



**OGEECHEE**  
**TECHNICAL COLLEGE**  
*Education with Purpose*

***2012 - 2013***  
***Catalog & Student Handbook***

## Contact Information

Phone - 912.681.5500  
Toll Free - 800.646.1316  
Web - [www.ogeecheetech.edu](http://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	871.1721
Business Office/Cashier	871.1643
Campus Safety & Security	681-5667
Career Services	871.1620
Continuing Education	486-7409
Cosmetology – Reception Desk	871.1984
Economic Development	688.6098
Evans Technical Education Complex – Hagan, GA	739.2874
Financial Aid	486.7402
GED	871.1693
Human Resources	871.1801
Law Enforcement Academy – Hagan, 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*

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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!

A handwritten signature in black ink that reads "Dawn H. Cartee". The signature is written in a cursive, flowing style.

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 Technical Education Complex**  
 625 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  
 Telephone (770) 396-3898/ Fax (770) 396-3790  
[www.council.org](http://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 and Student Handbook is effective Fall Semester 2013.**

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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 143D, 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 2012

August 16 - Tuition/Fees Deadline/Late Registration  
 August 20 - Fall Semester Begins  
 August 30 - Last Day to use Financial Aid in Bookstore  
 September 3 - Labor Day Holiday - Campus Closed  
 September 10 - Priority Advisement for Current Students for Spring Semester  
 September 13 - PELL checks mailed  
 September 24 - New Student Advisement Begins for Spring Semester  
 October 10 - Midterm  
 November 15 - Internal Staff Development - Campus Closed  
 November 19-23 - Thanksgiving Holidays - Campus Closed  
 December 1 - Financial Aid Deadline for Spring Semester  
 December 10 - Last Day of Classes  
 December 11 & 12 - Finals  
 December 13 - Grades Due  
 December 13 - January 1 - Winter Break - Campuses Closed

## Spring Semester 2013

January 2 - Campus Reopens  
 January 7 - Spring Semester Begins  
 January 21 - Martin Luther King Jr. Holiday – Campus Closed  
 February 13-15 - Winter Break - No Classes  
 March 4 - Midterm  
 April 1 - Financial Aid Deadline for Summer Semester  
 April 8-12 - Spring Break  
 April 25 - Internal Staff Development - Campus Closed  
 May 2 - Last Day of Classes  
 May 6-7 - Finals  
 May 8 - Grades Due

## Summer Semester 2013

May 16 - Graduation Ceremony (*Tentative*)  
 May 20 - Long Term & Term A Begin  
 May 27 - Memorial Day Holiday - Campus Closed  
 June 24 - Last Day of Class - Term A  
 June 24 - Long Term Midterm  
 June 25 - Finals for Term A  
 June 26 - Term B Begins  
 July 1-2 - Summer Break - No Classes  
 July 3-5 - Summer Break - Campus Closed  
 August 6 - Last Day of Class Long Term and Term B  
 August 7-8 - Long Term & Term B Finals  
 August 8 - 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 Tech 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 in Claxton, Georgia. The project, which involved five other technical colleges, allowed new law enforcement officers to receive their basic law enforcement training at a state technical college and obtain college credit at the same time. Nearby in Hagan, Ogeechee Technical College began construction of the Evans Technical Education Complex. The new complex included the Logistics and Public Safety Building, the Commercial Trucking Preventive Maintenance facility, and driving track for the Commercial Trucking program and emergency vehicle operators track for the Regional Law Enforcement Academy.

Towards the end of 2008, amid a downturn in the economy, a reduction in state funds, and rising gas prices, Ogeechee Technical College joined other technical colleges in the state to institute a four day work week. The move reduced the cost of utilities without reducing any services to students. Another big change came at the beginning of 2009 when an Emergency Mass Notification System for faculty, staff, and students was implemented. The new OTC-Alert system provided a way to send emergency warnings via cell phone and email messages.

Despite a challenging economy, good things continued to happen at Ogeechee Tech. Georgia Secretary of State Karen Handel was the keynote speaker at the 2009 commencement exercises and in an effort to offer better services to the students, Ogeechee Tech moved the Adult Education program to a new location adjacent to the main campus.

In the fall of 2010, Governor Sonny Perdue returned to campus to speak at a ceremonial ground breaking for the new Health Science Building-North.

In 2011, amid changes to the HOPE scholarship, transitioning from quarters to semesters, moving to a tobacco-free campus, and challenging economic times, Ogeechee Technical once again celebrated having the Technical College System of Georgia's star student as local Georgia Occupational Award of Leadership winner, Alvie Coes, III, a Funeral Service Education student, was named state GOAL winner. Another accolade for the College was announced when Ogeechee Technical College was named the 2011 Technical College of the Year for the State of Georgia. Determined by meeting benchmarks in a variety of critical areas, Ogeechee Tech earned the top spot over all the other Colleges in the State system.

A continuing effort to provide new and needed programs of study keeps Ogeechee Tech in the forefront of meeting the educational demands of citizens in this region of Georgia. Enrollment growth of 10.3 percent from 2010 to 2011, and 4,470 students attending classes have proved repeatedly that the demand for Ogeechee Tech's services is stronger than ever. With credit programs, continuing education, GED® and literacy programs, and various other services, the College's commitment to meet the needs of the region continues.

## 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 its confidence in the quality of its Technical College programs, the Technical College System of

Georgia warrants every graduate of 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  
Telephone (770) 396-3898/ Fax (770) 396-3790  
www.council.org

## Program Accreditations/Approvals

The **Basic Law Enforcement** program is approved by the Georgia Peace Officers Standards and Training Council, P.O. Box 349, Clarkdale, GA 30111, Phone 770.732.5974.

The **Cosmetology** program at Ogeechee Technical College is approved by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.2440.

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](http://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, Advanced Emergency Medical Technician, and EMS Professions** programs are approved by the Georgia Department of Public Health, Office of EMS/Trauma, 2600 Skyland Drive, Lower Level, Atlanta, GA 30319, Phone 404.679.0547.

The Associate of Applied Science in **Funeral Service Education** at Ogeechee Technical College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506, Phone 816.233.3747. Web: [www.abfse.org](http://www.abfse.org)

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., 21<sup>st</sup> Floor, Chicago, IL 60601-5800, Phone 312.233.1100.

The **Medical Assisting** program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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 Medical Care Foundation (Alliant/GMCF), P.O. Box 105753, Atlanta, GA 30348, 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 **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 **Practical Nursing** program is approved by The Georgia Board of Examiners of Licensed Practical Nurses, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.1651.

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](mailto:mail@jrcert.org).

The **Surgical Technology** program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Council 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](http://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 or online at [www.ogeecheetech.edu](http://www.ogeecheetech.edu). 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, and financial aid 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. These policies also apply to online purchases.

## 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.

Library resources include the online catalog, databases within GALILEO, and a webpage with links for the different programs at OTC. GALILEO (Georgia Library Learning On-Line) provides databases 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 provides access to EasyBib, a computerized program which helps produce bibliographic information. The Library's collection includes print subscriptions to over 60 different titles and various local newspapers.

The Library also houses 41 computers loaded with course software for student use. Audio visual equipment (DVD player, VHS player, and Flip Camera) is located in an audio-visual room for use by students.

To access Library materials, use the Library catalog at [ogeecheetech.worldcat.org](http://ogeecheetech.worldcat.org). This link provides access to books, ebooks, full-text articles, and audio-visual materials. **A current student ID is required in order to check out any materials from the Library or use a computer.**

## 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.

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 South 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

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. Contact the Admissions Office if you have questions.

Applicants of home schools located in Georgia 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 (1) the parent or legal guardian notified the superintendent of intent to home school and (2) 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.

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

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

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

The President may waive the GED/high school diploma requirement for 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 program's 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.

## Placement Testing

The COMPASS placement exam consists of a series of four tests: Writing, Reading, Mathematics, and Algebra. This test is an untimed, multiple choice examination given by computer. Required scores may be found in the Academic Programs section of this catalog. 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.

## 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 waive 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 online courses, students must apply through the Georgia Virtual Technical Connection website at <https://app.gvtc.org/gvtc>.

**How to Apply for Admission****Admissions Procedures**

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

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

- 2) Submit an official high school transcript or official 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](http://www.ogeecheetech.edu/testing). Note: You may not schedule your COMPASS exam until you have applied and paid the \$25 application fee.
- 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. View specific requirements in the Academic Programs section of this catalog.
- 5) Attend Orientation/Advisement/Registration. Complete the online New Student Orientation and attend "Meet Your Campus" orientation. Meet with advisor to register for classes.

**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.

**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, along with a \$15 readmission fee.
- 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 their courses at Ogeechee Technical College while simultaneously receiving credit from their 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 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 one semester 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

Ogeechee Tech's competitive admission programs are the following:

- Diagnostic Medical Sonography (DMS) diploma program.
- Echocardiography diploma.
- Practical Nursing diploma.
- Radiologic Technology degree.
- Surgical Technology diploma.

In order for a prospective student to be considered for admission into a competitive admission program, all of the following must apply:

- Applicant is eighteen years of age or older at moment of application.
- Applicant has submitted a signed Letter of Interest to the Admissions Office. The required form is available on campus at the Admissions Office or online at <http://www.ogeecheetech.edu/index.php/admission-s-home/239>.
- Applicant has a cumulative grade point average (GPA) of 3.0 or higher.

For competitive admission purposes only, the cumulative GPA includes all attempts of required coursework listed below within the previous five years. A student may submit a waiver through the Admissions Office to have all coursework older than 5 years to be included in the calculations for competitive admissions. A student will not be able to choose specific coursework to include and exclude if a waiver is submitted. Coursework may be obtained by enrolling in the Health Care Assistant Certificate for Diagnostic Medical Sonography, Echocardiography, Practical Nursing, and Surgical Technology programs or in the Health Care Science Certificate for the Radiologic Technology program.

Required coursework for DMS and Echocardiography: ENGL 1010, PSYC 1010, MATH 1013, ALHS 1011, ALHS 1040, ALHS 1090, BUSN 1240, MATH 1127, ALHS 1126, COMP 1000, EMPL 1000.

Required coursework for Practical Nursing: ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000, ENGL 1010, MATH 1012, PSYC 1010, NAST 1100, ALHS 1060.

Required coursework for Radiologic Technology: ENGL 1101, PSYC 1101, HUMN 1101, MATH 1111 (or MATH 1101), ALHS 1040, ALHS 1090, RADT 1010, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, SPCH 1101.  
 Required coursework for Surgical Technology: ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000, ENGL 1010, MATH 1012, PSYC 1010, CSSP 1010, MAST 1120.

NOTE: Grades from transfer credits will be included in the calculation of the cumulative GPA for competitive admissions.

- Applicant has completed all required courses with a “C” or better.
- Applicant has taken (at Ogeechee Tech) the Psychological Services Bureau (PSB) exam required by the program:  
 The PSB Health Occupations Aptitude Examination for the Radiologic Technology, Echocardiography, and Diagnostic Medical Sonography programs.  
 The PSB Aptitude for Practical Nursing Examination for the Practical Nursing and Surgical Technology programs.
- Applicant has attained the following scores on the required PSB exam:

For the PSB Health Occupations Aptitude Examination for the Radiologic Technology, Echocardiography, and Diagnostic Medical Sonography programs:

A cumulative score of 150 or higher.

A 35 or higher on the Vocational Adjustment section.

For the PSB Aptitude for Practical Nursing Examination for the Practical Nursing or Surgical Technology programs:

- A cumulative score of 150 or higher.
- A 35 or higher on the Judgment and Comprehension section.

NOTE: The PSB may be taken no more than twice, and the highest score from each section will be used.

Ogeechee Tech sets a specific number of admission slots for each competitive admission program. After all admissions requirements have been met, students will be selected for available slots using the following criteria:

For the Radiologic Technology, Echocardiography, and Diagnostic Medical Sonography programs:

The highest score on the Vocational Adjustment section of the PSB Exam.

If a tie exists, the highest cumulative score on the PSB exam.

If a tie continues to exist, the highest cumulative GPA.

For the PSB Aptitude for Practical Nursing Examination for the Practical Nursing and Surgical Technology programs:

The highest score on the Judgment and Comprehension section of the PSB exam.

If a tie exists, the highest cumulative score on the PSB exam.

If a tie continues to exist, the highest cumulative GPA.

### ***PSB Aptitude Examination***

The exam is given several times each 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 allowed one attempt at no charge and 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**

A student who leaves the College in good standing may apply for readmission as early as the next academic term. This is done through the Admissions Office. Students who have been dismissed because of unsatisfactory academic progress may apply for readmission after one term 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, Surgical Technology 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 degree 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 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 has essentially the 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), except for competitive admissions programs.

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 course, 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 transient grades are entered as transfer of credit and the hours included in the total number of hours, but do not affect GPA, except for competitive admissions calculations.

### ***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 a course 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 for an award to be granted.

# CAMPUS SAFETY AND SECURITY

## EMERGENCY CONTACT INFORMATION

**All emergencies should first be reported to the receptionist at (912) 681-5664 or 5664 for internal calls on the main campus.**

The receptionist will notify the proper campus authorities, the Ogeechee Technical College Emergency Response Team, and 911 as appropriate.

### 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 has a Police Department with a chief and part-time officers to enforce laws, rules and regulations, traffic and parking regulations, and the Code of Conduct. They have full arrest powers and can issue campus and state traffic and criminal 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 is 20 mph, unless otherwise posted.
- The speed limit in all parking lots is 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 an 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. A complete copy of the Safety and Security manual may be viewed online at <http://www.ogeecheetech.edu/index.php/current-students/campus-safety-a-security>.

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 activated, 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 alarm 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 through 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 through 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 a 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](http://www.ogeecheetech.edu).

This system is also integrated into Alertus 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](http://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.
- 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 must 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 Title IV eligible. However, only some certificate programs are eligible for Title IV aid. Contact the Financial Aid Office for the list of Title IV 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 each term they wish to be a work study student.

### ***Federal Direct Loans***

Loans are funds that must be repaid. OTC offers Federal Direct subsidized and Unsubsidized Loans to eligible students enrolled for six or more credit hours. Interested students may obtain a loan packet from the financial aid office.

### ***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 are:

- Must be a legal resident of Georgia for a minimum of 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 Administration 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](http://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, Federal Direct Loans, 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 students' 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. **Students 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 the cumulative hours attempted will be placed on financial aid warning for the 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. **Students 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: L, 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\* 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](http://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 of 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	Facility Fee	Total
1	\$75	\$130	\$55	\$20	\$280
2	\$150	\$130	\$55	\$20	\$355
3	\$225	\$130	\$55	\$20	\$430
4	\$300	\$130	\$55	\$20	\$505
5	\$375	\$130	\$55	\$20	\$580
6	\$450	\$130	\$55	\$20	\$655
7	\$525	\$130	\$55	\$20	\$730
8	\$600	\$130	\$55	\$20	\$805
9	\$675	\$130	\$55	\$20	\$880
10	\$750	\$130	\$55	\$20	\$955
11	\$825	\$130	\$55	\$20	\$1030
12 (full-time)	\$900	\$130	\$55	\$20	\$1105
13	\$975	\$130	\$55	\$20	\$1180
14	\$1050	\$130	\$55	\$20	\$1255
15+	\$1125	\$130	\$55	\$20	\$1330

Although the \$205 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 \$205 for fees includes a student activity fee (\$56), a registration fee (\$68), student accident insurance (\$6), facility fee (\$20), 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 nor be required to purchase any books or other materials that are needed for participation in the program. GED testing fees, however, must be covered by the student. The cost is \$32 for each part of the test. The total cost for the five-part test will be \$160.

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

**Esthetics**

ESTH 1020 Skin Care Procedures	\$30
ESTH 1040 Advanced Skin Care	\$30
ESTH 1060 Practicum I	\$30
ESTH 1070 Practicum II	\$30

**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 Lab for Cadaver Donation Program Fee	\$55
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

**Paramedic Technology 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

**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 yearly (July 1 through June 30) in the Business Office and are nonrefundable and nontransferable. Applicable programs are noted below:

Advanced Emergency Medical Technician Certificate	\$40	Cosmetology Diploma	\$10
Automotive Chassis Technician Spec Certificate	\$10	Critical Care Emergency Medical Transport Professional Certificate	\$40
Automotive Climate Control Tech Certificate	\$10	Culinary Arts Degree	\$10
Automotive Engine Performance Tech Certificate	\$10	Culinary Arts Diploma	\$10
Automotive Fundamentals Diploma	\$10	Dental Assisting Diploma	\$10
Automotive Technology Diploma	\$10	Diagnostic Medical Sonography Diploma	\$10
Child Development Specialist Certificate	\$10	Early Childhood Care and Education Degree	\$10
Computed Tomography Specialist Certificate	\$10	Early Childhood Care and Education Diploma	\$10

Early Childhood Exceptionalities Certificate	\$10
Echocardiography Diploma	\$10
Emergency Medical Technician Certificate	\$40
EMS Professions Diploma	\$40
Esthetician	\$10
Fish and Wildlife Management Degree	\$10
Funeral Service Education Degree	\$10
Health Care Assistant Certificate	\$10
Health Information Technology Degree	\$10
Hemodialysis Certificate	\$10
Nurse Aide Certificate	\$10

Opticianry Degree	\$10
Opticianry Diploma	\$10
Pharmacy Technology Diploma	\$10
Practical Nursing Diploma	\$10
Prep Cook Certificate	\$10
Radiologic Technology Degree	\$10
Radiology PACS Specialist Diploma	\$10
Surgical Technology Diploma	\$10
Veterinary Technology Degree	\$10

## 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 College 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 \$185 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 assessed 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:  

$$\text{Number of Days Completed / Number of Days in Semester} = \text{Percentage of Title IV Aid Earned}$$
  - \* \*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, from the date the College terminates the student, or from the date 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. Admissions 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 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.

The Disability and Student Support Services Coordinator is available to arrange services for students with disabilities. 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.

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 their 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, OTC staff 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 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.

Students may contact Ogeechee Technical College's Counseling and Retention Coordinator at 912.486.7811.

### ***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.

### ***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. You may also call 912.486.7211 if you have questions.

## **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 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

### I. Policy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges 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, the Technical College System of Georgia establishes this Student Code of Conduct.

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, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely

affects members of the technical college community and/or the pursuit of the technical college's objectives.

### II. APPLICABILITY

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia

### III: DEFINITIONS

1) Faculty Member: any person hired by a TCSG technical college to conduct teaching, service, or research activities.

2) Hearing Body: as defined in the Student Disciplinary Policy and Procedure.

3) Member of the technical college community: any person who is a student, faculty member, contractors, technical college official or any other person/s involved with the technical college, involved in the community or employed by the technical college.

4) Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall 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.

5) Student: all persons taking courses at the technical college, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered "students".

6) System: the Technical College System of Georgia or TCSG.

7) Technical college official: any person employed by the technical college performing assigned responsibilities on a part-time, full-time or adjunct basis.

8) Premises: 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).

### IV. PROCEDURE

#### PROSCRIBED CONDUCT

Any student found to have committed the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

#### A. ACADEMIC

##### Academic Misconduct Definitions



Academic Misconduct includes, but is not limited to, the following:

#### 1. Aiding and Abetting Academic Misconduct

Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

#### 2. Cheating

a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.

b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.

c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.

d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.

f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

#### 3. Fabrication

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

#### 4. Plagiarism

a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

#### B. NON-ACADEMIC MISCONDUCT

Non-Academic Misconduct includes, but is not limited to, the following:

##### 1. Behavior

A. Indecent Conduct: disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.

b. Violence: mental or physical abuse of any person (including sex offenses) on technical college Premises or at technical college-sponsored or technical college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college.

c. Harassment: any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The technical college also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.)

If, in the opinion of technical college officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.

d. Disruption: prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other technical college activities, including public service functions, and other duly authorized activities on technical college Premises or at technical college-sponsored activity sites.

e. Failure to Comply: Failure to comply with directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

## 2. Professionalism

### a. Personal Appearance:

Refer to the Ogeechee Technical College Dress Code Policy.

## 3. Use of Technical College Property

a. Theft and Damage: -prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.

b. Occupation or Seizure: occupation or seizure in any manner of technical college property, a technical college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. Presence on Technical College Premises: prohibits unauthorized entry upon technical college Premises; unauthorized entry into technical college Premises or a portion thereof which has been restricted in use; unauthorized presence in technical college Premises after closing hours; or furnishing false information to gain entry upon technical college Premises.

d. Assembly: prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the technical college.

e. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.

f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at technical college sponsored or supervised functions. Refer to Ogeechee Technical College Parking Policy and Regulations.

## 4. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

a) Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college Premises or at technical college-sponsored or supervised

functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.

b) Controlled substances, illegal drugs and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c) Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college Premises, unless otherwise permitted by technical college officials.

d) Tobacco: The technical college prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Refer to the Ogeechee Technical College Tobacco Policy.

## 5. Use of Technology

a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.

b. Electronic Devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.

c. Harassment: The technical college prohibits the use of computer technology to harass another student or technical college official with obscene, harassing or intimidating messages, communications, jokes, or material.

d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password. Ogeechee Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

## 6. Weapons

The Technical College System of Georgia and its associated technical colleges expressly prohibit the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law (Policy II.C.10). Where there is more than one definition of a weapon applicable to the item in question, the technical colleges will consider the item a weapon if it fits any definition in the Georgia Code.

#### 7. Gambling

The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

#### 8. Parking

The technical college prohibits violation of Ogeechee Technical College regulations regarding the operation and parking of motor vehicles on or around Ogeechee Technical College Premises.

#### 9. Financial Irresponsibility

The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets.

#### 10. Violation of Technical College Policy

Violation of 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, internships, externships, practicum, clinical sites, cooperative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

#### 11. Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

#### 12. Violation of Law

a. If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. 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/her status as a student. The technical college will cooperate fully 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, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

13. Abuse of the Student Judicial Process, including but not limited to

a. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.

b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.

c. Disruption or interference with the orderly conduct of a disciplinary proceeding.

d. Initiating a disciplinary proceeding knowingly without cause.

e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.

f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.

h. Failure to comply with the sanction(s) imposed under the Student Code.

## Student Disciplinary Procedure

### I. POLICY:

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the technical college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

### II. APPLICABILITY:

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

### III. RELATED AUTHORITY

V.D. Procedure: Model Student Conduct Codes

### IV. DEFINITIONS:

1. Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
2. Business days: weekdays that the technical college administrative offices are open.
3. Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
4. Member of the technical college community: any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.
5. Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall 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.
6. Student: all persons taking courses at the technical college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."
7. Student Organization: any number of persons who have complied with the formal requirements for technical college recognition.
8. Technical college: any college within the Technical College System of Georgia.
9. Technical college official: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
10. Premises: 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).

### V. ATTACHMENTS:

Student Code of Conduct Complaint Form  
Disciplinary Sanction Appeal Form

### VI. PROCEDURE:

### Filing a Complaint

Any person may file a complaint with the Vice President for Student Affairs or the technical college president's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or the technical college president's designee.

Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.

### Investigation and Decision

Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

The student shall have 5 business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination.

In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

If the Vice President for Student Affairs or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

## Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

**a. Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

**b. Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

**c. Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

**d. Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

**e. Failing or lowered grade** – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.C.1 above, following a hearing. A copy of the written

recommendation shall be provided to the student and the person filing the complaint

**a. Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

**b. Disciplinary Expulsion** – Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

**c. System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

### 3. Violation of Federal, State, or Local Law

a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. 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/her status as a student. The technical college will cooperate fully 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, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**4. Interim Disciplinary Suspension** – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

### **5. Conditions of Disciplinary Suspension and Expulsion**

a. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs or the technical college president's designee.

b. In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college Premises for a limited, specified purpose.

c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the Student's request to enter the Technical College Premises for that specified purpose.

d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

### **C. Mediation**

At the discretion of the technical college president the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

#### **Hearing/Appeals Procedure**

A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction

of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

If the Vice President for Student Affairs or the technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

6. If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to

request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.

7. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

## VII. Document Retention

The Vice President for Student Affairs or the technical college president's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or the technical college president's designee will also retain records of any disciplinary appeals filed by the affected-student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

## 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.

## **Student Dress Code Policy**

### **I. POLICY**

This policy provides guidelines for appropriate student attire while in the classrooms, labs, and occupational-based instructional areas.

### **II. APPLICABILITY**

This policy applies to all students, credit and non-credit, of Ogeechee Technical College.

### **III. DEFINITIONS**

Occupational-based Instructional Areas: Training sites which provide exposure to practices in occupational settings, including live work, externships, internships, clinicals, and practicums.

### **IV. ATTACHMENTS**

*V.D. Student Code of Conduct*

*V.D.1. Procedure: Student Disciplinary Policy and Procedure*

### **V. PROCEDURE**

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 Ogeechee Technical 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.

### **VI. RECORD RETENTION**

N/A

## **Campus Crime Report**

As required by the Clery Act, statistics concerning the occurrence on campus of criminal offenses reported by Campus Police officers to the Director for Campus Safety and Security will be published annually in October. Policies are updated annually. This information will be posted on the Ogeechee Tech website at [www.ogeecheetech.edu](http://www.ogeecheetech.edu), the United States Department of Education website at [www.ope.ed.gov/security](http://www.ope.ed.gov/security), the Technical College System of Georgia website at [www.tcsg.edu](http://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., nun chuck 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 or within any Campus building 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 or within any Campus building.
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 in any OTC building, 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 spit-less, 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 grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

### 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:

A. 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.

B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievable and a student must take advantage of the process in place.

C. Business days: Weekdays that the college administrative offices are open.

D. Vice President for Student Affairs (VPSA): The staff

member in charge of the student services division at the college.

E. 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.

F. Grievant: the student who is making the complaint.

### V. ATTACHMENTS:

None

### VI. PROCEDURE:

- A. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.
- B. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
  1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
  2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.
  3. Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
  4. 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) or the technical college president's designee with the following information:
    - a) Name,
    - b) Date,
    - c) Brief description of incident being grieved,
    - d) Remedy requested
    - e) Signed, and
    - f) Informal remedy attempted by student and outcome
  5. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
  6. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.

7. 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.
    4. Whichever process is chosen by the technical college president, the decision of the grievance appeal is final.
  8. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
  9. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- C. Appeal: The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.
1. A student shall file a written appeal to the technical college president within 5 business days of receiving the response referenced in VI.B.3. above.
  2. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.
  3. At the sole discretion of the technical college president, grievance appeals at their institution may be held in one of the following two ways:
    - a) The technical college president may review the information provided by the student and administration and make the final decision; or
    - b) The technical college president may appoint a cross-functional committee to make the final decision.
    - c) The decision of either the technical college president or the cross-functional committee shall be made within 10 business days of receipt of the appeal.
- D. Retaliation against a student for filing a grievance is strictly prohibited.
- VII. **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, Student Activities and Special Populations Coordinator, Office 143D, 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@dtac.org](mailto:UnlawfulHarassment@dtac.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@tcsge.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)**

### **A. Notification of Student Rights Under FERPA**

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

- i. The right to inspect and review the student's education records within forty-five days after the day that TCSG or the technical college receives the request for access. Requests for access to records should be submitted to the technical college registrar listing the records the student wishes to inspect. The registrar will make arrangements for the student to review the requested records.
  - ii. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the technical college Registrar. If the technical college decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.
  - iii. The right to provide written consent before the technical college discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that the technical college may make without consent is at the bottom of this statement in Section "C".
- The technical college may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the technical college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff or outside personnel performing work usually performed by technical college personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or the technical college to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or technical college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or technical college official in performing his or her tasks; or a contractor, consultant, volunteer or other party to whom TCSG or the technical college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.
- iv. The right to file a complaint with the United States Department of Education concerning alleged failures by the technical 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 20202-4605

#### B. Annual Notice of Directory Information Contents

“Directory Information” is information not generally considered harmful or an invasion of privacy if disclosed. Effective Fall Semester 2012, the technical college has designated the following information as “Directory Information”

- i. Full name of student
- ii. Major and field(s) of study
- iii. Degrees and awards including nature and date received

Students who wish to prohibit the release of directory information should file a written notification at the Technical college registrar’s office.

#### C. Disclosures of Personally Identifiable Information Without Consent

FERPA permits the disclosure of personally identifiable information from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. For additional information on these categories, see TCSG Procedure for Student Records. A postsecondary institution may disclose personally identifiable information without obtaining prior written consent of the student:

- i) To TCSG and technical college officials who have a legitimate educational interest in the records.
- ii) To officials of another school in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student’s enrollment or transfer.
- iii) To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.

iv) Technical college or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received.

v) State and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

vi) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations.

vii) Accrediting organizations in order to carry out their accrediting functions.

viii) Parents of a dependent student. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency.

ix) In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.

x) To comply with a judicial order or lawfully issued subpoena, provided the technical college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. However, notification may be prohibited by the terms of the subpoena in certain circumstances.

xi) To an alleged victim of any crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.

xii) To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).

xiii) Information the technical college has designated as "directory information," unless a hold has been placed upon release of the information by the student.

xiv) To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.

xv) The technical college may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the technical college governing the use or possession of alcohol or a controlled

substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession

xvi) To the student or the parent of a student who is not an eligible student.

xvii) In connection with a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated the technical college's rules or policies. The technical college will not disclose the names of any other students, including victims or witnesses, without their prior written consent.

xviii) Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and the technical college was provided the information under 42 U.S.C. § 14071.

xix) The technical college that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of the technical college. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

## 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 Police Office, Joseph E. 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](http://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 and allow students additional flexibility when scheduling classes.

### *Proctoring Policy*

In order to comply with accreditation requirements for the validation of student identity for all online courses, all students enrolled in online courses at Ogeechee Technical College are required to have at least one proctored event (a major exam or assignment) for each online course in which the student is enrolled. The proctored event will count a minimum of 20% of the course grade and will be administered on the instructor's home campus. Students living farther than 50 miles from campus may secure an approved off-campus proctoring site.

### *Request to Be an Online/Transient Student*

If a student wishes to take an online course at another college as a transient student, he/she should contact his/her program advisor for approval and apply through the Georgia Virtual Technical Connection website at [www.gvtc.org](http://www.gvtc.org). Once the student has applied online, GVTC will email the Registrar's Office to complete the transient process. GVTC is only used when taking online courses. If a student wishes to take a course on campus at another college as a transient student, he/she should contact his/her program advisor for approval and then contact the Registrar's Office to complete the transient process.

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

- Student must be regularly accepted
- Student must be in good academic standing
- Student must request to be transient each semester
- Course(s) must be required or approved electives within the student's program of study
- Combined hours cannot exceed 21 semester hours at home and host colleges

Once the semester has been completed, the host college will need to submit an official transcript to the home college. Coursework with a grade of "C" or better will be awarded a grade of "TRA", "TRB" or "TRC".

## 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.
- Required to pay the regular fees for enrollment as listed in the Fees and Expenses section of the catalog.
- 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** - 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**

One of Ogeechee Technical College's core values is work ethics. OTC instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success. The ten traits are appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect and teamwork. The definitions for these traits have been integrated into the standards for each program offered at OTC.

In a designated introductory course in each program, instructors define and list the work ethics traits and require completion of an online ANGEL module on work ethics. A work ethics grade will be given in each of the designated introductory courses. Program capstone course instructors will employ student evaluation methods that measure all work ethics traits. These methods will be documented and communicated to the enrolled students. Instructors will provide feedback to students with clear directions for remedial action prior to the final evaluation. A separate grade for work ethics in the capstone course will appear on students' transcripts.

## **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.

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



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# 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 receive 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	450	NA	440	NA
ACT	17	16	19	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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics - Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	<b>3</b>
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<b>Occupational Courses</b>	<b>49</b>
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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$5,825

Books/Supplies: \$2,100

(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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I	3
<b>Select one of the following Social/Behavioral Science courses - 2 credits</b>	<b>2</b>
EMPL 1000 - Interpersonal Relations and Professional Development	
PSYC 1010 - Basic Psychology	
<b>Select one of the following Math Courses - 3 credits</b>	<b>3</b>
MATH 1011 - Business Math	
MATH 1012 - Foundations of Mathematics	
<b>Occupational Courses</b>	<b>34</b>
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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$3,970

Books/Supplies: \$1,800

(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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,985

Books/Supplies: \$600

*(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 possesses 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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSV 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	
General Core Elective	3
<b>Occupational Courses</b>	<b>47</b>
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	3
AGRB 2100 - Agribusiness Marketing (OL)	3
AGRB 2110 - Farm Organization and Management	3
AGRB 2130 - Agricultural Policy (OL)	3
AGRB 2140 - Issues of Agriculture and Natural Resources	3
AGRB 2200 - Principles of Agronomy	3
AGRB 2250 - Survey of the Animal Industry	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. \* "C" or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$5,625

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 possesses 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.

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>11</b>
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	
<b>Occupational Courses</b>	<b>41</b>
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	3
AGRB 2100 - Agribusiness Marketing (OL)	3
AGRB 2110 - Farm Organization and Management	3
AGRB 2130 - Agricultural Policy (OL)	3
AGRB 2140 - Issues of Agriculture and Natural Resources	3

AGRB 2200 - Principles of Agronomy	3
AGRB 2250 - Survey of the Animal Industry	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. \* "C" or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$4,720

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	430	NA	400
ACT	13	12	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
<b>Occupational Courses</b>	<b>10</b>
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. \* "C" or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$1,160

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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Occupational Courses</b>	<b>12</b>
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. \* "C" or higher grade is required for this course.*

### **PROGRAM COSTS**

Tuition/Fees: \$1,515

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	430	NA	400
ACT	13	12	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, 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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
MATH 1012 - Foundations of Mathematics *(OL)	3
ENGL 1010 - Fundamentals of English I (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
<b>Occupational Courses</b>	<b>43</b>
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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$4,440

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
SAT	430	NA	400
ACT	13	12	17

## 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.

<u>Program Courses</u>	<u>Credits</u>
<b>Occupational Courses</b>	<b>12</b>
AIRC 1030 - HVACR Electrical Fundamentals*	4
AIRC 1040 - HVACR Electrical Motors	4
AIRC 1050 - HVACR Electrical Components and Controls	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: \$1,105

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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
<b>Occupational Courses</b>	<b>20</b>

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

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$1,910

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 Auto 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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
ENGL 1010 - Fundamentals of English I	3
<b>Occupational Courses</b>	<b>32</b>

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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$3,615

Books/Supplies: \$165

Liability Insurance: \$10 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 Auto Technology diploma that qualifies them as well rounded entry-level 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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>8</b>
MATH 1012 – Foundations of Mathematics (OL)	3
ENGL 1010 – Fundamentals of English I (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
<b>Occupational Courses</b>	<b>47</b>
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. \* “C” or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$5,150

Books/Supplies: \$165

Liability Insurance: \$10 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 climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control 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	430	NA	400
ACT	13	12	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.

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

(OL) designation indicates course may be available online during selected semesters. \* “C” or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$1,460

Books/Supplies: \$165

Liability Insurance: \$10 per fiscal year

(Costs are estimates and are subject to change.)



## ***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	430	NA	400
ACT	13	12	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.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Occupational Courses</b>	<b>17</b>
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

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### **PROGRAM COSTS**

Tuition/Fees: \$1,685

Books/Supplies: \$165

Liability Insurance: \$10 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	430	NA	400
ACT	13	12	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
<b>Occupational Courses</b>	<b>16</b>
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems*	7
AUTT 1040 - Automotive Engine Performance	7

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,610

Books/Supplies: \$165

Liability Insurance: \$10 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 in criminal justice careers. 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	430	NA	400
ACT	13	12	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 spring or fall 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.*

<b>Program Courses</b>	<b>Credits</b>
<b>Occupational Courses</b>	<b>42</b>
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

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

#### **PROGRAM COSTS**

Tuition/Fees: \$2980

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, 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 terminology that encompasses office management and executive assistant qualifications and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business 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	450	NA	440	NA
ACT	17	16	19	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 term. 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 terms to complete.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	
General Core Elective	3
<b>Occupational Courses</b>	<b>49</b>
COMP 1000 - Introduction to Computers*	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
<b>Select ONE of the following</b>	<b>4</b>
ACCT 1100 - Financial Accounting I	

BUSN 2200 - Office Accounting	
<b>Specific Occupational Guided Electives</b>	<b>6</b>
BUSN 1100 - Introduction to Keyboarding	
MGMT 1125 - Business Ethics	
BUSN 1180 - Computer Graphics and Design (OL)	
BUSN 1220 - Telephone Training (OL)	
BUSN 1310 - Introduction to Business Culture (OL)	
BUSN 1320 - Business Interaction Skills (OL)	
BUSN 1340 - Customer Service Effectiveness (OL)	
BUSN 2170 - Web Page Design (OL)	
BUSN 2230 – Office Management (OL)	
BUSN 2320 - Medical Document Processing/Transcription (OL)	
BUSN 2370 - Medical Office Billing/Coding/Insurance (OL)	
BUSN 2340 - Medical Administrative Procedures (OL)	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$5,825

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, internet 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, 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	430	NA	400
ACT	13	12	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 term. 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 terms to complete.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I	
<i>Select one of the following two courses:</i>	
EMPL 1000 - Interpersonal Relations and Professional Development	
PSYC 1010 - Basic Psychology	
<i>Select one of the following Math courses:</i>	
MATH 1011 - Business Math	
MATH 1012 - Foundations of Mathematics	
<b>Occupational Courses</b>	<b>18</b>
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
<i>Select One Accounting Course:</i>	4
BUSN 2200 - Office Accounting	
ACCT 1100 - Financial Accounting I	
<i>Select 1 of 2 Specializations</i>	
<b><i>BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION</i></b>	<b>24</b>
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
<i>Specific Occupational Guided Elective - 6 hrs.</i>	6
BUSN 1180 - Computer Graphics and Design*(OL)	
BUSN 1220 - Telephone Training*(OL)	
BUSN 1300 - Introduction to Business*(OL)	
BUSN 1310 - Introduction to Business Culture*(OL)	
BUSN 1320 - Business Interaction Skills*(OL)	
BUSN 1340 - Customer Service Effectiveness*(OL)	
BUSN 1420 - Database Applications*(OL)	
BUSN 2170 - Web Page Design* (OL)	
BUSN 2240 - Business Administrative Assistant Internship I*	
BUSN 2250 - Business Administrative Assistant Internship II*	
BUSN 2320 - Medical Document Processing/Transcription* (OL)	
BUSN 2340 - Medical Administrative Procedures*	
BUSN 2370 - Medical Office Billing/Coding/Insurance* (OL)	
<b><i>MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION</i></b>	<b>24</b>
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
<b>Select 1 of the following 3 courses:</b>	3
ALHS 1010 - Introduction to Anatomy and Physiology	
ALHS 1011 - Anatomy and Physiology (OL)	
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	
<b>Select 1 of the following 2 courses</b>	2
BUSN 2300 - Medical Terminology	
ALHS 1090 - Medical Terminology for Allied Health Sciences (OL)	
<b>Specific Occupational Guided Electives</b>	9
BUSN 1180 - Computer Graphics and Design*(OL)	
BUSN 1190 - Digital Technologies in Business*(OL)	
BUSN 1220 - Telephone Training*(OL)	
BUSN 1240 - Office Procedures *(OL)	
BUSN 1300 - Introduction to Business*(OL)	
BUSN 1310 - Introduction to Business Culture*(OL)	
BUSN 1320 - Business Interaction Skills* (OL)	
BUSN 1340 - Customer Service Effectiveness* (OL)	
BUSN 1410 - Spreadsheet Concepts and Applications*(OL)	
BUSN 1420 - Database Applications*(OL)	
BUSN 1430 - Desktop Publishing and Presentation Applications*(OL)	
BUSN 2160 - Electronic Mail Applications*(OL)	
BUSN 2170 - Web Page Design*(OL)	
BUSN 2210 - Applied Office Procedures*(OL)	
BUSN 2330 - Advanced Medical Document Processing/Transcription*(OL)	
BUSN 2380 - Medical Administrative Assistant Internship I*	
BUSN 2390 - Medical Administrative Assistant Internship II*	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$4,570

Books/Supplies: \$2,400

(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: introduction to microcomputers, 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	430	NA	400
ACT	13	12	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 term. 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 terms to complete.

<b>Program Courses</b>	<b>Credits</b>
<b>Fundamental Occupational Course</b>	<b>3</b>
COMP 1000 – Introduction to Computers (OL)*	
<b>Occupational Courses</b>	<b>17</b>
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. \* “C” or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$1,910

Books/Supplies: \$800

(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	430	NA	400
ACT	13	12	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 term. 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 terms to complete.



<b>Program Courses</b>	<b>Credits</b>
<b>Occupational Courses</b>	<b>22</b>
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. \* "C" or higher grade is required for this course.

#### **PROGRAM COSTS**

Tuition/Fees: \$2,160

Books/Supplies: \$850

(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:

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

#### **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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1011 - Business Math (OL)	3
<i>Select one of the following two courses - 2 credits</i>	2
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	
PSYC 1010 - Basic Psychology (OL)	
<b>Occupational Courses</b>	<b>39</b>
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	3
COMP 1000 - Introduction to Computers (OL)	3
<i>Select guided electives in area of concentration</i>	6
<i>Select 1 of 2</i>	3
ACCT 1100 - Financial Accounting I (OL)	
MGMT 1135 - Managerial Accounting and Finance	
<i>Select 1 of 2</i>	3
MGMT 1110 - Employment Law	
MKTG 1130 - Business Regulations and Compliance	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$4345

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 students' 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	430	NA	400
ACT	13	12	17

### 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.

<b>Program Courses</b>	<b>Credits</b>
<b>Occupational Courses</b>	<b>18</b>
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	3
<i>Select 1 of 3</i>	3
MGMT 1110 - Employment Law	
MKTG 1130 - Business Regulations and Compliance	
MGMT 2120 - Labor Management Relations	

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,760

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 functions in the HR department in most companies. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Human 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	430	NA	400
ACT	13	12	17

## 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.

<b>Program Courses</b>	<b>Credits</b>
<b>Occupational Courses</b>	<b>18</b>
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	3
<b>Select 1 of 3</b>	<b>3</b>
MGMT 1110 – Employment Law	
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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1760

Books/Supplies: \$500

*(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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	46	15	17
SAT	430	NA	400
ACT	13	12	17

### ADDITIONAL INFORMATION

- Persons 18 to 20 years of age may obtain a commercial driver's license but will be restricted to drive only in 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.

<u>Program Courses</u>	<u>Credits</u>
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: \$1,330  
 Books/Supplies: \$169  
 Fuel Surcharge: \$185

*(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.

<u>Program Courses</u>	<u>Credits</u>
General Education Core	15

<b>Area I - Language Arts/Communication</b>	3
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	3
PSYC 1101 – Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics - Select 1</b>	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	3
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	3
General Core Elective	
<b>Occupational Courses</b>	<b>47</b>
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

(OL) designation indicates course may be available online during selected semesters. \* “C” or higher grade is required for this course.

#### PROGRAM COSTS

Tuition/Fees: \$5,675

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	23	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.

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
<b>Occupational Courses</b>	<b>47</b>
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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$4,945

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	17	16	19	NA

### 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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics - Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	<b>3</b>
General Core Elective	
<b>Occupational Courses</b>	<b>35</b>
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
<b>Microsoft Specialization</b>	<b>16</b>
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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$5,975

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	430	NA	400	NA
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
<b>Occupational Courses</b>	<b>30</b>

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
<b>Microsoft Specialization</b>	<b>16</b>
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. \* "C" or higher grade is required for this course.

#### PROGRAM COSTS

Tuition/Fees: \$5,075

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	430	NA	400
ACT	13	12	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.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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. \* "C" or higher grade is required for this course.

**PROGRAM COSTS**

Tuition/Fees: \$955

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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
COMP 1000 – Introduction to Computers	3
Operating System Course – Select 1	3
CIST 1130 – Operating Systems Concepts	
CIST 2411 – Microsoft Clients	
Networking Fundamentals Course – Select 1	4
CIST 1401 – Computer Networking Fundamentals	
CIST 2414 – Microsoft Server Directory Services	

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

**PROGRAM COSTS**

Tuition/Fees: \$955

Books/Supplies: \$400

*(Costs are estimates and are subject to change.)***CONSTRUCTION*****Commercial Construction Management Associate of Applied Science (CC13)*****DESCRIPTION**

The purpose of the Commercial Construction Management program is to prepare its students to assume positions leading to increasing managerial responsibility in a variety of firms which plan and construct commercial construction projects. Graduates will be provided with the knowledge, skills, and confidence necessary to effectively coordinate all of the managerial and technical aspects of a construction project. Upon graduation of the degree program, students will possess skills in problem

solving, critical thinking, and communication, as well as technical and conceptual application of estimating, contract administration, contracts, scheduling, finance, safety, and means and methods of construction.

### 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	450	NA	440	NA
ACT	17	16	19	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.

<u>Program Courses</u>	<u>Credits</u>
<b>General Education Core</b>	<b>18</b>
<b>Area I - Language Arts/Communication</b>	<b>6</b>
ENGL 1101 - Composition and Rhetoric	
SPCH 1101 - Public Speaking	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
ECON 1101 - Principles of Economics	
ECON 2105 - Macroeconomics	
<b>Area III - Natural Sciences/Mathematics - Select 1</b>	<b>6</b>
MATH 1111 - College Algebra	
ANY Other Area III Course	
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts Elective	
<b>Program-Specific Requirements – Select 1</b>	<b>3</b>
MGMT 1100 - Principles of Management	3
MGMT 1115 - Leadership	3
<b>Occupational Courses</b>	<b>39</b>
COMP 1000 - Introduction to Computers (OL)	3
CCMN 1000 - Introduction to Construction and Development (OL)	2
CCMN 1020 - Building Technologies and Methods (OL)	4
CCMN 1030 - Construction Graphics (OL)	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 (OL)	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: \$5,525

Books/Supplies: \$1,200

(Costs are estimates and are subject to change.)

## *Construction Management Diploma (CM42)*

### DESCRIPTION

Construction continues to employ more people than any other industry. It is an ever-changing environment with top salaries in the six-figure category. The purpose of the commercial construction management diploma program is 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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
MATH 1012 - Foundations of Mathematics (OL)	3
ENGL 1010 - Fundamentals of English I (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
<b>Occupational Courses</b>	<b>37</b>
COMP 1000 – Introduction to Computers (OL)	3
CCMN 1000 – Introduction to Construction and Development (OL)	2
CCMN 1020 – Building Technologies and Methods (OL)	4
CCMN 1030 – Construction Graphics (OL)	3
CCMN 1040 – Construction Safety	4
CCMN 1050 – Commercial Building Code	2
CCMN 1060 – Construction Estimating I	4
CCMN 1070 – Construction Estimating II	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. \* “C” or higher grade is required for this course.

#### PROGRAM COSTS

Tuition/Fees: \$3,990

Books/Supplies: \$1,200

(Costs are estimates and are subject to change.)

### ***Certified Construction Worker Certificate (CCW1)***

#### DESCRIPTION

The Certified Construction Worker program offers training for the construction industry that provides students with the knowledge 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	430	NA	400
ACT	13	12	17

#### 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.

<b>Program Courses</b>	<b>Credits</b>
<b>Occupational Courses</b>	<b>12</b>
COFC 1000 – Safety	2
COFC 1010 – Introduction to Construction (OL)	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners (OL)	2
COFC 1050 – Construction Print Reading Fundamentals (OL)	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: \$1,105

Books/Supplies: \$300

(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 to work in the state of Georgia. Information on the licensure exam can be found 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	430	NA	400
ACT	13	12	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
<b>Basic Skills Courses</b>	<b>8</b>
MATH 1012 - Foundations of Mathematics (OL)	3
ENGL 1010 - Fundamentals of English I (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
<b>Occupational Courses</b>	<b>46</b>
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* (OL)	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: \$4,665

Books/Supplies: \$1,200

Liability Insurance: \$10 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 to work in the State of Georgia. Information on the licensure exam can be found 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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
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* (OL)	3
ESTH 1070 - Esthetics Practicum II*	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: \$3,090

Books/Supplies \$385

Uniform Costs: Approximately \$75

Liability Insurance: \$10 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
- High School Diploma or GED required
- Meet the following assessment requirements:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
<b>Select one of the following</b>	
EMPL 1000 - Interpersonal Relations and Professional Development	2
Elective	3
<b>Occupational Courses</b>	
COSM 1000 - Introduction to Cosmetology Theory*	4
COSM 1020 - Hair Care and Treatment*	2
COSM 1120 - Salon Management* (OL)	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: \$1,030

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	450	NA	440	NA
ACT	17	16	19	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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric* (OL)	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 1101-Principles of Economics	
<b>Area III - Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra (OL)	
<b>Area IV Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program Specific Requirements</b>	<b>3</b>
General Core Elective	
<b>Occupational Courses</b>	<b>45</b>
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 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
<b>Practicum or Internship – Select 1</b>	<b>3</b>
CRJU 2090 - Criminal Justice Practicum (OL)	
CRJU 2100 - Criminal Justice Externship	
<b>Occupational Electives: Select Five of the following Occupational Courses, Minimum 15 Hours</b>	<b>15</b>

CRJU 1021 - Private Security	
CRJU 1050 - Police Patrol Operations	
CRJU 1052 - Criminal Justice Administration	
CRJU 1054 - Police Officer Survival	
CRJU 1056 - Police Traffic Control and Investigation	
CRJU 1065 - Community-Oriented Policing (OL)	
CRJU 1075 - Report Writing	
CRJU 2060 – Criminology (OL)	
CRJU 2201 - Criminal Courts (OL)	
CRJU 2110 - Homeland Security (OL)	
CRJU 1043 - Probation and Parole (OL)	
CRJU 1072 - Introduction to Forensic Science (OL)	
CRJU 1074 - Applications in Introductory Forensics	
CRJU 1063 - Crime Scene Processing	
CRJU 1062 - Methods of Criminal Investigation (OL)	
FOSC 1206 - Introduction to Forensic Science* (OL)	
FOSC 2010 - Crime Scene Investigation I*	
FOSC 2011 - Crime Scene Investigation II	
FOSC 2012 - Forensic Trace Evidence	
FOSC 2014 - Documentation and Report Preparation	
FOSC 2033 - Death Investigation	
FOSC 2035 - Forensic Photography	
FOSC 2037 - Victimology	
FOSC 2040 - Forensic Firearms and Toolmark Identification	
FOSC 2041 - Latent Print Examination	
FOSC 2150 - Case Preparation and Courtroom Testimony	

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

#### **PROGRAM COSTS**

Tuition/Fees: \$5,525

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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Basic Skills Course</b>	<b>9</b>
ENGL 1010 - Fundamentals of English I* (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
<b>Occupational Courses</b>	<b>39</b>
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
<b><i>Practicum or Internship – Select 1</i></b>	<b>3</b>
CRJU 2090 - Criminal Justice Practicum (OL)	
CRJU 2100 - Criminal Justice Externship	
<b><i>Occupational Electives: Select 3 for a minimum of 9 hours</i></b>	<b>9</b>
CRJU 1021 - Private Security	
CRJU 1050 - Police Patrol Operations	
CRJU 1052 - Criminal Justice Administration	
CRJU 1054 - Police Officer Survival	
CRJU 1056 - Police Traffic Control and Investigation	
CRJU 1075 - Report Writing	

CRJU 2060 – Criminology (OL)	
CRJU 2110 - Homeland Security (OL)	
CRJU 2201 - Criminal Courts (OL)	
CRJU 1043 - Probation and Parole (OL)	
CRJU 1072 - Introduction to Forensic Science (OL)	
CRJU 1074 - Applications in Introductory Forensics	
CRJU 1065 - Community-Oriented Policing	
CRJU 1062 - Methods of Criminal Investigation (OL)	
CRJU 1063 - Crime Scene Processing	
FOSC 1206 - Introduction to Forensic Science* (OL)	
FOSC 2010 - Crime Scene Investigation I*	
FOSC 2011 - Crime Scene Investigation II	
FOSC 2012 - Forensic Trace Evidence	
FOSC 2014 - Documentation and Report Preparation	
FOSC 2033 - Death Investigation	
FOSC 2035 - Forensic Photography	
FOSC 2037 – Victimology (OL)	
FOSC 2040 - Forensic Firearms and Toolmark Identification	
FOSC 2041 - Latent Print Examination	
FOSC 2150 - Case Preparation and Courtroom Testimony	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

#### PROGRAM COSTS

Tuition/Fees: \$4,420

Books/Supplies: \$1,000(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	430	NA	400
ACT	13	12	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.*

<b>Program Courses</b>	<b>Credits</b>
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. \* "C" or higher grade is required for this course.*

#### **PROGRAM COSTS**

Tuition/Fees: \$1,105

Books/Supplies: \$750

(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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.*

<b>Program Courses</b>	<b>Credits</b>
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. \* "C" or higher grade is required for this course.*

#### **PROGRAM COSTS**

Tuition/Fees: \$1,105

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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.*

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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. \* "C" or higher grade is required for this course.*

### **PROGRAM COSTS**

Tuition/Fees: \$1,330

Books/Supplies: \$700

(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	450	NA	440	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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics - Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	<b>3</b>
General Core Elective	
<b>Occupational Courses</b>	<b>47</b>
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 grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$5,470

Books/Supplies: \$1,200

Uniform Costs: Approximately \$60\*

Knife Kits: Approximately \$115\*

Liability Insurance: \$10 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-term 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	430	NA	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
ENGL 1010 - Fundamentals of English I	3
<b>Occupational Courses</b>	<b>41</b>
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 grade is required for this course.*

## PROGRAM COSTS

Tuition/Fees: \$4,495

Books/Supplies: \$1,000

Uniform Costs: Approximately \$60\*

Knife Kits: Approximately \$115\*

Liability Insurance: \$10 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-term 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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
CUUL 1000 – Fundamentals of Culinary Arts	4
CUUL 1120 – Principles of Cooking	4
Culinary Arts Elective	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: \$1,105

Books/Supplies: \$200

Uniform Costs: Approximately \$60\*

Knife Kits: Approximately \$115

Course Supply Fee: CUUL 1120 \$30

Liability Insurance: \$10 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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>9</b>
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
<b>Occupational Courses</b>	<b>47</b>

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. \* "C" or higher grade is required for this course.*

## PROGRAM COSTS

Tuition/Fees: \$5,020

Books/Supplies: \$950

Uniform Costs: Approximately \$200\*

Liability Insurance: \$10 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 2<sup>nd</sup> semester.*

*(Costs are estimates and are subject to change.)*

## CLINICAL EDUCATION

Number of Clinical Sites:18

General Location of the Clinical Sites:

Bulloch, Evans, Jenkins, Screven, Tattnall, and Tombs 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 allow students to become involved in a work situation at a professional level by providing students with opportunities to observe and assist in a dental office setting. The three Dental Assisting practicum courses require students to spend a total of 315 hours in a supervised work setting. **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 appropriate Dean 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-term 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.

# 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
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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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>18</b>
<b>Area I - Language Arts/Communications</b>	<b>6</b>
ENGL 1101 - Composition and Rhetoric <i>and 1 other language arts/communication course</i>	
ENGL 1102 -Literature and Composition	
SPCH 1101 -Public Speaking	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101 – Introduction to Psychology	
<b>Area III - Natural Sciences/Mathematics</b>	<b>3</b>
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
MATH 1100 - Quantitative Skills and Reasoning	
<b>Area IV - Humanities and Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	<b>3</b>
General Core Elective	
<b>Occupational Courses</b>	<b>48</b>
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



<b>Specializations - Select ONE Pair (Two Courses)</b>	<b>6</b>
<b><i>Professional Specialization</i></b>	
ECCE 2310 - Paraprofessional Methods and Materials (OL)	
ECCE 2312 - Paraprofessional Roles and Practices (OL)	
<b><i>Program Administration</i></b>	
ECCE 2320 - Program Administration and Facility Management (OL)	
ECCE 2322 - Personnel Management (OL)	
<b><i>Exceptionalities</i></b>	
ECCE 2360 - Classroom Strategies for Exceptional Children	
ECCE 2362 - Exploring Your Role in the Exceptional Environment	

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$6,425

Books/Supplies: \$2,000

Uniform Costs: Approximately \$150

Liability Insurance: \$10 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.

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
<b>Select 1</b>	<b>2</b>
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	
PSYC 1010 - Basic Psychology	
<b>Occupational Courses</b>	<b>45</b>
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	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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$4,795

Books/Supplies: \$1,500

Uniform Costs: Approximately \$150

Liability Insurance: \$10 per fiscal year

Hepatitis B Series: \$80

Criminal Background Check: \$25-\$50

Uniforms are required beginning 2<sup>nd</sup> 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.

<u>Program Courses</u>	<u>Credits</u>
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

<b>Choose one of the following:</b>	<b>2</b>
ECCE 1121 - Early Childhood Care and Education Practicum*	
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$ \$1330  
 Books/Supplies: \$650  
 Uniform Costs: Approximately \$150  
 Liability Insurance: \$10 per fiscal year  
 Hepatitis B Series: \$80  
 Criminal Background Check: \$25-\$50  
*Uniforms are required beginning 2<sup>nd</sup> 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.

<b>Program Courses</b>	<b>Credits</b>
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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$880  
 Books/Supplies: \$395  
 Uniform Costs: Approximately \$150  
 Liability Insurance: \$10 per fiscal year  
 Hepatitis B Series: \$80  
 Criminal Background Check: \$25-\$50  
*Uniforms are required beginning 2<sup>nd</sup> 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 (ECPI)*

### 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.

<b>Program Courses</b>	<b>Credits</b>
ECCE 1103 - Child Growth and Development* (OL)	3
ECCE 2320 - Program Administration and Facility Management (OL)	3
ECCE 2322 - Personnel Management (OL)	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: \$880

Books/Supplies: \$300

*(Costs are estimates and are subject to change.)*

# 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	430	NA	400
ACT	13	12	17

*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 53 semester credit hours. The program requires a minimum of 1120 contact hours and generally takes 4 semesters to complete.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
<b>Occupational Courses</b>	<b>47</b>
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*	5
ELTR 1090 – Commercial Wiring II*	5
ELTR 1110 – Electric Motors*	4
ELTR 1120 – Variable Speed/Low Voltage Controls	2
ELTR 1180 – Electrical Controls	3
<b><i>Electrical Construction and Maintenance Specialization</i></b>	
ELTR 1205 – Residential Wiring I	4
ELTR 1210 – Residential Wiring II	4
<b>Choose a minimum of 4 credits from the following:</b>	<b>4</b>
ELTR 1500 – Electrical Systems Technology/Internship/Practicum	
ELTR 1520 – Grounding and Bonding	
ELTR 1510 – Electrical Worker	
ELTR 1530- Conduit Sizing	
ELTR 1540 – Wire Pulling and Codes	
ELTR 1525 – Photovoltaic Systems	
<b><i>Industrial Electrical Technology Specialization</i></b>	
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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$4,795

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:

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

*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.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Basic Skills Course</b>	
MATH 1012 – Foundations of Mathematics	3
<b>Occupational Courses</b>	
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. \* "C" or higher grade is required for this course.*

### **PROGRAM COSTS**

Tuition/Fees: \$1255

Books/Supplies: \$405

*(Costs are estimates and are subject to change.)*

## ***Commercial Wiring Certificate (CW31)***

### **DESCRIPTION**

The Commercial Wiring Technical Certificate of Credit provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting. Topics include safety practices, blueprint and schematic reading and interpretation, and wiring procedures and practices.



## 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	430	NA	400
ACT	13	12	17

*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 18 semester credit hours. The program requires a minimum of 372 contact hours and generally takes 1 semester to complete.

<u>Program Courses</u>	<u>Credits</u>
ELTR 1060 - Electrical Prints, Schematics, and Symbols (OL)	3
ELTR 1080 - Commercial Wiring I*	5
ELTR 1090 - Commercial Wiring II*	5
IDFC 1007 – Industrial Safety Procedures (OL)	2
IDFC 1011- Direct Current I	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: \$1,555

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	430	NA	400
ACT	13	12	17

### 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.

<b>Program Courses</b>	<b>Credits</b>
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

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$1,405

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	430	NA	400
ACT	13	12	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 1 semester to complete.

<b>Program Courses</b>	<b>Credits</b>
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

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$1,430

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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
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

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

**PROGRAM COSTS**

Tuition/Fees: \$1,205

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. Healthy 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 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	Algebra
COMPASS	79	62	43	37
SAT	450	NA	440	NA
ACT	17	16	19	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 60 semester credit hours. The program requires a minimum of 1366 contact hours and generally takes 5 semesters to complete.

<u>Program Courses</u>	<u>Credits</u>
<b>General Education Core</b>	<b>15</b>
<b>Area I – Language Arts/Communication</b>	<b>3</b>
ENGL 1101 – Composition and Rhetoric ( <i>OL</i> )	
<b>Area II – Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III – Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1100- Quantitative Skills and Reasoning	
MATH 1101- Mathematical Modeling	
MATH 1111 – College Algebra	
<b>Area IV – Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	<b>3</b>
General Core Elective	
<b>Occupational Courses</b>	<b>45</b>
COMP 1000- Introduction to Computers	3
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 1070 – Mammalogy	3
FWMT 2010 – Wildlife Management Techniques	4
FWMT 2020 – Habitat Manipulation	4
FWMT 2030 – Fish Pond Management	3
FWMT 2040 - Internship	4
<b>SELECT ONE:</b>	<b>3</b>
<b>FWMT 1030- Terrestrial Ecology</b>	<b>3</b>
FWMT 1040 – Aquatic Ecology	
FWMT 1080 – Plantation Operations	
<b>SELECT ONE:</b>	<b>3</b>
FWMT 1050 – Ichthyology	
FWMT 1060 - Ornithology	

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

\* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$5,450

Books/Supplies: \$1,500

Liability Insurance: \$10 per Fiscal Year

(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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

<b>Occupational Courses</b>	<b>32</b>
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

(OL) designation indicates course may be available online during selected semesters. \* “C” or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$3,615

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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
COMPASS	79	62	NA	37
SAT	450	NA	440	NA
ACT	17	16	19	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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric* (OL)	

<b>Area II - Social/Behavioral Sciences</b>	3
PSYC 1101 – Introduction to Psychology (OL)	
<b>Area III - Natural Sciences/Mathematics</b>	3
MATH 1111 - College Algebra* (OL)	
<b>Area IV Humanities/Fine Arts:</b>	3
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program Specific Requirements:</b>	3
SPCH 1101 - Public Speaking (OL)	
<b>Occupational Courses</b>	<b>53</b>
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
<b>Select 3: 1 can be CRJU 2060 or FOSC 2037; 2 must be lab courses.</b>	9
FOSC 2037 – Victimology (OL)	
FOSC 2033 - Death Investigation	
FOSC 2012 - Forensic Trace Evidence	
FOSC 2035 - Forensic Photography	
FOSC 2040 - Forensic Firearms and Toolmark Identification	
FOSC 2041 - Latent Print Examination	
FOSC 2028 - Bloodstain Pattern Analysis	
CRJU 2060 – Criminology (OL)	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

#### PROGRAM COSTS

Tuition/Fees: \$6,125

Books/Supplies: \$1,800

Course Supply Fees:

- 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

(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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Basic Skills Courses</b>	<b>9</b>
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
<b>Occupational Courses</b>	<b>44</b>
COMP 1000 - Introduction to Computers (OL)	3
CRJU 1010 - Introduction to Criminal Justice (OL)	3
FOSC 1206 - Introduction to Forensic Science* (OL)	3
FOSC 1014 - 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
<b>Select 3: 1 can be CRJU 2060 or FOSS 2037; 2 must be lab courses.</b>	9
FOSS 2040 - Forensic Firearms and Toolmark Identification	
FOSS 2012 - Forensic Trace Evidence	
FOSS 2028 - Bloodstain Pattern Analysis	
FOSS 2033 - Death Investigation	
FOSS 2035 - Forensic Photography	
FOSS 2037 – Victimology (OL)	
FOSS 2041 - Latent Print Examination	
CRJU 2060 – Criminology (OL)	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$4,795

Books/Supplies: \$1,300

Course Supply Fees:

- FOSS 1206 Intro to Forensic Science: \$20
- FOSS 2010 Crime Scene I: \$20
- FOSS 2011 Crime Scene II: \$20
- FOSS 2035 Forensic Photography: \$10
- FOSS 2041 Latent Print Examination: \$25
- FOSS2028 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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
FOSS 1206 - Introduction to Forensic Science*	3
FOSS 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 semesters. \* “C” or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$1,835

Books/Supplies: \$450

Course Supply Fees:

- FOSC 1206 Intro to Forensic Science: \$20
- FOSC 2010 Crime Scene I: \$20
- FOSC 2011 Crime Scene II: \$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 Associate of Applied Science in Funeral Service Education 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](http://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 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](http://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	450	NA	440	NA
ACT	17	16	19	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.. 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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	3
ENGL 1101 - Composition and Rhetoric* (OL)	
<b>Area II - Social/Behavioral Sciences</b>	3
PSYC 1101 – Introduction to Psychology (OL)	
<b>Area III - Natural Sciences/Mathematics</b>	3
MATH 1111 – College Algebra (OL)	
<b>Area IV Humanities/Fine Arts Elective</b>	3
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program Specific Requirements</b>	3
ENGL 1102 – Literature and Composition	
<b>Occupational Courses</b>	<b>60</b>
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.

(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: \$6,855

Books/Supplies: \$1,100

Liability Insurance: \$10 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	450	NA	440	NA
ACT	17	16	19	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 terms to complete.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I – Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences</b>	<b>3</b>
PSYC 1101 - Introductory Psychology	
<b>Area III - Natural Sciences/Mathematics</b>	<b>6</b>
MATH 1111 – College Algebra	
Choose One from the following Three Options:	
MATH 1101 - Mathematical Modeling	
MATH 1112 - College Trigonometry	
MATH 1113 – Pre-calculus	
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
HUMN 1101 - Introduction to Humanities	
<b>Occupational Courses</b>	<b>45</b>
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, FOSS, 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, FOSS, or MKTG course	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$5,380

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	430	NA	400	NA
ACT	13	12	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 terms to complete.

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

<b>Occupational Courses</b>	<b>39</b>
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 Practicum/Internship	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: \$4,345

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 provides students with a basic knowledge of the Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Students will learn project management and will be able to effectively use microcomputer 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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
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

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,610

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 Program 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. The Commission on Accreditation for Health Informatics and Information Management may be contacted at 233 N. Michigan Ave., 21<sup>st</sup> floor, Chicago, IL 60601-5800, or email: [info@cahiim.org](mailto:info@cahiim.org).

### 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 Technician (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	450	NA	440	NA
ACT	17	16	19	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. 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.

<u>Program Courses</u>	<u>Credits</u>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communications</b>	<b>3</b>



ENGL 1101 - Composition and Rhetoric* (OL)	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra (OL)	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	<b>3</b>
General Core Elective	
<b>Occupational Courses</b>	<b>49</b>
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 semesters. \* "C" or higher grade is required for this course.

#### PROGRAM COSTS

Tuition/Fees: \$6,030

Books/Supplies: \$2,000  
 Uniform Costs: \$50  
 Liability Insurance: \$10 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
- Urine Drug Screen

### ***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 9 hours, 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.

# **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	450	NA	440	NA
ACT	17	16	19	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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	<b>3</b>
General Core Elective	
<b>Occupational Courses</b>	<b>45</b>
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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$5,320

Books/Supplies: \$1,800

Uniform Cost: \$75

Physical Exam: \$150\*\*

\*\*Physical Exam (documenting adequate health may be required before beginning HRTM 1230)

(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	430	NA	400
ACT	13	12	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

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
<b>Occupational Courses</b>	<b>36</b>
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	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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$4,120

Books/Supplies: \$1,350

Uniform Cost; \$75

Physical Exam: \$150\*\*

\*\*Physical Exam (documenting adequate health may be required before beginning HRTM 1230)

(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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
HRTM 1150 - Event Planning	3
HRTM 1201 - Hospitality Marketing	3
HRTM 1210 - Hospitality Law	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: \$880

Books/Supplies: \$270

Uniform Cost: \$75

(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,
- 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

### 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.

<u>Program Courses</u>	<u>Credits</u>
HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160 - Food and Beverage Management	3
HRTM 1201 - Hospitality Marketing	3
Hotel/Restaurant/Tourism or Related Elective	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: \$1,310

Books/Supplies: \$360

Uniform Cost: \$75

(Costs are estimates and are subject to change.)

# INDUSTRIAL SYSTEMS TECHNOLOGY

## *Programmable Control Technician I Certificate (PC81)*

### DESCRIPTION

The Programmable Control Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

### 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	430	NA	400
ACT	13	12	17

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.

<u>Program Courses</u>	<u>Credits</u>
IDSY 1110 - Industrial Motor Controls I*	5
IDSY 1120 - Basic Industrial PLC's*	6
IDSY 1220 - Intermediate Industrial PLC's*	6

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,480

Books/Supplies: \$300

*(Costs are estimates and are subject to change.)*

# MARKETING

## *Marketing Associate of Applied Science (MM13)*

### DESCRIPTION

The Marketing Associate of Applied Science degree program is designed to prepare students for employment in a variety of positions in today's marketing fields. The Marketing 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. Graduates of the program receive a Marketing associate of applied science degree with specializations in, entrepreneurship, marketing, professional selling, and retail management.

### EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Marketing 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	450	NA	440	NA
ACT	17	16	19	NA

## MARKETING DEGREE CURRICULUM

The curriculum for the Marketing 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, professional selling, or 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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communications</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
<b>Area IV - Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
HUMN 1101-Humanities	
MUSC 1101-Music Appreciation	
<b>Program-Specific Requirements</b>	<b>3</b>
General Core Elective	
<b>Occupational Courses</b>	<b>48</b>
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
Elective	3



<b>Select two from the following</b>	<b>6</b>
MKTG 2000 - Global Marketing	
MKTG 2290 - Marketing Internship/Practicum	
MKTG 2300 - Marketing Management	
<b>Specializations - Select One of the Six Areas</b>	<b>12</b>
<b>Marketing</b>	
MKTG 1370 - Consumer Behavior	
MKTG 2060 - Marketing Channels	
Marketing Elective	
<i>Select One</i>	
MKTG 1210 - Services Marketing (OL)	
MKTG 2070 - Buying and Merchandising (OL)	
<b>Entrepreneurship</b>	
MKTG 2210 – Entrepreneurship (OL)	
MKTG 2010 - Small Business Management (OL)	
<i>Select One</i>	
MKTG 2070 - Buying and Merchandising (OL)	
MKTG 1210 - Services Marketing	
<b>Retail Management</b>	
MKTG 1270 - Visual Merchandising	
MKTG 1370 - Consumer Behavior	
MKTG 2070 - Buying and Merchandising (OL)	
MKTG 2270 - Retail Operations Management	
<b>Professional Selling</b>	
MKTG 2060 - Marketing Channels	
MKTG 1370 - Consumer Behavior	
MKTG 1210 - Services Marketing (OL)	
MKTG 2160 - Advanced Selling	

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

#### **PROGRAM COSTS**

Tuition/Fees: \$5,750

Books/Supplies: \$1,500

*(Costs are estimates and are subject to change.)*

### ***Marketing Diploma (MM12)***

#### **DESCRIPTION**

The Marketing diploma program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing 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. Graduates of the program receive a Marketing 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 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	430	NA	400
ACT	13	12	17

### MARKETING DIPLOMA CURRICULUM

The curriculum for the Marketing 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, professional selling, or 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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
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	
<b>Occupational Core Courses</b>	<b>48</b>
COMP 1000 - Introduction to Computers* (OL)	3
ACCT 1100 - Financial Accounting I	4
BUSN 1190 - Digital Technologies in Business (OL)	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
Guided Elective	3
<i>Select one</i>	<b>3</b>
BUSN 1300 - Introduction to Business	
MGMT 1100 - Principles of Management	
<i>Select two of the following</i>	6
MKTG 2000 - Global Marketing	
MKTG 2290 - Marketing Internship/Practicum	
MKTG 2300 - Marketing Management	
<b>Specializations - Select One of the Four Areas</b>	<b>12</b>

<b><i>Marketing</i></b>	
MKTG 2060 - Marketing Channels	
MKTG 1370 - Consumer Behavior	
Marketing Elective	
<i>Select One</i>	
MKTG 1210 - Services Marketing (OL)	
MKTG 2070 - Buying and Merchandising (OL)	
<b><i>Entrepreneurship</i></b>	
MKTG 2210 – Entrepreneurship (OL)	
MKTG 2010 - Small Business Management (OL)	
<i>Select One</i>	
MKTG 1210 - Services Marketing (OL)	
MKTG 2070 - Buying and Merchandising (OL)	
<b><i>Retail Management</i></b>	
MKTG 1270 - Visual Merchandising	
MKTG 2070 - Buying and Merchandising (OL)	
MKTG 2270 - Retail Operations Management (OL)	
MKTG 1370 - Consumer Behavior	
<b><i>Professional Selling</i></b>	
MKTG 1210 - Services Marketing (OL)	
MKTG 2160 - Advanced Selling	
MKTG 2060 - Marketing Channels	
MKTG 1370 - Consumer Behavior	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

#### **PROGRAM COSTS**

Tuition/Fees: \$5,020

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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26

SAT	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
MKTG 1130 - Business Regulations and Compliance (OL)	3
MKTG 2210 - Entrepreneurship	6
<i>Select One</i>	3
MGMT 1100 - Principles of Management	
MKTG 2010 - Small Business Management	

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$1,310

Books/Supplies: \$300 (Costs are estimates and are subject to change.)

## *Logistics Specialist Certificate (LS21)*

### DESCRIPTION

The Logistics Certificate program is a sequence of courses that are designed to prepare students for employment in the field of logistics. The program combines specific occupational courses in the area of logistics which are designed to provide an overview of the logistical process, purchasing, material management, and product life cycle management.

### 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:

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

### 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.

<u>Program Courses</u>	<u>Credits</u>
LOGI 1000 - Business Logistics	3
LOGI 1010 - Purchasing	3
LOGI 1020 - Materials Management	3
LOGI 1030 - Product Lifecycle 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: \$1,130  
 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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
MKTG 1100 - Principles of Marketing (OL)	3
MKTG 1190 - Integrated Marketing Communications (OL)	3
MKTG 1160 - Professional Selling	3
Marketing Elective	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: \$1,310  
 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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
MKTG 1100 - Principles of Marketing (OL)	3
MKTG 1130 - Business Regulations and Compliance (OL)	3
MKTG 1160 - Professional Selling	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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,535

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, , 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](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB, [www.maerb.org](http://www.maerb.org)), Ph.-800-228-2262, Fax-312-899-1259 of the American Association of Medical Assistants' Endowment ([www.aama-ntl.org](http://www.aama-ntl.org)). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Ph. 727.210.2350. Fax: 727-210-2354.

### LICENSURE/CERTIFICATION

Graduates are eligible to sit for the national certification exam given by the American Association of Medical Assistants. In order to become 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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>9</b>
ENGL 1010 - Fundamentals of English I* (OL)	3
MATH 1012 - Foundations of Mathematics* (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
<b>Occupational Courses</b>	<b>52</b>
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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$5,600  
 Books/Supplies: \$1,100  
 Uniform Costs: Approximately \$250\*  
 Liability Insurance: \$10 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 with MAST 1080*

*(Costs are estimates and are subject to change.)*

## **CLINICAL EDUCATION**

Number of Practicum Sites: 20

General Location of the Practicum Sites:

Bryan, Bulloch, Candler, Chatham, Effingham, Evans, Jenkins, and Screven Counties

Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Prior to practicum 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 practicum sites may refuse to accept them. Forms will be provided by the instructor.
- Criminal Background Check
- Urine Drug Screen, 7 panel or higher

### ***Practicum Education Courses***

The Medical Assisting practicum 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 practicum 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 practicum site for practicum hours. If the student misses more than 18 hours, he/she will automatically be dropped from the course. Students are evaluated by the practicum site preceptor and the practicum coordinator.

### ***Clinical Assignments***

Practicum times may range 8:00 a.m.-5:00 p.m. Monday-Friday and 8:00 a.m.-12 noon on Saturdays. Practicum 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 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 diagnostic coding 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](http://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](http://www.aapc.com).

### **ADMISSIONS CRITERIA:**

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

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
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)*	2
MAST 1530 - Medical Procedural Coding (OL)*	2
BUSN 1440 - Document Production (OL)	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: \$2,210

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 and 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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
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: \$1,385

Books/Supplies: \$300

(Costs are estimates and are subject to change.)

# OPTICIANRY

## *Opticianry Associate of Applied Science (OP13)*

### DESCRIPTION

The Opticianry Associate of Applied Science degree 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, along with sales positions and positions with wholesale companies.

### 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](http://www.coaccreditation.com).

### LICENSURE/CERTIFICATION:

Once students have successfully completed the program and passed the American Board of Opticianry (ABO) and National Contact Lens Examiners (NCLE) exams, they are eligible to complete and submit the application for Licensure Examination to the Georgia State Board of Licensing for Dispensing Opticians.

### 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	450	NA	440	NA
ACT	17	16	19	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.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>6</b>
ENGL 1101 - Composition and Rhetoric* (OL)	
SPCH 1101 - Public Speaking (OL)	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1111- College Algebra	
<b>Area IV Humanities/Fine Arts</b>	<b>3</b>
HUMN 1101 - Humanities	
<b>Occupational Courses</b>	<b>57</b>
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. \* "C" or higher grade is required for this course.

#### **PROGRAM COSTS:**

Tuition/Fees: \$6,425

Books/Supplies: \$1,500

Uniform Costs: Approximately \$50

Liability Insurance: \$10 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 Evans 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 diploma 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, along with sales positions and positions with wholesale companies.

### **LICENSURE/CERTIFICATION**

Once students have successfully completed the program and passed the American Board of Opticianry (ABO) and National Contact Lens Examiners (NCLE) exams, they are eligible to complete and submit the application for Licensure Examination to the Georgia State Board of Licensing for Dispensing Opticians.

### **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

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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 65 semester credit hours. The program requires a minimum of 1560 contact hours and generally takes 5 semesters to complete.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1011 - Business Math (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
<b>Occupational Courses</b>	<b>57</b>
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. \* "C" or higher grade is required for this course.

#### **PROGRAM COSTS:**

Tuition/Fees (Diploma): \$5,900  
 Books/Supplies: Approximately  
 Uniform Costs: Approximately \$50  
 Liability Insurance: \$10 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 Evans 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**

## ***EMS Professions Diploma (EP12)***

#### **DESCRIPTION**

The primary focus of the Advanced Emergency Medical Technician is 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 to apply for Georgia licensure as an AEMT.

#### **EMPLOYMENT OPPORTUNITIES**

Graduates of the EMS Professions 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 and to apply for Georgia licensure as an AEMT.

#### **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

### EMS PROFESSIONS CURRICULUM

The curriculum for EMS Professions diploma program is designed for the semester system. A student may enter the program any semester for core courses. To graduate, students must earn a minimum of 42 semester credit hours. The program requires a minimum of 855 contact hours and generally takes 4 semesters to complete.

<b>Basic Skills Courses</b>	<b>6</b>
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
<b>Occupational Courses</b>	<b>36</b>
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 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 the EMT*	3
EMSP 1160- Clinical and Practical Applications for the EMT*	1
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

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$3,970

Books/Supplies: \$250

Uniform Costs: Approximately \$250\*

Liability Insurance: \$40 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
- 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
- Prior to beginning clinical courses, 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 EMS Professions 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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
-------------------------------	-----------------------

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

*(OL) designation indicates course may be available online during selected semesters. \* “C” or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1610

Books/Supplies: \$250

Uniform Costs: Approximately \$250\*

Liability Insurance: \$40 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..

### 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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
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

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$955

Books/Supplies: \$175

Uniform Costs: Approximately \$250\*

Liability Insurance: \$40 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
- 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:

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

### **PHARMACY TECHNOLOGY CURRICULUM**

The curriculum for the Pharmacy Technology 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 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.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Basic Skills Courses</b>	<b>9</b>

ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics* (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
<b>Occupational Courses</b>	<b>45</b>
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. \* "C" or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$4,870  
 Books/Supplies: \$1,500  
 Uniform Costs: Approximately \$250\*  
 Liability Insurance: \$10 per fiscal year  
 Certification Exam: \$129  
 Physical Exam: \$150  
 TB Test: \$40  
 Hepatitis B Series: \$276  
 #4402 Forensic Drug Panel (7) or similar screening: \$25  
 Criminal Background Check: \$39-\$80  
 Georgia State 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, Effingham, 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
- Prior to beginning clinical practicum, students must submit proof of a Georgia State Pharmacy Technician Registration License number. This number is mandatory for any student/technician who is placed in a pharmacy setting. All Georgia State Pharmacy Technician Registration information 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.

# **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. 478.207.2440.

### **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;
- PN is a competitive admissions program. Please refer to page 14 for more information.
- ALHS 1011 must have been taken within one year of admission to the PN program.
- Must be a Certified Nurse Aide (CNA).
- Meet the following assessment requirements:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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 appropriate Dean 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 the OTC scheduled review course, and score 90% or higher on ATI Comprehensive Predictor Exam. The program requires a minimum of 1410 contact hours and generally takes 5 semesters to complete.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Basic Skills Courses</b>	<b>9</b>
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics* (OL)	3
PSYC 1010 - Basic Psychology (OL)	3
<b>Occupational Courses</b>	<b>51</b>
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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$5,525  
 Books/Supplies: \$2,500  
 Uniform Costs: Approximately \$250\*  
 Liability Insurance: \$10 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  
 NCLEX-PN Exam: \$200  
 Simplex Review Course: \$200  
 Georgia Board of Examiners of LPN Application Fee: \$40  
 Fingerprinting: \$60\*\*

*\* Uniforms are required beginning 1<sup>st</sup> semester.*

*\*\* Fingerprinting is required prior to beginning clinical courses.*

*(Costs are estimates and are subject to change.)*

### CLINICAL EDUCATION

Number of Clinical Sites: 10

General Location of the Clinical Sites: Bulloch, Chatham, Evans, Effingham 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.

## LICENSURE CERTIFICATION:

**Upon Satisfactory completion of the Health Care Assistant 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 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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
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. \* "C" or higher grade is required for this course.*

## PROGRAM COSTS

- Tuition/Fees: \$2,660
- Books/Supplies: \$750
- Liability Insurance: \$10 per fiscal year
- CPR & First Aid Certification: \$11
- Uniforms: \$100
- TB Testing: \$35
- Criminal Background check: \$39-\$80
- Drug Screen: \$25
- Certification Exam: \$107 (required for admission to the PN program)
- Physical Exam: \$150

*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	430	NA	400
ACT	13	12	17

### 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.

<u>Program Courses</u>	<u>Credits</u>
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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

- Tuition/Fees: \$1,180
- Books/Supplies: \$400
- CPR & First Aid Certification: \$11
- Uniforms: \$100
- Liability Insurance: \$10 per fiscal year
- TB Testing: \$35
- Physical Exam: \$150
- Criminal Background Check: \$39-\$80
- 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, 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 Associates of Applied Science (RT23)***

***(Competitive Admissions Program)***

### **DESCRIPTION**

The Radiologic Technology associate degree 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 an associate of applied science degree, 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 degree program 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;
- Radiologic Technology is a competitive admissions program. Please see page 14 for more information.
- Meet the following assessment requirements:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
COMPASS	79	62	NA	37

*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 appropriate dean.

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 DEGREE CURRICULUM**

The curriculum for the Radiologic Technology Degree program is designed for the semester system. A student may enter the program fall semester. To graduate, students must earn a minimum of 93 semester credit hours. The program requires a minimum of 2400 contact hours and generally takes 5 semesters to complete.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>General Education Core</b>	<b>15</b>
<b>Area I – Language Arts/Communication</b>	<b>6</b>
ENGL 1101 – Composition and Rhetoric* (OL)	
SPCH 1101 – Public Speaking (OL)	
<b>Area II – Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101 – Introduction to Psychology	
SOCI 1101 – Introduction to Psychology	
ECON 1101 – Principles of Economics	
ECON 2105 - Macroeconomics	
<b>Area III – Natural Sciences/Mathematics – Select 1</b>	<b>3</b>
MATH 1101- Mathematical Modeling	
MATH 1111 – College Algebra	
<b>Area IV – Humanities/Fine Arts</b>	<b>3</b>
HUMN 1101 - Humanities	

<b>Non General Education Degree Courses</b>	<b>8</b>
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
<b>Occupational Courses</b>	<b>70</b>
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 1090 – Medical Terminology for Allied Health Sciences* (OL)	2

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

## PROGRAM COSTS

Tuition/Fees: \$8,000  
 Books/Supplies: \$2,100  
 Uniform Costs: Approximately \$300  
 Dosimeters: First year \$50; Second year \$40  
 Liability Insurance: \$10 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, and Screven Counties

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:**

Graduates are eligible to sit for the 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, or 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 from graduation date
- Meet the following assessment requirements:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
COMPASS	70	32	32	NA
SAT	430	NA	400	NA
ACT	13	12	17	NA

### **COMPUTED TOMOGRAPHY SPECIALIST CURRICULUM**

The curriculum for the Computed Tomography Specialist certificate program is designed for the semester system. Entrance to program is during fall semester. 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.

<b>Program Courses</b>	<b>Credits</b>
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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,985  
 Books/Supplies: \$400  
 Uniform Costs: NA  
 Dosimetry Fee (optional): \$40  
 Liability Insurance: \$10 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 student's 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 to a criminal background check and drug screening prior to beginning clinical coursework. Each student must be cleared by the appropriate dean before beginning their clinical rotations.

#### Special Requirements of the Clinical Sites:

The following forms will be provided by the instructor:

- Physical Exam documentation
- Criminal Background Check
- Urine Drug Screen

If the clinical site requires a current physical, 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.

### *Clinical Education Courses*

The Computed 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 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 student 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;
- 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

### 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.

<u>Program Courses</u>	<u>Credits</u>
ENGL 1101 - Composition and Rhetoric* (OL)	3
PSYC 1101 - Introductory Psychology* (OL)	3
Humanities Elective	3
Math Option – Select 1	3
MATH 1101 - Mathematical Modeling*	
MATH 1111 - College Algebra* (OL)	
ALHS 1090 – Medical Terminology for Allied Health Science*s (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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$3,240

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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>8</b>
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1013 - Algebraic Concepts (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
<b>Occupational Courses</b>	<b>78</b>
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 1130-Operating Systems Concepts	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. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$7,475

Books/Supplies: \$1,450

Uniform Costs: Approximately \$250\*

Liability Insurance: \$10 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: 3

General Location of the Clinical Sites:

Bulloch, Chatham, and Glynn, 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 requires that the students spend a minimum of 21 hours a week in a supervised work setting, for a total of 315 hours. RAPS 1140 requires that the students spend a minimum of 24 hours a week in a supervised work setting, for a total of 360 hours. 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 from 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, laboratory and practicum components. Courses are structured to facilitate the achievement of educational and career goals. Sonographers are “highly-skilled professionals” who use specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. Sonographers have extensive, direct patient contact that



may include performing some invasive procedures. Students will have an opportunity to train in the following specialties: abdomen, obstetrics, gynecology, and peripheral vascular. Upon successful completion, graduates are eligible to apply to take the national certification exams given by the American Registry of Diagnostic Medical Sonography (ARDMS) in the specialty areas of abdomen, obstetrics and gynecology (OB/Gyn).

### **EMPLOYMENT OPPORTUNITIES**

Successful completion of this program should enable graduates to pursue job opportunities in one of several diagnostic imaging areas such as hospitals, 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](http://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.

### **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;
- Diagnostic Medical Sonography is a competitive admissions program. Please see page 14 for more information.
- Meet the following assessment requirements:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
COMPASS	70	32	26	28
SAT	430	NA	400	NA
ACT	13	12	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:**

#### **Ogeechee Technical College Readmission to Competitive Admission Programs Procedure:**

A student who leaves the College in good standing may apply for readmission as early as the next academic term. Students who have been suspended because of unsatisfactory academic progress must be readmitted to the program within 12 months from the date of their last completed term.

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.

#### **Readmission to Competitive Admission Programs:**

Students requesting to return to the program after a leave of absence must take a request for readmission, in writing, to the Dean of the appropriate program director.

A student who is dropped from a competitive admission program due to academic reasons, attendance, or having received a grade less than "C" in any program course will be limited to a one-time re-entry into the program.

A student wishing to re-enter a competitive admission program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, accreditation agency requirements, and clinical capacity. Readmitted students will enter under the current OTC curriculum standards.

A student desiring to re-enroll in a competitive admission program after a leave of absence must follow the steps listed below:

- 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.

### **DIAGNOSTIC MEDICAL SONOGRAPHY DIPLOMA CURRICULUM**

The curriculum for the Diagnostic Medical Sonography diploma program is designed for the semester system.. To graduate, students must earn a minimum of 88 semester credit hours. The program requires a minimum of 2625 contact hours and generally takes 5 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>11</b>
ENGL 1010 - Fundamentals of English I* (OL)	3
MATH 1013 - Algebraic Concepts* (OL)	3
MATH 1127 - Introduction to Statistics* (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development* (OL)	
PSYC 1010 - Basic Psychology* (OL)	
<b>Occupational Courses</b>	<b>77</b>
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: \$7,625

Books/Supplies: \$2,000

Uniform Costs: Approximately \$250

Liability Insurance: \$10 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.*

## ***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](http://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 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Echocardiography is a competitive admissions program. Please refer to page 14 for more information.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	26	28
SAT	430	NA	400	NA
ACT	13	12	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.*

#### **Ogeechee Technical College Readmission to Competitive Admission Programs Procedure:**

A student who leaves the College in good standing may apply for readmission as early as the next academic term. Students who have been suspended because of unsatisfactory academic progress must be readmitted to the program within 12 months from the date of their last completed term.

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.

#### **Readmission to Competitive Admission Programs:**

Students requesting to return to the program after a leave of absence must submit a request for readmission, in writing, to the Dean of the appropriate program director.

A student who is dropped from a competitive admission program due to academic reasons, attendance, or having received a grade less than "C" in any program course will be limited to a one-time re-entry into the program.

A student wishing to re-enter a competitive admission program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, accreditation agency requirements, and clinical capacity. Readmitted students will enter under the current OTC curriculum standards.

A student desiring to re-enroll in a competitive admission program after a leave of absence must follow the steps listed below:

- 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.

### **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 5 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>12</b>
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
<b>Occupational Courses</b>	<b>72</b>
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
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. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$7,505  
 Books/Supplies: \$2,000  
 Uniform Costs: Approximately \$250  
 Liability Insurance: \$10 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.)*

### 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
- Liability Insurance: \$10 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.

### ***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

#### **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
- Meet the following assessment requirements:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
COMPASS	70	32	26	28*
SAT	430	NA	400	NA
ACT	13	12	17	NA

#### **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.. 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.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Basic Skills Courses</b>	<b>9</b>
ENGL 1010 - Fundamentals of English I* (OL)	3
MATH 1013 - Algebraic Concepts* (OL)	3
PSYC 1010 - Basic Psychology* (OL)	3
<b>Occupational Courses</b>	<b>25</b>
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*	2

*(OL) designation indicates course may be available online during selected semesters. \* “C” or higher grade is required for this course.*

#### **PROGRAM COSTS**

Tuition/Fees: \$3,165

Books/Supplies: \$1,200

# SURGICAL TECHNOLOGY

## *Surgical Technology Diploma (ST12)* (Competitive Admissions Program)

### 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, endoscopy centers, 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](http://www.caahep.org)) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (CAAHEP) 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*

The Certified Surgical Technology exam will be administered as a web-based test to eligible program completers up to 30 days after 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
- Surgical Technology is a competitive admissions program. Please see page 14 for more information.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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 6:00-3:00 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.

### 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 5 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
<b>Basic Skills Courses</b>	<b>6</b>
ENGL 1010 - Fundamentals of English I*	3
MATH 1012 - Foundations of Mathematics*	3
<b>Occupational Courses</b>	<b>56</b>
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) designation indicates course may be available online during selected semesters.*

*\* "C" or higher grade is required for this course.*

*\*\* ALHS 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: \$5,675 Books/Supplies: \$2,500

Uniform Costs: Approximately \$250

Liability Insurance: \$10 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 per year (pregnant students will require 2 badges)

*(Costs are estimates and are subject to change.)*

## **CLINICAL EDUCATION**

Number of Clinical Sites: 13

General Location of the Clinical Sites:



Bulloch, Burke, Candler, Chatham, Effingham, 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).
- Student activities associated with the curriculum, especially while students are completing his/her clinical rotations, will be educational in nature. Students will not receive monetary re-numeration during this educational experience, nor will students be substituted for hired staff personnel within the clinical institution in the capacity of Surgical Technologists.
- Conviction of a felony or gross misdemeanor may prohibit employment in the field and may make a student ineligible to take licensing/certification exams required for the profession.

**Graduation Requirements:**

- Surgical Technology students will rotate through the clinical facilities as scheduled in the course sequence. The standard clinical case requirements that students must achieve in order to complete the program is 80 cases. These 80 cases are distributed among core and specialty cases. A minimum of 25 cases must be performed in the first scrub role.
- All Surgical Technology students will be required to pass the Certified Surgical Technologist (CST) practice exam with a score of 70 or better. The exam will be administered during SURG 2240, Seminar in Surgical Technology course.
- All students will be required to take the National Surgical Technologist Certification exam sponsored by NBSTSA (National Board of Surgical Technologist and Surgical Assisting)

**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.

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 appropriate Dean 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 courses.
- 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 courses.
- 
- All health requirements must be current (criminal background check, tuberculin test, CPR, physical exam, and any additional requirements).
- Student files/transcripts will be reviewed.

## ***Health Care Assistant Certificate (Surgical Technology 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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	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 540 contact hours and generally takes 2 semesters to complete.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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
CSSP 1010- Central Sterile Supply Processing Technician*	5
MAST 1120- Human Pathological Conditions in the Medical Office (OL)*	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: \$2,660

Books/Supplies: \$ 500

CPR & First Aid Certification: \$11

*(Costs are estimates and are subject to change.)*

## ***Central Sterile Supply Processing Technician Certificate (CSB1)***

### **DESCRIPTION:**

The Central Sterile Supply Processing Technician certificate program is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities.

### **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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
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) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,105  
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	450	NA	440	NA
ACT	17	16	19	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 Summer 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.

<u>Program Courses</u>	<u>Credits</u>
<b>General Education Core</b>	<b>20</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 - Composition and Rhetoric* (OL)	
<b>Area II - Social/Behavioral Sciences – Select 1</b>	<b>3</b>
PSYC 1101-Introduction to Psychology	
SOCI 1101-Introduction to Sociology	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
<b>Area III - Natural Sciences/Mathematics – Select 1</b>	<b>11</b>
BIOL 1111 - Biology I*	
BIOL 1111L - Biology Lab I*	
CHEM 1211 - Chemistry I*	
CHEM 1211L - Chemistry Lab I*	
<i>and 1 of the following mathematics courses</i>	
MATH 1111-College Algebra	
MATH 1100-Quantative Skills and Reasoning	
<b>Area IV Humanities/Fine Arts – Select 1</b>	<b>3</b>
ENGL 2130-American Literature	
MUSC 1101-Music Appreciation	
HUMN 1101-Humanities	
<b>Occupational Courses</b>	<b>60</b>
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. \* "C" or higher grade is required for this course.*

## PROGRAM COSTS

Tuition/Fees: \$7,230 Books/Supplies: \$1,500

Uniform Costs: Approximately \$250

Liability Insurance: \$10 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 \$600

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

Special Requirements of Clinical Sites:

- Students must submit a medical exam stating the student is in good health.
- Criminal background check
- Urine Drug Screen, 7 panel or higher

### *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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
COMPASS	79	62	NA	37
SAT	450	NA	440	NA
ACT	17	16	19	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 Summer 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 .

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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. \* "C" or higher grade is required for this course.*

**PROGRAM COSTS**

- Tuition/Fees: \$2,510
- Books/Supplies: \$900
- Uniform Costs: Approximately \$150
- Liability Insurance: \$10 per fiscal year
- Physical Exam: \$150\*
- Tetanus Vaccination: \$40
- Hepatitis B Series: \$265
- Rabies Vaccination Series Approximately \$600
- 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 VETT 1010

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	450	NA	440	NA
ACT	17	16	19	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 two semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
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. \* "C" or higher grade is required for this course.*

**PROGRAM COSTS**

Tuition/Fees: \$1,085

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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
WELD 1000 - Introduction to Welding Technology*	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1040 - Flat Shielded Metal Arc Welding*	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: \$955

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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
WELD 1000 - Introduction to Welding Technology*	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1090 - Gas Metal Arc Welding	4
Welding Elective	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: \$1,180

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	430	NA	400
ACT	13	12	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.

<u>Program Courses</u>	<u>Credits</u>
WELD 1000 - Introduction to Welding Technology*	3

WELD 1010 - Oxyfuel Cutting	3
WELD 1110 - Gas Tungsten Arc Welding	4
Welding Elective	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: \$1,180

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	430	NA	400
ACT	13	12	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.

<b>Program Courses</b>	<b>Credits</b>
WELD 1050 – Horizontal Shielded Metal Arc Welding	4
WELD 1060 – Vertical Shielded Metal Arc Welding	4
Welding Elective	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: \$1,030

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	FRSC	Fire Science Technology
AGRB	Agribusiness	FRST	Forensic Technology
AIRC	Air Conditioning Technology	FSRV	Funeral Service Education
ALHS	Allied Health Science	FWMT	Fish and Wildlife Management
AUTT	Automotive Technology	GIFS	Geographic Information Systems
BIOL	Biology	HIMT	Health Information Technology
BUS	Business Administrative Technology	HRTM	Hotel/Restaurant/Travel Mgmt
CARP	Carpentry	HUMN	Humanities
CAVT	Cardiovascular Technology	IDFC	Industrial Fundamental Core
CCMN	Commercial Construction Mgmt	IDSY	Industrial Systems Technology
CHEM	Chemistry	LETA	Law Enforcement Academy
CIST	Computer Information Systems	LOGI	Logistics
COFC	Construction	MAST	Medical Assisting
COLL	College Success and Survival Skills	MATH	Mathematics
COMP	Introduction to Computers	MGMT	Business Management
COSM	Cosmetology	MKTG	Marketing
CRJU	Criminal Justice	MUSC	Music
CSSP	Central Sterile Supply Processing	NAST	Nursing Assistant
CTDL	Commercial Truck Driving	OPHD	Ophthalmic Dispensing
CUUL	Culinary Arts	PHAR	Pharmacy Assistant
DENA	Dental Assisting	PHSC	Physical Science
DMSO	Diagnostic Medical Sonography	PNSG	Practical Nursing
ECCE	Early Childhood Care and Education	PSYC	Psychology
ECHO	Echocardiography	RADT	Radiology Technology
ECON	Economics	RAPS	Radiology PACS Specialist
ELTR	Electrical Technology	READ	Reading
EMPL	Job Acquisition Skills	SOCI	Sociology
EMSP	Emergency Medical Services Professions	SPCH	Speech
ENGL	English	SURG	Surgical Technology
ESTH	Esthetician	VETT	Veterinary Technology
FORS	Forest 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: None; Co-requisites: None

**ACCT 1105 - Financial Accounting II (75 Contact, 4 Credit)**

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-Term 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: ACCT 1100; Co-requisites: None

**ACCT 1110 - Managerial Accounting (60 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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: ACCT 1105; Co-requisites: None

**ACCT 2105 – Accounting Internship II (360 Contact, 8 Credit)**

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 :ACCT 1105; 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 1115, ACCT 1120; Co-requisites: None

**ACCT 2135 – Introduction to Governmental and Nonprofit Accounting (45 Contact, 3 Credit)**

Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

Pre-requisites: ACCT 1100; Co-requisites: None

**ACCT 2140 – Legal Environment of Business (45 Contact, 3 Credit)**

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: None; Co-requisites: None

**ACCT 2145 – Personal Finance (45 Contact, 3 Credit)**

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 2150- Principles of Auditing (45 Contact, 3 Credit)**

Introduces the student to the auditor's responsibilities in the areas of professional standards, reports, ethics, and legal liability. Students will learn about the technology of auditing, evidence gathering, audit/assurances processes, internal controls and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes and debt and equity are learned. Finally, procedures related to attest engagements and internal auditing are reviewed.

Pre-requisites: ACCT 1105; Co-requisites: None

**ACCT 2155 – Principles of Fraud Examination (45 Contact, 3 Credit)**

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: None; Co-requisites: None

**AGRB Agribusiness**

**AGRB 1100 - Introduction to Agribusiness (15 Contact, 1 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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: AIRC 1005

**AIRC 1020 - Refrigeration Systems Components (90 Contact, 4 Credit)**

Provides the student with the skills and knowledge 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

**AIRC 1030 - HVACR Electrical Fundamentals (90 Contact, 4 Credit)**

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

**AIRC 1040 - HVACR Electrical Motors (90 Contact, 4 Credit)**

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

**AIRC 1050 - HVACR Electrical Components and Controls (90 Contact, 4 Credit)**

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: AIRC 1030

**AIRC 1060 - Air Conditioning Systems Application and Installation (90 Contact, 4 Credit)**

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)**

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

**AIRC 1080 - Heat Pumps and Related Systems (90 Contact, 4 Credit)**

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

**AIRC 1090 - Troubleshooting Air Conditioning Systems (90 Contact, 4 Credit)**

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

**ALHS Allied Health Science****ALHS 1011 - Anatomy and Physiology (75 Contact, 5 Credit)**

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)**

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)**

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)**

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)**

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

**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: AUTT 1010

**AUTT 1040 - Automotive Engine Performance (230 Contact, 7 Credit)**

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 1010; Co-requisites: AUTT 1020

**AUTT 1050 - Automotive Suspension and Steering Systems (125 Contact, 4 Credit)**

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: AUTT 1010; Co-requisites: AUTT 1020

**AUTT 1060 - Automotive Climate Control Systems (110 Contact, 5 Credit)**

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. 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)**

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: none; Co-requisites: AUTT 1020

**BIOL Biology**

**BIOL 1111 - Biology I (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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 consists 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)**

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)**

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)**

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)**

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)**

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)**

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: 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)**

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)**

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, Hyperlink 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)**

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)**

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. Serves as a capstone course.

Pre-requisites: BUSN 1240, BUSN 1400, BUSN 1410, and BUSN 1440; Co-requisites: BUSN 2190 and BUSN 2200 or ACCT 1100

**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 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-requisites: Program Admission

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,

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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)**

Emphasizes essential skills required for the medical office.

Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields.

Eemphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. 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)**

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes.

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

**CAVT Cardiovascular Technology**

**CAVT 1030 - Electrophysiology and Cardiac Anatomy (75 Contact, 4 Credit)**

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 catheterization, 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)**

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)**

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)**

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)**

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)**

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)**

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 1000, CCMN 1020, CCMN 1030; Co-requisites: None

**CCMN 1070 - Construction Estimating II (75 Contact, 4 Credit)**

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)**

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: CCMN 1000, CCMN 1020, CCMN 1030; Co-requisites: None

**CCMN 2020 - Construction Scheduling (60 Contact, 4 Credit)**

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)**

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 1060; Co-requisites: None

**CCMN 2040 - Construction Project Management (60 Contact, 4 Credit)**

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; Co-requisites: CCMN 2010, CCMN 2030

**CHEM Chemistry**

**CHEM 1211 - Chemistry I (45 Contact, 3 Credit)**

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 OR MATH 1101; Co-requisites: CHEM 1211L

**CHEM 1211L - Chemistry Lab I (45 Contact, 1 Credit)**

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)**

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)**

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

**CIST Computer Information Systems**

**CIST 1001 - Computer Concepts (90 Contact, 4 Credit)**

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)**

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)**

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 (60 Contact, 3 Credit)**

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 three 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)**

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: CIST 1401

**CIST 2127 – Comprehensive Word Processing Techniques (75 Contact, 3 Credit)**

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)**

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)**

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, administer, 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 Microsoft Directory Services.

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 a Microsoft network infrastructure

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 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 2921 - IT Analysis, Design, and Project Management (105 Contact, 4 Credit)**

IT Analysis, Design, and Project Management will provide 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)**

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)**

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)**

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)**

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)**

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, 2 Credit)**

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, Learning 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)**

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)**

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 (105 Contact, 3 Credit)**

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)**

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)**

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: COSM 1050; Co-requisites: None

**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: COSM 1050; Co-requisites: None

**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 1050; 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: COSM 1050; Co-requisites: None

**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: COSM 1080; Co-requisites: None

**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: COSM 1080; 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: None

**CRJU Criminal Justice**

**CRJU 1010 - Introduction to Criminal Justice (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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: none; Co-requisites: None

**CRJU 1056 - Police Traffic Control and Investigation (60 contact, 3 Credit)**

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)**

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)**

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)**

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)**

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 (75 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

**CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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 (105 Contact, 5 Credit)**

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)**

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: None; Co-requisites: CTDL 1020

**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 esprit 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)**

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 ServSafe® 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)**

Introduces fundamental food preparation terms, 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: None

**CUUL 1129 - Fundamentals of Restaurant Operations (105 Contact, 4 Credit)**

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 terms, 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)**

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)**

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)**

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 semester. 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)**

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

**DENA Dental Assisting****DENA 1010 - Basic Human Biology (15 Contact, 1 Credit)**

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)**

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 1080; Co-requisites: DENA 1080, DENA 1340

**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)**

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 1010, DENA 1080, DENA 1340; Co-requisites: None

**DENA 1080 - Dental Biology (75 Contact, 5 Credit)**

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: Program Instructor Approval; Co-requisites: None

**DENA 1340 - Dental Assisting I: General Chair Side (135 Contact, 6 Credit)**

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, DENA 1050, DENA 1080; Co-requisites: DENA 1050, DENA 1080

**DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills (150 Contact, 7 Credit)**

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)**

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, COMP 1000; 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 1050, DENA 1340, DENA 1350, DENA 1390; Co-requisites: DENA 1340, DENA 1350, DENA 1390

**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: DENA 1460; Co-requisites: DENA 1460

**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 1460, DENA 1470; Co-requisites: DENA 1460, DENA 1470

**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; Maslow's 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)**

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)**

Introduces the basic principles and application of the physical assessment as well as the protocols utilized for sonographic 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)**

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)**

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: DMSO 1030

**DMSO 1070 - Pelvic Sonography and First Trimester Obstetrics (75 Contact, 3 Credit)**

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)**

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)**

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)**

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: None; Co-requisites: None

**DMSO 2030 - Clinical Sonography III (360 Contact, 8 Credit)**

Provides students with continued work experience in a hospital, clinic or other patient care setting. Students improve skills in performing sonographic 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)**

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)**

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)**

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)**

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)**

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 1101; Co-requisites: ECCE 1101

**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)**

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 1101, ECCE 1103; Co-requisites: ECCE 1105

**ECCE 2115 - Language and Literacy (60 Contact, 3 Credit)**

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)**

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)**

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)**

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 1101, ECCE 1103; Co-requisites: ECCE 1103

**ECCE 2240 - Early Childhood Care and Education Internship (540 Contact, 12 Credit)**

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, ECCE 1121; Co-requisites: ECCE 1105

**ECCE 2310 - Paraprofessional Methods and Materials (45 Contact, 3 Credit)**

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)**

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: 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, ECCT 2360; Co-requisites: ECCE 2360

**ECHO Echocardiography****ECHO 1100 - Echocardiography Fundamentals (75 Contact, 3 Credit)**

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)**

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)**

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: ECHO 1370

**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)**

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)**

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: ECHO 2360

**ECHO 2360 - Echocardiography Clinical III (360 Contact, 8 Credit)**

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)**

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)**

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

**ECON Economics****ECON 1101 – Principles of Economics (45 Contact, 3 Credit)**

Provides a description and analysis of economic operation in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles;

economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

Pre-requisite: Regular Admission; Co-requisite: None

**ELTR Electrical Technology****ELTR 1020 - Electrical Systems Basics I (60 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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, receptacle installation including bonding, 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)**

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)**

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)**

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)**

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)**

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 1500- Electrical Systems Technology Internship/Practicum (135 Contact, 3 Credit)**

This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining

the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

Pre-requisites: None; Co-Requisites: None

**ELTR 1510- Electrical Worker (75 Contact, 3 Credit)**

Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of those tools on the work site. Topics include hazards of electricity, safe use of electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

Pre-requisites: Provisional Admission; Co-requisites: None

**ELTR 1520- Grounding and Bonding (45 Contact, 2 Credit)**

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

Pre-requisites: Provisional Admission; Co-requisites: None

**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

**ELTR 1530- Conduit Sizing (60 Contact, 2 Credit)**

Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

Pre-requisites: Program Admission; Co-requisites: None

**ELTR 1540- Wire Pulling and Codes (90 Contact, 3 Credit)**

The purpose of this course is for instruction in the installation of cabling systems. Emphasis will be on the types of cabling technologies that address voice, video, and data communications and the applicable codes.

Pre-requisites: Provisional Admission; Co-requisites: None

**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 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)**

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)**

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)**

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 (60 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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

**ENGL English**

**ENGL 0096 – English 1 (45 Contact, 3 Credit)**

Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and 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)**

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: One Required Appropriate Placement Test Score or ENGL 0096; Co-requisites: None

**ENGL 0098 – English III (45 Contact, 3 Credit)**

Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.

Pre-requisites: One Required Appropriate Placement Test Score or ENGL 0097

**ENGL 1010 - Fundamentals of English I (45 Contact, 3 Credit)**

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)**

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)**

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)**

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 2130 – American Literature (45 Contact, 3 Credit)**

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 skills.

Pre-requisites: ENGL 1101 with C or better.; Co-requisites: None

**ESTH Esthetician****ESTH 1000 - Introduction to Esthetics (60 Contact, 3 Credit)**

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)**

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: None; Co-requisites: ESTH 1000

**ESTH 1020 - Skin Care Procedures (120 Contact, 4 Credit)**

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)**

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 (105 Contact, 3 Credit)**

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: ESTH 1020; Co-requisites: None

**ESTH 1050 - Color Theory and Makeup (135 Contact, 4 Credit)**

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 1040

**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 1030; 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: ESTH 1060; Co-requisites: None

### **FORS Forest Technology**

#### **FORS 1030 – Dendrology (105 Contact, 3 Credit)**

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 (60 Contact, 3 Credit)**

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 (90 Contact, 4 Credit)**

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 (90 Contact, 4 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: FOSC 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, FOSC 1206; Co-requisites: None

#### **FOSC 2033 - Death Investigation (45 Contact, 3 Credit)**

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: Program Admission, CRJU 1010; Co-requisites: None

**FOSC 2040 - Forensic Firearms and Tool mark Identification (90 Contact, 4 Credit)**

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: FOSC 1206; Co-requisites: None

**FOSC 2041 - Latent Print Examination (75 Contact, 4 Credit)**

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)**

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 NFA 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)**

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 NFA 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)**

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)**

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)**

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)**

Provides 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)**

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)**

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)**

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)**

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)**

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)**

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)**

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: , 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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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 (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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: None

**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)**

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)**

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)**

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)**

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)**

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)**

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 Internship/Practicum (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

**HIMT Health Information Technology****HIMT 1100 - Introduction to Health Information Technology (60 Contact, 3 Credit)**

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)**

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)**

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)**

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: None; Co-requisites: None

**HIMT 1350 – Pharmacotherapy (30 Contact, 2 Credit)**

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 - ICD CBasic (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: MAST 1120

**HIMT 1410 - Coding and Classification II - ICD Advanced (60 Contact, 3 Credit)**

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)**

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: MATH 1111; Co-requisites: HIMT 2200



**HIMT 2200 - Performance Improvement (30 Contact, 2 Credit)**

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: None; Co-requisites: None

**HIMT 2300 - Healthcare Management (45 Contact, 3 Credit)**

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 - CPT/HCPCS (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; Co-requisites: None

**HIMT 2410 - Revenue Cycle Management (30 Contact, 2 Credit)**

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)**

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 1200, HIMT 1250; Co-requisites: HIMT 2400

**HRTM – Hotel, Restaurant, Tourism Management****HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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 (135 Contact, 3 Credit)**

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; Co-requisites: ENGL 1101

**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)**

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)**

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)**

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)**

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 (45 Contact, 2 Credit)**

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 (30 Contact, 2 Credit)**

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: LETA 1032; Co-requisites: None

**LETA 1014 - Firearms Training for Basic Law Enforcement (105 Contact, 4 Credit)**

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 (105 Contact, 4 Credit)**

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 (60 Contact, 2 Credit)**

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 (75 Contact, 4 Credit)**

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 (75 Contact, 4 Credit)**

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 (60 Contact, 4 Credit)**

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 11032; Co-requisites: None

**LETA 1026 - Criminal Procedure for Basic Law Enforcement (75 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 (75 Contact, 3 Credit)**

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 (45 Contact, 3 Credit)**

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 (45 Contact, 3 Credit)**

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 (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

Further 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, ALHS 1011, 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, 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: ENGL 1010, COMP 1000, ALHS 1011, ALHS 1090; Co-requisites: None

**MAST 1120 - Human Pathological Conditions in the Medical Office (45 Contact, 3 Credit)**

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: Program Admission; Co-requisites: None

**MAST 1170 - Medical Assisting Externship (270 Contact, 6 Credit)**

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: None

**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: None

**MAST 1510 - Medical Billing and Coding I (45 Contact, 2 Credit)**

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: MAST 1530

**MAST 1530 - Medical Procedural Coding (45 Contact, 2 Credit)**

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: MAST 1520

**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)**

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)**

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)**

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Pre-requisites: MATH 1013; Co-requisites: None

**MATH 1100 - Quantitative Skills and Reasoning (45 Contact, 3 Credit)**

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)**

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: Appropriate Algebra Placement Test Score; Co-requisites: None

**MATH 1112 - College Trigonometry (45 Contact, 3 Credit)**

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; Co-requisites: None

**MATH 1113 – Pre-calculus (45 Contact, 3 Credit)**

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; Co-requisites: None

**MATH 1127 - Introduction to Statistics (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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-)**

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)**

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)**

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)**

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****MKTG 1100 - Principles of Marketing (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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 - Global Marketing (45 Contact, 3 Credit)**

Introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of global marketing, analyze global marketing opportunities, international market entries, design a global marketing strategy, and career paths in global marketing.

Pre-requisites: MKTG 1100; Co-requisites: None

**MKTG 2010 - Small Business Management (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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

**MKTG 2270 - Retail Operations Management (45 Contact, 3 Credit)**

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)**

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)**

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 (45 Contact, 3 Credit)**

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: ENGL 1101

**NAST Nursing Assistant**

**NAST 1100 - Nurse Aide Fundamentals (135 Contact, 6 Credit)**

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)**

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)**

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)**

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: OPHD 1010

### **OPHD 1070 - Optical Laboratory Techniques II (150 Contact, 6 Credit)**

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)**

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)**

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: OPHD 1070; Co-requisites: None

### **OPHD 2120 - Lens Selection (135 Contact, 6 Credit)**

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 1070; Co-requisites: None

### **OPHD 2130 - Contact Lens II (120 Contact, 5 Credit)**

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)**

Continues students 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)**

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)**

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)**

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)**

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)**

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, hyperalimentation, 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)**

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)**

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)**

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, 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

### **PHYS Physics**

#### **PHYS 1110 - Conceptual Physics (45 Contact, 3 Credit)**

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 and MATH 1101 OR MATH 1111; Co-requisites: PHYS 1110L

#### **PHYS 1110L - Conceptual Physics Lab (45 Contact, 1 Credit)**

Has 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)**

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)**

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)**

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; oncology; 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)**

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)**

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 (15Contact, 1 Credit)**

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)**

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, critical thinking, 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)**

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)**

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)**

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: RADT 1030, RADT 1320

**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, BIOL 2114, BIOL 2114L, RADT 1010; Co-requisites: None

**RADT 1060 - Radiographic Procedures II (75 Contact, 3 Credit)**

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: RADT 1330

**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 1111; 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 terms 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)**

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: RADT 1030

**RADT 1330 - Clinical Radiography II (315 Contact, 7 Credit)**

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: RADT 1060

**RADT 2090 - Radiographic Procedures III (60 Contact, 2 Credit)**

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: RADT 1330, RADT 2340

**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, , BIOL 2114, BIOL 2114L; 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: RADT 2220 and RADT 2250

**RADT 2210 - Computed Tomography Physics and Instrumentation (75 Contact, 5 Credit)**

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: RADT 2230, RADT 2265

**RADT 2220 - Computed Tomography Procedures I (45 Contact, 3 Credit)**

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: RADT 2201, RADT 2250

**RADT 2230 - Computed Tomography Procedures II (45 Contact, 3 Credit)**

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: RADT 2210, RADT 2265

**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: RADT 2201, RADT 2220

**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: RADT 2360

**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: RADT 2210, RADT 2230

**RADT 2340 - Clinical Radiography III (270 Contact, 6 Credit)**

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)**

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)**

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: RADT 2260

**RAPS Radiology PACS Specialist**

**RAPS 1101 - Imaging Informatics Image QC/QA, Regulations and Security (30 Contact, 2 Credit)**

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: None; Co-requisites: None

**RAPS 1110 - Introduction to Imaging Informatics (105 Contact, 6 Credit)**

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: None; Co-requisites: None

**RAPS 1120 - Radiology Basics for Imaging Informatics (120 Contact, 7 Credit)**

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 theoretic 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)**

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: None; Co-requisites: None

**RAPS 1140 - Imaging Informatics Clinical II (IIC2) (360 Contact, 8 Credit)**

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: None; Co-requisites: None

**RAPS 1150 - Advanced Concepts of Imaging Informatics (120 Contact, 7 Credit)**

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: None; Co-requisites: None

**RAPS 1160 - Theoretical Concepts of DICOM and HL7 (90 Contact, 5 Credit)**

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: None; Co-requisites: None

**READ Reading**

**READ 0096 – Reading I (45 Contact, 3 Credit)**

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 (45 Contact, 3 Credit)**

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 (45 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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: SURG 2030; 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 is the discretion of the program.

Pre-requisites: SURG 1130; 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: SURG 1130; 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: SURG 2130; 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: SURG 2130e; Co-requisites: None

**SURG 2240 - Seminar in Surgical Technology (30 Contact, 2 Credit)**

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)**

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)**

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)**

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)**

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: VETT 1000, VETT 1010

**VETT 1060 - Animal Anatomy and Physiology (90 Contact, 4 Credit)**

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: Program Admission; Co-requisites: BIOL 1111, BIOL 1111L, VETT 1000, VETT 1010

**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: VETT 1030

**VETT 1110 - Veterinary Pathology and Diseases (60 Contact, 4 Credit)**

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)**

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: CHEM 1211, VETT 1030; Co-requisites: None

**VETT 2210 - Laboratory and Exotic Animals for Veterinary Technicians (90 Contact, 4 Credit)**

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)**

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: VETT 2160

**VETT 2300 - Veterinary Technology Clinical Internship (540 Contact, 12 Credit)**

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)**

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)**

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: VETT 2410

**WELD Welding**

**WELD 1000 - Introduction to Welding Technology (60 Contact, 3 Credit)**

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)**

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)**

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)**

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)**

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)**

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)**

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

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  
State Financial Management Certificate
- Alexander, Wayne** (2002)  
*Maintenance Technician*
- 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, Shawwna** (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
- Bragg, Barbara** (2011)  
*Practical Nursing Instructor*  
BSN, Georgia Southern University  
Registered Nurse
- 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, Celena** (2011)  
*Financial Aid Planning Specialist*  
B.B.A., Georgia Southern University
- Brown, Sarah** (2007)  
*Custodian*
- 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*  
M.A.S., Western Carolina University  
B.S., Georgia Southern University
- Collins, Chryle** (1999)  
*Practical Nursing Program Director/Instructor*  
*Nurse Aide Program Director*  
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  
State Financial Management Certificate
- 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 Vice President for Administration*  
B.S., Armstrong Atlantic State University
- DeLoach, Deborah** (2007)  
*Opticianry Program Director/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
- 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  
Certified Associate Welding Inspector  
American Welding Society Certified Welding Instructor  
American Welding Society
- Evans, Gwen** (2005)  
*Accounting Technician*  
A.A.T., Ogeechee Technical College  
State Financial Management Certificate
- Finch, Heidi** (2008)  
*Cashier*  
State Financial Management Certificate
- Findley, Chris** (2003)  
*Law Enforcement Academy Instructor*  
Ph.D., Capella University  
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  
MLIS Valdosta State 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*
- Gowgiel, Ashley** (2012)  
*Psychology Instructor*  
M.S., Georgia Southern University  
B.S., Florida State University
- Groover, John** (1993)  
*Dean for Academic Affairs*  
M.Ed., Georgia Southern University  
B.S., Georgia Southern College
- Grumbles, Janice** (2006)  
*Veterinary Technology Program Director*  
D.V.M., Texas A&M University  
B.S., Texas A&M University
- Gunter, Rachel** (2008)  
*Purchasing Technician*  
Diploma, Ogeechee Technical College  
Georgia Certified Purchasing Associate (GCPA)  
State Financial Management Certificate
- Habersham, Sherida** (2012)  
*COMP 1000 Instructor*  
M.B.A., Regis University  
B.S., Brewton-Parker College
- Hand, Terry L.** (2003)  
*Computer Information Systems Instructor*  
M.S., University of Phoenix  
B.S., Georgia Southern University
- Harris, Alex** (2010)  
*Business Management 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  
Georgia Certified Purchasing Associate (GCPA)

**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 Program Director/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 Program Director/ Instructor*  
M.S., University of West Georgia  
B.S., University of Pittsburgh  
Registered Health Information Administrator

**Howard, Jaelyn** (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

**Jenkins, Shelia** (2007)

*Receptionist/Student Affairs Assistant*  
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 Program Director/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

**Jones, Mark** (2007)

*HVAC Technician*

**Jones, Shelly P.** (1999)

*Pharmacy Technology Program Director/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 Continuing Education and Industry Training*  
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 Program Director*  
*Health Care Science Instructor*  
M.A., Ashford University  
B.S., Ottawa University  
Diploma, Memorial Medical Center  
Registered Technologist [Radiography]

**Mathews, Beth** (2007)

*Vice President for College Advancement*  
M.P.A., Georgia Southern University  
B.A., Georgia Southern University

**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  
 Georgia Certified Purchasing Associate (GCPA)  
 State Financial Management Certificate

**Mikulecky, L. Joey** (2009)*Technical Support Specialist*

A.A.T., Ogeechee Technical College  
 Microsoft Certified Professional  
 A+ Certification  
 CompTIA Security+

**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, R. Pat** (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

**Peebles, Ciara** (2011)*Student Affairs Assistant*

A.A.S., East Georgia College  
 Diploma, Swainsboro 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*

State Financial Management Certificate

**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 (Radiology, Computed  
 Tomography)  
 Registered Diagnostic Medical Sonographer  
 Registered Vascular Technologist

**Renfroe, Vicki** (2012)*Health Science Core Instructor*

MSN, Regis University  
 BSN, Georgia Southern University  
 Registered Nurse

**Rich, Martrella** (2006)*Accounting Technician/HR Assistant*

A.A.S., Ogeechee Technical College  
 State Financial Management Certificate

**Richard, Bryan** (2008)*Culinary Arts Instructor*

A.S.T., Walnut Hill 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 Program Director/ 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

**Stembridge, Matthew** (2012)*Librarian*

MLIS, Valdosta State University  
 B.A., Georgia State University  
 A.A., Abraham Baldwin Agricultural College

**Stephens, Richard** (2012)*Information Technology Specialist*

A.A.T., Ogeechee Technical College  
 MCP, (XP & Server)  
 Network +  
 A+ Essentials

**Strickland, Julie** (2010)*Dean for Academic Affairs*

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

**Taylor, Brandy** (2000)*Vice President for Institutional Effectiveness*

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, Deedee** (2012)*Chief GED Examiner/Assessment Services Coordinator*

M.S., Valdosta State University  
 B.A., Valdosta State University

**Thomas, Letrell** (1994)*Director for Financial Aid*

M.B.A., Georgia Southern University  
 B.B.A., Georgia State University

**Threatt, Norm** (2007)*Electrical Systems Technology 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 Program Director/ 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



**Waters, Kelli (1999)**

*Student Activities & Special Populations Coordinator  
(Title IX Coordinator)*  
B.S., Georgia Southern University

**Welch, Tina (2003)**

*Diagnostic Medical Sonography Program Director/ 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

**White, Marcia (2010)**

*Surgical Technology Instructor*  
A.A.T., Savannah Technical College  
Diploma, Savannah Technical College

**White, Ty (2011)**

*Counseling & Retention Coordinator*  
M.S., South University  
B.S., Georgia Southern University  
National Certified Counselor  
Licensed Associate Professional Counselor

**Williams, Jamie (2001)**

*Student Affairs Assistant*  
Diploma, Ogeechee Technical College

**Williams, Melba (2000)**

*Student Affairs Assistant*  
B.A., Ashford University  
A.A.T., 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  
State Financial Management Certificate

**Witherington, Jennifer (2008)**

*Curriculum Specialist*  
M.Ed., Armstrong Atlantic State University  
B.A., Armstrong Atlantic State University

**Witherington, John (2007)**

*Hotel/Restaurant/Tourism Management 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.*

**Alderman, Jimmie (2006)**

*Commercial Wiring Instructor*  
Diploma, Swainsboro Technical College

**Bacon, Susan J. (2000)**

*Clerical Services Worker*  
Diploma, Ogeechee Technical College  
Certificate, Ogeechee Technical College

**Black, Lisa (2012)**

*Nurse Aide Instructor*  
A.A.S., Lake Land College  
Registered Nurse

**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

**DeLoach, Holly (2012)**

*Echocardiography Clinical Instructor*  
B.S., Georgia Southern University  
Diploma, Ogeechee Technical College  
Registered Diagnostic Cardiac Sonographer

**Oneal, 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

**Cromley, 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

**Harmon, Donna Marie (2010)***Esthetics Instructor*

Licensed Master Cosmetologist

**Hendrix, Linda (2006)***Library Assistant***Herbster, Andrea (2009)***Criminal Justice Instructor*

M.S., Jacksonville State University

B.S., Jacksonville State University

**Holloway, Kaci (2012)***Diagnostic Medical Sonography Clinical Instructor*

Diploma, Ogeechee Technical College

Registered Diagnostic Medical Sonographer

**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)***Transition Specialist*

B.S., Georgia Southern University

**McIntyre, Donna (2010)***Criminal Justice Instructor*

M.P.A., Georgia Southern University

B.S., Armstrong State University

A.A., Emanuel County Junior College

**Nesmith, Julie (2002)***Learning Support Instructor*

M.S.Ed., Georgia Southern College

B.S.Ed., Georgia Southern College

**Saxon-Kelly, Teresa (2005)***Part-time Cashier*

Certificate, Ogeechee Technical College

**Shlala, Thomas (2012)***Health Information Technology Instructor*

B.S., Stephens College

Registered Health Information Administrator

**Sharpe, Earline (2009)***Food Technician***Street, Lee (2010)***Nurse Aide Instructor, Portal Middle/High School*

B.S., Georgia Southern University

Registered Nurse

**Strickland, April (2009)***Psychology Instructor*

M.S., Georgia Southern University

B.S., University of North Florida

**Vickers, Tonya (2010)***Financial Analyst*

B.B.A., Georgia Southwestern State University

**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

**Wilkinson, Amber (2012)***Health Science Physics Instructor*

B.S., Savannah State University

A.A., Santa Fe Community College

**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 2012-2013 OTC Catalog and Student Handbook.

PROGRAM/SECTION		FEES AND EXPENSES	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
25	08/23/12	Correct Embalming Lab Fee	<b>Funeral Service Education</b> FSRV 2030 Embalming Techniques Lab - \$25
25	5/20/13	Add Omitted Information	<b>Liability insurance is required for the following programs:</b> Electrical Systems Technology Diploma \$10 Basic Electrical Technician Certificate \$10 Photovoltaic Systems Installation and Repair Technician Certificate \$10
PROGRAM/SECTION		POLICIES AND PROCEDURES	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
38	08/23/12	Add omitted Academic Misconduct Procedure	<b>Academic Misconduct</b> 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. <b>Procedure for Academic Misconduct</b> The procedure for dealing with academic misconduct and dishonesty is as follows: <b>First Offense</b> 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.

			<p><b><i>Second Offense</i></b></p> <p>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.</p> <p><b><i>Third Offense</i></b></p> <p>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 follow the guidelines outlined in the Student Disciplinary Procedure in the <i>Catalog and Student Handbook</i>.</p>
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<b>PROGRAM/SECTION</b>	<b>STUDENT RECORDS (FERPA)</b>		
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<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>
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48	1/9/13	Update Directory Information	<p>The Technical College System of Georgia and its technical colleges define "directory information" as follows:</p> <ul style="list-style-type: none"> <li>• Full name of student</li> <li>• Address(es)</li> <li>• Telephone number(s)</li> <li>• County of residence</li> <li>• Email address(es)</li> <li>• Major and field(s) of study</li> <li>• Degrees and awards including nature and date received</li> <li>• Dates of attendance</li> <li>• School or division of enrollment</li> <li>• Enrollment status (i.e., full or part-time, undergraduate, graduate)</li> <li>• Name of institution last attended</li> <li>• Participation in official sports and activities</li> <li>• Height and weight of athletic team members</li> <li>• Photograph(s)</li> </ul>
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<b>PROGRAM/SECTION</b>	<b>PROGRAMS OF STUDY</b>		
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PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION																																			
59	3/27/13	Add Omitted General Education Associate Degree Requirements	<table border="1"> <tr> <td colspan="3" data-bbox="914 268 1450 342"><b>General Education Degree Requirements by Area</b></td> </tr> <tr> <td colspan="3" data-bbox="914 342 1450 447"><b>General Education Core (Required Minimum: 15 Semester Credit Hours)</b></td> </tr> <tr> <td data-bbox="914 489 1011 1020" rowspan="6"><b>Area I</b></td> <td data-bbox="1011 489 1287 657"><b>Language Arts/Communication</b></td> <td data-bbox="1287 489 1450 657"><b>Minimum 3 Semester Credit Hours</b></td> </tr> <tr> <td colspan="2" data-bbox="1011 657 1450 762"><b>Successful completion of ENGL 1101 (Composition and Rhetoric) is required.</b></td> </tr> <tr> <td colspan="2" data-bbox="1011 762 1450 835">Courses may be taken from the following Academic Fields:</td> </tr> <tr> <td data-bbox="1011 835 1287 909">English Composition</td> <td data-bbox="1287 835 1450 909"></td> </tr> <tr> <td data-bbox="1011 909 1287 982">Communications/Speech</td> <td data-bbox="1287 909 1450 982"></td> </tr> <tr> <td data-bbox="1011 982 1287 1020">Foreign Languages</td> <td data-bbox="1287 982 1450 1020"></td> </tr> <tr> <td data-bbox="914 1056 1011 1598" rowspan="5"><b>Area II</b></td> <td data-bbox="1011 1056 1287 1224"><b>Social/Behavioral Sciences</b></td> <td data-bbox="1287 1056 1450 1224"><b>Minimum 3 Semester Credit Hours</b></td> </tr> <tr> <td colspan="2" data-bbox="1011 1224 1450 1329"><b>Successful completion of a Social Sciences/Behavioral Sciences course is required.</b></td> </tr> <tr> <td colspan="2" data-bbox="1011 1329 1450 1402">Courses may be taken from the following Academic Fields:</td> </tr> <tr> <td data-bbox="1011 1402 1287 1476">Economics</td> <td data-bbox="1287 1402 1450 1476">Political Science</td> </tr> <tr> <td data-bbox="1011 1476 1287 1549">Ethnology/Ethnic Studies</td> <td data-bbox="1287 1476 1450 1549">Psychology</td> </tr> <tr> <td data-bbox="914 1633 1011 1808" rowspan="2"><b>Area III</b></td> <td data-bbox="1011 1633 1287 1808"><b>Natural Sciences/Mathematics</b></td> <td data-bbox="1287 1633 1450 1808"><b>Minimum 3 Semester Credit Hours</b></td> </tr> <tr> <td data-bbox="1011 1633 1287 1808"></td> <td data-bbox="1287 1633 1450 1808"></td> </tr> </table>	<b>General Education Degree Requirements by Area</b>			<b>General Education Core (Required Minimum: 15 Semester Credit Hours)</b>			<b>Area I</b>	<b>Language Arts/Communication</b>	<b>Minimum 3 Semester Credit Hours</b>	<b>Successful completion of ENGL 1101 (Composition and Rhetoric) is required.</b>		Courses may be taken from the following Academic Fields:		English Composition		Communications/Speech		Foreign Languages		<b>Area II</b>	<b>Social/Behavioral Sciences</b>	<b>Minimum 3 Semester Credit Hours</b>	<b>Successful completion of a Social Sciences/Behavioral Sciences course is required.</b>		Courses may be taken from the following Academic Fields:		Economics	Political Science	Ethnology/Ethnic Studies	Psychology	<b>Area III</b>	<b>Natural Sciences/Mathematics</b>	<b>Minimum 3 Semester Credit Hours</b>		
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			<p><b>Successful completion of MATH 1100 or MATH 1101 or MATH 1111 is required.</b></p> <p>Courses may be taken from the following Academic Fields:</p> <table border="1"> <tr> <td>Astronomy</td> <td>Geography</td> </tr> <tr> <td>Biology</td> <td>Mathematics</td> </tr> <tr> <td>Chemistry</td> <td>Physics</td> </tr> <tr> <td>Computer Science</td> <td></td> </tr> </table>	Astronomy	Geography	Biology	Mathematics	Chemistry	Physics	Computer Science												
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			<table border="1"> <tr> <td rowspan="8" style="text-align: center;"><b>Area IV</b></td> <td style="text-align: center;"><b>Humanities/Fine Arts</b></td> <td style="text-align: center;"><b>Minimum 3 Semester Credit Hours</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Successful completion of a Humanities/Fine Arts course is required.</b></td> </tr> <tr> <td colspan="2">Courses may be taken from the following Academic Fields:</td> </tr> <tr> <td>Art Appreciation</td> <td>Music Appreciation</td> </tr> <tr> <td>American Literature</td> <td>Philosophy</td> </tr> <tr> <td>English Literature</td> <td>Theatre Appreciation</td> </tr> <tr> <td>Film Studies and Criticism</td> <td></td> </tr> <tr> <td>Humanities</td> <td></td> </tr> <tr> <td>Literature and Cultural Studies</td> <td></td> </tr> </table>	<b>Area IV</b>	<b>Humanities/Fine Arts</b>	<b>Minimum 3 Semester Credit Hours</b>	<b>Successful completion of a Humanities/Fine Arts course is required.</b>		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	
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			<table border="1"> <tr> <td style="text-align: center;">Additional General Education Core Requirements</td> <td>To meet the minimum required 15 semester credit hours for TCSG 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.</td> <td style="text-align: center;"><b>Minimum 3 Semester Credit Hours</b></td> </tr> </table>	Additional General Education Core Requirements	To meet the minimum required 15 semester credit hours for TCSG 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.	<b>Minimum 3 Semester Credit Hours</b>																
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			Minimum Required Program-Specific Hours	15
<b>PROGRAM/SECTION</b>		<b>CONSTRUCTION</b>		
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>	
91	1/7/13	Curriculum Change	<b>Commercial Construction Management Degree (CC13)</b> Area II- Social/Behavioral Sciences- Any Area II Elective	
92	5/13/13	Add Omitted Information	<b>Construction Management Diploma (CM42)</b> Note: In order to graduate with a Construction Management diploma, a high school Diploma or GED must be completed by the time the program requirements are completed.	
<b>PROGRAM/SECTION</b>		<b>CULINARY ARTS</b>		
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>	
103-105	1/7/13	Curriculum Change	<b>Culinary Arts Associate of Applied Science (CA43)</b> CUUL 1110- Culinary Safety and Sanitation: Reduce credit hours from 4 to 2 CUUL 1120- Principles of Cooking: Increase credit hours from 4 to 6 CUUL 1220- Baking Principles: Increase credit hours from 4 to 5 CUUL 1370- Culinary Nutrition and Menu Development: Reduce credit hours from 4 to 3 Increase required credit hours to 65 Increase required contact hours to 1515 Add Management Course: MGMT 1115- Leadership or CUUL 2190- Principles of Culinary Leadership	
105-106	1/7/13	Curriculum Change	<b>Culinary Arts Diploma (CA44)</b> CUUL 1110- Culinary Safety and Sanitation: Reduce credit hours from 4 to 2 CUUL 1120- Principles of Cooking: Increase	

			<p>credit hours from 4 to 6</p> <p>CUUL 1220- Baking Principles: Increase credit hours from 4 to 5</p> <p>CUUL 1370- Culinary Nutrition and Menu Development: Reduce credit hours from 4 to 3</p> <p>Increase required credit hours to 52</p> <p>Increase required contact hours to 1320</p> <p>Add Management Course:</p> <p>MGMT 1115- Leadership</p> <p>or CUUL 2190- Principles of Culinary Leadership</p>
107	9/19/12	Curriculum Change	<p><b>Prep Cook Certificate (PC51)</b></p> <p>Replace Culinary Arts Elective with CUUL 1110- Culinary Safety and Sanitation (2 hours)</p> <p>CUUL 1120- Principles of Cooking- increase hours from 4 to 6</p>
<b>PROGRAM/SECTION</b>		<b>FISH AND WILDLIFE MANAGEMENT</b>	
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>
123	8/15/12	Change General Core Requirement	<p><b>Fish and Wildlife Management Associate of Applied Science Degree (GAF3)</b></p> <p>Program Specific Requirements:</p> <p>BIOL 1111- Biology I</p> <p>BIOL 1111L- Biology Lab I</p>
123	8/15/12	Change General Core Requirement	<p><b>Fish and Wildlife Management Associate of Applied Science Degree (GAF3)</b></p> <p>Area III Requirement:</p> <p>MATH 1111- College Algebra</p>
<b>PROGRAM/SECTION</b>		<b>FUNERAL SERVICE EDUCATION</b>	
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>
129	08/17/12	Remove the phrase “as defined in the preamble above” from the aims and objectives.	<p><b>AIMS AND OBJECTIVES</b></p> <p>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</p>



			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; 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.
130	1/7/13	Change Curriculum	<p><b>Funeral Service Education Associate of Applied Science (FS23)</b></p> <p>Delete FSRV 1060- Funeral Service Practicum II; Change total credit hours required to 72</p> <p>Change total contact hours required to 1245</p> <p>Change total credit hours for FSRV 1070 to 4</p> <p>Change total credit hours for FSRV 2060 to 4</p>
<b>PROGRAM/SECTION</b>		<b>GEOGRAPHIC INFORMATION SYSTEMS</b>	
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>
132	9/1/12	Change General Core Requirement	<p><b>Geographic Information Systems Associate of Applied Science (GI13)</b></p> <p>Area IV- Humanities/Fine Arts - Select 1</p> <p>HUMN 1101- Introduction to Humanities</p> <p>ENGL 2130- American Literature</p>

			MUSC 1101- Music Appreciation																
132	5/13/13	Change General Core Requirement	<b>Geographic Information Systems Associate of Applied Science (GI13)</b> Area II- Social/Behavioral Sciences - Select 1 PSYC 1101- Introduction to Psychology SOCI 1101- Introduction to Sociology ECON 1101- Principles of Economics ECON 2105- Macroeconomics																
132	5/13/13	Curriculum Change	<b>Geographic Information Systems Associate of Applied Science (GI13)</b> Add MGMT course to Option I, II, and III																
133	3/27/13	Correct Admissions Requirements	<b>Geographic Information Systems Diploma (GI12)</b> Meet the following assessment requirements: <table border="1" data-bbox="857 940 1451 1199"> <tr> <td>Test</td> <td>Reading</td> <td>Writing</td> <td>Numerical</td> </tr> <tr> <td>COMPASS</td> <td>70</td> <td>32</td> <td>26</td> </tr> <tr> <td>SAT</td> <td>430</td> <td>NA</td> <td>400</td> </tr> <tr> <td>ACT</td> <td>13</td> <td>12</td> <td>17</td> </tr> </table>	Test	Reading	Writing	Numerical	COMPASS	70	32	26	SAT	430	NA	400	ACT	13	12	17
Test	Reading	Writing	Numerical																
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<b>PROGRAM/SECTION</b>		<b>HOTEL/RESTAURANT/TOURISM</b>																	
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>																
139	5/13/13	Correction	<b>Hotel/Restaurant/Tourism Management Diploma (HM12)</b> <table border="1" data-bbox="857 1419 1487 1549"> <tr> <td>Test</td> <td>Reading</td> <td>Writing</td> <td>Numerical</td> </tr> <tr> <td>COMPASS</td> <td>70</td> <td>32</td> <td>26</td> </tr> </table>	Test	Reading	Writing	Numerical	COMPASS	70	32	26								
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140	5/13/13	Correction	<b>Event Coordinator Certificate (SES1)</b> <table border="1" data-bbox="857 1619 1487 1749"> <tr> <td>Test</td> <td>Reading</td> <td>Writing</td> <td>Numerical</td> </tr> <tr> <td>COMPASS</td> <td>70</td> <td>32</td> <td>26</td> </tr> </table>	Test	Reading	Writing	Numerical	COMPASS	70	32	26								
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154	1/7/13	Change General Core Requirement	<b>Opticianry Associate of Applied Science (OP13)</b> Area IV- Humanities/Fine Arts - Any Humanities/Fine Arts Elective				
<b>PROGRAM/SECTION</b>		<b>RADIOLOGY PICTURE ARCHIVING</b>					
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>				
174	9/1/12	Curriculum Change	<b>Radiology PACS Specialist Diploma (RPS4)</b> Delete CIST 1130- Operating Systems Concepts Add CIST 2412- Microsoft Server Directory Services (4 Credits) Change total required credit hours to 87. Change total required contact hours to 2010.				
174	5/13/13	Correction	<b>Radiology PACS Specialist Diploma (RPS4)</b>				
			Test	Reading	Writing	Numerical	Algebra
			COMPASS	70	32	26	28
<b>PROGRAM/SECTION</b>		<b>WELDING &amp; JOINING TECHNOLOGY</b>					
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>				
191	9/19/12	Admissions Requirement	<b>Basic Shielded Metal Arc Welder Certificate (FS31)</b> High School Diploma or GED Required: Yes				
191	9/19/12	Admissions Requirement	<b>Gas Metal Arc Welder Certificate (GM31)</b> High School Diploma or GED Required: Yes				
192	9/19/12	Admissions Requirement	<b>Gas Tungsten Arc Welder Certificate (GTA1)</b> High School Diploma or GED Required: Yes				
193	9/19/12	Admissions Requirement	<b>Vertical Shielded Metal Arc Welder Fabricator Certificate (VSM1)</b> High School Diploma or GED Required: Yes				
<b>PROGRAM/SECTION</b>		<b>COURSE DESCRIPTIONS</b>					
<b>PAGE #s</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>INFORMATION</b>				

197	5/13/13	Add Course	<p><b>ALHS 1015- Basic Inorganic Chemistry (45 Contact, 2 Credit)</b></p> <p>Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include laboratory safety, fundamental principles of chemistry, weight and measures, solutions, and basic laws of chemistry.</p> <p>Pre-requisite: Appropriate diploma level math placement test score Co-requisite: None</p>
208	1/7/13	Change Contact/Credit Hours	<p>CUUL 1110- Culinary Safety and Sanitation (60 Contact, 2 Credit)</p> <p>CUUL 1120- Principles of Cooking (180 Contact, 6 Credit)</p> <p>CUUL 1220- Baking Principles (135 Contact, 5 Credit)</p> <p>CUUL 1370- Culinary Nutrition and Menu Development (90 Contact, 3 Credit)</p>
214	8/29/12	Change Contact/Credit Hours	<p>ELTR 1080- Commercial Wiring I (105 Contact, 5 Credit)</p>
214	8/29/12	Change Contact/Credit Hours	<p>ELTR 1090- Commercial Wiring II (105 Contact, 5 Credit)</p>
216	1/7/13	Add Course	<p><b>ENGL 0090- Learning Support English (75 Contact, 3 Credit)</b></p> <p>This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.</p>
221	1/7/13	Change Course Description	<p><b>FSRV 1050- Funeral Service Practicum</b></p>

			<p><b>(90 Contact, 2 Credit)</b></p> <p>The practicum provides exposure to arranging and directing funerals and embalming and restoration of the deceased under the supervision of a licensed funeral director and licensed embalmer. Includes filling out forms and permits, preservation, disinfection, and restoration of deceased human remains; preparation and planning for visitations; and general day-to-day funeral home operations.</p> <p>Pre-requisites: FSRV 1020, FSRV 1030, FSRV 2030</p> <p>Co-requisites: None</p>
221	1/7/13	Delete Course	Delete FSRV 1060
221	1/7/13	Delete Course Description	Delete FSRV 1060
221	1/7/13	Change Course Description	<p><b>FSRV 1070- Small Business Administration for Funeral Service</b></p> <p>(60 Contact, 4 Credit)</p> <p>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 are also covered.</p> <p>Pre-requisites: FSRV 1020, FSRV 1030</p> <p>Co-requisites: None</p>
221	1/7/13	Change Course Description	<p><b>FSRV 2060- Restorative Art</b></p> <p>(75 Contact, 4 Credit)</p> <p>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 surviving family members.</p> <p>Pre-requisites: FSRV 2030</p> <p>Co-requisites: None</p>

228	1/7/13	Add Course	<p><b>MATH 0090- Learning Support Mathematics</b>  <b>(75 Contact, 3 Credit)</b></p> <p>This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module.</p>
233	5/20/13	Change Pre-requisites /Co-requisites	<p><b>PHAR 2060- Advanced Pharmacy Technology Principles</b></p> <p>Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050</p> <p>Co-requisite: PHAR 1050</p>
233	5/20/13	Change Pre-requisites /Co-requisites	<p><b>PHAR 2070- Advanced Pharmacy Technology Practicum</b></p> <p>Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050</p> <p>Co-requisite: PHAR 1050</p>
238	1/7/13	Add Course	<p><b>READ 0090- Learning Support Reading</b>  <b>(75 Contact, 3 Credit)</b></p> <p>This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills.</p>

			Students progress at their own pace to master each module.
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