2030 - Surgical Procedures I (60 Contact, 4 Credit)
This course introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopedic surgery. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)
Pre-requisites: None; Co-requisites: None

SURG 2040 - Surgical Procedures II (60 Contact, 4 Credit)
This course continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))
Pre-requisites: None; Co-requisites: None

SURG 2120 - Surgical Technology Clinical III (135 Contact, 3 Credit)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: None; Co-requisites: None

SURG 2130 - Surgical Technology Clinical IV (135 Contact, 3 Credit)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and

procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: None; Co-requisites: None

SURG 2140 - Surgical Technology Clinical V (135 Contact, 3 Credit)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: None; Co-requisites: None

SURG 2150 - Surgical Technology Clinical VI (135 Contact, 3 Credit)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: None; Co-requisites: None

SURG 2240 - Seminar in Surgical Technology (2)
Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.
Pre-requisites: Program Admission; Co-requisites: None

VETT Veterinary Technology

VETT 1000 - Veterinary Medical Terminology (30 Contact, 2 Credit)
This course introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: word origins, word building, abbreviations and symbols, terminology related to animal anatomy, terminology specific to veterinary medicine, and reading medical orders and reports.
Pre-requisites: Program Admission; Co-requisites: None

VETT 1010 - Introduction to Veterinary Technology (15 Contact, 1 Credit)
This course provides an introduction to the veterinary technology occupation. Emphasis is placed on legal, regulatory, ethical and professional issues. Other topics include: breeds, career choices, medical records, and animal identification.
Pre-requisites: Program Admission; Co-requisites: None

VETT 1020 - Veterinary Clinical Pathology I (75 Contact, 3 Credit)
This course presents an introduction to the principles and procedures utilized in the veterinary practice diagnostic laboratory. Emphasis is placed on laboratory safety and management, technical skills in microscopy, microbiology, and parasitology. Topics include: microscopy and laboratory equipment; handling of laboratory specimens, laboratory safety, and quality control; parasitology; microbiology; and necropsy.
Pre-requisites: VETT 1060, VETT 1010 ; Co-requisites: None

VETT 1030 - Veterinary Clinical Procedures I (90 Contact, 4 Credit)
This course will provide an orientation to small and large animal patient care and technical procedures. Emphasis is placed on physical restraint, general patient assessment and care, sample collection, medication administration, instrumentation and supplies, and basic surgery and isolation room procedures.
Pre-requisites: Program Admission, BIOL 1111, VETT 1010; Co-requisites: None

VETT 1060 - Animal Anatomy and Physiology (90 Contact, 4 Credit)
This course provides an overview of the functional anatomy and physiology of domestic animals commonly encountered in veterinary medicine. Topics include: musculoskeletal system, digestive system, cardiovascular system, integumentary system, hematopoietic system, respiratory system, urogenital system, nervous system, endocrine system and the special senses.
Pre-requisites: BIOL 1111, BIOL 1111L, VETT 1000, VETT 1010; Co-requisites: None

VETT 1070 - Veterinary Diagnostic Imaging (75 Contact, 3 Credit)
Introduces the knowledge required to perform radiologic procedures applicable to veterinary care. Emphasis will be placed on the production of quality radiographs, and laboratory experiences will demonstrate the application of theoretical principles and concepts. Topics include: radiation safety, radiographic procedures, quality control, processing and record keeping, ultrasonography, alternate imaging, and maintenance.
Pre-requisites: VETT 1060, VETT 1010, VETT 1030, VETT 1000; Co-requisites: None

VETT 1110 - Veterinary Pathology and Diseases (60 Contact, 4 Credit)
This course presents a study of veterinary diseases and zoonoses. Emphasis is placed on the types of diseases and disease transmission. Topics include: classification of causes of disease; responses to injury; sources and transmission of agents; common diseases; toxicology and poisonous plants.
Pre-requisites: VETT 1060; Co-requisites: None

VETT 2120 - Veterinary Clinical Pathology II (120 Contact, 4 Credit)
Provides continued study in the principles and procedures for the veterinary practice diagnostic laboratory. Topics include:

hematology, clinical chemistry, cytology, serology, and urinalysis.
Pre-requisites: VETT 1020; Co-requisites: None

VETT 2130 - Veterinary Clinical Procedures II (135 Contact, 5 Credit)
This course provides advanced instruction related to the care of both large and small animals. Emphasis is placed on collecting samples, medication administration and therapeutics, catheterization, bandaging techniques, dentistry and advanced patient care procedures.
Pre-requisites: VETT 1030; Co-requisites: None

VETT 2160 - Pharmacology for Veterinary Technicians (60 Contact, 3 Credit)
Provides study in the area of veterinary drugs and medicines. Emphasis is placed on classes and actions of drugs, calculating dosages, proper administration, and dispensing of drugs. Topics include: general pharmacology, calculating dosages, pharmacy, and record keeping.
Pre-requisites: MATH 1111, CHEM 1211, VETT 1030; Co-requisites: None

VETT 2210 - Laboratory and Exotic Animals for Veterinary Technicians (90 Contact, 4 Credit)
This course provides an overview into the study of laboratory and exotic animals. Emphasis is placed on principles of animal research, maintaining human health and safety in a research environment, providing proper care and husbandry, nursing procedures and euthanasia. Topics include: principles of animal research, human safety and health considerations, animal care and husbandry, nursing procedures and euthanasia.
Pre-requisites: VETT 1020, VETT 1060, VETT 1030; Co-requisites: None

VETT 2220 - Veterinary Practice Management (45 Contact, 3 Credit)
This course provides an introduction to veterinary facility management. Emphasis is placed on office management and client relations.
Pre-requisites: VETT 1010, VETT 1000; Co-requisites: None

VETT 2230 - Veterinary Anesthesiology and Surgical Procedures (135 Contact, 5 Credit)
Provides study in surgical assisting, operative care and anesthesiology. Emphasis is placed on assisting in surgical procedures and administering and monitoring anesthesia. Topics include: surgical assisting, anesthesia, special equipment, and emergencies.
Pre-requisites: VETT 2160, VETT 1030, VETT 2130; Co-requisites: None

VETT 2300 - Veterinary Technology Clinical Internship (540 Contact, 12 Credit)
This course introduces students to the application of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian or a registered veterinary technician. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary referral/teaching hospitals, private veterinary hospitals and clinics, research laboratories, and other facilities supervised by a veterinarian or a credentialed veterinary technician. Topics include, but are not limited to: office and hospital procedures, client relations and communications; pharmacy and pharmacology; nursing; anesthesia; surgical nursing; laboratory procedures; and imaging. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, and required on-the-job training.
Pre-requisites: VETT 2120, VETT 2230, VETT 2130; Co-requisites: None

VETT 2410 - Principles of Sonography for Veterinary Medicine(15 Contact, 1 Credit)
This course introduces students to the fundamental concepts and equipment operations needed for using and understanding sonographic equipment. Topics to be covered include: Sonographic principles, artifact, and sonographic imaging principles.
Pre-requisites: Program Admission; Co-requisites: None

VETT 2430 - Veterinary Sonographic Imaging(90 Contact, 4 Credit)
This course introduces the students to veterinary abdominal ultrasound and echocardiography for small animals. Topics to be covered include: animal preparation and positioning, scanning technique, anatomy and physiology of the abdomen, normal and abnormal pathology of abdominal anatomy, anatomy and physiology of the heart, normal and abnormal pathology of cardiac anatomy.
Pre-requisites: VETT 1060; Co-requisites: None

WELD Welding

WELD 1000 - Introduction to Welding Technology (60Contact, 3 Credit)
This course provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.
Pre-requisites: Provisional Admission; Co-requisites: None

WELD 1010 - Oxyfuel Cutting (75 Contact, 3 Credit)
This course introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.
Pre-requisites: None; Co-requisites: WELD 1000

WELD 1040 - Flat Shielded Metal Arc Welding (100 Contact, 4 Credit)
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.
Pre-requisites: None; Co-requisites: WELD 1000

WELD 1050 – Horizontal Shielded Metal Arc Welding (100 Contact, 4 Credit)
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.
Pre-requisites: None; Co-requisites: WELD 1040

WELD 1060 – Vertical Shielded Metal Arc Welding (100 Contact, 4 Credit)
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes, selection and applications for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.
Pre-requisites: None; Co-requisites: WELD 1040 and WELD 1050

WELD 1090 - Gas Metal Arc Welding (100 Contact, 4 Credit)
This course provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.
Pre-requisites: None; Co-requisites: WELD 1000

WELD 1110 - Gas Tungsten Arc Welding (100 Contact, 4 Credit)
This course provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.
Pre-requisites: None; Co-requisites: WELD 1000

ADMINISTRATION, FACULTY, AND STAFF LISTING

FULL-TIME FACULTY AND STAFF

Listed below are the full-time personnel of Ogeechee Technical College. The year in parentheses indicates the initial year of continuous employment.

Akins, Sandra *(2005)*
Accounting Technician
Diploma, Ogeechee Technical College

Alexander, Wayne (2002)
Maintenance Technician

Allen, Teresa (2003)
Dean for Academic Affairs
M.Ed., Georgia Southern University
B.S.Ed., Georgia Southern University

Alston, Angela (2001)
Acting Bookstore Manager
Certificate, Ogeechee Technical College

Altman, J.J. (1998)
Director for Auxiliary Services
B.B.A., Georgia Southern University

Ambrose, Lynn (2010)
Custodian

Bacon, John (2007)
Custodian

Badie, Hyedie (2004)
Administrative Assistant for Adult Education
Diploma, Ogeechee Technical College

Barnes, Jarvis (2000)
Funeral Service Education Instructor
M.P.A., Savannah State University
B.B.A., Georgia Southern University
A.S., Gupton-Jones College of Funeral Service
Licensed Funeral Director
Licensed Embalmer

Barton, Bill (2010)
Dean for Academic Affairs
M.A., Central Michigan University
B.A., Lenoir Rhyne University

Bennett, Shawnna (2010)
Student Affairs Assistant

Bickerton, Dan (2002)
Biology Instructor
M.S., Marshall University
B.S., Marshall University

Blackburn, Heather (2008)
Fish and Wildlife Management Instructor
B.S., University of Tennessee

Bowen, Larry (1998)
Career Services Coordinator
M.H.R., University of Oklahoma
B.S., Park University

Brannen, Russell (2002)
Information Technology Specialist
A.A.T., Ogeechee Technical College
Diploma, Ogeechee Technical College
Certified PACS Associate
Microsoft Certified Systems Administrator

Brinkley, Michelle (2008)
Administrative Secretary, Law Enforcement Academy
B.A., Georgia Southern University
A.A., East Georgia College

Brown, Sarah (2007)
Custodian

Bryant, Kenneth (2000)
Chief GED Examiner/Assessment Services Coordinator
B.S., University of Southern Mississippi

Burkes, April (1998)
Banner Support Specialist
B.S.T.M., DeVry University
A.A.S, East Georgia College
Diploma, Ogeechee Technical College

Burrell, Michael K. (1999)
Dean for Adult Education
M.S.A., Central Michigan University
B.S., Southern Illinois University

Cartee, Dawn (2007)
President
Ed.D., Georgia Southern University
Ed.S., Georgia Southern University
M.Ed., Georgia Southern University
B.B.A., Georgia Southern University

Cartee, Linda (2007)
Commercial Truck Driving Instructor
Licensed Commercial Truck Driver

Case, Charles (2004)
Automotive Technology Instructor
A.S., Middle Georgia College
ASE Master Automobile Technician
Diploma, Swainsboro Technical College

Chambers, Laura (2009)
English Instructor
M.Ed., Georgia Southern University
B.A., Georgia Southern University

Collins, Charlie (2007)
Commercial Construction Management Instructor
B.S., Georgia Southern University

Collins, Chryle (1999)
Practical Nursing Instructor
B.S.N., Georgia Southern University
Registered Nurse

Collins, Donny (2008)
Computer Information Systems Instructor
M.S., University of Phoenix
B.S.Ed., Georgia Southern University

Collins, Tonya (1995)
Account Specialist
Diploma, Ogeechee Technical Institute

Cox, Lisa (2004)
Early Childhood Care and Education Instructor
M.Ed., Nova Southeastern University
B.S.Ed., Georgia Southern University

Cummings, Nathaniel (2007)
Custodian

Davis, Jeffrey S. (2000)
Vice President for Technology & Institutional Support
M.T., Georgia Southern University
B.S., Georgia Southern University

De la Cruz, Amy (2010)
Administrative Assistant for VPA
B.S., Armstrong Atlantic State University

DeLoach, Deborah (2007)
Opticianry Instructor
B.S., Armstrong Atlantic State University
A.A.T., Ogeechee Technical College
American Board of Opticianry Certification
National Contact Lens Certification
Licensed Dispensing Optician

DiNitto, Jan (2007)
Assistant Registrar
Diploma, Georgia Southern University

Dunn, Matthew (2008)
Radiologic Technology Clinical Coordinator
Computed Tomography Instructor
M.Ed., University of Georgia
B.M.Sc., Emory University
Diploma, Ogeechee Technical College
Registered Technologist (Radiography, Computed Tomography)

Durden, Lori (2011)
Vice President for Economic Development
M.B.A.,Georgia Southern University
B.B.A.,Georgia Southern University

Durrence, Sandra (2010)
Nurse Aide Instructor
Nurse Practitioner Certificate, Emory University
A.A., Georgia Southwestern State University

Edwards, John W. (2010)
Welding Instructor
Juris Doctor, University of Georgia
M.Acc., Georgia Southern University
B.B.A., Georgia Southern University
Certificate, Ogeechee Technical College

Evans, Gwen (2005)
Accounting Technician
A.A.T., Ogeechee Technical College

Finch, Heidi (2008)
Cashier

Findley, Chris (2003)
Law Enforcement Academy Instructor
M.F.S., National University
B.S., Georgia College

Foley, Ryan W. (2003)
Vice President for Student Affairs
M.B.A., Georgia Southern University
B.B.A., Georgia Southern University

Futch, Lynn (2008)
Dean for Library Services
Ed.D., Georgia Southern University
Ed.S., Georgia Southern University
M.Ed., Georgia Southern University
B.S., Georgia Southern University

Gailey, Anne (2007)
Medical Assisting Instructor
Diploma, Ogeechee Technical College
Certified Medical Assistant

Gainous, Matthew (2000)
English Instructor
M.Ed., Georgia Southern University
B.A., Georgia Southern University

Gleissner, John (2007)
Mathematics Instructor
M.S. (Mathematics), University of South Carolina
M.S. (Computer Science), University of S. Carolina
B.S., University of South Carolina

Goss, Stacie (2007)
Custodian

Grabenstein, Karen (2007)
Paramedicine Instructor
B.S., University of Phoenix
A.A., University of Phoenix
Diploma, Ogeechee Technical College

Groover, John (1993)
Dean for Academic Affairs
M.Ed., Georgia Southern University
B.S., Georgia Southern College

Grumbles, Janice (2006)
Veterinary Technology Instructor
D.V.M., Texas A&M University
B.S., Texas A&M University

Gunter, Rachel (2008)
Purchasing Technician
Diploma, Ogeechee Technical College

Hand, Terry L. (2003)
Computer Information Systems Instructor
M.S., University of Phoenix
B.S., Georgia Southern University

Harris, Alex (2010)
Management & Supervisory Development Instructor
M.B.A., Georgia Southern University
B.B.A., Georgia Southern University

Hart, Eyvonne (1995)
Vice President for Administration
M.B.A., Capella University
B.S., South Carolina State University

Hendrix, Connie (2001)
Administrative Assistant to the Vice President for Academic Affairs
Diploma, Draughon Business College

Hendrix, Penny (1995)
Disability and Student Support Services Coordinator (ADA/504 Coordinator)
B.S., Georgia Southern University

Hodges, Y'Lonne (2006)
Funeral Service Education Instructor
M.H.S.A., Georgia Southern University
B.B.A., Tennessee State University
A.S., Gupton-Jones College of Funeral Service
Licensed Funeral Director
Licensed Embalmer

Holloway, Djaras (1999)
Cosmetology Instructor
Diploma, Ogeechee Technical College
Licensed Master Cosmetologist
Licensed Cosmetology Instructor

Holloway, Shenavian (2005)
Student Affairs Assistant
Certificate, Ogeechee Technical College

Holt, Nancy (2006)
Adult Education Instructor
M.Ed., Georgia Southern University
B.S., Georgia Southern University

House, Janyce E. (2011)
Health Information Technology Instructor
M.S., University of West Georgia
B.S., University of Pittsburgh
Registered Health Information Administrator

Howard, Jaclyn (2008)
Practical Nursing Instructor
M.S.N., Walden University
Women's Health Nurse Practitioner, Emory University
B.S.N., University of Phoenix
A.S., Armstrong Atlantic State University

Howard, Jamie (1998)
Receptionist/Student Affairs Assistant
Diploma, Ogeechee Technical College

Jenkins, Shelia (2007)
Administrative Assistant to the Vice President for Institutional Effectiveness
M.B.A., Ashford University
B.S.Ed., Georgia Southern University
A.A., East Georgia College
A.A.S., East Georgia College

Jenkins, Yvonne (2001)
Dental Assisting Instructor
B.S., Medical College of Georgia
Registered Dental Hygienist
Certified Dental Assistant

Johnson, Pearl (1991)
Business Administrative Technology Instructor
M.B.A., Capella University
B.P.A., University of District of Columbia
MOUS Certification: Word 2000

Jones, Mark (2007)
HVAC Technician

Jones, Shelly P. (1999)
Pharmacy Technology Instructor
A.A.S., Augusta Technical College
Diploma, Augusta Technical College
Diploma, Atlanta College of Medical and Dental Careers
Certified Pharmacy Technician

Kosmoski, Kathleen (2008)
Director for Community and Resource Development
M.S., Purdue University
B.A., Purdue University

Kraft, Jennifer (2008)
Student Affairs Assistant
A.S., Darton College

Lamar, Charlene J. (2003)
Vice President for Academic Affairs
Ed.D., Georgia Southern University
Ed.S., Georgia Southern University
M.Ed., Georgia Southern University
B.B.A., Georgia Southern University

Leverette, Shatonna (2008)
Student Affairs Assistant
A.A.S., Ogeechee Technical College

Lloyd, Scott (2000)
Opticianry Instructor
A.A.T., Ogeechee Technical College
American Board of Opticianry Certification
National Contact Lens Certification
Licensed Dispensing Optician

Locke, John (2003)
Geographic Information Systems Technology Instructor
M.U.R.P., San Jose State University
B.A., Humboldt State University
A.A., Chabot College

Lynch, Ken (2010)
Commercial Truck Driving Instructor
Licensed Commercial Truck Driver

Marsh, Elliott (2006)
Agribusiness Instructor
M.A.L., University of Georgia
B.S.A., University of Georgia

Martin, Janice (1997)
Radiologic Technology Instructor
M.A., Ashford University
B.S., Ottawa University
Diploma, Memorial Medical Center
Registered Technologist [Radiology]

Mathews, Beth (2007)
Vice President for College Advancement
M.P.A., Georgia Southern University
B.A., Georgia Southern University

McClain, Constance (2009)
Phlebotomy and Nurse Aide Instructor
Diploma, Macon Area Vocational-Technical School
Certified Phlebotomy Technician
Licensed Practical Nurse

McCorkle, Jeannie (2008)
Early Childhood Care and Education Instructor
Ed.S., Georgia Southern College
M.Ed., Georgia Southern College
B.S.Ed., Georgia Southern College

McCranie, Michelle (2000)
Medical Assisting Instructor
A.A.S., East Georgia College
Diploma, Southeastern Technical College
Certified Pharmacy Technician
Certified Medical Assistant

McDaniel, Larry Allen (2006)
Automotive Technology Instructor
A.A.S., East Georgia College
Diploma, Swainsboro Technical College
ASE Master Automobile Technician

Mercer-McMillan, Tonya (1995)
Accountant
B.S., University of Phoenix
A.A.S., East Georgia College
Diploma, Ogeechee Technical College

Mikulecky, L. Joey (2009)
Technical Support Specialist
A.A.T., Ogeechee Technical College
Microsoft Certified Professional
A+ Certification

Miller, Stephen E. (2000)
Director for Human Resources
M.P.A., Georgia Southern University
B.S., Brigham Young University

Mills, Cynthia Kennedy (1992)
Accounting Instructor
M.B.A., Georgia Southern University
B.B.A., Georgia Southern University
MOUS Certifications: Excel (Expert),
Word (Expert), and Access

Mitchell, James (2010)
Basic Law Enforcement Academy Instructor
B.A., Saint Leo University
BLE Field Training Officer
POST Instructor
Certifications: General, Firearms, Defensive Tactics

Mobley, Karen (2008)
Executive Assistant to the President
B.B.A., Georgia Southern University
A.A., Brevard Community College

Morris, Tracy (2003)
Database Administrator
A.A.T., Ogeechee Technical College
Microsoft Certified Systems Administrator

Murphey, Ray P. (2008)
English Instructor
M.A., Georgia Southern University
B.A., Georgia Southern College

Parker, John (2008)
Adult Education Instructor
B.S., Georgia Southern University

Pearsall, Vanessa (2000)
Distribution/Duplication Specialist
Certificate, Ogeechee Technical College

Perkins, Greg (2011)
Custodian

Phillips, Emily (2003)
Mathematics Instructor
M.S., Georgia Southern University
B.S., Georgia Southern University

Pisacano, Tony (2003)
Culinary Arts Instructor
A.O.S., Culinary Institute of America

Pope, Susan (2003)
Learning Support/Mathematics Instructor
M.S., Georgia Southern University
B.S., Georgia Southern University

Powell, Patsy (1990)
Director for Accounting

Rabeler, John Greg (2002)
Director for Law Enforcement Academy
M.C.J., University of South Carolina
B.S., Armstrong State College

Raulerson, David (2008)
PACS Instructor
B.S., St. Joseph's College
Registered Technologist

Rich, Martrella (2006)
Accounting Technician/HR Assistant
A.A.S., Ogeechee Technical College

Richard, Bryan (2008)
Culinary Arts Instructor
A.S.T., Walnut Hill College

Riggs, Tyler (2010)
Drafting Technology Instructor
BS, Georgia Southern University
Diploma, Ogeechee Technical College

Robbins, Betty (2001)
Administrative Secretary
A.A.T., Ogeechee Technical College
Diploma, Ogeechee Technical College
Certificate, Ogeechee Technical College

Roberts, Denise (2010)
Financial Aid Specialist
B.A., Georgia Southern University
A.A.T., Ogeechee Technical College

Robinson, LeAnne P. (2000)
Director for Recruitment & Retention Services
M.B.A., Amberton University
B.S., Mississippi Valley State University
MOUS Certification: Word
Certificate, Ogeechee Technical College

Rogers, Sheryl H., (1998)
Accounting Instructor
M.Acc., Georgia Southern University
B.B.A., Georgia Southern University
Certified Public Accountant

Rosengart, Angela (2011)
Grants Coordinator
M.P.A., Georgia College and State University
B.A., Georgia College and State University

Safrin, Thomas (2010)
Criminal Justice Instructor
M.P.A., Columbus State University
B.A., Saint Leo University
A.A., Saint Leo University

Sanders, Jessica (2007)
Marketing Instructor
M.B.A., Georgia Southern University
B.B.A., Georgia Southern University

Sapp, Buddy (1990)
Director for Plant Operations

Saunders, Laura (2010)
Director for Admissions
M.B.A., Georgia Southern University
B.B.A., Georgia Southern University

Scott, Deborah, (1998)
Surgical Technology Instructor
B.S., Kaplan University
A.S., Middle Georgia College
Registered Nurse
Certified Nurse Operating Room

Scott, Tina (1997)
Adult Education Instructor
B.B.A., Georgia Southern College

Shaver, Jeff (2006)
Cosmetology Instructor
Diploma, Virgil's Beauty College

Sheffield, Marilyn (2007)
Custodian

Simmons, M. Ann (1994)
Student Affairs Assistant
Diploma, Ogeechee Technical College

Smith, Jeff (2007)
Director for Campus Safety and Security
B.B.A., University of Georgia
Certified Police Officer
Certified Paramedic

Smith, Rodney (2010)
Business Administrative Technology Instructor
M.Ed., University of West Georgia
M. Div., Southern Baptist Theological Seminary
B.S., Samford University

Snyder, Beckie (2011)
Administrative Assistant to the Vice President for Student Affairs
A.A., Florida State University

Stanley, Loretta Jane (2006)
Echocardiography Instructor
B.S., Florida Hospital College of Health Sciences
A.S., Ohlone College
Registered Diagnostic Cardiac Sonographer
Respiratory Care Professional

Stewart, Dianne Flythe (2007)
Vice President for Institutional Effectiveness
M.Ed., Georgia Southern University
BSED, Georgia Southern University

Strickland, Julie (2010)
English Instructor
M.Ed., Georgia Southern University
B.A., Oglethorpe University

Stubbs, Michelle (1990)
Registrar
B.B.A., Georgia Southern University

Surrency, Jamie (2010)
Administrative Assistant to the Vice President for College Advancement
A.A., American Musical and Dramatic Academy

Swain, Shauna (2009)
Cosmetology Instructor
B.B.A., Georgia Southern University
Diploma, Southeastern Technical College

Taylor, Brandy (2000)
Director for Institutional Research and Planning
M.B.A., Georgia Southern University
B.B.A. Information Systems, Georgia Southern University

Taylor, Jeff (2003)
Mathematics Instructor
M.S., Georgia Southern University
B.S., Georgia Southern University

Thomas, Letrell (1994)
Director for Financial Aid
M.B.A., Georgia Southern University
B.B.A., Georgia State University

Threatt, Norm (2007)
Electrical Construction and Maintenance Instructor
Diploma, Swainsboro Technical College
Unrestricted Electrical License
Low-Voltage General Electrical License
NABCEP Certified Solar

Tinker, Larry (1998)
Learning Support English/Reading Instructor
B.A., Armstrong State University

Todd, S. Shane (2005)
HVAC Instructor
Diploma, Savannah Technical College
Universal Refrigerant Transition and Recovery Certificate
Conditioned Air Non Restricted Licenses

Turner, J. Barry (2007)
Vice President for Community & College Relations
M.A., Ashford University
B.B.A., American Intercontinental University
Diploma, Gupton-Jones College

Turner, Marilyn M. (1997)
Medical Assisting Instructor
Diploma, Georgia Baptist Hospital
Registered Nurse
Certified Medical Assistant

Vinson, Crystal (2008)
Funeral Service Education Instructor
M.B.A., Ashford University
B.S., University of South Carolina
A.S., Ogeechee Technical College
Licensed Funeral Director
Licensed Embalmer

Walker, Billie J. (2005)
Veterinary Technology Instructor
A.S., Tri-County Technical College

Walker, Jimmie (2009)
EMT Instructor
Diploma, Lanier Technical College

Waters, Kelli (1999)
Student Activities & Special Populations Coordinator (Title IX Coordinator)
B.S., Georgia Southern University

Welch, Tina (2003)
Diagnostic Medical Sonography Instructor
B.S., Florida Hospital College of Health Sciences
A.A.S., Medical College of Georgia
Registered Vascular Technologist
Registered Radiologic Technologist
Registered Diagnostic Medical Sonographer
Registered Cardiac Sonographer

Wells, Minnie (2006)
Adult Education Assistant
Diploma, Ogeechee Technical College

White, Marcia (2010)
Surgical Technology Instructor
A.A.T., Savannah Technical College
Diploma, Savannah Technical College

Williams, Jamie (2001)
Student Affairs Assistant
Diploma, Ogeechee Technical College

Williams, Melba (2000)
Student Affairs Assistant
AAT, Ogeechee Technical College
Diploma, Ogeechee Technical College

Williams, Rebecca (2010)
Graphic Designer/Webmaster
B.F.A., Georgia Southern University

Williams, Susan (2003)
Accounting Technician
B.S. Georgia Southern University

Witherington, Jennifer (2008)
Administrative Secretary
M.Ed., Armstrong Atlantic State University
B.A., Armstrong Atlantic State University

Witherington, John (2007)
Hotel/Restaurant/Tourism Instructor
M.B.A, Ashford University
B.S., Georgia Southern University

PART-TIME FACULTY AND STAFF

Below is a partial listing of the part-time personnel of Ogeechee Technical College. The year in parentheses indicates the initial year of continuous employment.

Akins, Carolyn (2004)
Adult Education Instructor
B.S., Georgia Southern University

Alderman, Jimmie (2006)
Commercial Wiring Instructor
Diploma, Swainsboro Technical College

Bacon, Susan J. (2000)
Library Assistant
Diploma, Ogeechee Technical College
Certificate, Ogeechee Technical College

Baumann, Emil (2005)
Welding Instructor

Bragg, Christy (2010)
Health Science Core Instructor
B.S.N., Georgia Southern University

Campbell, Pamela (2005)
Health Science Core Instructor
B.S., Georgia Southern University

Carnes, Shana (2010)
Health Science Core Instructor
B.S.N., Georgia Southern University

Clay, David (2010)
Criminal Justice Instructor
M.B.A., Walden University
B.S., Jacksonville State University

Clifton, Priscilla (2002)
Mathematics Instructor
Ed.S., Lincoln Memorial University
M.Ed., Georgia Southern College
B.A., Savannah State College

Cranford, Loren (2007)
Electrical Construction & Maintenance Instructor
Diploma, Swainsboro Technical College

Cryder, Harvey (2010)
Fire Science Instructor
Georgia Fire Academy State Certified Instructor
POST Certified General Instructor
GEMA Certified Instructor

Durant, Kendreia (2010)
Pharmacy Technology Instructor
A.S., American Continental University
Diploma, Ogeechee Technical College

Eckles, Hollie (2008)
Health Science Core Instructor
B.S.N., Georgia Southern University
Registered Nurse

Findley, Jerry F. (2005)
Forensic Science Instructor
A.A.T., St. Leo College

Forehand, LuAnne (2009)
Early Childhood Care & Education Instructor
M. Ed., Cambridge College
B.S.Ed., Georgia Southern University

Gavel, Jeffrey (2009)
Psychology Instructor
M.S., Georgia Southern University
B.S., Georgia College and State University
A.A., Macon State College

Giddens, Erin (2009)
MRI Instructor
M.P.A. – Valdosta State University
B.S., Armstrong Atlantic State University
Diploma, Ogeechee Technical College
Registered Technologist (Radiology, Mammography, Computed Tomography, Magnetic Resonance)

Hendrix, Linda (2006)
Library Assistant

Herbster, Andrea (2009)
Criminal Justice Instructor
M.S., Jacksonville State University
B.S., Jacksonville State University

Hickman, JoAnn (2002)
Adult Education Instructor
B.S.H.S., Georgia Southern College

Kelly, Maggie (2009)
Food Technician

Kearns, Merritt (2008)
Fire Science Instructor
M.Ed., Georgia Southern University
B.S., Rutgers University
A.A.T., West Georgia Technical College
NPQ Certified
State of Georgia Certified

Marsh, Jeanne Anne (2009)
Adult Education Instructor
B.S., Georgia Southern University

McIntyre, Donna (2010)
Criminal Justice Instructor
M.P.A, Georgia Southern University
B.S., Armstrong State University
A.A., Emanual County Junior College

Nelson, Billie Anne (2011)
Nurse Aide Instructor
Diploma, Augusta Technical College
Licensed Practical Nurse

Nesmith, Julie (2002)
Learning Support Instructor
M.S.Ed., Georgia Southern College
B.S.Ed., Georgia Southern College

Newman, Randy (2008)
Commercial Construction Management Instructor
B.S. Georgia Southern University

Riley, Marla (2010)
Health Science Core Instructor
B.S., Grand Canyon University
A.A.S., New Mexico State University
Registered Nurse

Saxon-Kelly, Teresa (2005)
Part-time Bookstore Assistant
Certificate, Ogeechee Technical College

Sharpe, Earline (2009)
Food Technician

Street, Lee (2010)
Nurse Aide Instructor, Portal Middle/High School
B.S., Georgia Southern University
Registered Nurse

A.A.S., El Paso Community College

Strickland, April (2009)
Psychology Instructor
M.S., Georgia Southern University
B.S., University of North Florida

Tinker, Lynda (1993)
Sociology Instructor
M.A., Georgia Southern University
B.S., St. Joseph's College

Vickers, Tonya (2010)
Financial Analyst
B.B.A., Georgia Southwestern State University

Waters, Alana (2008)
Nurse Aide Instructor
M.S.N., Medical College of Georgia
B.S.N., Medical College of Georgia
Registered Nurse
Certified Phlebotomy Technician

Walls, Cassie (2010)
Criminal Justice Instructor
M.P.A., Columbus State University
B.S., University of West Georgia

Waters, Darlene (1992)
Learning Support Instructor
Ed.S., University of Georgia
M. Ed., University of Georgia
B.A., University of Illinois

Webb, Leigh (2010)
Health Information Technology Instructor
M.P.H., Armstrong Atlantic State University
B.S., Armstrong Atlantic State University
Certified Tumor Registrar, NCRA

Williford, Todd (2007)
Early Childhood Care & Education Instructor
Ed.S., Georgia Southern University
M.Ed., Georgia Southern University
B.S., Georgia Southern University
B.B.A., Georgia Southern University

Wolters, John (2009)
Music Instructor
M. Music, Georgia Southern University
B.A., Music, Brewton Parker College

Please note the following changes for the 2011-2012 OTC Catalog and Student Handbook.

PROGRAM/SECTION		PROGRAM ACCREDITATIONS/APPROVALS, SURGICAL TECHNOLOGY		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
10	08/22/11	Change title of ARC.	*The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).*	
PROGRAM/SECTION		**TUITION REFUNDS**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
26	10/31/11	Change formula for calculating refunds for Title IV recipients.	*Number of Days Completed/Number of Days in Semester = Percentage of Title IV Aid Earned*	
PROGRAM/SECTION		**ACCOUNTING AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
57	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			SOCI 1101-Introduction to Sociology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100- Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**AGRIBUSINESS AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
60	03/21/12	Replace General	**GENERAL EDUCATION CORE**	**15**

		Education Core	**Area I - Language Arts/Communication**	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			SOCI 1101-Introduction to Sociology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100- Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**BUSINESS ADMINISTRATIVE TECHNOLOGY AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
73	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			SOCI 1101-Introduction to Sociology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100- Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**COMPUTER INFORMATION SYSTEMS AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
82	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	

			SOCI 1101-Introduction to Sociology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**NETWORKING SPECIALIST AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
84	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			SOCI 1101-Introduction to Sociology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**COMMERCIAL CONSTRUCTION MANAGEMENT AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
88	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**18**
			Area I - Language Arts/Communication	**6**
			ENGL 1101 -Composition and Rhetoric	
			SPCH 1101-Public Speaking	
			Area II - Social /Behavioral Sciences	**3**
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	

			Area III-Natural Sciences/Mathematics	**6**
			MATH 1111-College Algebra and 1 other natural sciences/mathematics	
			MATH 1101-Mathemathical Modeling	
			MATH 1100-Quantitative Skills and Reasoning	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
PROGRAM/SECTION		**CRIMINAL JUSTICE AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
94	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			SOCI 1101-Introduction to Sociology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**CULINARY ARTS AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
101	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			SOCI 1101-Introduction to Sociology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	

			MATH 1101-Mathematical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**EARLY CHILDHOOD CARE AND EDUCATION AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
109	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**18**
			Area I - Language Arts/Communication	**6**
			ENGL 1101 -Composition and Rhetoric & 1 other language arts/communication course	
			ENGL 1102 -Literature and Composition	
			ENGL 1105-Technical Communication	
			SPCH 1101 1101 -Public Speaking	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	
			MATH 1101-Mathematical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**ECHOCARDIOGRAPHY/READMISSION REQUIREMENTS**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
117	3/21/12	Replace		
PROGRAM/SECTION		**FISH AND WILDLIFE MANAGEMENT AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
124	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			SOCI 1101-Introduction to Sociology	
			ECON 1101-Principles of Economics	

			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**FORENSIC SCIENCE AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
126	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			SPCH 1101 -Public Speaking	
PROGRAM/SECTION		**FUNERAL SERVICE EDUCATION AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
131	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			ENGL 1102 -Literature and Composition	
PROGRAM/SECTION		**GEOGRAPHIC INFORMATION SYSTEMS AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	

132	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			PSYC 1101-Introduction to Psychology	
			Area III-Natural Sciences/Mathematics	**6**
			MATH 1111-College Algebra and 1 other natural sciences/mathematics	
			MATH 1112-College Trigonometry	
			MATH 1113-Precalculus	
			MATH 1101-Mathematical Modeling	
			Area IV-Humanities/Fine Arts	**3**
			HUMN 1101-Humanities	
PROGRAM/SECTION		**HEALTH INFORMATION TECHNOLOGY AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			SOCI 1101-Introduction to Sociology	
			PSYC 1101-Introduction to Psychology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	
			MATH 1101-Mathematical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**HOTEL/RESTAURANT/TOURISM AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			SOCI 1101-Introduction to Sociology	
			PSYC 1101-Introduction to Psychology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	

			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**MARKETING MANAGEMENT AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
144	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			SOCI 1101-Introduction to Sociology	
			PSYC 1101-Introduction to Psychology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**
			MATH 1100-Quantitative Skills and Reasoning	
			MATH 1101-Mathemathical Modeling	
			MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			HUMN 1101-Humanities	
			MUSC 1101-Music Appreciation	
			Program-Specific Requirements	**3**
			General Core Elective	
PROGRAM/SECTION		**OPTICIANRY AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
155	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**15**
			Area I - Language Arts/Communication	**6**
			ENGL 1101 -Composition and Rhetoric	
			SPCH 1101 1101 -Public Speaking	
			Area II - Social /Behavioral Sciences	**3**
			SOCI 1101-Introduction to Sociology	
			PSYC 1101-Introduction to Psychology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**3**

			MATH 1100-Quantitative Skills and Reasoning or MATH 1111-College Algebra	
			Area IV-Humanities/Fine Arts	**3**
			HUMN 1101-Humanities	
PROGRAM/SECTION		**VETERINARY TECHNOLOGY AAS/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
188	03/21/12	Replace General Education Core	**GENERAL EDUCATION CORE**	**20**
			Area I - Language Arts/Communication	**3**
			ENGL 1101 -Composition and Rhetoric	
			Area II - Social /Behavioral Sciences	**3**
			SOCI 1101-Introduction to Sociology	
			PSYC 1101-Introduction to Psychology	
			ECON 1101-Principles of Economics	
			ECON 2105-Macroeconomics	
			Area III-Natural Sciences/Mathematics	**11**
			BIOL 1111-Biology I	
			BIOL 1111L-Biology Lab I	
			CHEM 1211-Chemistry I	
			CHEM 1211L-Chemistry Lab I	
			and 1 of the following mathematics courses	
			MATH 1111-College Algebra	
			MATH 1100-Quantitative Skills and Reasoning	
			Area IV-Humanities/Fine Arts	**3**
			ENGL 2130-American Literature	
			MUSC 1101-Music Appreciation	
			HUMN 1101-Humanities	
PROGRAM/SECTION		**PHARMACY TECHNOLOGY/CURRICULUM**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
165	11/01/11	Add BUSN 2300 as an option for ALHS 1090	**Occupational Courses** ALHS 1090, Medical Terminology for Allied Health Sciences *OR* *BUSN 2300, Medical Terminology*	**Credits** 2
PROGRAM/SECTION		**PROGRAM ACCREDITATIONS/APPROVALS, SURGICAL TECHNOLOGY**		
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**	
184	08/22/11	Change title of ARC.	*The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical*	

			Technology and Surgical Assisting (ARC/STSA).
PROGRAM/SECTION		**SURGICAL TECHNOLOGY/ADMISSION CRITERIA**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
184	08/22/11	Add admissions requirement and note regarding cohort size limit.	• *Submit a completed application and application fee;* • *Be at least 17 years of age;* • *Submit official high school transcript or GED transcript;* • *Submit official college transcripts, if applicable;* • *ENGL 1010, MATH 1012, COMP 1000, ALHS 1040, ALHS 1090, ALHS 1011 must be completed with a minimum GPA of 3.0 prior to beginning program courses Fall Semester* *NOTE: The number of students admitted into the Fall Surgical Technology cohort will be limited to fifteen (15) students.*
PROGRAM/SECTION		**SURGICAL TECHNOLOGY/CLINICAL ASSIGNMENTS**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
185	08/22/11	Change the number of scrub cases required	*Clinical times may range from 6:00-3:30 p.m. Monday through Friday. Clinical sites are selected by the program faculty. Students are responsible for having reliable transportation to the site. Students rotate through all clinical facilities. The program case requirement includes 80 cases first scrubbed with at least 25 of these in the solo role. Ten (10) of the 25 solo cases should be Level I core cases. Of the remaining assisted cases, 10 should be Level I Core cases, 5 should be Level I Specialty cases, and the rest of the assisted cases should be distributed across core and specialty areas.*
PROGRAM/SECTION		**COURSE DESCRIPTIONS**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
202	11/01/11	Add BUSN 2300, Medical Terminology	***BUSN 2300 – Medical Terminology*** *(30 Contact, 2 Credit)* *Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and*

			semantics. *Pre-requisite: Program Admission* *Co-requisite: None*
PROGRAM/SECTION		**COURSE DESCRIPTIONS**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
228	08/22/11	Correct the name of GIFS 2010	*GIFS 2010 - Geographic Information Systems Practicum/Internship (180 contact, 4 Credit)*
PROGRAM/SECTION		**COURSE DESCRIPTIONS**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
230	10/03/11	Change contact hours for HRTM 1230.	*HRTM 1230 – Internship (135 Contact, 3 Credit)*