2014 - 2015
CATALOG & HANDBOOK

Ogeechee Technical College

Contact Information

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

Frequently Called Numbers

(All numbers are in Area Code 912)

Academics	688.6045
Admissions	688.6994
Adult Education	871.1721
Assessment Center	871.1693
Bookstore	871.1648
Bulloch County Workforce Development Center	871.1721
Business Office/Cashier	871.1643
Campus Safety & Security/Police Department	681.5667
Career Services	871.1620
Continuing Education	486.7409
Cosmetology – Reception Desk	871.1984
Economic Development	486-7607
Evans Technical Education Complex – Hagan, GA	739.2959
Financial Aid	871.1937
GED	871.1721
Human Resources	871.1801
Law Enforcement Academy – Hagan, GA	739.5367
Library	871.1886
Ogeechee Technical College Foundation	688.6098
Registrar/Records	486.7221
Screven County Workforce Development Center	564.7326

Welcome from
Our President

Dear Students,

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

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

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

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

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

My best wishes!

Dawn H. Cartee, Ed. D.
President

Location

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

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

Bulloch County Workforce Development Center
8 Joseph E. 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
912.739.2959

Accreditation

Ogeechee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Ogeechee Technical College.

The Commission is to be contacted only if there is evidence that appears to support Ogeechee Technical College's significant non-compliance with a requirement or standard. Normal inquiries about Ogeechee Technical College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

In addition, Ogeechee Technical College is accredited by the Commission of the Council on Occupational Education. Inquiries regarding accreditation should be addressed to the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350. Telephone: (770) 396-3898 / Fax: (770) 396-3790. 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 2014.

TABLE OF CONTENTS

5

EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans , student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Ogeechee Technical College 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 handle inquiries regarding the nondiscrimination policies:

For Title IX:
Kelli Waters, Student Activities and Special Populations Coordinator
Ogeechee Technical College
One Joseph E. Kennedy Blvd.
Office 340, JEK Building
Statesboro, GA 30458
Phone 912.871.1885
kwaters@ogeecheetech.edu

For ADA/Section 504:
Penny Hendrix, Disability and Student Support Services Coordinator
Ogeechee Technical College
One Joseph E. Kennedy Blvd.
Office 171E, JEK Building
Statesboro, GA 30458
Phone 912.486.7211
phendrix@ogeecheetech.edu

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 2014

August 20 - Tuition/Fees Deadline/Late Registration
August 25 - Fall Semester Begins
September 1 - Labor Day Holiday - Campus Closed
September 4 – Last Day to Use Financial Aid in Bookstore
September 18 -PELL and 1st Loan Refund Available
October 2 – 1st time Borrower Loan Refund
October 16 – 2nd Loan Refund
November 5 – 60% Last Day to Withdraw without Academic Penalty
November 13 - Internal Staff Development - Campus Closed
November 26-27 - Thanksgiving Holidays - Campus Closed
December 11 - Last Day of Classes
December 15 & 16- Finals
December 17 - Grades Due
December 22 – January 1 - Winter Break - Campuses Closed

Spring Semester 2015

January 5- Campus Reopens
January 12 - Spring Semester Begins (Full Term & Term A)
January 14 – Last Day to Drop/Add a Class
January 19 - Martin Luther King Jr. Holiday – Campus Closed
February 12 – Last Day to Withdraw Without Academic Penalty (Term A)
March 4 – Application for Program Completion Due
March 4 – Mid-term (Full Term)
March 4 – Term A Ends
March 5 – Term B Begins
March 9 – Priority Registration for Current Students Begins
March 10 – Last Day to Drop/Add Classes (Term B)
March 16-20 – Spring Break, No Classes/ Administrative Offices Open
March 23 – Last Day to Withdraw Without Academic Penalty (Full Term)
April 2 – Priority Registration for Current Students Ends
April 6 – Priority Registration for New Students Begins
April 13 – Last Day to Withdraw Without Academic Penalty (Term B)
May 4- Last Day of Classes
May 5 - Grades Due

Summer Semester 2015

May 18 – Summer Semester Begins (Full Term & Term A)
May 20 – Last to Drop/Add Classes (full Term & Term A)
May 21 - Graduation Ceremony *(Tentative)*
May 25 - Memorial Day Holiday - Campus Closed
June 8 – Last Day to Withdraw Without Academic Penalty (Term A)
June 22 – Mid-term (Full Term)/Term A Ends
June 30 –Internal Staff Development Day - No Classes
July 1 - Last Day to Withdraw Without Academic Penalty (Full Term)
July 1 - Summer Break - No Classes
July2 - Summer Break - Campus Closed
July 30 - Last Day of Class Full Term
August3 - 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 Georgia General Assembly approved the establishment of Ogeechee Technical Institute 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 Technical Institute began offering its first credit program, Practical Nursing, with 25 students who graduated in December of 1990.

Ogeechee Technical Institute 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 of 1990, and additional program offerings began Spring Quarter 1991.

The opening of Ogeechee Technical Institute 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 Technical Institute.

In 1998, DTAE renamed the Commissioner's Award of Excellence the Rick Perkins Award for Excellence in Technical Instruction in memory and honor of the 1996 Commissioner's Award of Excellence winner, Thomas Rick Perkins, from Carroll Technical Institute. The award recognizes instructors who make significant contributions to technical education through instructional excellence, outstanding leadership qualities, and dedication to DTAE's mission. In 1999, John Groover represented Ogeechee Tech as the winner of the Rick Perkins Award for Excellence in Technical Instruction for the state of Georgia.

Ogeechee Technical Institute experienced a $5.5 million expansion by adding a Health Science Building 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 Technical Institute offered its first Associate of Applied Technology (AAT) degree program in Industrial Manufacturing Technology Winter Quarter 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, Marketing, and Opticianry.

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 Technical College 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 Technical College 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 & Tourism Management, enabled the college to further expand its offerings.

In 2004, Ogeechee Technical College 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 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 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, a 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. 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, with changes to the HOPE scholarship, transitioning from quarters to semesters, and moving to a tobacco-free campus, Ogeechee Tech 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.

In May 2012, the College consolidated its facilities in Evans County, in an effort to reduce the cost of operating two separate facilities, by moving the Adult Education classes and the Basic Law Enforcement programs to the Evans Technical Education Complex, joining the Commercial Truck Driving program.

In January 2013, classes began in the new Health Science Building-North. The Echocardiography, Opticianry, Radiologic Technology, Radiology Picture Archiving, and Sonography programs were relocated to this new, state-of-the-art building with classroom and lab space for each program. Included in the new facility are a modern biology lab, tiered lecture/demonstration hall, and a lobby and patio area which have proved to be popular sites for campus events. In November of that same year, the College broke ground on the new 60,000 square foot Natural Resources Building intended to house programs such as Agribusiness, Geographic Information Systems, and Fish and Wildlife Management. Soon thereafter in December, the College surpassed a major milestone in its history by becoming a candidate for accreditation with the Southern Association of Colleges and Schools Commission on Colleges, and was named a finalist for the 2013 Technical College of the Year for the State of Georgia.

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. With 3,223 students attending classes in 2013, 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 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 Executive Vice President for Academic Affairs.

Accreditation Statement

Ogeechee Technical College is accredited by:
Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane
Decatur, GA 30033-4097
Telephone (404) 679.4500

In addition, 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 **Commercial Truck Driving** program is approved by the Georgia Department of Driver Services, P.O. Box 80447 Conyers, Georgia 30013, Phone 866.754.3687. Graduates are eligible to take the Georgia Commercial Driver's License examination.

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. Graduates are eligible to take the Georgia State Board of Cosmetology Examination. Web: www.sos.state.ga.us/plb.

The program in **Dental Assisting** is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirement". 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 60611-2678. The Commission's web address is: http://www.ada.org/100.aspx.

The **Diagnostic Medical Sonography** program is accredited by the Commission on Accreditation of Allied Health Education Programs (CCAAHEP, www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, www.jrcdms.org). 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 (CCAAHEP, www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, www.jrcdms.org). 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 **Funeral Service Education** program 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

The **Health Information Technology Associate of Applied Science** program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). CAHIIM may be contacted at 233 N. Michigan Ave., 21st 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) upon the recommendation of the Medical Assisting Education Review Board (MAERB, www.maerb.org) of the American Association of Medical Assistants' Endowment (AAMAE). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350. Web: www.caahep.org.

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. Web: www.coaccreditation, email: director@coaccreditation.com.

The pharmacy technician program conducted by the **Pharmacy Technology** program at Ogeechee Technical College, Statesboro, Georgia is accredited by the American Society of Health-System Pharmacists (ASHP) , 7272 Wisconsin Avenue, Bethesda, MD 20814, Phone 301.657.3000.

The **Practical Nursing** program is approved by The Georgia Board of Nursing, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.2440.

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.

The **Surgical Technology** program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology (ARC/STSA, www.arcstsa.org). 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) as a program for educating veterinary technicians, 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 912.871.1714 to arrange a date and time or request a campus visit online through the Admissions website at www.ogeecheetech.edu.

College Calendar

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

Bookstore

Students may purchase textbooks, program supplies, and other items in the Ogeechee Tech Bookstore or online at 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 Ogeechee Technical College 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 348 of the Joseph E. Kennedy Building.

Library resources include the online catalog, databases within GALILEO, and LibGuides for program resources. GALILEO (Georgia Library Learning On-Line) provides databases for projects and papers. Some favorite databases include: Auto Repair Complete, Britannica Online, MedLine Plus, and Lexis-Nexis 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 services and resources include computer workstations, printers, wireless access, wireless printer for laptops, coin-operated copier, Microsoft Office software, and audio-visual materials and room.

To access Library materials, use the Library catalog at 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.**

Hours of operation are Monday-Thursday from 7:00 a.m. until 10:00 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, or on campus.

ADMISSIONS

Eligible Applicants

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

Required Academic Criteria

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

In order to be accepted by a Technical College, the applicant must have been awarded a high school diploma from a secondary school that is on the TCSG approved accreditation agency list. Graduates of unaccredited high schools must obtain a GED® diploma.

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 for 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 reach 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. Algebra scores are required only for Associate Degrees and certain other programs of study. All other programs require a Numerical Skills score. 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.

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 referred to Adult Education for remediation. Once a student tests at a minimum level of 9.0 on the TABE for the required subject(s), the student is ready for provisional level classes. Students will be accepted into their program of choice and registered for 0090 learning support classes as needed.

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 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

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 need to schedule an appointment 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. 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 are encouraged to 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. Students will not be able to change programs after the third day of the term. A Change of Program fee of $15 will be charged. 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 has obtained the minimum grades required for the course in the new program of study.

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.
- 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 time 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 www.ogeecheetech.edu.
- Applicant has a cumulative grade point average (GPA) of 3.0 or higher.
  For competitive admission purposes only, the cumulative GPA includes all attempts at 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 Echocardiography, Practical Nursing, Diagnostic Medical Sonography and Surgical Technology programs or in the Health Care Science Certificate for the Radiologic Technology program.
  Required coursework for DMS: 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 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, Humanities/Fine Arts Course, 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. A student will not be able to choose specific coursework to include and exclude if credits are transferred from a previous college.

- Applicant has completed all required courses with a "C" or better.
- All admissions requirements must be met by the end of the spring semester prior to fall entrance for Practical Nursing, Radiologic Technology, and Surgical Technology.
- All admissions requirements must be met by the end of the fall semester prior to spring entrance for Diagnostic Medical Sonography and Echocardiography.
- All admissions requirements must be met by the end of the fall semester prior to spring entrance for the evening Practical Nursing program. The evening Practical Nursing program may not be offered every year. Please contact Admissions for additional information.
- Applicant has taken the Psychological Services Bureau (PSB) exam at Ogeechee Tech:
  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 is required for the Radiologic Technology, Echocardiography, Diagnostic Medical Sonography, and Surgical Technology 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 program:
- 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, Diagnostic Medical Sonography, and Surgical Technology 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 program:

> 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 at the PSB exam. A student is required to wait a minimum of 30 calendar 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 schedule for and/or find out when the test is administered by visiting the Assessment Center online at http://www.ogeecheetech.edu/testing. Study guides are available in the Assessment Center and the Library.

Additional information regarding the PSB test may be found at 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 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 the College must meet the entrance requirements and follow the guidelines listed in the "Program Requirements/Admission Procedures" section of the *Ogeechee Technical College Catalog and Student Handbook*.

Applicants who have been previously enrolled at a postsecondary institution and desire entrance into one of the competitive admission programs (Diagnostic Medical Sonography, Echocardiography, Practical Nursing, Radiologic Technology, or Surgical Technology) must meet certain specific requirements listed in the *Ogeechee Technical College Catalog and Student Handbook*. Criminal Background Checks and Drug Screenings are not transferable.

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

This policy guides all advanced placement activities at Ogeechee Technical College. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a certificate, diploma, and degree program. Ogeechee Technical College does not award academic credit for course work taken on a noncredit basis.

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. 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.

Credit for courses received at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and the Technical College System of Georgia (TCSG) 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.

Ogeechee Tech recognizes that it is necessary to establish reasonable and definitive policies for accepting transfer credit. The College developed these guidelines in accordance with the standards set by the American Association of Collegiate Registrar's and Admissions Officers.

Ogeechee Tech distinguishes between the acceptance of credit and the applicability toward program requirements. Applicability of credit toward a credential refers to the

prerogative of the academic divisions to count specific credit toward fulfillment of graduation requirements.

The Registrar determines the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which the students seeks transfer credit; the comparability of the nature, content, and level of learning experiences to the courses offered at Ogeechee Tech (the course is essentially the same content as the course to be taken at the College); and the appropriateness and applicability of the learning experience to the programs offered at Ogeechee Tech and how recently the occurred. The College established the following procedures to guide the Registrar in awarding transfer credit:

- In order for the Registrar to evaluate credit, the students must submit official transcripts from all colleges to Ogeechee Tech. All official transcripts must include final grades. The student must also complete and submit the Transfer/Articulated Credit Evaluation form requesting the evaluation of their transcript(s) to the Registrar.

- Students may receive transfer credit for courses for which they earned a C or better. The Registrar will not award transfer credit with grades below a C, including D, F, I, IP, W, WF, and WP.

- 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 (60 months). Technical courses that were taken five years prior to admission to Ogeechee Tech 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.

- The Registrar will not award transfer credit for learning support coursework or other institutional courses such as college orientation courses taken at other colleges.

- The transfer credit is recorded as TRA, TRB, or TRC on the Ogeechee Tech transcript and is not included in the calculation of the semester, cumulative, or graduation grade point average. The third letter indicates the actual grade earned in the course. For competitive admission programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated in the GPA under consideration for program admission.

- Students may access their records online through the College website via BannerWeb to verify the transfer credit awarded by the Registrar.

- If coursework is earned at a nationally accredited college, Ogeechee Tech reserves the right to evaluate instructor credentials applicable to the requested transfer coursework.

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

Students wishing to transfer from Ogeechee Tech to another college must contact that college directly to determine transfer of credit.

Experiential Learning/Military Training Credit

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication: Guide to the Evaluation of Educational Experiences in the Armed Services) or the official catalog of the Community College of the Air Force or a similar document. The experiential learning will be evaluated by the program instructor along with the Registrar to determine the course competencies. Credit will be given on the basis of individual evaluation. Course information must be present on the Armed Forces transcript. Credible military experience must closely correspond to the course(s) in the Ogeechee Tech curriculum content and competencies. The time limit specified in the transfer credit section also applies to the experiential learning.

Professional Certification

Ogeechee Technical College considers credit awarded for non-collegiate educational programs as recommended by the American Council on Education (ACE). ACE's National Guide to College Credit for Workforce Training and National Guide to Credit Recommendations for Non-collegiate Courses contain recommendations for experiential learning and professional examinations or certifications offered by other organizations separate of postsecondary educational institutions, including agencies offering professional certifications and the military. Documentation is required. The faculty member of the program in which the student is enrolled evaluates the documentation to determine if the experience meets or exceeds the program/course standards and makes a recommendation to the Registrar only if sufficient documentation is provided. Final determination is made by the Registrar. The process ensures all course work and outcomes are at the appropriate collegiate level.

Foreign Earned Credit

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

Articulated Credit
Articulated Credit is an option that allows high school students to receive advanced placement or exempt courses by taking articulated courses in high school. The student must submit a high school transcript showing the completed courses the student wants to receive credit from.

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. No fee shall be charged to students taking an exam to validate articulated credit from high school. The student must score equal to or higher than the required scores for the courses.

The College shall bank credit after a high school student successfully passes the exemption exam required to articulate subject credit. This credit shall be applied to the student's record once he/she matriculates to the College. The high school student must matriculate within 2 years after high school graduation, unless dictated by programs standards. A list of approved courses is available from a high school counselor or the Admissions Office.

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.

Articulated credit awarded will be indicated on transcript/permanent records by use of the letters "AC."

Institutional Exemption Exam
A student may receive credit for courses by passing an exemption examination only if the student has never attempted the course nor made a grade of D or F in an equivalent course at OTC or another postsecondary institution. A student cannot withdraw from a course and register to take an exemption examination within the same term 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:

- Never have attempted the course at Ogeechee Technical College;
- Never have made a D or F in an equivalent course at another postsecondary institution;
- 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. Faculty members are not eligible to take OTC exemption exams.
- 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 Executive 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".
- NOTE: Exemption exams are normally given during the final week of a semester. Completed applications must be submitted at least fourteen calendar days before the beginning of the final week of a semester. A grade of "EXE" 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.

NOTE: The Academic Affairs Division determines which courses exemption exams may be given for. A list of courses is available in the Office of the Executive Vice President for Academic Affairs.

Academic Affairs reserves the right to change the courses on this list at any time and without notice.

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

CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.

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

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

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 the College in order to be granted an award.

Changing Program of Study

If students change their program of study at Ogeechee Tech, 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.

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 Ogeechee Tech, students must obtain permission from their program advisor before applying as a transient student to other postsecondary institutions through www.gvtc.org.

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 Ogeechee Tech (home school) for recording of the grade upon completion of the course. The grade becomes a part of the student's permanent record. The grade will be recorded as a transfer credit.

CAMPUS SAFETY AND SECURITY

Campus Police

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, full-time 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. 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

I. GENERAL
These regulations are established by Ogeechee Technical College which holds ultimate authority for administering and enforcing traffic and parking regulations on the Ogeechee Technical College campus. The College reserves the authority to make changes as needed in parking areas, traffic flow patterns and such other changes as traffic conditions warrant. Prior notification of such changes (except on an emergency basis) will be made to the College community.

The regulations shall be in effect in all areas of the Ogeechee Technical College campus and in off-campus areas owned or leased by the College. They are intended only to supplement the State of Georgia Motor Vehicle Laws, all provisions of which apply to this campus. "Motor vehicle" includes every vehicle that is self-propelled. No personal golf carts are allowed on campus.

The purpose of these regulations is to facilitate the safe and orderly conduct of College business and to provide parking facilities in support of this function within the limits of available space. If you have any problems or questions concerning these parking regulations, please contact Campus Safety and Security, which is open from 7:30 a.m. to 5:00 p.m. Monday through Thursday excluding holidays.

Students are required to observe these regulations as a condition of attendance at the College; faculty and staff members are required to observe them as a condition of employment.

Campus Safety and Security is responsible for implementation and enforcement of the College's parking regulations, as well as placement and maintenance of parking and traffic control devices.

The College shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on the Ogeechee Technical College campus.

II. PERMIT REGULATIONS

1. All motor vehicles operated by students, faculty, or staff in connection with their attendance or employment at Ogeechee Technical College must display a current permit while parked on campus.
2. Decals must be permanently affixed right side up and completely visible on the outside of the rearview window in the bottom left-hand corner (driver's side).
3. Decals allow the operator to park only in the specified area(s) during scheduled classes and final exam week between restricted hours as follows:
    1. Employee and Student Lots – 7:30 am – 10 pm, Monday through Thursday.
    2. Reserved Spaces – 24 hours per day, 7 days per week.
4. All decals, forms, and information may be obtained at the Business Office, located in the JEK Annex Building. To obtain a permanent decal or permit, the following must be presented:
    1. Payment of appropriate fee
    2. Current Ogeechee Technical College ID
5. Employee decals will be issued upon proof of employment. Employees are subject to all rules and regulations applicable to students. There is no charge for employee permits.
6. Student decals
    1. Decals are only valid during a term in which a student is enrolled. If a student withdraws or does not attend a term, the permit will be deactivated. All permits expire at the end of the academic year.

2. Students are assessed a facilities fee each term which includes the cost of a student permit.
3. Decals must be properly displayed beginning Monday of the third week of scheduled classes each semester thru the last day of class each semester.
4. For replacement of student decals (in the event a student trades vehicles or the decal is lost or destroyed), a fee of $5 will be charged.

7. For those who have a current permit but must temporarily drive another vehicle, a temporary permit may be issued for a maximum of two weeks. The purchase of a replacement permit will be required after two weeks.
8. Permit holders with temporary disabilities may obtain special parking permits from Disability Services after obtaining proper documentation from their personal physician. Temporary access permits DO NOT authorize parking in disabled spaces. However, they do entitle students access to faculty/staff parking lots which usually provide them parking closer to their destination.
9. Areas posted with Disabled signs are for PERMANENT disabled parking ONLY. Persons with a permanent disability must qualify for and display their state disability permit on their rear view mirror or dashboard. Any unauthorized vehicles parked in disabled spaces will be fined and may be towed at the owner's expense. This restriction is in effect at all times. An Ogeechee Technical College permit is also required to park in these spaces.
10. All Temporary permits shall be displayed on the rear view mirror or completely visible and legible on the dashboard from the front windshield.
11. The vehicle owner is ultimately responsible for the safe operation and proper parking of his/her vehicle, regardless of who may be the operator. A citation is not excused on the plea that another person was driving the vehicle.
12. Permits are valid only on the vehicle they are registered to. **DO NOT** loan or borrow a permit. Permit holders may only register their personal vehicle or a vehicle owned by an immediate family member.

III. GENERAL PARKING

1. The location for parking a given motor vehicle on campus streets and lots will be authorized according to the type or parking decal.
2. Parking on all campus streets shall be to the right with traffic in the adjacent lane and parking on all campus streets and lots shall be within the spaces designated to motor vehicle type.
3. Stopping, standing or parking on thoroughfares and/or parking at yellow curbs, in driveways, crosshatched safety zones, disabled parking spaces and crosshatched aisles, walkways, service

and delivery zones and entranceways is prohibited. Vehicles in these areas will be fined and/or towed at the owner's expense.
4. Parking areas for permit types are designated by signs or painted curbs.
5. Parking in such a manner that blocks access to dumpsters or trash receptacles is prohibited and vehicles so parked are subject to fines and/or towing.
6. Time Zones – In order to provide students short-term parking for conducting business or running errands, there are short-term parking zones on campus. These are enforced on a regular basis and are not designed to be used while at work or attending class. In a time zone, remaining parked longer than the posted limit constitutes an overtime violation. It is not permissible to move from one space to another within a time zone and park for the time limit in each space. This defeats the purpose of the zone and prevents others from using the area. After parking in a time zone for posted time, a vehicle must leave the zone for a period equal to the posted time limit before returning to the same time zone or it will be subject to ticketing.

IV. EMPLOYEE PARKING

1. All employees shall park vehicles on campus streets and lots designated by faculty and staff parking signs or painted curbs.
2. Students working for Ogeechee Technical College as work-study or part-time employees are not eligible for employee parking decals.
3. Lost or damaged tags must be reported to Campus Safety and Security immediately.

V. STUDENT PARKING

1. All students with student permits shall park vehicles on campus streets and lots designated for student parking by parking signs or painted curbs.
2. Temporarily disabled students who have their motor vehicle properly registered and who have secured a "temporary access permit" may at any time park their vehicle in any marked space designated for employee, student, or visitor, but may not park in disabled spaces without a State issued ADA permit, not in any other reserved space.
3. Any student who changes his or her address must report it immediately to the Registrar's Office. Failure to do so may jeopardize parking privileges and/or result in fines.

VI. VISITOR PARKING

1. Visitors are those who are neither students nor employees of the College who occasionally have a need to park on campus.
2. Visitor parking spaces are provided in some lots and are designated as Visitor Parking Only. These are not for use by faculty, staff, or students.
3. All visitors should obtain a visitor parking permit from the Business Office or Receptionist of the Joseph E. Kennedy Building. There is no charge for visitor parking permits.
4. Employees and students are prohibited from parking in visitor spaces.

VII. VEHICLE OPERATION

In addition to the following rules, all State of Georgia uniform rules of the road apply to vehicles operated on campus and will be enforced by Campus Police.

1. All persons operating a vehicle on college property shall be properly licensed operators.
2. Pedestrians have the right-of-way on campus, except where traffic is regulated by traffic signals or police officers. Extreme caution must be exercised at all times while driving on campus.
3. Under normal conditions, the maximum speed limit on campus streets is 25 M.P.H., except where posted otherwise. The maximum speed limit in parking lots is 10 M.P.H. However, vehicles may not be operated at any speed which is excessive for the conditions which may exist as a result of weather, traffic congestion, pedestrians, etc.
4. Traffic control signs, devices, and directions of police officers shall be obeyed at all times.
5. All persons operating vehicles are responsible for maintaining vehicle control, safe operation, and observing traffic control signs, barriers, and devices.
6. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
7. ID cards shall be presented when requested by Campus Police or Parking Officials.
8. All accidents occurring on campus shall be reported at the Campus Police Department immediately and before the vehicle is moved, unless such vehicle would impede emergency vehicles.
9. "U" Turns are prohibited unless otherwise indicated.

VIII. VIOLATIONS AND PENALTIES
Please refer to Disciplinary Actions when issued any violation.
Permit Violations
1. Parking decal not properly affixed or displayed: **$5**

2. More than one (1) current decal displayed on the same vehicle: **$5**
3. Failure to display current permit: **$35**
4. Decal or permit displayed on vehicle other than vehicle for which it is authorized: **$20**
5. Alteration or reproduction of parking decal or permit: **$50**
6. Knowingly falsifies information on parking permit application (second offense lead to the loss of parking privileges): **$50**
7. Unauthorized possession of parking permit: **$50**
8. Unauthorized use of permit: **$25**

Parking Violations

1. Parking in no parking zone, service and delivery, or other reserved spaces: **$30**
2. Overtime violation in a time zone: **$30**
3. Not parked within a marked space (unmarked areas in a lot, on grass, etc.): **$30**
4. Blocking or obstructing traffic, street, dumpster, sidewalk, fire hydrant, building entrance or exit or another vehicle: **$30**
5. Parking in unauthorized area: **$30**
6. Unauthorized parking in disabled space: **$50,** second violation **$100**
7. Parked over the line: **$10**
8. Unauthorized parking in a reserved space: **$30**
9. Stopping, standing or parking where prohibited: **$30**
10. Fee for booting and immobilizing a vehicle: **$50**
11. Late Payment Fee (violation paid within 30 days of issuance or late fee applied): **$15**

Property Violations

1. Tampering with an immobilization device: **$50**
2. Defacing, altering, knocking down or removing any parking or traffic signal, sign or structure: **$50**

IX. DISCIPLINARY ACTION

1. Persons apprehended for operation of vehicle while under the influence of alcohol or other mind-altering drugs will be prosecuted in State Court and turned over to the Dean of Students office.
2. Speeding and/or reckless driving charges may be turned over to the local authorities and/or the Dean of Students office.
3. All fines not paid within the specified time become financial obligations to the college. Employees and students must pay all fines before they can obtain future permits, clear for graduation, or receive transcripts.
4. Students or employees who persist in violating these regulations or a violation with aggravated circumstances, will be referred to the appropriate office which could lead to revocation of parking

privileges or suspension or dismissal from the college.

5. Persons displaying abusive language, discourtesy or disrespect toward Campus Police, city or state officers, or Campus Safety and Security employees may be turned over to the local authorities and/or to the Dean of Students office.

6. Individuals receiving five (5) or more tickets in one term may be subject to parking restrictions and possible revocation of parking privileges.

X. ENFORCEMENT

1. Ogeechee Technical College parking citations must be appealed at the Campus Safety and Security office within five business days (excluding Saturday, Sunday, and holidays) after issuance.

2. State and county citations will be answered as indicated on the citation.

3. Unregistered, improperly registered, unidentifiable, or illegally parked vehicles may be towed away, impounded, or immobilized at the owner's expense. If a wrecker has been called to tow a vehicle and the owner returns to the vehicle during the process of towing, they must settle with the wrecker service at that time or the vehicle will be impounded.

4. Information regarding impounded vehicles may be obtained at the Campus Safety and Security Office during normal business hours.

5. Impounded vehicles will only be released upon proper authorization of Campus Safety and Security.

6. Immobilization: Any vehicle found parked at any time on campus against which there are three (3) or more outstanding or otherwise unsettled parking violation citations, for which no appeal has been submitted within the requisite time period, may, under authority of Campus Safety and Security, be immobilized in such a manner as to prevent its operation. The owner of such immobilized vehicle, or other duly authorized person, may repossess or secure the release of the vehicle upon satisfaction of all outstanding citations and payment of an immobilization fee of $50. Tampering with an immobilization device will result in additional fines and possible referral to the Dean of Students office.

XI. APPEALS

1. Appeal information is secured from the Campus Safety and Security website.

2. Students and employees may appeal a parking citation by submitting a written appeal form obtainable at the Campus Safety and Security office.

3. Appeals must be made to the Campus Safety and Security office within five business days after the issue date of the citation. After five business days, the right to appeal is forfeited.

4. If appeals are not granted by Campus Safety and Security, they may be submitted to the Vice President for Student Affairs Office. The Vice President's findings are final. When an appeal is denied, the citation to which it pertains becomes due and payable.

XII. RESTRICTIONS

1. Campus streets or grounds may not be used by any firm or corporation or persons for commercial or advertising purposes without proper authorization.

2. Excessive noise by musical instruments, stereos, loud speakers, faulty mufflers, or muffler cutouts is prohibited on campus.

XIII. SPECIAL OCCASIONS AND EMERGENCIES

1. On special occasions provisional parking and traffic limitations may be imposed by Campus Safety and Security (including other law enforcement officers called in to assist Campus Safety and Security) as required by conditions that prevail. Please refer to parking instructions provided with scheduled events.

2. Disabled Vehicles -If your vehicle becomes disabled and cannot be moved, call the Campus Safety and Security office at 912-681-5667 immediately. We will add your vehicle to the Disabled Vehicle Log and you will be given 24 hours to have it moved.

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 (Georgia Virtual Technical Connection) 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.

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. 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:

- 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 Title IV 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
- IRS issued copy of student's/spouse's Federal Income Tax Return
- IRS issued 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 Federal PELL Grant eligible 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/State 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 2.0 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 Form to be considered for HOPE for degree programs.

Student Access Loan – Technical (SALT)

Students who are Georgia residents are eligible to apply for the Student Access Loan – Technical. Students can borrow up to $3,000 per year at 1% interest for a maximum of $12,000. Students who graduate with a 3.5 GPA or higher can request to have their loans forgiven.

Student Access Loan (SAL)

Students who are Georgia residents are eligible to apply for the Student Access Loan. Students can borrow up to $10,000 per year at 1% interest for a maximum of $40,000. Students must exhaust all forms of financial aid before receiving the Student Access Loan.

Strategic Industries Workforce Development Grant (SIWDG)

Students enrolled in selected programs and are receiving a HOPE Grant award for a term are also eligible for a SIWDG award for that term. SIWDG awards range from $125-$500 depending on enrollment status. High school students participating in Dual or Joint Credit Enrollment are not eligible for the SIWDG award. A student receiving a SIWDG award for Commercial Truck Driving is only eligible to receive the award ($1,000) for one term.

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.

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, FSEOG, 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: I, W, WP, F, or WF. Repeat courses will be considered as any other class and both grades will be counted in both the GPA and completion rate. A grade of A*, B*, or C* will be considered satisfactory completion of a learning support course. A grade of D* and 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 Ogeechee Technical College (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 Ogeechee Technical College (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.

Gainful Employment (GE) Disclosures

Final regulations published in the Federal Register on October 29, 2010, require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). Those regulations also provide that institutions must disclose to prospective students certain information about the institution's GE programs. Gainful Employment information on all GE programs at Ogeechee Technical College is available online in a summary document at http://www.ogeecheetech.edu/docs/d_GainfulEmployment/ 2012%20GE%20Program%20Information.htm. Individual program information is listed on each program page as well.

Guide to Student Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, Ogeechee Technical College provides the Guide to Student Consumer Information to prospective students and all enrolled students to inform them of the availability of specific types of consumer information. The Guide contains a brief description of important information about Ogeechee Technical College, financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Printed copies of the information are available upon request. This Guide is available online at http://www.ogeecheetech.edu/index.php/about-otc/hea or by requesting a paper copy from:

Office of the Vice President for Student Affairs
One Joseph E. Kennedy Blvd, Office 171, Joseph E. Kennedy Building, Statesboro, Georgia, 30458
912.871.1635
rfoley@ogeecheetech.edu

FEES AND EXPENSES

Fee Categories

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

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

A student who is delinquent in the payment of any financial obligation may be removed from courses 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	Total
1	$89	$338	$427
2	$178	$338	$516
3	$267	$338	$605
4	$356	$338	$694
5	$445	$338	$783
6	$534	$338	$872
7	$623	$338	$961
8	$712	$338	$1050
9	$801	$338	$1139
10	$890	$338	$1228
11	$979	$338	$1317
12 (full-time)	$1068	$338	$1406
13	$1157	$338	$1495
14	$1246	$338	$1584
15+	$1335	$338	$1673

Although the $338 in fees is required of every credit student each semester, the tuition may vary by program

and additional student and course supply fees may also apply for specific programs.

Technical Certificates of Credit have a tuition rate of $89 per credit hour with the following exceptions:

- Basic Law Enforcement $195 per credit hour
- Commercial Truck Driving $132 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 $338 for fees includes a student activity fee ($56), a registration fee ($68), student accident insurance ($4), parking/facilities fee ($50), special instructional fee ($50), a Student ID fee ($5) and a ($105) 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 *Ogeechee Technical College (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 $40 for each part of the test. The total cost for the four-part test will be $160. Students who wish to test must visit www.ged.com to register and schedule their exam.

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 on a term by term basis.

Course Supply Fees

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

Cosmetology

AIRC 1010 – Refrigeration Principles and Practices	$20
AIRC 1030 – HVACR Electrical Fundamentals	$20
AIRC 1080 – Heat Pumps and Related Systems	$20

Automotive Technology

AUTT 1020 – Automotive Electrical Systems	$20
AUTT 1030 – Automotive Brake Systems	$25
AUTT 1060 – Automotive Climate Control Systems	$30
AUTT 2010 – Automotive Engine Repair	$30
AUTT 2030 – Automotive Transmission and Axles	$20

Construction

COFC 1020 – Building Technologies and Methods	$40

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	$80
CUUL 1129 Fundamentals of Restaurant Operations	$80
CUUL 1220 Baking Principles	$80
CUUL 1320 Garde Manger	$80
CUUL 1370 – Culinary Nutrition and Menu Development	$80
CUUL 2160 Contemporary Cuisine	$80

Early Childhood

ECCE 2160 – Math & Science	$10
ECCE 1105 Health, Safety & Nutrition	$10
ECCE 1112 – Curriculum & Assessment	$10
ECCE 1113 – Creative Activities for Children	$10

Echocardiography

CAVT 1030 - Electrophysiology and Cardiac Anatomy	$30
CAVT 1080 – Advanced Hemodynamics & Cardiac Physiology	$30
ECHO 1100 – Echocardiography Fundamentals	$30
ECHO 1310 – Echocardiography I	$30
ECHO 1320 – Echocardiography II	$30

Electrical Systems Technology

ELTR 1020 Electrical Systems Basics I	$10
ELTR 1080 – Commercial Wiring I	$20
ELTR 1090 Commercial Wiring II	$20
ELTR 1180 Electrical Controls	$15
ELTR 1205 Residential Wiring I	$20
ELTR 1210 Residential Wiring II	$20

ELTR 1250 – Diagnostic Troubleshooting	$20
ELTR 1270 – National Electrical Code Industrial Applications	$20
IDSY 1110 – Industrial Motor Controls	$20
IDSY 1120 – Basic Industrial PLC's	$20
IDSY 1220 – Intermediate Industrial PLC's	$20

Esthetician

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 1020 Basic Firefighter- Emergency Services Fundamentals	$20
FRSC 1030 Basic Firefighter – MODULE I	$100
FRSC 1040 Basic Firefighter – MODULE II	$100
FRSC 1141 Hazardous Materials Operations	$50

Fish & Wildlife Management

FWMT 1000 Introduction to Wildlife Management	$10

Forensic Science Technology

FOSC 1206 Introduction to Forensic Science	$20
FOSC 2010 Crime Scene I	$20
FOSC 2011 Crime Scene II	$20
FOSC 2028 Bloodstain Pattern Analysis	$30
FOSC 2035 Forensic Photography	$10
FOSC 2041 Latent Print Examination	$25

Funeral Service Education

FSRV 2030 Embalming Techniques	$25
FSRV 2060 Restorative Art	$25
Embalming Lab for Cadaver Donation Program	$30

Health Care

ALHS 1040 Introduction to Health Care	$20

Law Enforcement Academy

LETA 1010 Health & Life Safety for Basic Law Enforcement	$20
LETA 1014 Firearms Training for Basic Law Enforcement	$275
LETA 1016 Emergency Vehicle Operations for Basic Law Enforcement	$75

Medical Assisting

MAST 1080 Medical Assisting Skills I	$20
MAST 1090 Medical Assisting Skills II	$50

Paramedicine Technology

EMSP 1110 Introduction to the EMS Profession	$20
EMSP 1140 Special Patient Populations	$20
EMSP 1520 Advanced Concepts for the AEMT	$20
EMSP 2110 Foundations of Paramedicine	$20

Sonography

DMSO 1010 – Foundations of Sonography	$30

DMSO 1020 – Sectional Anatomy and Normal Sonographic Appearance	$30		VETT 2120 Veterinary Clinical Pathology II	$30
DMSO 1040 – Sonographic Physics and Instrumentation	$30		VETT 2130 Veterinary Clinical Procedures II	$30
DMSO 1050 – Abdominal Sonography I	$30		VETT 2210 Laboratory & Exotic Animals for Veterinary Technicians	$30
DMSO 1070 – Pelvic Sonography and First Trimester Obstetrics	$30		VETT 2230 Veterinary Anesthesiology & Surgical Procedures	$30

DMSO 1090 – Introduction to Vascular Sonography — $30

DMSO 2010 – OB Second and Third Trimesters — $30

DMSO 2020 – Specialized Sonographic Procedures — $30

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

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 — $50

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		Emergency Medical Technician Certificate	$40
Automotive Chassis Technician Spec Certificate	$10		EMS Professions Diploma	$40
Automotive Climate Control Tech Certificate	$10		Esthetician Certificate	$10
Automotive Engine Performance Tech Certificate	$10		Fire Fighter I	$10
Automotive Fundamentals Diploma	$10		Fish and Wildlife Management Degree	$10
Automotive Technology Diploma	$10		Funeral Service Education Degree	$10
Basic Electrical Technician Certificate	$10		Health Care Assistant Certificate	$10
Child Development Specialist Certificate	$10		Health Information Technology Degree	$10
Commercial Wiring Certificate	$10		Neuromuscular Therapy	$10
Computed Tomography Specialist Certificate	$10		Nurse Aide Certificate	$10
Construction Management Diploma	$10		Opticianry Degree	$10
Cosmetology Diploma	$10		Opticianry Diploma	$10
Culinary Arts Degree	$10		Pharmacy Technology Diploma	$10
Culinary Arts Diploma	$10		Photovoltaic System Installation and Repair Technician Certificate	$10
Dental Assisting Diploma	$10		Practical Nursing Diploma	$10
Diagnostic Medical Sonography Diploma	$10		Prep Cook Certificate	$10
Early Childhood Care and Education Degree	$10		Radiologic Technology Degree	$10
Early Childhood Care and Education Diploma	$10		Radiology PACS Specialist Diploma	$10
Early Childhood Exceptionalities Certificate	$10		Surgical Technology Diploma	$10
Echocardiography Diploma	$10		Veterinary Technology Degree	$10
Electrical Systems Technology Diploma	$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 (PSB)

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.

Express Transcript Fee

If a student requests for a transcript to be sent within 24 hours of the request, an additional $5 express fee will be assessed.

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 is required regardless of participation in the graduation 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.

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.

Program Change Fee

Any student who elects to change their initial program of study will be required to pay a $15 change of program fee each time it is changed.

Readmission Application Fee

If a student submits a readmission application to the College, a $25 fee will be assessed. This fee must be paid before being reaccepted.

Replacement Parking Decal

Any student needing to purchase a replacement decal with the College will pay a $5 fee.

Returned Check Fee

A returned check fee of $30 will be assessed by Ogeechee Technical College.

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

. A transcript fee of $5 per official transcript will be charged

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, etc…) may or may not receive a Title IV refund. Refunds for Title IV recipients are calculated as follows:

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

  * *100% if greater than 60%

- If funds are remaining after tuition and fees are deducted from earned Title IV Funds, then a check, ACH or debit card with 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. The Admissions Office coordinates the new student orientation sessions with participation from each of the support services. The orientation program also help students adjust to technical and career education life and become aware of the physical layout of the campus. Orientation is offered for both day and evening students. Students taking only online classes or who missed the scheduled orientation sessions may view the interactive online orientation to familiarize themselves with the policies, rules, functions and personnel of the College. During the orientation program, each student completes an online orientation program that covers all essential policies and resources and then attends a session on campus (Meet Your Campus) that focuses on campus resources and success. During the on-campus portion, students receive a packet of information that includes all items covered during the orientation and a copy of the *Catalog and Student Handbook (*CD version), and its contents and addendums are reviewed. After the general orientation session, new students attend student support services and procedural workshops, which focus on topics such as the Library, Banner Web, financial aid, tutoring services, student activities, etc. At the end of the Meet Your Campus sessions and the online orientation, students submit documentation signifying coverage of the orientation materials and attendance. The online portion of the orientation includes assessments throughout to ensure students have obtained the necessary 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.

Emergency Assistance Program

The Emergency Assistance program is coordinated by the Student Activities and Special Populations Coordinator and is funded through the Ogeechee Technical College Foundation, Inc. This program allows students with an emergent need to visit with a counselor and have a needs assessment completed. If the assessment's outcome supports the students need, the counselor and Student Activities and Special Populations Coordinator will determine what will best help the student. Emergency

Assistance is designed for students with a temporary financial need, i.e. money for gas, electric bills, food, etc. Assistance is not guaranteed and funds are limited.

Students may contact the Student Activities and Special Populations Coordinator at 912.871.1885 or visit the office located in the Joseph E. Kennedy Building, office 340.

Lending Library Program

The Lending Library provides textbooks and course supplies to students who have exhausted their financial aid and need additional assistance. Students may submit an application to the Lending Library for textbooks or course supplies that are available. Students who are approved and issued a textbook will be required to return the book at the end of the term. The textbook will be loaned to the student at no charge, unless it is lost or damaged.

The Student Activities and Special Populations Coordinator manages the Lending Library and evaluates the applications based on academic and financial criteria. This service is funded through the Ogeechee Technical College Foundation, Inc. and the Student Leadership Council. This program provides support to students with a financial need and allows them to continue with their studies when they otherwise couldn't because they could not afford the appropriate textbooks.

Students may contact the Student Activities and Special Populations Coordinator at 912.871.1885 or visit the office located in the Joseph E. Kennedy Building, office 340.

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:

- Students with disabilities
- Single parents (one who is legally unmarried or legally separated from a spouse, who has full or partial custody of at least one minor child and who is in need of employment or career training), including single pregnant women
- Displaced homemakers (a parent who has been performing unpaid labor in the home, who has difficulty in securing employment and who has been dependent upon the income of another but can no longer depend on that income)

- Economically disadvantaged, including foster children
- Non-traditional (students preparing for occupations or career fields in which individuals from one gender comprise less than 25% of the individuals employed in each such occupation or field)
- Students with limited English proficiency

Supplementary services to special population 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 Support Services 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 3 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.

Student Resource Center

The Student Resource Center (SRC) is the central location for tutoring services. Faculty and staff refer students who need additional help in their courses. The SRC is open Monday through Thursday from 8am to 7pm. Students are encouraged to make appointments to ensure a tutor is available in the requested subject area. In addition to the on campus tutoring services, OTC offers Smarthinking, an online tutoring service available to all students. Smarthinking provides tutoring in a variety of subjects and is available 24 hours a day, 7 days a week. This program can be accessed from any computer with Internet access, including those available in the Student Resource Center. Visit www.ogeecheetech.edu, hover over the current students tab, and select Smarthinking. In addition to Smarthinking, the SRC has a COMPASS readiness and preparation software program that allows those having to take the COMPASS placement exam to review and familiarize themselves with the format of the exam prior to taking it.

The SRC also has tables and basic supplies available for students to utilize when studying or preparing for classes. Materials from the Career Services, Counseling Services, and Disability Services offices such as books, pamphlets, and videos are located in the center for student use. Many of these resources are also available online through the OTC website. The SRC is used extensively by students as an area for group studying, working on class assignments, completing other computer based work, and using tutoring services. These additional services enhance the learning opportunities for students by providing them with a quiet work environment as well as the opportunity for assistance with assignments as needed. The opportunity to work individually and as a group aids in developing those skills that will be required in the work environment.

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
- Career related seminars

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 College Advancement. If a student would prefer that graduation and honors information not be provided to the area newspapers, the student should submit a form to the Registrar's Office to request confidentiality.

Graduation notices are generally printed whenever newspapers have space available. The Office of College Advancement 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 in the Dean of Students' Office and online.

Membership in Organizations

Eligibility for membership or active participation in student organizations is limited to currently enrolled students at Ogeechee Technical College. Eligibility to serve as an officer for an academic year or in an official capacity in a student organization is restricted to full-time, currently enrolled students who are not on academic probation. Any questions concerning eligibility for membership or holding office in a student organization are subject to final determination by the Vice President for Student Affairs or designee.

Current Active Clubs and Organizations:

Dental Assisting Club

GPS and Mapping Society

Health Information Technology

National Technical Honor Society (NTHS)

Phi Beta Lambda (PBL)

Radiologic Technology Club

Recreational League Sports

SkillsUSA

Society for Human Resource and Professional Development (SHRPD)

Student Chapter of the National Association of Veterinary Technicians in America (SCNAVTA)

Student Chapter of the Wildlife Society

Student Leadership Council (SLC)

The National Society of Leadership and Success (NSLS)

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.

The first phase of GOAL takes place at the college level. College instructors identify their most promising students and nominate them for GOAL based on academic achievement and personal leadership. As nominees move through an interview and screening process, the college's top student is selected to represent their college and community. Then, all college GOAL winners compete at the regional level. Each regional competition will select three students (there are three regions), so nine semi-finalists will compete at the state level in Atlanta. The state level competition involves another round of interviews as the nine semi-finalists receive individual consideration from a panel of judges. From this outstanding group of students, the judges will select one student, the state GOAL winner, to serve as an ambassador for technical education in Georgia.

Ogeechee Technical College's 2014 GOAL winner won the prestigious title of 2014 *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

(Student Rights and Responsibilities)

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. Nothing in the Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

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) and Ogeechee Technical College 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. Ogeechee 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 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 any of 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: lewd, or indecent conduct, or distribution of obscene or libelous written or electronic material.

b. Violence: physical abuse of any person (including dating violence, domestic violence or sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including 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 violence which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: certain physical abuse may also be considered unlawful harassment.

c. Harassment: The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose of or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's rights or creates an objectively 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.)

Impermissible harassment may include verbal, non-verbal and/or physical conduct.

d. Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts 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 lawful 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: illegal 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 objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively 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) Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, altenative smoking devices or 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 objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.

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 is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
O.C.G.A.§ 16-7-80
O.C.G.A.§ 16-7-81
O.C.G.A.§ 16-7-85
O.C.G.A.§ 16-11-121
O.C.G.A.§ 16-11-125.1
O.C.G.A.§ 16-11-126
O.C.G.A.§ 16-11-127
O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-137
O.C.G.A.§ 43-38-10

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, co-operative, 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. Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

13. 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: 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

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:

1. 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 Executive 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

1. 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.

2. 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.

Academic Misconduct

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

Procedure for Academic Misconduct

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

First Offense

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

Second Offense

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

Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. Instructor submits student's name to Office of Student Affairs indicating a "WF" has been issued and is student's third offense. Student Affairs would note it as third offense and follow the guidelines outlined in the Student Disciplinary Procedure in the Catalog and Student Handbook.

Acceptable Computer and Internet Use Policy

Ogeechee Technical College is a unit of the Technical College System of Georgia (TCGS) and is therefore subject to the policies and standards of TCSG. In an effort to protect the individuals it serves and the computer resources it provides, the College is providing the following Acceptable Computer and Network Use Policy.

The purpose of College-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the College. Access is a privilege, not a right. Access entails responsibility.

General

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.):

1. **Computer theft** (including theft of computer services, intellectual property such as copyrighted material, and any other property);

2. **Computer trespass** (unauthorized use of computers to delete or alter data or interfere with others' usage);

3. **Computer invasion of privacy** (unauthorized access to financial or personal data or the like);

4. **Computer forgery** (forgery as defined by other laws, but committed on a computer rather than on paper);

5. **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

6. **Misleading transmittal of names or trademarks** (falsely identifying yourself 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.

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.

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

a. To create, access or transmit sexually explicit, obscene, or pornographic material;

b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.

c. To violate any local, state or federal statute;

d. To vandalize, damage, or disable the property of another individual or organization;

e. To access another individual's password, materials, information, or files without permission;

f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;

g. 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;

h. To knowingly endanger the security of any College computer or network;

i. To willfully interfere with another's authorized computer usage;

j. To connect any computer to any of the College networks unless it meets technical and security standards;

k. To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any College computer or network facility, regardless of whether any demonstrable harm results;

l. To modify or reconfigure the software or hardware of any College computer or network without proper authorization;

m. To conduct unauthorized not-for-profit business activities;

n. To conduct any activity or solicitation for political or religious causes;

o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of College data and information; and

p. 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 the College. 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 College computers and computer systems are subject to the College'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.

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

Enforcement

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, the College 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:

1. Suspension or revocation of computing privileges;

2. Reimbursement to Ogeechee Technical College for resources consumed;

3. Other legal action including action to recover damages;

4. Referral to law enforcement authorities;

5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action, which could result in suspension/expulsion of a student or suspension or dismissal of an employee.

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
TCSG: V.D.I. Procedure: Student Disciplinary Procedure
TCSG: V.D.II Student Conduct Codes

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.
Students 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.

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 http://www.ogeecheetech.edu/index.php/current-students/campus-safety-a-security, the United States Department of Education website at www.ope.ed.gov/security, the Technical College System of

Georgia website at www.tcsg.edu, and copies are available through the Campus Safety and Security Office.

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

Drug-Free Schools and Communities Act

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.

This policy has been developed in concert with the federal Drug Free Schools and Communities Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

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 quarter and forfeit all academic credit for that period.

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:

1) Take additional appropriate action against such student up to and including expulsion as it deems necessary.

2) 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:

1) The dangers of drug and alcohol abuse on the campus and elsewhere.

2) Any available drug and alcohol counseling, rehabilitation and assistance programs.

3) Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Each Technical College shall conduct a biennial 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 biennial 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-Free Schools and Communities Act 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

The Technical College System of Georgia (TCSG) and its associated technical colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in the TCSG System Office or on any technical college campus shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

Related Authority

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)

O.C.G.A.§ 16-7-80

O.C.G.A.§ 16-7-81

O.C.G.A.§ 16-7-85

O.C.G.A.§ 16-11-121

O.C.G.A.§ 16-11-125.1

O.C.G.A.§ 16-11-126

O.C.G.A.§ 16-11-127

O.C.G.A.§ 16-11-127.1

O.C.G.A.§ 16-11-129

O.C.G.A.§ 16-11-130

O.C.G.A.§ 16-11-133

O.C.G.A.§ 16-11-135

O.C.G.A.§ 16-11-137

O.C.G.A.§ 43-38-10

Tobacco Free Policy

I. POLICY:

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

II. APPLICABILITY:

This policy applies to all Ogeechee Technical College 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 Grievances 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 affairs 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.
C. Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
   1. 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
   2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
   3. 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.
   4. 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.
   5. 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.
   6. 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.
D. 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.
4. Whichever process is chosen by the technical college President, the decision of the grievance appeal is final.

E. 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 Procedure

I. **PURPOSE:**

It is the policy of the Technical College System of Georgia (TCSG) and Ogeechee Technical College (OTC) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner.

TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in Procedure III.A.1, Unlawful Harassment of Staff.

II. **APPLICABILITY:**

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

III. **RELATED AUTHORITY:**

Title IX of the Educational Amendments of 1972

20 U.S.C. §§ 1681 et seq.

Violence Against Women Reauthorization Act of 2013

Campus Sexual Violence Elimination Act (Campus SaVE)O.C.G.A § 19-7-5

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Rehabilitation Act of 1973, as amended Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act (ADAAA) of 2008

Genetic Information Nondiscrimination Act (GINA) of 2008
Procedure: Student Grievances

IV. DEFINITIONS:

A. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information or disability and which:

> 1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or

> 2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful 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 otherwise circulated in college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

B. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

> 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;

> 2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,

> 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

C. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

D. Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information or disability.

E. Unlawful Retaliation: unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

F. Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

G. Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.

H. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

I. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

J. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.

K. Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

L. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

M. Compliance Officer: the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.

N. Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

O. Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

V. ATTACHMENT:

Attachment 1: Policy 1.B. Statement of Equal Opportunity

Attachment 2: TCSG Usage for Statement of Equal Opportunity

VI. PROCEDURE:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.

2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.

3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.

4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others, regardless of where the incident occurred.

2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.

4. Colleges may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be ensured.

5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

6. **Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported by the complainant as promptly as possible to:**

- **Title IX Coordinator, Kelli Waters, Student Activities and Special Populations Coordinator, JEK, Office 340, 912.871.1885,**

- **ADA/Section 504 Coordinator, Penny Hendrix, Disability and Student Support Services Coordinator, JEK, Office 171E, 912.486.7211,**

- The President of the technical college, the Commissioner, or the Human Resources

Director (should the complaint involve employees).

- Complaints may also be emailed to unlawfulharassment@tcsg.edu.

7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express their complaints in writing to ensure all concerns are addressed.

8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

9. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

10. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation, or to implement preventative or corrective actions under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.

3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.

5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, and/or unlawful retaliation has occurred.

6. Investigations and summary findings will be documented appropriately.

7. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing.

8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.

3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, the matter must be referred to either the Vice President for Student Affairs for students or the Human Resources Director for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college's Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.

4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, or sexual violence or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.

2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within 3 business days by regular mail or email to one of the following:

> Technical College System of Georgia
> Office of Legal Services
> 1800 Century Place, N.E.
> Suite 400
> Atlanta, Georgia 30345
> OR
> Unlawfulharassment@tcsg.edu

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

VII. RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance. Confidential Documents shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Secretary of State's records retention schedule.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA") AND APPLICANT RECORDS

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:

<div align="center">

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

</div>

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

"Directory Information" is information not generally considered harmful or an invasion of privacy if disclosed. The Technical College System of Georgia has designated the following information as "Directory Information":

i.   Full name of student
ii.   Address(es)
iii.   Telephone Number
iv.   County of Residence
v.   Email address(es)
vi.   Major and field(s) of study
vii.   Degrees and awards including nature and date received
viii. Dates of Attendance
ix.   School or division of enrollment
x.   Enrollment Status (i.e., full or part-time, undergraduate, graduate)
xi.   Name of institution last attended
xii.   Participation in official sports and activities
xiii. Height and weight of athletic team members
xiv.   Photograph(s)

Students who wish to prohibit the release of directory information should file a written notification using the *Objection to Release Student Directory Information Form* available in the College's 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 located in the Joseph E. Kennedy Building, room 143.

Lost and Found

Found Items

Items found on campus should be taken to the Campus Safety & Security office 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 Campus Safety & Security office in the Joseph E. Kennedy Building, or by calling 912.681.5667. 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) 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 75 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. 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.

How to make an appointment with a Faculty Member

Appointments can be made for the following reasons:
- To be ADVISED about classes in upcoming semesters.
- To CONFERENCE with the instructor about class work.
- To discuss information about a PROGRAM in which you are interested.

Follow these instructions to set up an appointment:
1. Go to www.ogeecheetech.edu (the College's web page).
2. Under **Future Students** or **Current Students**, click on **Meet with Faculty**.
3. Click on the down arrow next to **Select Advisor**. Advisors are listed alphabetically by last name. *NOTE: If you are a NEW or RETURNING student, your advisor's name is in your acceptance letter.*
4. Scroll down until you see your advisor's name. Click on the name.
5. Click on the down arrow next to **Select Service**. Click on the service that is the reason for your appointment.
   - Click on **Advising Session** if you wish to discuss registering for classes in upcoming semesters.
   - Click on **Conference with Instructor** if you wish to discuss issues related to a class in which you are enrolled.
   - Click on **Prospective Student Meeting** if you would like more information about a program at Ogeechee Tech.
6. A calendar will appear. Click on the date on which you would like an appointment. (Days with available appointment times are not shaded.)
7. Answer the question "Are you a new or returning user?"
   - Click **New User** if this is your first time on the system. Fill out the information.

Choose a login name and a password. *Note: Make sure to write this down so that you can use it the next time you use the program.*
- Click **Returning User** if you have used the program before. Enter your login name and your password.
- Click **Finalize Appointment**. You will receive an e-mail confirming your appointment.

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 Executive 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
I*	Incomplete	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	3	F	0	0

1000				
EMPL 1000	2	C	2	4
	11			25

Work Ethics

All courses at Ogeechee Technical College will positively reinforce the work ethics traits through discussion, modeling of behavior, and other assignments; however, formal grading on work ethics will be done in program capstone courses only.

The work ethics traits will be introduced in a designated entry level course in each program. The instructor for the course will introduce the traits in a method that suits the design of the course and program.

Program instructors will continue to incorporate the work ethics traits informally throughout the program courses.

The work ethics traits will be emphasized formally again in a designated capstone course for the program. Instruction containing program-specific characteristics of the traits will be included for this course. A written student self-assessment and a written evaluation by the instructor of the student's behavior demonstrating adoption of the work ethics traits will be done before course completion and discussed with the student. A work ethics grade of Pass (2) or Fail (0) will be assigned in addition to the course grade for this capstone course and will appear on the student's transcript.

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 Executive 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 Executive 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. 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.

Withdrawing from a Course or the College

Students withdrawing from courses or the College must complete an *Application for Withdrawal* form, which may be obtained from the Student Affairs Center, academic advisor, or the Counseling and Retention Coordinator. The effective date of the withdrawal is the last date the student attended or the last date of academic activity. The impact a 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* form may be awarded a withdrawal-failing (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.

Students who withdraw from a course and have attended 60% or less of the course will receive a "W". Students who withdraw from a course and have attended more than 60% of the course will be issued a "WF" if the student was failing or a "WP" if the student was passing upon withdrawing or being dropped from the course. The 60% attendance date for each term is posted on the Campus Calendar located online at www.ogeecheetech.edu.

If a student is called to active duty during a semester, he/she will be issued a WM, Withdrew Military.

Ogeechee Technical College calculates earned Title IV federal fund amounts based on attendance. A student receiving Title IV federal funds, such as loans and the Pell Grant, and withdraws prior to attending sixty percent (60%) of the semester, will only receive the earned amount.

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.

Limited Withdrawals

Students may withdraw from a maximum of three (3) courses at the College. If a student wants to withdraw from a course after he/she has accumulated three "W" grades, he/she may elect to receive a "withdrawal-failing" (WF) grade for the course or remain in the course. The grade of "WF" is calculated as an "F" for GPA purposes.

Students are encouraged to verify the official number of withdrawals on their record as indicated in Banner prior to processing a withdrawal. Students may not exercise the right to withdraw to avoid sanction for academic dishonesty. It is the responsibility of the student to complete the withdrawal process. A withdrawal is official when it is received and processed by the Registrar's Office. The following types of withdrawals do not count against the limit of three course withdrawal ("W") grades:

Exceptions

- Hardship withdrawals
- Medical or mental health withdrawals
- Military withdrawals

- Withdrawals during the first three days of the semester
- Withdrawals taken in semesters before Fall Semester 2013.
- Withdrawals taken at other institutions.

Hardship Withdrawals Procedure

A student who has an emergency that prevents him/her from completing all classes for that term may request a Hardship Withdrawal through the Withdrawal Exemption Committee.

- Students must contact the Counseling and Retention Coordinator to withdraw them from all of their current semester classes. Students are strongly encouraged to contact their instructors by phone and/or email to notify them of their intentions to withdraw.

- Students must provide hardship documentation to the Withdrawal Exception Committee, including a letter from the student explaining the circumstances along with supporting documentation such as the following: for a death in the immediate family, a verifiable obituary; for a serious illness in the immediate family, documentation recommending withdrawal from a physician on the physician's letterhead signed by the physician (documentation on a prescription pad is unacceptable); for a workplace change, documentation from the employer on the company's letterhead.

- The hardship withdrawal process cannot begin until both the students' written permission and the supporting documentation have been received and verified.

- In cases where the student is petitioning to change a regular withdrawal to a hardship withdrawal, the actual assigned grade ("W") will not change; if the petition is granted, that withdrawal will not count towards the Limited Withdrawal policy.

Medical Withdrawal Procedure

A student who has an injury or illness that prevents the completion of all classes for that term may request a Medical Withdrawal through the Withdrawal Exemption Committee.

- Students must contact the Counseling and Retention Coordinator to withdraw them from all of their current semester classes. Students are strongly encouraged to contact their instructors by phone and/or email to notify them of their intention to withdraw.

- Students must provide medical documentation recommending withdrawal from a physician on the physician's letterhead signed by the physician (documentation on a prescription pad is unacceptable).

- The Withdrawal Exception Committee will verify the authenticity of the physician's letterhead.

- Per Family Education Rights and Privacy Act (FERPA) the Counseling and Retention Coordinator is not permitted to discuss a student's medical issues with instructors. (In some clinical programs, the student may subsequently be required to submit medical documentation to their program advisor or/and instructor prior to enrolling in future coursework as verification that the student is eligible to return to class.)

- If the documentation proves to be untruthful, the College reserves the right not to grant the request or to revoke the withdrawal.

- In cases where the student is petitioning to change a regular withdrawal to a medical withdrawal, the actual assigned grade ("W") will not change; if the petition is granted, that withdrawal will not count towards the Limited Withdrawal policy.

Military Withdrawal Procedure

A student who is called to active duty during a semester and cannot complete all courses for the semester may request a military withdrawal through the Withdrawal Exemption Committee.

- Students must contact the Counseling and Retention Coordinator to withdraw them from all of their current semester classes. Students are strongly encouraged to contact their instructors by phone and/or email to notify them of their intentions to withdraw.

- Students must provide the appropriate military documentation to the Withdrawal Exception Committee, including a letter from the student explaining the circumstances.

- The military withdrawal process cannot begin until both the student's written permission and the supporting documentation have been received and verified.

- In cases where the student is petitioning to change a regular withdrawal to a military withdrawal, the actual assigned grade ("W") will not change; if the petition is granted, that withdrawal will not count towards the Limited Withdrawal policy.

Reinstatement Procedure

Students that are dropped from a course for non-payment or non-attendance may request to be reinstated into the course by following the steps outlined below.

1. Students must request to be reinstated with the instructor of the course that he/she was dropped from.

2. If the instructor approves, the instructor will request reinstatement on behalf of the student to their respective Dean for Academic Affairs.

3. If the Dean for Academic Affairs approves, an email or memo will be sent to the Registrar's Office to acknowledge the approval for reinstatement into the specified course.

4. Once the student has been reinstated, the Registrar's Office notifies the instructor and student via email.

Students are limited to one reinstatement per course each semester. Students may drop and add courses during the first three days of each term without having to request a reinstatement. If a student is dropped for non-payment after the beginning of a term, he/she will have to pay tuition and fees in full at the time of reinstatement.

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.

PROGRAMS OF STUDY

CORE REQUIREMENTS

General Education Core (Required Minimum: 15 Semester Credit Hours)		

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

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

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

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

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

ACCOUNTING

Accounting Associate of Applied Science (AC13)

DESCRIPTION

The Accounting Associate Degree program is a sequence of courses that prepares students for a variety of careers in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates 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 1080 contact hours and generally takes 5 semesters to complete.

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

General Core Elective	
Occupational Courses	**49**
ACCT 1100 - Financial Accounting I* (OL)	4
BUSN 1440 - Document Production (OL)	4
COMP 1000 - Introduction to Computers* (OL)	3
ACCT 1105 – Financial Accounting II* (OL)	4
Accounting Elective	3
ACCT 1110 – Managerial Accounting (OL)	3
ACCT 1115 – Computerized Accounting (OL)	3
ACCT 1120 – Spreadsheet Applications (OL)	4
Accounting Elective	3
ACCT 1125 – Individual Tax Accounting (OL)	3
Elective	3
Accounting Elective	3
ACCT 1130 – Payroll Accounting (OL)	3
Electives	6

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

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Students must log into the Assessment Center website to schedule a testing time. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,386
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 Accounting graduates.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
Select one of the following courses	2
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	
PSYC 1010 – Basic Psychology (OL)	
Select one of the following courses	3
MATH 1011 – Business Math (OL)	
MATH 1012 – Foundations of Mathematics (OL)	
Occupational Courses	**34**
ACCT 1100 – Financial Accounting I* (OL)	4
BUSN 1440 – Document Production (OL)	4
COMP 1000 – Introduction to Computers* (OL)	3
ACCT 1105 - Financial Accounting II* (OL)	4
Accounting Elective	3
ACCT 1115 - Computerized Accounting (OL)	3
ACCT 1120 - Spreadsheet Applications (OL)	4
Specific Occupational-Guided Elective	3
ACCT 1125 - Individual Tax Accounting (OL)	3
ACCT 1130 - Payroll Accounting (OL)	3

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

PROGRAM COSTS

> Tuition/Fees: $5,090
> 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.

Program Courses	Credits
ACCT 1100 - Financial Accounting I* (OL)	4
ACCT 1120 - Spreadsheet Applications (OL)	4
COMP 1000 - Introduction to Computers* (OL)	3
ACCT 1105 – Financial Accounting II (OL)	4
ACCT 1115 – Computerized Accounting (OL)	3
Elective	3

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

PROGRAM COSTS

Tuition/Fees: $2,545
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:

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

AGRIBUSINESS CURRICULUM

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

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	**47**
AGRB 1100 – Introduction to Agribusiness (OL)	1
AGRB 1110 – Agribusiness Management	3
AGRB 1120 – Leadership in Agribusiness	3
AGRB 1150 – Agricultural Finance and Credit	3
AGRB 2100 – Agribusiness Marketing	3
AGRB 2110 – Farm Organization and Management	3
AGRB 2130 – Agricultural Policy	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	9

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,208
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 49 semester credit hours. The program requires a minimum of 900 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1011 – Business Math (OL)	3
Select one of the following courses	
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
PSYC 1010 – Basic Psychology (OL)	3
Occupational Courses	**41**
AGRB 1100 – Introduction to Agribusiness (OL)	1

AGRB 1110 – Agribusiness Management	3
AGRB 1120 – Leadership in Agribusiness	3
AGRB 1150 – Agricultural Finance and Credit	3
AGRB 2100 – Agribusiness Marketing	3
AGRB 2110 – Farm Organization and Management	3
AGRB 2130 – Agricultural Policy	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

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

PROGRAM COSTS

Tuition/Fees: $5,713
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
Occupational Courses	**10**
AGRB 1100 - Introduction to Agribusiness (OL)	1
AGRB 1120 - Leadership in Agribusiness	3
AGRB 2130 - Agricultural Policy	3
AGRB 2140 - Issues of Agriculture and Natural Resources	3

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

PROGRAM COSTS

Tuition/Fees: $1,566
Books/Supplies: $400
(Costs are estimates and are subject to change.)

Precision Agriculture Specialist Certificate (PAB1)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

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

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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 240 contact hours and generally takes 2 semesters to complete.

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

PROGRAM COSTS

> Tuition/Fees: $1,744
> 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;
- 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

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.

Program Courses	Credits
Basic Skills Courses	**8**
MATH 1012 - Foundations of Mathematics *(OL)	3
ENGL 1010 - Fundamentals of English I (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**43**
AIRC 1005 - Refrigeration Fundamentals*	4
AIRC 1010 - Refrigeration Principles and Practices*	4
AIRC 1020 - Refrigeration Systems Components	4
AIRC 1030 - HVACR Electrical Fundamentals*	4
AIRC 1040 - HVACR Electrical Motors	4
AIRC 1050 - HVACR Electrical Components and Controls	4
AIRC 1060 - Air Conditioning Systems Application and Installation	4
AIRC 1070 - Gas Heat	4

AIRC 1080 - Heat Pumps and Related Systems	4
AIRC 1090 - Troubleshooting Air Conditioning Systems	4
Occupationally 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: $5,553
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;
- 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

AIR CONDITIONING ELECTRICAL TECHNICIAN CURRICULUM

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

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

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

PROGRAM COSTS

Tuition/Fees: $1,406
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;
- 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

AIR CONDITIONING REPAIR SPECIALIST CURRICULUM

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

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

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

PROGRAM COSTS

Tuition/Fees: $2,456
Books/Supplies: $500
(Costs are estimates and are subject to change.)

AUTOMOTIVE TECHNOLOGY

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;
- 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 TECHNOLOGY CURRICULUM

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

Program Courses	Credits
Basic Skills Courses	**8**
MATH 1012 – Foundations of Mathematics (OL)	3
ENGL 1010 – Fundamentals of English I (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**47**
COMP 1000 – Introduction to Computers (OL)	3
AUTT 1010 – Automotive Technology Introduction*	2
AUTT 1020 – Automotive Electrical Systems*	7
AUTT 1030 – Automotive Brake Systems	4
AUTT 1040 – Automotive Engine Performance	7
AUTT 1050 – Automotive Suspension and Steering Systems	4
AUTT 1060 – Automotive Climate Control Systems	5
AUTT 2010 – Automotive Engine Repair	6
AUTT 2020 – Automotive Manual Drive Train and Axles	4
AUTT 2030 – Automotive Transmissions and Transaxles	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: $6,585
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.

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

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

PROGRAM COSTS

Tuition/Fees: $1,922
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.

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

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

PROGRAM COSTS

> Tuition/Fees: $2,189
> 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
Occupational Courses	**16**
AUTT 1010 – Automotive Technology Introduction*	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 1040 – Automotive Engine Performance	7

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

PROGRAM COSTS

> Tuition/Fees: $2,100
> 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.

ACCREDITATION/APPROVAL

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.

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.

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

LETA 1032 – Introduction to Criminal Justice for Basic Law Enforcement*	3
LETA 1034 – Constitutional Law for Criminal Justice for Basic Law Enforcement	3

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

PROGRAM COSTS

Tuition/Fees: $4,076
Books/Supplies: $700
Course Supply Fees:
- LETA 1010 Health and Life Safety for Basic Law Enforcement: $20
- 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, and 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.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3

ENGL 1101 – Composition and Rhetoric* (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101- Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	**49**
COMP 1000 - Introduction to Computers* (OL)	3
BUSN 1400 - Word Processing Applications* (OL)	4
BUSN 1430 - Desktop Publishing and Presentation Applications	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 *	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	3
MGMT 1100 - Principles of Management (OL)	3
Select ONE of the following	4
ACCT 1100 - Financial Accounting I (OL)	
BUSN 2200 - Office Accounting	
Specific Occupational Guided Electives	6
MGMT 1125 - Business Ethics (OL)	
BUSN 1220 - Telephone Training (OL)	
BUSN 1310 - Introduction to Business Culture (OL)	
BUSN 1340 - Customer Service Effectiveness	
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.*

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,386
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, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes 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.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I* (OL)	3
Select one of the following two courses:	2
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	
PSYC 1010 - Basic Psychology (OL)	
Select one of the following Math courses:	3
MATH 1011 - Business Math (OL)	
MATH 1012 - Foundations of Mathematics (OL)	

Occupational Courses	18
COMP 1000 - Introduction to Computers* (OL)	3
BUSN 1400 - Word Processing Applications* (OL)	4
BUSN 1440 - Document Production* (OL)	4
BUSN 2190 - Business Document Proofreading and Editing (OL)	3
Select One Accounting Course:	4
BUSN 2200 - Office Accounting	
ACCT 1100 - Financial Accounting I (OL)	
Select 1 of 2 Specializations	
BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION	**26**
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	4
BUSN 2160 - Electronic Mail Applications (OL)	2
BUSN 2210 - Applied Office Procedures (OL)	3
Specific Occupational Guided Elective - 6 hrs.	6
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 1420 - Database Applications (OL)	
BUSN 2240 - Business Administrative Assistant Internship I	
BUSN 2250 - Business Administrative Assistant Internship II	
BUSN 2340 - Medical Administrative Procedures	
BUSN 2370 - Medical Office Billing/Coding/Insurance (OL)	
MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION	**24**
MAST 1120 – Human Pathological Conditions in the Medical Office	3
BUSN 2340 - Medical Administrative Procedures (OL)	4
BUSN 2370 - Medical Office Billing/Coding/Insurance (OL)	3
ALHS 1011 - Anatomy and Physiology* (OL)	5
ALHS 1090 - Medical Terminology for Allied Health Sciences* (OL)	2
Specific Occupational Guided Electives	9
BUSN 1190 - Digital Technologies in Business (OL)	
BUSN 1220 - Telephone Training (OL)	
BUSN 1240 - Office Procedures (OL)	
BUSN 1310 - Introduction to Business Culture (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 2210 - Applied Office Procedures*(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: $5,802
> 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.

Program Courses	Credits
Occupational Courses	
COMP 1000 – Introduction to Computers* (OL)	3
BUSN 1240 – Office Procedures (OL)	3
BUSN 1400 – Word Processing (OL)	4
BUSN 1440 – Document Production (OL)	4
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: $2,456
> Books/Supplies: $800
> *(Costs are estimates and are subject to change.)*

Microsoft Office Application 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.

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

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

PROGRAM COSTS

Tuition/Fees: $2,634
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:

TEST	Reading	Writing	Numerical
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.

Program Courses	Credits
General Education Core	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
Choose one of the following mathematics courses	3
MATH 1011 – Business Math (OL)	
MATH 1012- Foundations of Mathematics (OL)	
Select one of the following two courses	2
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	
PSYC 1010 – Basic Psychology (OL)	
Occupational Courses	**39**
MGMT 1100 – Principles of Management (OL)	3
MGMT 1105 – Organizational Behavior (OL)	3
MGMT 1115 – Leadership (OL)	3
MGMT 1120 – Introduction to Business (OL)	3
MGMT 1125 – Business Ethics (OL)	3
MGMT 2115 – Human Resource Management (OL)	3
MGMT 2125 – Performance Management (OL)	3
MGMT 2215 – Team Project	3
COMP 1000 - Introduction to Computers (OL)	3
Select guided electives in area of concentration	6
Select 1 of 2	3
ACCT 1100 - Financial Accounting I (OL)	
MGMT 1135 - Managerial Accounting and Finance	
Select 1 of 2	3
MGMT 1110 - Employment Rules & Regulations	
MKTG 1130 - Business Regulations and Compliance (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: $5,535
Books/Supplies: $1,200
(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.

Program Courses	Credits
Occupational Courses	**18**
MGMT 1100 - Principles of Management (OL)	3
COMP 1000 - Introduction to Computers (OL)	3
MGMT 1115 – Leadership (OL)	3
MGMT 2125 – Performance Management (OL)	3
MGMT 2130 – Employee Training and Development	3
Select 1 of 3	3
MGMT 1110 – Employment Rules & Regulations	
MKTG 1130 – Business Regulations and Compliance (OL)	
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: $2,278
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 TCC.

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.

Program Courses	Credits
Occupational Courses	**18**
MGMT 1105 – Organizational Behavior (OL)	3
MGMT 2115 – Human Resource Management (OL)	3
MGMT 2125 – Performance Management (OL)	3
MGMT 2130 – Employee Training and Development	3
Select 1 of 3	3
MGMT 1110 – Employment Rules & Regulations	
MKTG 1130 – Business Regulations and Compliance (OL)	
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: $2,278
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.

ACCREDITATION/APPROVAL

The Commercial Truck Driving program is approved by the Georgia Department of Driver Services, P.O. Box 80447, Conyers, GA 30013, Phone 866.854.3687. Graduates are eligible to take the Georgia Commercial Driver's License examination.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	46	15	17
SAT	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.

- A Class A CDL learner's permit is suggested prior to enrolling in the program.

- This program is offered in Evans County at the Evans Technical Education Complex in Hagan, Georgia.

- The Federal Motor Carriers Safety Administration (FMCSA) regulates commercial driver licensing and requires a Department of Transportation (DOT) physical and drug test prior to the issuance of a commercial driver's license (CDL) or learners permit, which is required prior to beginning in-the-truck training.

- Random drug testing is required during the course of the Commercial Truck Driving program (FMCSA Regulations 382.305 and 391, subpart E).

COMMERCIAL TRUCK DRIVING CURRICULUM

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

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

PROGRAM COSTS

Tuition/Fees: $1,139
Books/Supplies: $130
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.

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

COMP 1000 - Introduction to Computers (OL)	3
CIST 1001 – Computer Concepts (OL)	4
Computer Operating Systems Course	3
CIST 1305 – Program Design and Development (OL)	3
CIST 1401 – Computer Networking Fundamentals (OL)	4
CIS Database Elective Course	4
CIS Guided Office Productivity Application Course	3
CIS Elective	4
CIST 1122 – Hardware Installation and Maintenance (OL)	4
CIST 1601 – Information Security Fundamentals (OL)	3
CIS Elective	4
CIST 2921 – IT Analysis, Design, and Project Management (OL)	4
CIS Elective	4

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

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

> Tuition/Fees: $7,208
> Books/Supplies: $1,100
> *(Costs are estimates and are subject to change.)*

Computer Support Specialist Diploma (CS14)

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Computer Support Specialist graduates may find employment in end-user support, systems integration, PC repair/installation, commercial software support, and computer hardware/software sales.

ADMISSIONS CRITERIA

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

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

COMPUTER SUPPORT SPECIALIST CURRICULUM

The curriculum for the Computer Support Specialist diploma program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 55 semester credit hours. The program requires a minimum of 1020 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**47**
COMP 1000 - Introduction to Computers (OL)	3
CIST 1001 – Computer Concepts (OL)	4
CIS Operating Systems Course	3
CIST 1305 – Program Design and Development	3
CIS Database Elective	4
CIST 1401 – Computer Networking Fundamentals (OL)	4
CIST 1122 – Hardware Installation and Maintenance (OL)	4
CIST 1601 – Information Security Fundamentals (OL)	3
CIS Elective	4
CIS Guided Office Productivity Course	3
CIST 2921 – IT Analysis, Design, and Project Management (OL)	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: $6,247
> 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.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**35**
COMP 1000 - Introduction to Computers (OL)	3
CIST 1001 - Computer Concepts (OL)	4
CIS Elective	3
CIS Operating Systems Course	3
CIST 1122 - Hardware Installation and Maintenance (OL)	4
CIST 1401 - Computer Networking Fundamentals (OL)	4
CIS Elective	3
CIS Security Course	3
CIS Elective	4
CIS Elective	4
Microsoft Specialization	**16**
CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
MS Elective	4

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

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

> Tuition/Fees: $7,564
> 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.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I (OL)	3
MATH 1012 - Foundations of Mathematics (OL)	3
EMPL 1000 - Interpersonal Relations and Professional Development(OL)	2
Occupational Courses	**30**
COMP 1000 - Introduction to Computers (OL)	3
CIST 1001 – Computer Concepts (OL)	4
CIST 1122 – Hardware Installation and Maintenance (OL)	4
CIS Operating Systems	3
CIST 1401 – Computer Networking Fundamentals (OL)	4
CIS Security Course	3
CIS Elective	3

CIS Elective	3
CIS Elective	3
Microsoft Specialization	**16**
CIST 2411 – Microsoft Client	4
CIST 2412 – Microsoft Server Directory Services	4
CIST 2413 – Microsoft Server Infrastructure	4
MS Elective	4

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

PROGRAM COSTS

Tuition/Fees: $6,496
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;
- 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

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 1 semester to complete.

Program Courses	Credits
COMP 1000 - Introduction to Computers (OL)	3
CIST 1122 - Hardware Installation and Maintenance (OL)	4
CIS Operating Systems Course	3

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

PROGRAM COSTS

Tuition/Fees: $1,228
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.

Program Courses	Credits
COMP 1000 – Introduction to Computers (OL)	3
Operating System Course – Select 1	3
CIST 1130 – Operating Systems Concepts	
CIST 2411 – Microsoft Client	
Networking Fundamentals Course – Select 1	4
CIST 1401 – Computer Networking Fundamentals (OL)	
CIST 2414 – Microsoft Server Directory Services	

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

PROGRAM COSTS

Tuition/Fees: $1,228
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 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

COMMERCIAL CONSTRUCTION MANAGEMENT DEGREE CURRICULUM

The curriculum for the Commercial Construction Management degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 60 semester credit hours. The program requires a minimum of 960 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences Select 1	3
PSYC 1101- Introductory Psychology (OL)	
SOCI 1101- Introduction to Sociology (OL)	
ECON 1101- Principles of Economics	
ECON 2105 – Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH –1100- Quantitative Skills and Reasoning	
MATH 1111- College Algebra (OL)	
Area IV – Humanities/Fine Arts- Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130- American Literature (OL)	
HUMN 1101- Introduction to Humanities	
MUSC 1101- Music Appreciation	
Program-Specific Requirements	**3**
–General Core Elective	
Occupational Courses	**39**
	3
CCMN 1000 – Introduction to Construction and Development (OL)	2
CCMN 1020 – Building Technologies and Methods	4

CCMN 1030 – Construction Graphics	3
CCMN 1040 – Construction Safety	4
CCMN 1060 – Construction Estimating I	4
CCMN 1070 – Construction Estimating II	4
CCMN 2020 – Construction Scheduling	4
CCMN 2040 – Construction Project Management	4
Select one of the following legal courses	3
CCMN 2010 – Construction Law (OL)	
MGMT 1110- Employment Rules & Regulations	
Select one of the following Accounting courses	4
CCMN 2030 – Construction Accounting and Financial Management (OL)	
ACCT 1100- Financial Accounting I	
Occupational Specific Electives	9

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

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,030
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;
- 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

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 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
MATH 1012 – Foundations of Mathematics (OL)	3
ENGL 1010 – Fundamentals of English I (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**37**
COMP 1000 – Introduction to Computers (OL)	3
CCMN 1000 – Introduction to Construction and Development (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 (OL)	3
CCMN 2020 – Construction Scheduling	4
CCMN 2040 – Construction Project Management	4

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

PROGRAM COSTS

Tuition/Fees: $5,357
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 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

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 1 semester to complete.

Program Courses	Credits

Occupational Courses	12
COFC 1000 – Safety	2
COFC 1011- Overview of Building Construction Practices	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
COFC 1050 – Construction Print Reading Fundamentals	3

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

PROGRAM COSTS

Tuition/Fees: $1,406
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, Phone 478.207.2440. Graduates are eligible to take the Georgia State Board of Cosmetology Examination. Web: www.sos.state.ga.us/plb.

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;
- 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

COSMETOLOGY CURRICULUM

The curriculum for the Cosmetology diploma program is designed for the semester system. A student may enter the program any semester for general education courses, and fall and spring semesters for program courses. To graduate, Cosmetology diploma-seeking students must earn a minimum of 54 semester credit hours. The program requires and minimum of 1530 contact hours and generally takes 3 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
MATH 1012 – Foundations of Mathematics (OL)	3
ENGL 1010 – Fundamentals of English I (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**46**
COSM 1000 – Introduction to Cosmetology Theory* (OL)	4
COSM 1010 – Chemical Texture Services*	3
COSM 1020 – Hair Care and Treatment*	2
COSM 1030 – Haircutting*	3
COSM 1040 – Styling*	3
COMP 1000 - Introduction to Computers (OL)	3
COSM 1050 – Hair Color*	3
COSM 1060 – Fundamentals of Skin Care*	3
COSM 1070 – Nail Care and Advanced Techniques*	3
COSM 1080 – Cosmetology Practicum I*	4
COSM 1090 – Cosmetology Practicum II*	4
COSM 1100 – Cosmetology Practicum III*	4
COSM 1110 – Cosmetology Practicum IV*	4
COSM 1120 – Salon Management* (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: $5,820
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 Cosmetic 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.

Program Courses	Credits
ESTH 1000 – Introduction to Esthetics*	3
ESTH 1010 – Anatomy and Physiology of the Skin*	3
ESTH 1020 – Skin Care Procedures*	4
ESTH 1060 – Esthetics Practicum I*	4
ESTH 1030 – Electricity and Facial Treatments with Machines*	5
ESTH 1040 – Advanced Skin Care*	3
ESTH 1050 – Color Theory and Makeup*	4
COSM 1120 – Salon Management* (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: $3,951
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, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

EMPLOYMENT OPPORTUNITIES:
Shampoo Technician graduates are employable as a Cosmetology salesperson, salon manager, shampoo technician, or even salon owner.

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

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

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 1 semester to complete.

Program Courses	Credits
Select one of the following	
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Elective	3
Occupational Courses	
COSM 1000 – Introduction to Cosmetology Theory* (OL)	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: $1,317
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.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric* (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 1101-Principles of Economics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Area IV Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	

Program Specific Requirements	3
General Core Elective	
Occupational Courses	**45**
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
Practicum or Internship – Select 1	**3**
CRJU 2090 – Criminal Justice Practicum (OL)	
CRJU 2100 – Criminal Justice Externship	
Occupational Electives: Select Five of the following Occupational Courses, Minimum 15 Hours	**15**
CRJU 1021 – Private Security	
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	
CRJU 1075 – Report Writing	
CRJU 2060 – Criminology (OL)	
CRJU 2201 – Criminal Courts	
CRJU 2110 – Homeland Security	
CRJU 1043 – Probation and Parole	
CRJU 1072 – Introduction to Forensic Science	
CRJU 1074 – Applications in Introductory Forensics	
CRJU 1063 – Crime Scene Processing	
CRJU 1062 – Methods of Criminal Investigation	
FOSC 1206 – Introduction to Forensic Science*	
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.*

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,030
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Criminal Justice Technology Diploma (CJT2)

DESCRIPTION:

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology diploma does not ensure certification or officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Criminal Justice Technology diploma program are prepared for entry-level positions in corrections, probation, forensics, criminology, policies agencies, security administration, immigration, or state and federal agencies.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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.

Program Courses	Credits
Basic Skills Course	**9**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics (OL)	3
PSYC 1010 – Basic Psychology (OL)	3

Occupational Courses	39
COMP 1000 - Introduction to Computers (OL)	3
CRJU 1010 – Introduction to Criminal Justice (OL)	3
CRJU 1030 – Corrections (OL)	3
CRJU 1040 – Principles of Law Enforcement (OL)	3
CRJU 1068 – Criminal Law for Criminal Justice (OL)	3
CRJU 2050 – Criminal Procedure (OL)	3
CRJU 1400 – Ethics and Cultural Perspectives for Criminal Justice (OL)	3
CRJU 2020 – Constitutional Law for Criminal Justice (OL)	3
CRJU 2070 – Juvenile Justice (OL)	3
Practicum or Internship – Select 1	3
CRJU 2090 – Criminal Justice Practicum (OL)	
CRJU 2100 – Criminal Justice Externship	
Occupational Electives: Select 3 for a minimum of 9 hours	9
CRJU 1021 – Private Security	
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	
CRJU 2201 – Criminal Courts	
CRJU 1043 – Probation and Parole	
CRJU 1072 – Introduction to Forensic Science -	
CRJU 1074 – Applications in Introductory Forensics	
CRJU 1065 – Community-Oriented Policing	
CRJU 1062 – Methods of Criminal Investigation	
CRJU 1063 – Crime Scene Processing	
FOSC 1206 – Introduction to Forensic Science*	
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: $5,624
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

Crime Scene Fundamentals Certificate (CZ31)

DESCRIPTION:

The Crime Scene Fundamentals 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 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.

Program Courses	**Credits**
COMP 1000 – Introduction to Computers (OL)	3
CRJU 1010 – Introduction to Criminal Justice (OL)	3
CRJU 1062 – Methods of Criminal Investigation	3
CRJU 1063 – Crime Scene Processing	3

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

PROGRAM COSTS

Tuition/Fees: $1,406
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:

TEST	Reading	Writing	Numerical
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.

Program Courses	Credits
COMP 1000 - Introduction to Computers (OL)	3
CRJU 1010 – Introduction to Criminal Justice (OL)	3
CRJU 1030 – Corrections (OL)	3
CRJU 1040 – Principles of Law Enforcement (OL)	3

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

PROGRAM COSTS

Tuition/Fees: $1,406
Books/Supplies: $500
(Costs are estimates and are subject to change.)

Criminal Justice Specialist Certificate (CJ21)

DESCRIPTION:

The Criminal Justice Specialist TCC is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Criminal Justice Specialist certificate program are prepared for entry-level positions in the criminal justice field.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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.

Program Courses	Credits
CRJU 1010 – Introduction to Criminal Justice (OL)	3
CRJU 1030 – Corrections (OL)	3
CRJU 1040 – Principles of Law Enforcement (OL)	3
CRJU 1068 – Criminal Law for Criminal Justice (OL)	3
CRJU 2020 – Constitutional Law for Criminal Justice (OL)	3

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

PROGRAM COSTS

Tuition/Fees: $1,673
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, and hospitality and restaurant 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 65 semester credit hours. The program requires a minimum of 1515 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits

General Education Core	15
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	47
COMP 1000 - Introduction to Computers (OL)	3
CUUL 1000 – Fundamentals of Culinary Arts*	4
CUUL 1110 – Culinary Safety and Sanitation*	2
CUUL 1120 – Principles of Cooking*	6
CUUL 1220 – Baking Principles*	5
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	3
CUUL 2160 – Contemporary Cuisine	4
Culinary/Hospitality Related Elective	6
Select One	3
MGMT 1115- Leadership (OL)	
CUUL 2190- Principles of Culinary Leadership	

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

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,475
Books/Supplies: $1,200
Uniform/Knife Kit Package: Approximately $270*
Liability Insurance: $10 per fiscal year
Physical Exam: $150**
TB Test: $40**
Hepatitis B Series: $265**
Course Supply Fees:

- CUUL 1120 Principles of Cooking: $40
- CUUL 1220 Baking Principles: $40
- CUUL 1320 Garde Manger: $40
- CUUL 1129 Fundamentals of Restaurant Operations: $40
- CUUL 2160 Contemporary Cuisine : $40

Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.
***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 the end 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, and hospitality and restaurant 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 52 semester credit hours. The program requires a minimum of 1320 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
MATH 1012 – Foundations of Mathematics (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
ENGL 1010 – Fundamentals of English I (OL)	3
Occupational Courses	**41**
COMP 1000 - Introduction to Computers (OL)	3
CUUL 1000 – Fundamentals of Culinary Arts*	4
CUUL 1110 – Culinary Safety and Sanitation*	2
CUUL 1120 – Principles of Cooking*	6
CUUL 1129 – Fundamentals of Restaurant Operations	4
CUUL 1220 – Baking Principles*	5
CUUL 1320 – Garde Manger*	4
CUUL 1370 – Culinary Nutrition and Menu Development	3
CUUL 2130 – Culinary Practicum and Leadership	6
CUUL 2160 – Contemporary Cuisine	4
Select One	3
MGMT 1115- Leadership (OL)	
CUUL 2190- Principles of Culinary Leadership	

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

PROGRAM COSTS

Tuition/Fees: $5,980
Books/Supplies: $1,000
Uniform/Knife Kit Package: Approximately $270*
Liability Insurance: $10 per fiscal year
Physical Exam: $150 **
TB Test: $40**
Hepatitis B Series: $265**
Course Supply Fees:
- CUUL 1120 Principles of Cooking: $40
- CUUL 1220 Baking Principles: $40
- CUUL 1320 Garde Manger: $40
- CUUL 1129 Fundamentals of Restaurant Operations: $40
- CUUL 2160 Contemporary Cuisine : $40

* Uniforms/ Knife Kits package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.
**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 the end 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, 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 315 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
CUUL 1000 – Fundamentals of Culinary Arts*	4
CUUL 1110 – Culinary Safety and Sanitation*	2
CUUL 1120- Principles of Cooking*	6

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

PROGRAM COSTS

Tuition/Fees: $1,754
Books/Supplies: $200
Uniform/Knife Kit Package: Approximately $270*
Course Supply Fee: CUUL 1120 $40
Liability Insurance: $10 per fiscal year
Physical Exam: $150**
TB Test: $40**
Hepatitis B Series: $265**
Course Supply Fee:
CUUL 1120 Principles of Cooking: $40
Uniform/ Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.
**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 the end 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/APPROVAL

The program in Dental Assisting 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 60611-2678. The Commission's web address is: http://www.ada.org/100.aspx.

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, PSYC 1010, and COMP 1000must 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 49 semester credit hours. The program requires a minimum of 1125 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**6**
ENGL 1010 – Fundamentals of English I (OL)	3
PSYC 1010 – Basic Psychology (OL)	3
Occupational Courses	**43**
COMP 1000 - Introduction to Computers (OL)*	3
DENA 1010 – Basic Human Biology*	1
DENA 1050 – Microbiology and Infection Control*	3
DENA 1080 – Dental Anatomy*	5
DENA 1340 – Dental Assisting I: General Chairside*	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*	1
DENA 1400 – Dental Practice Management*	2
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: $5,713
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 2nd 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:
- Healthcare Provider 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 hours 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
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 1605 contact hours and generally takes 5 semesters to complete. Graduates must complete one of the following specializations as a part of the program: Paraprofessional Specialization, Exceptionalities Specialization, or Program Management Specialization.

Program Courses	Credits
General Education Core	**18**
Area I – Language Arts/Communications	6
ENGL 1101 – Composition and Rhetoric* (OL)	
Language Arts/Communication Elective	
ENGL 1102 –Literature and Composition (OL)	
SPCH 1101 –Public Speaking (OL)	
Area II – Social/Behavioral Sciences	3
PSYC 1101 – Introductory Psychology (OL)	
Area III – Natural Sciences/Mathematics- Select 1	3
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
MATH 1100 – Quantitative Skills and Reasoning	
Area IV – Humanities and Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**48**
ECCE 1101 – Introduction to Early Childhood Care and Education* (OL)	3
ECCE 1103 – Child Growth and Development* (OL)	3
ECCE 1105 – Health, Safety and Nutrition* (OL)	3
ECCE 2115 – Language and Literacy	3
ECCE 1112 – Curriculum and Assessment*	3
ECCE 1113 – Creative Activities for Children	3
COMP 1000 – Introduction to Computers (OL)	3
ECCE 2201 – Exceptionalities* (OL)	3
ECCE 2202 – Social Issues and Family Involvement	3
ECCE 2203 – Guidance and Classroom Management (OL)	3
ECCE 1121 – Early Childhood Care and Education Practicum*	3
ECCE 2116 – Math and Science	3
ECCE 2240 – Early Childhood Care and Education Internship*	12
Specializations – Select ONE Pair (Two Courses)	**6**
Paraprofessional Specialization	
ECCE 2310 – Paraprofessional Methods and Materials (OL)	

ECCE 2312 – Paraprofessional Roles and Practices (OL)	
Program Administration	
ECCE 2320 – Program Administration and Facility Management (OL)	
ECCE 2322 – Personnel Management (OL)	
Exceptionalities	
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.*

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $8,098
Books/Supplies: $2,000
Uniform Costs: Approximately $150
Liability Insurance: $10 per fiscal year
Hepatitis B Series: $80
Criminal Background Check: $50-$100
Course Supply Fee: ECCE 1105 Health, Safety and Nutrition- $10
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 7.5 hours a week in a supervised work setting, for a total of 90 hours for the course. The internship course requires that the student spend a minimum of 36 hours a week in a supervised work setting, for a total of 450 hours. For practicum and internship courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum/Internship Assignments

Practicum/internship times will vary depending on the site. Practicum/internship sites are selected by the instructor. Students are responsible for having reliable transportation to the site.

Early Childhood Care and Education Diploma (ECC2)

DESCRIPTION

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualification of early childhood care and education provider. Satisfactory criminal records check is required for all students prior to participating in any lab setting.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Care and Education diploma program are prepared to work in child care centers, family day care homes, group child care, Head-Start programs, preschool programs, before and after school programs, and in-home care.

ADMISSIONS CRITERIA

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

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

EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA CURRICULUM

The curriculum for the Early Childhood Care and Education diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 53 semester credit hours. The program requires a minimum of 1320 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics (OL)	3
Select 1	2
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	
PSYC 1010 – Basic Psychology (OL)	
Occupational Courses	**45**
ECCE 1101 – Introduction to Early Childhood Care and Education* (OL)	3
ECCE 1103 – Child Growth and Development* (OL)	3
ECCE 1105 – Health, Safety and Nutrition* (OL)	3
ECCE 1112 – Curriculum and Assessment	3
ECCE 1113 – Creative Activities for Children	3
ECCE 1121 – Early Childhood Care and Education Practicum*	3
ECCE 2115 – Language and Literacy	3
ECCE 2116 – Math and Science	3
ECCE 2202 – Social Issues and Family Involvement	3
ECCE 2203 – Guidance and Classroom Management (OL)	3
COMP 1000 – Introduction to Computers (OL)	3
ECCE 2240 – Early Childhood Care and Education Internship*	12

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

PROGRAM COSTS

Tuition/Fees: $6,069
Books/Supplies: $1,500
Uniform Costs: Approximately $150

Liability Insurance: $10 per fiscal year
Hepatitis B Series: $80
Criminal Background Check: $50-$100
Course Supply Fee: ECCE 1105 Health, Safety and Nutrition- $10
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 7.5 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 2 semesters to complete.

Program Courses	Credits
ECCE 1101 – Introduction to Early Childhood Care and Education* (OL)	3
ECCE 1103 – Child Growth and Development* (OL)	3
ECCE 1105 – Health, Safety and Nutrition* (OL)	3
ECCE 1112 – Curriculum and Assessment	3
Choose one of the following:	**2**
ECCE 1121 – Early Childhood Care and Education Practicum*	
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: $1,922
Books/Supplies: $650
Uniform Costs: Approximately $150
Liability Insurance: $10 per fiscal year
Hepatitis B Series: $80
Criminal Background Check: $50-$100
Course Supply Fee: ECCE 1105 Health, Safety and Nutrition- $10
Uniforms are required beginning 2nd semester.
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Practicum Sites:
- CPR Certification; First Aid Training;
- Beginning second semester, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Child Development Specialist program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 7.5 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 2 semesters to complete.

Program Courses	Credits
ECCE 2201 – Exceptionalities* (OL)	3
ECCE 2360 – Classroom Strategies for Exceptional Children*	3
ECCE 2362 – Exploring Your Role in the Exceptional Environment	3

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

PROGRAM COSTS

Tuition/Fees: $1,477
Books/Supplies: $395
Uniform Costs: Approximately $150
Liability Insurance: $10 per fiscal year
Hepatitis B Series: $80
Criminal Background Check: $50-$100
Uniforms are required beginning 2nd semester.
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Evans, and Screven Counties
Special Requirements of the Practicum Sites:
- CPR Certification; First Aid Training;
- Beginning second semester, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Exceptionalities program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 2.5 hours a week in a supervised work setting, for a total of 37.5 hours. For practicum courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum Assignments

Practicum times will vary depending on the site. Practicum sites are selected by the instructor. Students are responsible for having reliable transportation to the site.

Early Childhood Program Administration Certificate (ECP1)

DESCRIPTION

The purpose of the Early Childhood Program Administration technical certificate of credit program is to provide the necessary skills to administer and manage a child care business anywhere in Georgia and to provide a career path for people working in the field who wish to move into administration. This certificate satisfies the mandated 40-hour director training required by DECAL.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Program Administration certificate are prepared to become qualified owners and directors of child care centers as well as find employment in child care centers, family child care homes, group child care homes, Head Start programs, preschool programs, and before and after school programs for entry level employment as Early Childhood Program Administration in child care centers, group child care, and preschool programs.

ADMISSIONS CRITERIA

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

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

EARLY CHILDHOOD PROGRAM ADMINISTRATION CERTIFICATE CURRICULUM

The curriculum for the Early Childhood Program Administration program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 9 semester credit hours. The program requires a minimum of 135 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
ECCE 1103 – Child Growth and Development* (OL)	3
ECCE 2320 – Program Administration and Facility Management (OL)	3
ECCE 2322 – Personnel Management (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: $1,139
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;
- 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

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 43 semester credit hours. The program requires a minimum of 765 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**35**
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	2
ELTR 1080 – Commercial Wiring I	5
ELTR 1090 – Commercial Wiring II	3
ELTR 1180 – Electrical Controls	4
Occupationally Related Elective	3
Electrical Construction and Maintenance Specialization	
ELTR 1205 – Residential Wiring I	3
ELTR 1210 – Residential Wiring II	3
Occupational Elective	4
Industrial Electrical Technology Specialization	
ELTR 1220 – Industrial PLC's	4
ELTR 1250 – Diagnostic Troubleshooting	2
ELTR 1270 –N.E.C. Industrial Wiring Applications	4

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

PROGRAM COSTS

Tuition/Fees: $5,179
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 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;
- 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

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 13 semester credit hours. The program requires a minimum of 255 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
Basic Skills Course	
MATH 1012 – Foundations of Mathematics (OL)	3
Occupational Courses	
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	2

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

PROGRAM COSTS

Tuition/Fees: $1,495
Books/Supplies: $405
Course Supply Fees:
- IDFC 1011 Direct Current I: $10
- ELTR 1020 Electrical Systems Basics I: $10

(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;
- 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

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 375 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
ELTR 1060 – Electrical Prints, Schematics, and Symbols (OL)	2
ELTR 1080 – Commercial Wiring I	5
ELTR 1090 – Commercial Wiring II	3
IDFC 1007 – Industrial Safety Procedures (OL)	2
IDFC 1011- Direct Current I	3
ELTR 1020- Electrical Systems Basics I	3

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

PROGRAM COSTS

Tuition/Fees: $2,278
Books/Supplies: $300
Course Supply Fees:
- ELTR 1020 Electrical Systems Basics I: $10
- ELTR 1080 Commercial Wiring I   : $15
- ELTR 1090 Commercial Wiring II: $15
- IDFC 1011 Direct Current I: $10

(Costs are estimates and are subject to change.)

Photovoltaic Systems Installation and Repair Technician Certificate (PS11)

DESCRIPTION

The Photovoltaic Systems Installation and Repair Technician Technical Certificate of Credit provides individuals with the opportunity to enter the workforce area that specializes in electrical applications of installing, inspecting, and repairing solar panels in the electrical construction industry.

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;
- 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

PHOTOVOLTAIC SYSTEMS INSTALLATION & REPAIR TECHNICIAN 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 15 semester credit hours. The program requires a minimum of 315 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
IDFC 1007 – Industrial Safety Procedures (OL)	2
IDFC 1011 – Direct Current I	3
ELTR 1020 – Electrical Systems Basics I	3
ELTR 1060 – Electrical Prints, Schematics, and Symbols (OL)	2
ELTR 1525 – Photovoltaic Systems	5

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

PROGRAM COSTS

Tuition/Fees: $1,673
Books/Supplies: $400
Course Supply Fees:
- 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 2 semesters to complete.

Program Courses	Credits
FRSC 1020 – Basic Firefighter – Emergency Services Fundamentals*	3
FRSC 1030 – Basic Firefighter – MODULE I*	5
FRSC 1040 – Basic Firefighter – MODULE II*	3
FRSC 1141 – Hazardous Materials Operations*	4

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

PROGRAM COSTS

Tuition/Fees: $2,011
Books/Supplies: $750
Course Supply Fees:
- FRSC 1020 Basic Firefighter- Emergency Services Fundamentals: $20
- 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 a graduate of the Firefighter I Technical Certificate of Credit or NPQ Firefighter I Certified. Program graduates receive a Fire Fighter II Technical Certificate of Credit. Note: Candidate must be certified at the NPA Firefighter I level to be eligible for NPQ Firefighter II certification.

EMPLOYMENT OPPORTUNITIES

Graduates may find employment as firefighters and in paid volunteer fire departments.

ADMISSIONS CRITERIA
- Hold certification as NPA Firefighter I level;
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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.

Program Courses	Credits
FRSC 1050 – Fire and Life Safety Educator I*	3
FRSC 1060 – Fire Prevention, Preparedness and Maintenance*	3
FRSC 1070 – Introduction to Technical Rescue*	4
FRSC 1080 – Fire Ground Operations*	3

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

PROGRAM COSTS

Tuition/Fees: $1,833
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 61 semester credit hours. The program requires a minimum of 1411 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	**16**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics	3
MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	4

BIOL 1111- Biology I	
BIOL 1111L- Biology Lab I	
Occupational Courses	**45**
COMP 1000- Introduction to Computers (OL)	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	3
Select one:	**3**
FWMT 1030- Terrestrial Ecology	
FWMT 1040 – Aquatic Ecology	
FWMT 1080 – Plantation Operations	
Select one:	**3**
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.

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,119
Books/Supplies: $1,500
Liability Insurance: $10 per Fiscal Year
Course Supply Fee: FWMT 1000 Introduction to Wildlife Management- $10
(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.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**32**
COMP 1000 - Introduction to Computers (OL)	3
FWMT 1000 – Introduction to Wildlife Management	3
FWMT 1010 – Equipment Use	3
FWMT 2020 – Habitat Manipulation	4
FWMT 1070 – Mammalogy	3
FWMT 2010 – Wildlife Management Techniques	4
FWMT 2030 – Fish Pond Management	3
FORS 1030 – Dendrology	3
Guided Electives	6

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

PROGRAM COSTS

Tuition/Fees: $4,574
Books/Supplies: $1,200
Course Supply Fee: FWMT 1000 Introduction to Wildlife Management: $10
(Costs are estimates and are subject to change.)

FORENSICS

Forensic Science Technology Associate of Applied Science (FST3)

DESCRIPTION

The Forensic Science Technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Forensic Science Technology program are prepared for positions with general law enforcement agencies, state and local corrections, private security firms and juvenile justice positions.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;

- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	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.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric* (OL)	
Area II – Social/Behavioral Sciences	3
PSYC 1101 – Introductory Psychology (OL)	
Area III – Natural Sciences/Mathematics	3
MATH 1111 – College Algebra* (OL)	
Area IV Humanities/Fine Arts- Choose 1:	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program Specific Requirements:	3
SPCH 1101 – Public Speaking (OL)	
Occupational Courses	**53**
BIOL 2113 – Anatomy and Physiology I*	3
BIOL 2113L – Anatomy and Physiology Lab I*	1
BIOL 2114 – Anatomy and Physiology II	3
BIOL 2114L – Anatomy and Physiology Lab II	1
BIOL 2117 – Introductory Microbiology	3
BIOL 2117L – Introductory Microbiology Lab	1
CHEM 1211 – Chemistry I	3
CHEM 1211L – Chemistry Lab I	1
COMP 1000 – Introduction to Computers (OL)	3
CRJU 1010 – Introduction to Criminal Justice (OL)	3
FOSC 1206 – Introduction to Forensic Science *	3
CRJU 2050 – Criminal Procedure (OL)	3
FOSC 2010 – Crime Scene Investigation I*	4
FOSC 2011 – Crime Scene Investigation II	4

FOSC 2014 – Documentation and Report Preparation	4
FOSC 2150 – Case Preparation and Courtroom Testimony	4
Select 3: 1 can be CRJU 2060 or FOSC 2037; 2 must be lab courses.	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: $7,742
Books/Supplies: $1,800
Course Supply Fees:

- FOSC 1206 Introduction to Forensic Science: $20
- FOSC 2010 Crime Scene Investigation I: $20
- FOSC 2011 Crime Scene Investigation 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.)

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 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.

Program Courses	Credits
FOSC 1206 – Introduction to Forensic Science*	3
FOSC 2010 – Crime Scene Investigation I*	4
FOSC 2011 – Crime Scene Investigation II	4
FOSC 2014 – Documentation and Report Preparation	4
FOSC 2150 – Case Preparation and Courtroom Testimony	4

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

PROGRAM COSTS

Tuition/Fees: $2,367
Books/Supplies: $450
Course Supply Fees:
- FOSC 1206 Introduction to Forensic Science: $20
- FOSC 2010 Crime Scene Investigation I: $20
- FOSC 2011 Crime Scene Investigation II: $20

(Costs are estimates and are subject to change.)

FUNERAL SERVICE EDUCATION

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; 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/APPROVAL

The Funeral Service Education program at Ogeechee Technical College is accredited by the American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506, Ph. 816-233-3747. Web: www.abfse.org

LICENSURE/CERTIFICATION

To become licensed in the State of Georgia, a student must successfully complete the course of study at an accredited Funeral Service Education program, pass the national and state examinations, and complete a required apprenticeship.

NATIONAL BOARD EXAMINATION

After January 1, 2004, each accredited program in Funeral Service Education must require that each funeral service student take the National Board Examination (NBE) as a requirement for graduation. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website (www.abfse.org).

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	43	37
SAT	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 72 semester credit hours. The program requires a minimum of 1245 contact hours and generally takes 6 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric* (OL)	
Area II – Social/Behavioral Sciences	3
PSYC 1101 – Introductory Psychology (OL)	
Area III – Natural Sciences/Mathematics	3
MATH 1111 – College Algebra (OL)	
Area IV Humanities/Fine Arts Elective	3
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program Specific Requirements	3
ENGL 1102 – Literature and Composition (OL)	
Occupational Courses	**60**
COMP 1000 - Introduction to Computers (OL)	3
FSRV 1010 – History of Funeral Service* (OL)	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 *	2
FSRV 1070 – Small Business Administration for Funeral Service* (OL)	4
FSRV 2060 – Restorative Art*	4
FSRV 2090 – Grief Counseling and Sociology for Funeral Service*	3
FSRV 2100 – Funeral Service Seminar	3
ACCT 1100 – Financial Accounting I (OL)	4
SPCH 1101 – Public Speaking (OL)	3
MKTG 1130 – Business Regulations and Compliance OR ACCT 2140 – Legal Environment of Business (OL)	3

Grade of "B" or better required

 (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: $8,434
Books/Supplies: $1,100
Liability Insurance: $10 per fiscal year
National Board Exam: $500
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: $25
- FSRV 2060 Restorative Art: $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 1335 contact hours and generally takes 5 terms to complete.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences	3
PSYC 1101 – Introductory Psychology (OL)	
Area III – Natural Sciences/Mathematics	6
MATH 1111 – College Algebra (OL)	
Choose One from the following Three Options:	
MATH 1101 – Mathematical Modeling	
MATH 1112 – College Trigonometry	
MATH 1113 – Pre-calculus	
Area IV – Humanities/Fine Arts- Select 1	3
–ARTS 1101- Art Appreciation	
ENGL 2130- American Literature (OL)	
HUMN 1101 – Introduction to Humanities	
MUSC 1101- Music Appreciation	
Occupational Courses	**45**
COMP 1000 – Introduction to Computers (OL)	3
GIFS 1101 – Introduction to Geographic Information Systems	4
GIFS 1103 – Intermediate GIS*	4
GIFS 1109 – Special Topics in GIS	4

GIFS 1114 – Advanced GIS: Application Development	4
GIFS 1116 – Spatial Analysis in GIS	4
GIFS 1122 – GIS in Science, Business, and Government	4
GIFS 1124 – Cartographic Design for GIS	4
Select one of the following courses	4
GIFS 1126 – Database Design and Management in GIS	
CIST 2129- Comprehensive Database Techniques	
GIFS 2030- Geographic Information System Exit Review	2
Choose one of the following track options	8
Option I: GIFS 2000 – Geographic Information Systems Practicum/Internship (3 hrs) and choose 5 hours of any AGRB, CIST, FWMT, HRMT, BUSN, FOSC, MGMT or MKTG course	
Option II: GIFS 2010 – Geographic Information Systems Practicum/Internship (4 hrs) and choose 4 hours of any AGRB, CIST, FWMT, HRMT, BUSN, FOSC, MGMT 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: $7,030
> Books/Supplies: $1,400
> *(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
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

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 1095 contact hours and generally takes 4 terms to complete.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**39**
COMP 1000 - Introduction to Computers (OL)	3
GIFS 1101 – Introduction to Geographic Information Systems	4
GIFS 1103 – Intermediate GIS*	4
GIFS 1109 – Special Topics in GIS	4
GIFS 1114 – Advanced GIS: Application Development	4
GIFS 1116 – Spatial Analysis in GIS	4
GIFS 1122 – GIS in Science, Business, and Government	4
GIFS 1124 – Cartographic Design for GIS	4
GIFS 2010 – Geographic Information Systems Practicum/Internship	4
Choose one of the following courses	4
GIFS 1126 – Database Design and Management in GIS	
CIST 2129- Comprehensive Database Techniques	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: $5,535
Books/Supplies: $1,200
(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:

TEST	Reading	Writing	Numerical
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 360 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
GIFS 1101 – Introduction to Geographic Information Systems	4
GIFS 1103 – Intermediate GIS*	4
GIFS 1109 – Special topics in GIS	4
GIFS 1122 – GIS in Science, Business, and Government	4

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

PROGRAM COSTS

Tuition/Fees: $2,100
Books/Supplies: $400
(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/APPROVAL

The Health Information Technology Associate of Applied Science program is accredited by the Commission on Education Accreditation for Health Informatics and Information Management (CAHIM). CAHIM may be contacted at 233 N. Michigan Ave., 21st floor, Chicago, IL 60601-5800, Phone 312.233.1100 or email: 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.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communications	3
ENGL 1101 – Composition and Rhetoric* (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning*	
MATH 1101 – Mathematical Modeling*	
MATH 1111 – College Algebra (OL)*	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**49**
HIMT 1100 – Introduction to Health Information Technology (OL)	3
HIMT 1350 – Pharmacotherapy* (OL)	2
COMP 1000 - Introduction to Computers* (OL)	3
BIOL 2113 – Anatomy and Physiology I*	3
BIOL 2113L – Anatomy and Physiology Lab I*	1
HIMT 1250 – Health Record Content and Structure* (OL)	2
BIOL 2114 – Anatomy and Physiology II*	3
BIOL 2114L – Anatomy and Physiology Lab II*	1
HIMT 1150 – Computer Applications in Healthcare (OL)	2

HIMT 2200 – Performance Improvement (OL)	2
HIMT 1200 – Legal Aspects of Healthcare* (OL)	2
MAST 1120 – Human Pathological Conditions in the Medical Office (OL)	3
HIMT 1400 – Coding and Classification – ICD Basic* (OL)	4
HIMT 2300 – Healthcare Management (OL)	3
HIMT 2150 – Healthcare Statistics (OL)	2
HIMT 1410 – Coding and Classification- ICD Advanced Coding (OL)	3
HIMT 2400 – Coding and Classification System – 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: $7,724
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 9hours, he/she will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the course instructor.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday. However, some clinical sites may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

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 Associate of Applied Science 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 5 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	

Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**45**
COMP 1000 - Introduction to Computers (OL)	3
HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management*	3
HRTM 1110 - Travel Industry and Travel Geography	3
HRTM 1140 - Hotel Operations Management	3
HRTM 1150 - Event Planning (OL)	3
HRTM 1160 - Food and Beverage Management	3
HRTM 1201 - Hospitality Marketing (OL)	3
HRTM 1210 - Hospitality Law (OL)	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.*

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,030
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	70	32	26
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

.**Program Courses**	**Credits**
Basic Skills Courses	**8**
ENGL 1010 - Fundamentals of English I (OL)	3
Choose one of the following mathematics courses	3
MATH 1011- Business Math (OL)	
MATH 1012 - Foundations of Mathematics (OL)	
EMPL 1000 - Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**36**
COMP 1000 - Introduction to Computers (OL)	3
HRTM 1100 – Introduction to Hotel, Restaurant, and Tourism Management*	3
HRTM 1110 – Travel Industry and Travel Geography	3
HRTM 1140 – Hotel Operations Management	3
HRTM 1150 – Event Planning (OL)	3
HRTM 1160 – Food and Beverage Management	3
HRTM 1201 – Hospitality Marketing (OL)	3
HRTM 1210 – Hospitality Law (OL)	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: $5,268
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	70	32	26
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.

Program Courses	Credits
HRTM 1150 – Event Planning (OL)	3
HRTM 1201 – Hospitality Marketing (OL)	3
HRTM 1210 – Hospitality Law (OL)	3

PROGRAM COSTS

Tuition/Fees: $1,139
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.

Program Courses	Credits
HRTM 1100 – Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160 – Food and Beverage Management	3
HRTM 1201 – Hospitality Marketing (OL)	3
Hotel/Restaurant/Tourism or Related Elective	3

PROGRAM COSTS

Tuition/Fees: $1,744
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;
- 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

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 15 semester credit hours. The program requires a minimum of 450 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
IDSY 1110 – Industrial Motor Controls I	5
IDSY 1120 – Basic Industrial PLC's	5
IDSY 1220 – Intermediate Industrial PLC's	5

PROGRAM COSTS

Tuition/Fees: $1,673
Books/Supplies: $300
(Costs are estimates and are subject to change.)

MARKETING MANAGEMENT

Marketing Management Associate of Applied Science (MM13)

DESCRIPTION

The Marketing Management Associate of Applied Science degree program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.   Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing. Graduates of the program receive a Marketing Management degree with specializations in marketing management, entrepreneurship, retail management, or professional selling..

EMPLOYMENT OPPORTUNITIES

Graduates of the Marketing Management Associate of Applied Science degree program 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 MANAGEMENT DEGREE CURRICULUM

The curriculum for the Marketing Management degree program is designed for the semester system. A student may enter the program any semester. Students must complete one of the following specialization areas: entrepreneurship, marketing management, professional selling, 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.

Program Courses	**Credits**
General Education Core	**15**
Area I – Language Arts/Communications	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling	

MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**48**
COMP 1000 - Introduction to Computers* (OL)	3
ACCT 1100 – Financial Accounting I (OL)	4
BUSN 1190 – Digital Technologies in Business (OL)	2
MKTG 1100 – Principles of Marketing* (OL)	3
MKTG 1130 – Business Regulations and Compliance	3
MKTG 1160 – Professional Selling (OL)	3
MKTG 1190 – Integrated Marketing Communications (OL)	3
MKTG 2090 – Marketing Research (OL)	3
MGMT 1100- Principles of Management (OL)	3
Elective	3
Select two from the following	**6**
MKTG 2000 – Global Marketing (OL)	
MKTG 2290 – Marketing Internship/Practicum	
MKTG 2300 – Marketing Management	
Specializations – Select One of the Four Areas	12
Marketing Management	
MKTG 1370 – Consumer Behavior	
MKTG 2060 – Marketing Channels	
Marketing Elective	
Select One	
MKTG 1210 – Services Marketing (OL)	
MKTG 2070 – Buying and Merchandising (OL)	
Entrepreneurship	
MKTG 2010 – Small Business Management (OL)	
–MKTG 2210 – Entrepreneurship (OL)	
Select One	
–) MKTG 1210 – Services Marketing	
– MKTG 2070 – Buying and Merchandising (OL	
Retail Management	
MKTG 1270 – Visual Merchandising	

MKTG 1370 – Consumer Behavior	
MKTG 2070 – Buying and Merchandising (OL)	
MKTG 2270 – Retail Operations Management	
Professional Selling	
– MKTG 1210 – Services Marketing (OL)	
MKTG 1370 – Consumer Behavior	
–) MKTG 2060 – Marketing Channels	
MKTG 2160 – Advanced Selling	

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

NOCTI REQUIREMENT

In order to receive a grade for certain courses and as part of requirements for program completion, students must complete the National Occupational Competency Testing Institute (NOCTI) test. Testing times will be by appointment and will be scheduled by the instructor after consultation with each student. The results of the test will not impact the assigned grade for the course.

PROGRAM COSTS

Tuition/Fees: $7,297
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Marketing Management Diploma (MM12)

DESCRIPTION

The Marketing Management diploma program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing. Graduates of the program receive a Marketing Management diploma with specializations in marketing management, entrepreneurship, retail management, or professional selling.

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 MANAGEMENT DIPLOMA CURRICULUM

The curriculum for the Marketing Management diploma program is designed for the semester system. A student may enter the program any semester. Students must complete one of the following specialization areas: entrepreneurship, marketing, 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.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
Select one of the following math courses:	3
MATH 1011 – Business Math (OL)	
MATH 1012- Foundations of Mathematics (OL)	
Select one of the following courses:	2
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	
PSYC 1010 – Basic Psychology (OL)	
Occupational Core Courses	**48**
COMP 1000 - Introduction to Computers* (OL)	3
–) BUSN 1190 – Digital Technologies in Business (OL)	4
– ACCT 1100 – Financial Accounting I (OL)	2
MKTG 1100 – Principles of Marketing* (OL) MKTG 1130 – Business Regulations and Compliance	3
MKTG 1130 – Business Regulations and Compliance	3
–MKTG 1160 – Professional Selling (OL)	3
MKTG 1190 – Integrated Marketing Communications (OL)	
MKTG 2090 – Marketing Research (OL)	3
–	3
–	3
Guided Elective	3
Select one	**3**
–MGMT 1100 – Principles of Management (OL)	
– BUSN 1300 – Introduction to Business	
Select two of the following	6
MKTG 2000 – Global Marketing (OL)	
MKTG 2290 – Marketing Internship/Practicum	
MKTG 2300 – Marketing Management	
Specializations – Select One of the Four Areas	12
Marketing Management	
–MKTG 1370 – Consumer Behavior	
– MKTG 2060 – Marketing Channels	
Marketing Elective	
Select One	
MKTG 1210 – Services Marketing (OL)	
MKTG 2070 – Buying and Merchandising (OL)	
Entrepreneurship	
) MKTG 2010 – Small Business Management (OL)	

– MKTG 2210 – Entrepreneurship (OL	
Select One	
MKTG 1210 – Services Marketing (OL)	
MKTG 2070 – Buying and Merchandising (OL)	
Retail Management	
MKTG 1270 – Visual Merchandising	
MKTG 1370 – Consumer Behavior	
MKTG 2070 – Buying and Merchandising (OL)	
MKTG 2270 – Retail Operations Management (OL)	
–	
Professional Selling	
MKTG 1210 – Services Marketing (OL)	
MKTG 1370 – Consumer Behavior	
MKTG 2060 – Marketing Channels	
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: $6,336
Books/Supplies: $1,350
(Costs are estimates and are subject to change.)

Entrepreneurship Certificate (EN11)

DESCRIPTION

The Entrepreneurship certificate program generally prepares individuals to perform development, marketing, and management functions associated with owning and operating a business.

EMPLOYMENT OPPORTUNITIES

The Entrepreneurship certificate will expose students to the necessary skills to begin and manage a small business, whether the student desires to start a new small business or purchase an existing small business. The completion of an actual business plan is the culmination of the program.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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.

Program Courses	**Credits**

MKTG 1130 – Business Regulations and Compliance (OL)	3
MKTG 2210 – Entrepreneurship (OL)	6
Select One	3
MGMT 1100 – Principles of Management (OL)	
MKTG 2010 – Small Business Management (OL)	

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

PROGRAM COSTS

Tuition/Fees: $1,744
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Logistics Specialist Certificate (LS21)

DESCRIPTION

The Logistics Specialist 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:

TEST	Reading	Writing	Numerical
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 1 semester to complete.

Program Courses	**Credits**
LOGI 1000 – Business Logistics	3
LOGI 1010 – Purchasing	3
LOGI 1020 – Materials Management	3
LOGI 1030 – Product Lifecycle Management	3

PROGRAM COSTS

Tuition/Fees: $1,406
Books/Supplies: $ 350
(Costs are estimates and are subject to change.)

Marketing Management Specialist Certificate (MS21)

DESCRIPTION

The Marketing Management Specialist certificate program prepares individuals to execute a company's marketing plans.

EMPLOYMENT OPPORTUNITIES

Graduates of the Marketing Management 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 MANAGEMENT SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Marketing Management Specialist technical certificate of credit program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 12 semester credit hours. The program requires a minimum of 180 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
MKTG 1100 – Principles of Marketing (OL)	3
MKTG 1190 – Integrated Marketing Communications (OL)	3
MKTG 1160 – Professional Selling (OL)	3
Marketing Elective	3

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

PROGRAM COSTS

Tuition/Fees: $1,744
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Small Business Marketing Manager Certificate (SB51)

DESCRIPTION

The Small Business Marketing Manager certificate 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.

Program Courses	Credits
MKTG 1100 – Principles of Marketing (OL)	3
MKTG 1130 – Business Regulations and Compliance (OL)	3
MKTG 1160 – Professional Selling (OL)	3
MKTG 1190 – Integrated Marketing Communications (OL)	3
MKTG 2010 – Small Business Management (OL)	3

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

PROGRAM COSTS

Tuition/Fees: $2,011
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/APPROVAL

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB, www.maerb.org., Ph.-800-228-2262, Fax-312-899-1259of the American Association of Medical Assistants' Endowment (AAMAE, www.aama-ntl.org). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 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.

Program Courses	Credits
Basic Skills Courses	**9**
ENGL 1010 – Fundamentals of English I* (OL)	3
MATH 1012 – Foundations of Mathematics* (OL)	3
PSYC 1010 – Basic Psychology* (OL)	3
Occupational Courses	**52**
ALHS 1011 – Anatomy and Physiology* (OL)	5
ALHS 1090 – Medical Terminology for Allied Health Sciences* (OL)	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* (OL)	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 1120 – Human Pathological Conditions in the Medical Office*–	3
MAST 1170 – Medical Assisting Externship*–	6
MAST 1180 – Medical Assisting Seminar*–	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: $7,119
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
Course Supply Fees:
- MAST 1080 Medical Assisting Skills I: $20
- MAST 1090 Medical Assisting Skills II: $25
- ALHS 1040 Introduction to Health Care: $20

* Uniforms are required beginning with MAST 1080
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

<u>Number of Practicum Sites:</u> 20
<u>General Location of the Practicum Sites:</u>

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 270 hours in a supervised work setting. Students may not receive any compensation from the practicum site for practicum hours. If the student misses more than 10%, 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. Graduates may also sit for the CPC exams offered through the American Academy of Professional Coders. Information is available through www.aapc.com.

ADMISSIONS CRITERIA:

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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.

Program Courses	Credits
ALHS 1011 – Anatomy and Physiology* (OL)	5

ALHS 1090 – Medical Terminology for Allied Health Sciences* (OL)	2
ENGL 1010 – Fundamentals of English I* (OL)	3
MAST 1120 – Human Pathological Conditions in the Medical Office (OL)*	3
MAST 1510 – Medical Billing and Coding I* (OL)	2
MAST 1520 – Medical Billing and Coding II* (OL)	3
MAST 1530 – Medical Procedural Coding* (OL)	2
BUSN 1440 – Document Production (OL)	4

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

PROGRAM COSTS

Tuition/Fees: $2,812
Books/Supplies: $750
Certification Exam: CCA - $299, CCS - $399, CPC - $300
(Costs are estimates and are subject to change.)

Medical Office Support Specialist Certificate (MF31)

DESCRIPTION

The Medical Office Support Specialist program provides learning opportunities which introduce, develop, and reinforce academic an occupational knowledge, skills and attitudes required in today's medical offices. Medical Office Support Specialists answer the telephone and keep records of callers, schedule appointments, greet patients, and interview patients to gain needed information.

EMPLOYMENT OPPORTUNITIES

The Medical Office Support Specialist program prepares students to work in the front office of a physician's office, clinic or other out-patient facilities.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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.

Program Courses	Credits
ALHS 1090 – Medical Terminology for Allied Health Sciences* (OL)	2
MAST 1010 – Legal & Ethical Concerns in the Medical Office* (OL)	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: $1,833

OPTICIANRY

Opticianry Associate of Applied Science (OP13)

DESCRIPTION

The Opticianry program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses from semi-finished lens blanks to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Opticianry management. Graduates of the program receive an Opticianry degree.

EMPLOYMENT OPPORTUNITIES

Graduates with the Associate of Applied Science in Opticianry degree are prepared for positions in doctors' offices and retail dispensing locations, along with sales positions and positions with wholesale companies.

ACCREDITATION/APPROVAL

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, email: director@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 for general education courses. Program courses begin in the fall and must be completed in a sequence. To graduate, degree-seeking students must earn a minimum of 72 semester credit hours. The program requires a minimum of 1740 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	6
ENGL 1101 – Composition and Rhetoric* (OL)	3
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	

ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1111- College Algebra (OL)	
Area IV Humanities/Fine Arts- Select 1	3
ARTS 1101- Art Appreciation	
HUMN 1101 – Introduction to Humanities	
ENGL 2130- American Literature	
MUSC 1101- Music Appreciation	
Program-Specific Requirements	3
General Core Elective	
Occupational Courses	**57**
COMP 1000 - Introduction to Computers (OL)	3
OPHD 1010 Introduction to Ophthalmic Optics*	3
OPHD 1020 – Eye Anatomy and Physiology*	3
OPHD 1080 – Contact Lens I*	5
OPHD 2120 – Lens Selection*	6
OPHD 2090 – Frame Selection*	6
OPHD 2130 – Contact Lens II*	5
OPHD 1030 – Applied Optical Theory*	3
OPHD 1060 – Optical Laboratory Techniques I*	6
OPHD 2170 – Contact Lens Review*	3
OPHD 1070 – Optical Laboratory Techniques II*	6
OPHD 2180 – Opticianry Review*	3
OPHD 2190 – Opticianry Occupational Based Instruction*	5

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

PROGRAM COSTS:

Tuition/Fees: $8,098
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

TEST	Reading	Writing	Numerical
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.

Program Courses	Credits
Basic Skills Courses	8
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1011 – Business Math (OL)	3
Occupational Courses	**57**
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:$7,475
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 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.

ACCREDITATION/APPROVAL

The Emergency Medical Technician, Advanced Emergency Medical Technician and EMS Professionals 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.

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 39 semester credit hours. The program requires a minimum of 855 contact hours and generally takes 4 semesters to complete.

Basic Skills Courses	**6**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics (OL)	3
Occupational Courses	**33**
ALHS 1011- Anatomy and Physiology (OL)	5
ALHS 1090- Medical Terminology for Allied Health Sciences (OL)	2
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: $4,823
Books/Supplies: $700
Uniform Costs: Approximately $250*
Liability Insurance: $40 per fiscal year
Certification Exam: $320
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: $40
- EMSP 1140 Special Patient Populations: $20
- EMSP 1520 Advanced Concepts for the AEMT: $20

(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

<u>Number of Clinical Sites:</u> 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.

ACCREDITATION/APPROVAL

The Emergency Medical Technician, Advanced Emergency Medical Technician and EMS Professionals 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.

LICENSURE/CERTIFICATION

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician (NREMT) certification examination. After successful completion of the NREMT examination for EMT, students may apply for Georgia state licensure through the state Office of Emergency Medical Services and Trauma (SOEMST).

ADMISSIONS CRITERIA:

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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.

Program Courses	**Credits**
EMSP 1110 – Introduction to the EMT Profession*	3
EMSP 1120 – EMT Assessment/Airway Management and Pharmacology*	3
EMSP 1130 – Medical Emergencies for the EMT*	3
EMSP 1140 – Special Patient Populations*	3
EMSP 1150 – Shock and Trauma for the EMT*	3
EMSP 1160 – Clinical and Practical Applications for the EMT*	1

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

PROGRAM COSTS

Tuition/Fees: $2,100
Books/Supplies: $400
Uniform Costs: Approximately $250*
Liability Insurance: $40 per fiscal year
Certification Exam: $70
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: $40
- 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.

ACCREDITATION/APPROVAL

The Emergency Medical Technician, Advanced Emergency Medical Technician and EMS Professionals 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.

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 1 semester to complete.

Program Courses	**Credits**
EMSP 1510 – Advanced Concepts for the AEMT*	3
EMSP 1520 – Advanced Patient Care for the AEMT*	3
EMSP 1530 – Clinical Applications for the AEMT*	1
EMSP 1540 – Clinical and Practical Applications for the AEMT*	3

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

PROGRAM COSTS

Tuition/Fees: $1,228
Books/Supplies: $300
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/APPROVAL

The pharmacy technician training program conducted by the Pharmacy Technology Program at Ogeechee Technical College, Statesboro, GA is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814, Phone 301.657.3000.

LICENSURE/CERTIFICATION

Upon entry into the Pharmacy Technology program, students must attain licensure from the Georgia Board of Pharmacy. Students cannot conduct shadowing exercises without licensure. Licensure information will be provided to the student by the program director. Prior to completion of the program, students may register to take the National Pharmacy Technician Certification Examination. In order to sit for the PTCE, a candidate must have never been convicted of a felony. Students are responsible for submitting applications and all fees for the examination.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age (must be at least 18 to graduate from the program)
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	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 56 semester credit hours and must be at least 18 years of age. The program requires a minimum of 1290 contact hours and generally takes 4 semesters to complete.

Program Courses	**Credits**
Basic Skills Courses	**9**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1012 – Foundations of Mathematics* (OL)	3
PSYC 1010 – Basic Psychology (OL)	3
Occupational Courses	**45**
COMP 1000 - Introduction to Computers (OL)	3
ALHS 1011 – Anatomy and Physiology (OL)	5
ALHS 1090 – Medical Terminology for Allied Health Sciences (OL)	2
ALHS 1040- Introduction to Health Care	3
PHAR 1000 – Pharmaceutical Calculations*	4
PHAR 1010 – Pharmacy Technology Fundamentals* (OL)	5
PHAR 1040 – Pharmacology*	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

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

PROGRAM COSTS

Tuition/Fees: $6,336
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
Course Supply Fee: ALHS 1040 Introduction to Health Care: $20
(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, Jefferson, Liberty and Screven Counties
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 diploma 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 Nursing, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.2440.

LICENSURE/CERTIFICATION

The Georgia Board of Nursing 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.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
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, 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.

Program Courses	**Credits**
Basic Skills Courses	**9**
ENGL 1010 – Fundamentals of English I* (OL)	3
MATH 1012 – Foundations of Mathematics* (OL)	3
PSYC 1010 – Basic Psychology* (OL)	3
Occupational Courses	**51**
ALHS 1011 – Anatomy and Physiology* (OL)	5
ALHS 1060 – Diet and Nutrition for Allied Health Sciences* (OL)	2

COMP 1000 – Introduction to Computers* (OL)	3
PNSG 2010 – Introduction to Pharmacology and Clinical Calculations*	2
PNSG 2030 – Nursing Fundamentals*	6
PNSG 2035 – Nursing Fundamentals Clinical*	2
PNSG 2210 – Medical Surgical Nursing I*	4
PNSG 2220 – Medical Surgical Nursing II*	4
PNSG 2230 – Medical Surgical Nursing III*	4
PNSG 2240 – Medical Surgical Nursing IV*	4
PNSG 2310 – Medical Surgical Nursing Clinical I*	2
PNSG 2320 – Medical Surgical Nursing Clinical II*	2
PNSG 2330 – Medical Surgical Nursing Clinical III*	2
PNSG 2340 – Medical Surgical Nursing Clinical IV*	2
PNSG 2250 – Maternity Nursing*	3
PNSG 2255 – Maternity Nursing Clinical I*	1
PNSG 2410 – Nursing Leadership*	1
PNSG 2415 – Nursing Leadership Clinical*	2

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

PROGRAM COSTS

Tuition/Fees: $7,100
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 1st 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, Candler, Chatham, Evans, Effingham, Jenkins 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.

Program Courses	Credits
ALHS 1011 – Anatomy and Physiology* (OL)	5
ALHS 1040 – Introduction to Health Care*	3
ALHS 1090 – Medical Terminology for Allied Health Sciences* (OL)	2
COMP 1000 - Introduction to Computers* (OL)	3
ENGL 1010 – Fundamentals of English I* (OL)	3
MATH 1012 – Foundations of Mathematics* (OL)	3
PSYC 1010 – Basic Psychology* (OL)	3
NAST 1100 – Nurse Aide Fundamentals*	6

| ALHS 1060 – Diet and Nutrition for Allied Health Sciences* (OL) | 2 |

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

PROGRAM COSTS
Tuition/Fees: $3,346
Books/Supplies: $750
Liability Insurance: $10 per fiscal year
Uniforms: $100
TB Testing: $35
Criminal Background check: $39-$80
Drug Screen: $25
Physical Exam: $150
Course Supply Fee: ALHS 1040 Introduction to Health Care: $20

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 Alliant Georgia Medical Care Foundation, 1455 Lincoln Parkway, Suite 800, Atlanta, Ga 30346, Phone 800.414.1044

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 1 semester to complete.

Program Courses	Credits
ALHS 1040 – Introduction to Health Care	3
NAST 1100 – Nurse Aide Fundamentals	6
ALHS 1060 – Diet and Nutrition for Allied Health Sciences (OL)	2
ALHS 1090 – Medical Terminology for Allied Health Sciences (OL)	2

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

PROGRAM COSTS

Tuition/Fees: $1,495
Books/Supplies: $400
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 (not required for graduation)
Course Supply Fee: ALHS 1040 Introduction to Health Care: $20
(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 hours and days 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 Associate 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:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	79	62	NA	37
SAT	450	NA	400	NA
ACT	17	16	19	NA

Note: The number of students accepted into the Radiologic Technology program is based on the standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT), which are based on the availability of the program's clinical education settings.

A non-discriminatory policy and a pregnancy policy are available upon request.

If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of the application fee.

READMISSION REQUIREMENTS:

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the 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.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	
ENGL 1101 – Composition and Rhetoric* (OL)	3
Area II – Social/Behavioral Sciences	3
PSYC 1101 – Introductory Psychology* (OL)	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1101- Mathematical Modeling*	
MATH 1111 – College Algebra* (OL)	
Area IV – Humanities/Fine Arts	3
ARTS 1101- Art Appreciation*	
ENGL 2130- American Literature* (OL)	
HUMN 1101- Introduction to Humanities*	
MUSC 1101- Music Appreciation*	
Program Specific Requirements	
General Education Elective	3
Non General Education Degree Courses	**8**
BIOL 2113- Anatomy and Physiology I* (OL)	3
BIOL 2113L- Anatomy and Physiology Lab I* (OL)	1
BIOL 2114- Anatomy and Physiology II* (OL)	3
BIOL 2114L- Anatomy and Physiology Lab II* (OL)	1
Occupational Courses	**70**
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* (OL)	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: $9,967
Books/Supplies: $2,100
Uniform Costs: Approximately $400
Dosimeters: First year $50; Second year $40
Liability Insurance: $10 per fiscal year
Certification Exam: $200
Physical Exam: $200
2 Step PPD Test: $40
Tdap vaccination (within last 10 years): $50
Hepatitis B Series: $200
Flu vaccination: $50
#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: 12
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/2 Step PPD
- Hepatitis B vaccinations or a completed declination form
- Current Tdap vaccination
- Current physical examination
- Flu vaccination
- 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.

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 registered by the American Registry of Radiologic Technologists (ARRT) in Radiography, Radiation Therapy, or Nuclear Medicine or registered by the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine;
- 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:

TEST	Reading	Writing	Numerical	Algebra
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.

Program Courses	Credits
RADT 2201 – Introduction To Computed Tomography (OL)	2
RADT 2220 – Computed Tomography Procedures I* (OL)	3
RADT 2250 – Computed Tomography Clinical I* (OL)	4
RADT 2210 – Computed Tomography Physics and Instrumentation (OL)	5
RADT 2230 – Computed Tomography Procedures II (OL)	3
RADT 2265 – Computed Tomography Clinical II (OL)	4

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

PROGRAM COSTS

Tuition/Fees: $2,545
Books/Supplies: $400
Uniform Costs: NA
Dosimetry Fee (optional): $40
Liability Insurance: $10 per fiscal year
Certification Exam: $200 (optional)
Physical Exam: $150
2 Step PPD Test: $40
Hepatitis B Series: $200
#4402 Forensic Drug Panel (7) or similar screening: $25
Flu Vaccination: $50
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 29 semester credit hours. The program requires a minimum of 510 contact hours and generally takes 2 semesters to complete.

Program Courses	**Credits**
ENGL 1101 – Composition and Rhetoric* (OL)	3
PSYC 1101 – Introductory Psychology* (OL)	3
Humanities/Fine Arts- Select 1	3
ARTS 1101- Art Appreciation*	
ENGL 2130- American Literature* (OL)	
HUMN 1101- Introduction to Humanities*	

MUSC 1101- Music Appreciation*	
Math Option – Select 1	3
MATH 1101 – Mathematical Modeling*	
MATH 1111 – College Algebra* (OL)	
General Education Elective	3
ALHS 1090 – Medical Terminology for Allied Health Sciences* (OL)	2
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

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

PROGRAM COSTS
Tuition/Fees: $4,124
Books/Supplies: $1000

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 diploma 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 backup, workstations, peripherals, and output devices.

EMPLOYMENT OPPORTUNITIES

Graduates 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	Algebra
COMPASS	70	32	26	28
SAT	430	NA	400	NA
ACT	13	12	17	NA

RADIOLOGY PACS SPECIALIST DIPLOMA CURRICULUM

The curriculum for the Radiology PACS 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 87 semester credit hours. The program requires a minimum of 2010 contact hours and generally takes 6 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
ENGL 1010 – Fundamentals of English I (OL)	3
MATH 1013 – Algebraic Concepts (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**78**
COMP 1000 – Introduction to Computers (OL)	3
RAPS 1110 – Introduction to Imaging Informatics	6
ALHS 1011 – Anatomy and Physiology (OL)	5
RADT 1010 – Introduction to Radiology	4
CIST 1001 – Computer Concepts (OL)	4
RAPS 1120 – Radiology Basics for Imaging Informatics	7
CIST 2412- Microsoft Server Directory Services	4
CIST 1122 – Hardware Installation and Maintenance (OL)	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 (OL)	3
CIST 2411 – Microsoft Client	4
RAPS 1130 – Imaging Informatics Clinical I* (IIC1)	7
MGMT 1100 – Principles of Management (OL)	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: $9,771
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: 5
General Location of the Clinical Sites:
Bulloch, Chatham, Effingham, Glynn and Toombs Counties
Special Requirements of the Clinical Sites:

- Students must submit a medical exam stating that the student is in good health by the end of the semester prior to first clinical course. This must include documentation of TB skin testing, all required immunizations. Forms will be provided by the instructor;

- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Radiology PACS Specialist Clinical Education opportunities provide students with an opportunity for in-depth application and reinforcement of principles and techniques in a PACS environment. The clinical practicum allows the student to become involved in a work situation at a professional level of technical application, and requires concentration, practice, and problem-solving.

There are two clinical education courses required for the PACS Specialist—RAPS 1130 Imaging Informatics Clinical I and RAPS 1140 Imaging Informatics Clinical II. RAPS 1130 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 (CAAHEP, www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, www.jrcdms.org). 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:

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 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. State standards may require completion of additional courses. Transcripts must be evaluated prior to admission.

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.

Program Courses	Credits
Basic Skills Courses	**11**
ENGL 1010 – Fundamentals of English I* (OL)	3
MATH 1013 – Algebraic Concepts* (OL)	3
MATH 1127 – Introduction to Statistics* (OL)	3
EMPL 1000 – Interpersonal Relations and Professional Development* (OL)	
PSYC 1010 – Basic Psychology* (OL)	
Occupational Courses	**77**
ALHS 1011 – Anatomy and Physiology* (OL)	5
ALHS 1126 – Health Science Physics*	4
ALHS 1090 – Medical Terminology for Allied Health Sciences* (OL)	2
COMP 1000 - Introduction to Computers* (OL)	3
DMSO 1010 – Foundations of Sonography*	4
DMSO 1020 – Sectional Anatomy and Normal Sonographic Appearance*	5
DMSO 1030 – Introduction to DMSO Clinical*	1
DMSO 1040 – Sonographic Physics and Instrumentation*	4

DMSO 1050 – Abdominal Sonography I*	4
DMSO 1060 – Clinical Sonography I*	6
DMSO 1070 – Pelvic Sonography and First Trimester Obstetrics*	3
DMSO 1080 – Sonographic Physics and Instrumentation Registry Review*	1
DMSO 1090 – Introduction to Vascular Sonography*	2
DMSO 1100 – Clinical Sonography II*	6
DMSO 2020 – Specialized Sonographic Procedures*	3
DMSO 2030 – Clinical Sonography III*	8
DMSO 2040 – Comprehensive ABD and OB/GYN Registry Review*	2
DMSO 2050 – Clinical Sonography IV*	11
DMSO 2010 – OB Second and Third Trimesters*	3

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

PROGRAM COSTS

Tuition/Fees: $9522
Books/Supplies: $2,000
Uniform Costs: Approximately $250
Liability Insurance: $10 per fiscal year
Certification Exams: $ 700
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 (CAAHEP, www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, www.jrcdms.org). 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. State standards may require completion of additional courses. Transcripts must be evaluated prior to admission.

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.

Program Courses	Credits
Basic Skills Courses	**12**
ENGL 1010 – Fundamentals of English I *(OL)	3
PSYC 1010 – Basic Psychology* (OL)	3
MATH 1013 – Algebraic Concepts* (OL)	3
MATH 1127 – Introduction to Statistics* (OL)	3
Occupational Courses	**72**
ALHS 1011 – Anatomy and Physiology* (OL)	5
ALHS 1126 – Health Science Physics*	4
ALHS 1090 – Medical Terminology for Allied Health Sciences* (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: $9,166

Books/Supplies: $2,000
Uniform Costs: Approximately $250
Liability Insurance: $10 per fiscal year
Registry Exam: $450
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, Chatham, Glynn, Laurens, Tattnall, Toombs, and Ware Counties
Special Requirements of the Clinical Sites:
- Current CPR Certification
- Immunization Records
- Liability Insurance
- 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 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 27 semester credit hours. The program requires a minimum of 510 contact hours and generally takes 2 semesters to complete.

<u>Program Courses</u>	<u>Credits</u>
ENGL 1101 – Composition and Rhetoric* (OL)	3
PSYC 1101 – Introductory Psychology* (OL)	3
Humanities/Fine Arts- Select 1	3
ARTS 1101- Art Appreciation*	
ENGL 2130- American Literature* (OL)	
HUMN 1101- Introduction to Humanities*	
MUSC 1101- Music Appreciation*	
MATH 1111 – College Algebra* (OL)	3
MATH 1127- Introduction to Statistics	3
PHYS 1110- Conceptual Physics	3
PHYS 1110L- Conceptual Physics Lab	1
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

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

PROGRAM COSTS

Tuition/Fees: $4,124
Books/Supplies: $1000
(Costs are estimates and are subject to change.)

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. In addition, 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 as well as eligible to sit for the Certified Surgical Technology (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

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 (CAAHEP, www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (CAAHEP) and Surgical Assisting (ARC/STSA, www.arcstsa.org). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 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 60 semester credit hours. The program requires a minimum of 1140 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**9**
ENGL 1010 – Fundamentals of English I* (OL)	3
MATH 1012 – Foundations of Mathematics* (OL)	3

197

PSYC 1010- Basic Psychology* (OL)	3
Occupational Courses	**51**
COMP 1000- Introduction to Computers*	3
ALHS 1090- Medical Terminology for Allied Health Sciences*	2
ALHS 1011- Anatomy and Physiology*	5
SURG 1010 – Introduction to Surgical Technology*	8
SURG 1080 – Surgical Microbiology* (OL)	2
SURG 1100 – Surgical Pharmacology*	2
SURG 1020 – Principles of Surgical Technology*	7
SURG 2030 – Surgical Procedures I*	4
SURG 2110 – Surgical Technology Clinical I*	3
SURG 2040 – Surgical Procedures II*	4
SURG 2120- Surgical Technology Clinical II*	3
SURG 2130- Surgical Technology Clinical III*	3
SURG 2140 – Surgical Technology Clinical IV*	3
SURG 2240- Seminar in Surgical Technology*	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: $7,030
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 PPD
- 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 120 cases. These 120 cases are distributed among core and specialty cases. A minimum of 80 cases must be performed in the first scrub role. A minimum of 40 cases must be performed in the second 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.
- 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:

-

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 540 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
ALHS 1011 – Anatomy and Physiology* (OL)	5
ALHS 1040 – Introduction to Health Care*	3
ALHS 1090 – Medical Terminology for Allied Health Sciences* (OL)	2
COMP 1000 - Introduction to Computers* (OL)	3
ENGL 1010 – Fundamentals of English I* (OL)	3
MATH 1012 – Foundations of Mathematics* (OL)	3
PSYC 1010 – Basic Psychology* (OL)	3
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: $3,346
   Books/Supplies: $500
   Course Supply Fee: ALHS 1040 Introduction to Health Care: $20
(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.

Program Courses	Credits
ALHS 1090 – Medical Terminology for Allied Health Sciences (OL)	2
COMP 1000 - Introduction to Computers (OL)	3
CSSP 1010 – Central Sterile Supply Processing Technician*	5
EMPL 1000 – Interpersonal Relations and Professional Development (OL)	2

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

PROGRAM COSTS

Tuition/Fees: $1,406
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's 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), as a program for educating veterinary technicians, 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.

Program Courses	Credits
General Education Core	**20**
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric* (OL)	
Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics	11
BIOL 1111 – Biology I*	
BIOL 1111L – Biology Lab I*	
CHEM 1211 – Chemistry I*	
CHEM 1211L – Chemistry Lab I*	
and 1 of the following mathematics courses	
MATH 1111-College Algebra* (OL)	
MATH 1100-Quantative Skills and Reasoning*	
Area IV Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
MUSC 1101-Music Appreciation	
HUMN 1101-Introduction to Humanities	
Occupational Courses	**60**
COMP 1000 - Introduction to Computers (OL)	3
VETT 1000 - Veterinary Medical Terminology*	2
VETT 1010 - Introduction to Veterinary Technology*	1
VETT 1020 - Veterinary Clinical Pathology I*	3
VETT 1030 - Veterinary Clinical Procedures I*	4
VETT 1060 - Animal Anatomy and Physiology*	4
VETT 1070 - Veterinary Diagnostic Imaging*	3
VETT 1110 - Veterinary Pathology and Diseases*	4
VETT 2120 – Veterinary Clinical Pathology II*	4
VETT 2130 - Veterinary Clinical Procedures II*	5
VETT 2160 - Pharmacology for Veterinary Technicians*	3
VETT 2210 - Laboratory and Exotic Animals for Veterinary Technicians*	

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: $9,148
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 pre-exposure vaccination, Tetanus, and Hepatitis B Series are required before entering Veterinary Technology program classes. (Costs are estimates and are subject to change.)

CLINICAL EDUCATION

<u>Number of Clinical Sites:</u> 12
<u>General Location of the Clinical Sites:</u>
Bulloch, Candler, Chatham, Effingham, Evans, Liberty, Screven, Tattnall and Wayne Counties
<u>Special Requirements of Clinical Sites</u>:

- 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.-12:00 pm on Saturdays. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Veterinary Technician Assistant Certificate (VA11)

DESCRIPTION

The Veterinary Technician Assistant technical certificate program provides educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in an entry-level position in veterinary assisting. Graduates are able to assist veterinarians and veterinary technicians in providing quality animal healthcare including obtaining and recording patient information, preparing patients, instruments and equipment for surgery; collecting samples and performing certain laboratory procedures; dressing wounds; assisting in diagnostic, medical, and surgical procedures; exposing and developing diagnostic radiographs; communicating with animal owners; and feeding and caring for animals.

EMPLOYMENT OPPORTUNITIES

Graduates of the Veterinary Technician Assistant certificate program are prepared to work with veterinarians in a variety of settings as Veterinary Assistants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age and reach 18 before taking program courses utilizing radiology or anesthesia;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
COMPASS	70	32	NA	26
SAT	430	NA	400	NA
ACT	13	12	17	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 3 semesters to complete.

Program Courses	**Credits**
Select one of the following mathematics courses	**3**
MATH 1111 - College Algebra* (OL)	
MATH 1101- Mathematical Modeling*	
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: $3,506
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 pre-exposure vaccination, Tetanus, 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.

Program Courses	Credits
VETT 1060 - Animal Anatomy and Physiology*	4
VETT 2410 - Principles of Sonography for Veterinary Medicine* (OL)	1
VETT 2430 - Veterinary Sonographic Imaging*	4

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

PROGRAM COSTS

Tuition/Fees: $1,477
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;
- 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

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 requires a minimum of 235 contact hours and generally takes 1 semester to complete.

Program Courses	**Credits**
WELD 1000 - Introduction to Welding Technology*	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1040 - Flat Shielded Metal Arc Welding*	4

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

PROGRAM COSTS

Tuition/Fees: $1,228
Books/Supplies: $130
Course Supply Fees:
. WELD 1010 Oxyfuel Cutting: $20
. WELD 1040 Shielded Metal Arc Welding: $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;
- 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

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 1 semester to complete.

Program Courses	Credits
WELD 1000 - Introduction to Welding Technology*	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1090 - Gas Metal Arc Welding	4
Welding Elective	3

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

PROGRAM COSTS

Tuition/Fees: $1,495
Books/Supplies: $180
Course Supply Fees:
. WELD 1010 Oxyfuel Cutting: $20
. WELD 1090 Gas Metal Arc Welding: $50
(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;
- 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

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 1 semester to complete.

Program Courses	Credits
WELD 1000 - Introduction to Welding Technology*	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1110 - Gas Tungsten Arc Welding	4
Welding Elective	3

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

PROGRAM COSTS

Tuition/Fees: $1,495
Books/Supplies: $180
Course Supply Fees:
- WELD 1010 Oxyfuel Cutting: $20
- WELD 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;
- 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

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 1 semester to complete.

Program Courses	Credits
WELD 1050 – Horizontal Shielded Metal Arc Welding	4
WELD 1060 – Vertical Shielded Metal Arc Welding	4
Welding Elective	3

PROGRAM COSTS

Tuition/Fees: $1,317
Books/Supplies: $130
Course Supply Fees:
- WELD 1050 Horizontal Shielded Metal Arc Welding: $20
- WELD 1060 Vertical Shielded Metal Arc Welding: $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	FSRV	Funeral Service Education
AIRC	Air Conditioning Technology	FWMT	Fish and Wildlife Management
ALHS	Allied Health Science	GIFS	Geographic Information Systems
ARTS	Art	HIMT	Health Information Technology
AUTT	Automotive Technology	HRTM	Hotel/Restaurant/Travel Mgmt
BIOL	Biology	HUMN	Humanities
BUSN	Business Administrative Technology	IDFC	Industrial Fundamental Core
CAVT	Cardiovascular Technology	IDSY	Industrial Systems Technology
CCMN	Commercial Construction Mgmt	LETA	Law Enforcement Academy
CHEM	Chemistry	LOGI	Logistics
CIST	Computer Information Systems	MAST	Medical Assisting
COFC	Construction	MATH	Mathematics
COLL	College Success and Survival Skills	MGMT	Business Management
COMP	Introduction to Computers	MKTG	Marketing
COSM	Cosmetology	MUSC	Music
CRJU	Criminal Justice	NAST	Nursing Assistant
CSSP	Central Sterile Supply Processing	OPHD	Opthalmic Dispensing
CTDL	Commercial Truck Driving	PHAR	Pharmacy Assistant
CUUL	Culinary Arts	PHYS	Physics
DENA	Dental Assisting	PNSG	Practical Nursing
DMSO	Diagnostic Medical Sonography	POLS	Political Science
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
FOSC	Forensics		

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)
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.
Pre-requisites: COMP 1000; Co-requisites: None

ACCT 1125 - Individual Tax Accounting (60 Contact, 3 Credit)
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 1105, 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 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)
This course introduces students to agribusiness. This is an agribusiness awareness and identification course consisting of various topics associated with the importance of agribusiness.
Pre-requisites: None; Co-requisites: None

AGRB 1110 - Agribusiness Management (45 Contact, 3 Credit)
Basic managerial concepts, procedures, and techniques in agribusiness management. Importance is placed on planning, organizing, directing and controlling functions of management.
Pre-requisites: None; Co-requisites: None

AGRB 1120 - Leadership in Agribusiness (45 Contact, 3 Credit)
This course serves as an opportunity for students to have a greater understanding of leadership as it pertains to agriculture. We will explore leadership models, roles of leaders and followers, concepts of effective leadership and ethical issues with special focus on leadership in teams, organizations, communities and society.
Pre-requisites: None; Co-requisites: None

AGRB 1150 - Agricultural Finance and Credit (45 Contact, 3 Credit)
Financial concepts used in agribusiness, farming, and financial institutions. Including analysis based on financial statements, risk, and investment opportunities. Needs sources and problems associated with credit are examined as well.
Pre-requisites: None; Co-requisites: None

AGRB 2100 - Agribusiness Marketing (45 Contact, 3 Credit)
Agribusiness marketing will provide an understanding of the various marketing functions, agencies, and institutions which assemble, process, and distribute agricultural commodities and products.
Pre-requisites: None; Co-requisites: None

AGRB 2110 - Farm Organization and Management (45 Contact, 3 Credit)
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 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, students 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)
This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.
Pre-requisites: none; Co-requisites: AIRC 1005

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

This course 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; Co-requisites: AIRC 1005

AIRC 1030 - HVACR Electrical Fundamentals (90 Contact, 4 Credit)
This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.
Pre-requisites: Provisional Admission; Co-requisites: None

AIRC 1040 - HVACR Electrical Motors (90 Contact, 4 Credit)
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.
Pre-requisites: AIRC 1030; Co-requisites: 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: None; Co-requisite: 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)
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.
Pre-requisites: AIRC 1030; Co-requisites: AIRC 1030

AIRC 1080 - Heat Pumps and Related Systems(90 Contact, 4 Credit)
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.
Pre-requisites: AIRC 1010, AIRC 1030; Co-requisites: AIRC 1010, AIRC 1030

AIRC 1090 - Troubleshooting Air Conditioning Systems (90 Contact , 4 Credit)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.
Pre-requisites: AIRC 1010, AIRC 1030; Co-requisites: AIRC 1010, AIRC 1030

ALHS Allied Health Science

ALHS 1011 - Structure and Function of the Human Body (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 1015- Basic Inorganic Chemistry (45 Contact, 2 Credit)
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.
Pre-requisite: Appropriate diploma level math admission scores; Co-requisite: 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

ARTS Art

ARTS 1101- Art Appreciation (45 Contact, 3 Credit)
Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.
Pre-requisites: Appropriate degree level writing (English) and reading placement test scores; 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: AUTT 1020

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: AUTT 1020; Co-requisites: none

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 and 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)
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)
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 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 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 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 1340 - Customer Service Effectiveness (60 Contact, 3 Credit)
This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.
Pre-requisites: None; Co-requisites: None

BUSN 1400 - Word Processing Applications (90 Contact, 4 Credit)
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1410 - Spreadsheet Concepts and Applications (90 Contact, 4 Credit)
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1420 - Database Applications   (90 Contact, 4 Credit)
This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1430 - Desktop Publishing and Presentation Applications (90 Contact, 4 Credit)
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.
Pre-requisites: COMP 1000; Co-requisites: None

BUSN 1440 - Document Production (105 Contact, 4 Credit)
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)
This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.
Pre-requisites: Program Admission, COMP 1000; Co-requisites: None

BUSN 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)
This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.
Pre-requisites: BUSN 1240, BUSN 1400, BUSN 1410, and BUSN 1440; Co-requisites: BUSN 2190 or ACCT 1100

BUSN 2230 - Office Management (45 Contact, 3 Credit)

This course provides 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 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. Emphasizes 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 catheritization, arterial line setups, and appropriate care. Emphasis is placed on the basics of hemodynamic monitoring and interpretation. Also provides an overview of cardiovascular physiology and pathophysiology. Topics include: hemodynamics, aseptic technique, infection control, biochemistry of the cardiac muscle, conduction system, electrocardiogram, pathophysiology of acquired diseases, embryological development, and pathophysiology of congenital diseases.
Pre-requisites: CAVT 1030; Co-requisites: None

CCMN Commercial Construction Management

CCMN 1000 - Introduction to Construction and Development (45 Contact, 2 Credit)
This course is a study of the commercial construction process, terminology, participant roles, and phases. Topics include: project types, project stages, construction documents, marketing, contract procurement, estimating, bonding, scheduling, mobilization, materials, methods, change orders, claims, safety, organizational management, computers in construction, communication, high rise construction, contract types, liability and loss control.
Pre-requisites: Provisional Admission; Co-requisites: None

CCMN 1020 - Building Technologies and Methods (75 Contact, 4 Credit)
This course is a study of the materials and technologies utilized in commercial construction. Topics include: site-work, foundations, building structure, interior and exterior finishes, and roofing. A brief overview of mechanical, electrical, plumbing and conveying systems is included. An overview of materials testing is also presented.
Pre-requisites: Provisional Admission; Co-requisites: None

CCMN 1030 - Construction Graphics (60 Contact, 3 Credit)
This course provides the skills to read and interpret commercial construction graphical documents. Topics include: dimensioning practices, layout, abbreviations, symbol usage, line types, computer aided design, and principles of drawing.
Pre-requisites: Provisional Admission; Co-requisites: None

CCMN 1040 - Construction Safety (60 Contact, 4 Credit)
This course covers commercial construction safety and loss prevention. Topics include: safety plan management, emergency planning, project security, sources of safety information and supplies, personal protective equipment (PPE), fire prevention, hazardous communications, material safety data sheets (MSDS), fall protection, electrical hazards, ladders, scaffolds, stairways, confined spaces, excavations, training techniques, accident reporting, materials handling and storage, cranes, mechanized equipment, steel erection, and concrete construction.
Pre-requisites: Provisional Admission; Co-requisites: None

CCMN 1050 – Commercial Building Code (30 contact, 2 Credit)
This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types, fire resistance, means of egress, structural loading, and construction materials.
Pre-requisites: None; Co-requisites: None

CCMN 1060 - Construction Estimating I (75 contact, 4 Credit)
This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.
Pre-requisites: CCMN 1030; Co-requisites: None

CCMN 1070 - Construction Estimating II (75 Contact, 4 Credit)
This course continues the study of the estimating process emphasizing pricing the general contractor's work including: estimating procedures, development of direct and indirect unit costs, evaluation of subcontractor's bids, bidding strategy, and bid opening. The completion of an estimate, bid submission, and development of a schedule of values are required. Also included is an introduction to conceptual estimating.
Pre-requisites: CCMN 1060; Co-requisites: None

CCMN 2010 - Construction Law (45 Contact, 3 Credit)
This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.
Pre-requisites: None; Co-requisites: None

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

This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, time-scaled design, Gantt charts and computerized scheduling. Students will complete projects utilizing the critical path method in both manual and computerized formats.
Pre-requisites: None; Co-requisites: None

CCMN 2030 - Construction Accounting and Financial Management (60 Contact, 4 Credit)
This course provides a study of financial management and accounting theory with specific application to the commercial construction industry. Topics include accounting data, financial statements, cost control, taxation, ratio analysis, the time value of money, budgeting, cash flow, financing, and receivables.
Pre-requisites: None; Co-requisites: None

CCMN 2040 - Construction Project Management (60 Contact, 4 Credit)
This course is a study of delivery methods, contract documents, supervision, working with owners and design professionals, control of cash flow, procurement, management of subcontractors, job records, contract changes, and payment procedures.
Pre-requisites: Provisional Admission; Co-requisites: None

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)
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)
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)
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the Comp TIA A+ certification examination.
Pre-requisites: Program Admission; Co-requisites: None

CIST 1130 – Operating Systems Concepts (75 Contact, 3 Credit)
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 CompTIA'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. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.
Pre-requisites: Program Admission; Co-requisites: None

CIST 1601 - Information Security Fundamentals (60 Contact, 3 Credit)

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Students will also cover the legal, ethical, and professional issues in information security.
Pre-requisites: None; Co-requisites: None

CIST 2127 – Comprehensive Word Processing Techniques (75 Contact, 3 Credit)
This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.
Pre-requisites: None; Co-requisites: None

CIST 2128 – Comprehensive Spreadsheet Techniques (75 Contact, 3 Credit)
This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.
Pre-requisites: None; Co-requisites: None

CIST 2129 – Comprehensive Database Techniques (105 Contact, 4 Credit)
This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.
Pre-requisites: None; Co-requisites: None

CIST 2411 - Microsoft Client (90 Contact, 4 Credit)
Provides the ability to implement, 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: None; Co-requisites: None

COFC Construction Fundamental Core

COFC 1000 – Safety (30 Contact, 2 Credit)
This course provides a review of general safety rules and practices, giving students information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.
Pre-requisites: None; Co-requisites: None

COFC 1011- Overview of Building Construction Practices (30 Contact, 2 Credit)
This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry and construction specialties.
Pre-requisites: Provisional Admission; Co-requisites: None

COFC 1020 - Professional Tool Use and Safety (75 Contact, 3 Credit)
This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.
Pre-requisites: None; Co-requisites: None

COFC 1030 - Materials and Fasteners (30 Contact, 2 Credit)
This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.
Pre-requisites: None; Co-requisites: None

COFC 1050 - Construction Print Reading Fundamentals (45 Contact, 3 Credit)
This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.
Pre-requisites: None; Co-requisites: None

COLL College Success and Survival Skills

COLL 1000 College Success and Survival Skills (30 Contact, 2 Credit)
This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Getting off to a Good Start, 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 theory and practices in 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 shapings, pin curls, fingerwaves, 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, fingerwaves, 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, tone, classifications 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: None; Co-requisites: COSM 1090

COSM 1110 - Cosmetology Practicum IV (150 Contact, 4 Credit)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.
Pre-requisites: none; Co-requisites: COSM 1080

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)

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1043 - Probation and Parole (45 Contact, 3 Credit)

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1050 - Police Patrol Operations (45 Contact, 3 Credit)

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1052 - Criminal Justice Administration (45 Contact, 3 Credit)

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1054 - Police Officer Survival (60 Contact, 3 Credit)

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.
Pre-requisites: None; Co-requisites: None

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

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1062 - Methods of Criminal Investigation (45 Contact, 3 Credit)

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1063 - Crime Scene Processing (75 Contact, 3 Credit)

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

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

CRJU 1065 - Community-Oriented Policing (45 Contact, 3 Credit)

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1068 - Criminal Law for Criminal Justice (45 Contact, 3 Credit)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 1072 - Introduction to Forensic Science (45 Contact, 3 Credit)

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)

This course provides an exploration in ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of a personal intercultural growth plan.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2020 - Constitutional Law for Criminal Justice (45 Contact, 3 Credit)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2050 - Criminal Procedure (45 Contact, 3 Credit)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2060 – Criminology (45 Contact, 3 Credit)

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)
This course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.
Pre-requisites: Program Admission; Co-requisites: None

CRJU 2201 - Criminal Courts (45 Contact, 3 Credit)
This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post-conviction process.
Pre-requisites: Program Admission; Co-requisites: None

CSSP Central Sterile Supply Processing

CSSP 1010 - Central Sterile Supply Processing Technician (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)
This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instruction time in range operations, such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.
Pre-requisites: Class A Permit; Co-requisites: CTDL 1010

CTDL 1030 - Combination Vehicle Advanced Operations (125 Contact, 4 Credit)
Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road.

Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.
Pre-requisites: CTDL 1010, Class A Permit; 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 espirit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.
Pre-requisites: None; Co-requisites: MATH 1012

CUUL 1110 - Culinary Safety and Sanitation (60 Contact, 2 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: None

CUUL 1120 - Principles of Cooking (180 Contact, 6 Credit)
This course 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 1000, CUUL 1110; Co-requisites: CUUL 1000, CUUL 1110

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 reflects 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 (135 Contact, 5 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 (90 Contact, 3 Credit)
This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.
Pre-requisites: CUUL 1120; Co-requisites: None

CUUL 2130 - Culinary Practicum and Leadership (240 Contact, 6 Credit)
This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the 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)
This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

Pre-requisites: CUUL 1220, CUUL 1320; Co-requisites: None

CUUL 2190- Principles of Culinary Leadership (45 Contact, 3 Credit)
Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in 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 leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.
Pre-requisites: Provisional Admission; 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)
Introduces students to 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, DENA 1340; Co-requisites: DENA 1080, DENA 1340

DENA 1050 - Microbiology and Infection Control (60 Contact, 3 Credit)
Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's 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; Co-requisites: None

DENA 1080 - Dental Anatomy (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 (15 Contact, 1 Credit)
Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside 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 Chairside (135 Contact, 6 Credit)
Introduces students to ethics and jurisprudence for the dental assistant and to chairside 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 chairside 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. Students 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 images for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.
Pre-requisites: DENA 1080; Co-requisites: None

DENA 1400 - Dental Practice Management (45 Contact, 2 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 chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

Pre-requisites: DENA1460; Co-requisites: DENA 1460

DENA 1480 - Dental Practicum III (225 Contact, 5 Credit)
Practicum continues to focus on assisting chairside 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; chairside 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 students 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, ECCE 1103; Co-requisites: ECCE 1101, ECCE 1103

ECCE 1113 - Creative Activities for Children (60 Contact, 3 Credit)
Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.
Pre-requisites: Provisional Admission; Co-requisites: None

ECCE 1121 - Early Childhood Care and Education Practicum (105 Contact, 3 Credit)

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, ECCE 1105; 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. 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: None

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 1101, ECCE 1103, ECCE 1105; 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, ECCE 1112; Co-requisites: None

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: Program Admission, ECCE 1103, ECCE 1112; Co-requisites: None

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 2360; Co-requisites: None

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 operations 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

ECON 2105- Macroeconomics (45 Contact, 3 Credit)
Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.
Pre-requisites: Regular Admission; Co-requisites: 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: None

ELTR 1060 - Electrical Prints, Schematics, and Symbols (45 Contact, 2 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 (90 Contact, 5 Credit)
This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, principles of grounding and bonding, commercial services, three-phase power systems, and electric motor fundamentals.
Pre-requisites: None; Co-requisites: None

ELTR 1090 - Commercial Wiring II (75 Contact, 3 Credit)
This course is a continuation of the study in commercial wiring practices and procedures. Topics include: conduit installation and system design concepts.
Pre-requisites: None; Co-requisites: None

ELTR 1180 – Electrical Controls (90 Contact, 4 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, application and operation of controllers and controls, and variable speed controls.
Pre-requisites: None; Co-requisites: None

ELTR 1205 – Residential Wiring I (60 Contact, 3 Credit)
Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.
Pre-requisites: None; Co-requisites: None

ELTR 1210 – Residential Wiring II (60 Contact, 3 Credit)
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.
Pre-requisites: None; Co-requisites: None

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: None; 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: None; Co-requisites: None

ELTR 1270 – National Electrical Code Industrial Applications (90 Contact, 4 Credit)

Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).
Pre-requisites: None; Co-requisites: None

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 methods on how to install residential and commercial photovoltaic systems.
Pre-requisites: None; Co-requisites: None

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 the EMT Profession (60 Contact, 3 Credit)

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the pre-hospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, Hazmat, MCI due to Terrorism/Disaster, and Life Span Development.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1120 – EMT Assessment/Airway Management and Pharmacology (60 Contact, 3 Credit)

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1130 – Medical Emergencies for the EMT (60 Contact, 3 Credit)

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.
Pre-requisites: Program Admission; Co-requisites: None

EMSP 1140 – Special Patient Populations (60 Contact, 3 Credit)

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

Pre-requisites: EMSP 1110, EMSP 1120, EMSP 1130; Co-requisites: None

EMSP 1150 – Shock and Trauma for the EMT (60 Contact, 3 Credit)

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

Pre-requisites: EMSP 1110, EMSP 1120, EMSP 1130; Co-requisites: None

EMSP 1160 – Clinical and Practical Applications for the EMT (45 Contact, 1 Credit)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinical and Assessment Based Management.

Pre-requisites: EMSP 1110, EMSP 1120, EMSP 1130; Co-requisites: None

EMSP 1510 - Advanced Concepts for the AEMT (60 Contact, 3 Credit)

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

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

EMSP 1520 - Advanced Patient Care for the AEMT (60 Contact, 3 Credit)

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

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

EMSP 1530 - Clinical Applications for the AEMT (30 Contact, 1 Credit)

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

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

EMSP 1540 - Clinical and Practical Applications for the AEMT (90 contact, 3 Credit)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

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

ENGL English

ENGL 0090- Learning Support English (45 Contact, 3 Credit)

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.

Pre-requisites: None; Co-requisites: None

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 0090 Level 1 Completion or appropriate writing placement test score and READ 0090 Level 1 Completion or appropriate reading placement 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 or ENGL 0090 Level 2 Completion; appropriate degree level reading placement test score or READ 0090 Level 2 Completion; 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; Co-requisites: None

ENGL 2130 – American Literature (45 Contact, 3 Credit)
Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. 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; 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: ENGL 1010 or ENGL 1101; 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: Program Admission; 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 NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: Program Admission; Co-requisites: None

FRSC 1030 - Basic Firefighter - MODULE I (105 Contact, 5 Credit)

Provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fire ground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fire ground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.
Pre-requisites: Program Admission; Co-requisites: None

FRSC 1040 - Basic Firefighter - MODULE II (75 Contact, 3 Credit)

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: Program Admission; 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: FSRV 1010, FSRV 1070, And FSRV 2090 with a "B" or better; Co-requisites: None

FSRV 1050 - Funeral Service Practicum (90 Contact, 2 Credit)
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.
Pre-requisites: FSRV 1020, FSRV 1030, FSRV 2030 with a "B" or better; Co-requisites: None

FSRV 1070 - Small Business Administration for Funeral Service (60 Contact, 4 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 with a "B" or better; 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 2020, FSRV 2080 with a "B" or better; Co-requisites: None

FSRV 2060 - Restorative Art (75 Contact, 4 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 2000, FSRV 2010, FSRV 2020, And FSRV 2080 with a "B" or better; 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 1010 with a "B" or better; 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 (90 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 (90 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 (90 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 (90 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 (90 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 (90 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

GIFS 2030- GIS Exit Review (90 Contact, 2 Credit)
Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.
Pre-requisite: None; 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 - 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 1100. MATH 1101 or 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, chargemaster, 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

HIST History

HIST 1111- World History I (45 Contact, 3 Credit)
Emphasizes the study of intellectual, cultural, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era and Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.
Pre-requisites: Appropriate degree level writing (English) and reading placement test scores; Co-requisites: None

HIST 1112- World History II (45 Contact, 3 Credit)
Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolutions of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernizations, economic modernizations, imperialism, and the Twentieth Century.
Pre-requisites: Appropriate degree level writing (English) and reading placement test scores; Co-requisites: None

HIST 2111- U.S. History I (45 Contact, 3 Credit)
Emphasizes the study of U.S. History to 1877 to include the post- Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include georgraphical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonizations and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.
Pre-requisites: Appropriate degree level writing (English) and reading placement test scores; Co-requisites: None

HIST 2112- U.S. History II (45 Contact, 3 Credit)
Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides and overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressice movement; the emergence of the U.S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.
Pre-requisites: Appropriate degree level writing (English) and reading placement test scores; Co-requisites: None

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: Provisional 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: Provisional 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)
This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.
Pre-requisites: Provisional Admission; Co-requisites: None

HRTM 1140 - Hotel Operations Management (45 Contact, 3 Credit)
This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.
Pre-requisites: Provisional Admission; Co-requisites: None

HRTM 1150 - Event Planning (45 Contact, 3 Credit)
This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.
Pre-requisites: Provisional 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: Provisional Admission; Co-requisites: None

HRTM 1170 - Hospitality Industry Accounting and Financial Analysis (45 Contact, 3 Credit)
This course provides students with the fundamental knowledge to interpret and analyze the key reports and financial statements used daily in the hospitality industry. Focusing on Profit and Loss statements, students learn to use numbers to assess the performance of individual departments and the overall operation. These numbers are the basis for managerial decisions that increase revenues and control costs.
Pre-requisites: Provisional 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: Provisional 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: Provisional Admission; Co-requisites: None

HRTM 1220 - Supervision and Leadership in the Hospitality Industry (45 Contact, 3 Credit)
This course focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.
Pre-requisites: Provisional Admission; Co-requisites: None

HRTM 1230 – Internship (135 Contact, 3 Credit)
This course introduces students to the application and reinforcement of hotel/restaurant/tourism operational principles in an actual job placement. Students become 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/tourism management techniques, and professional development. The occupation-based instruction includes written individualized training plans and written performance evaluations.
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 in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.
Pre-requisites: ENGL 1101; Co-requisites: None

IDFC Industrial Fundamental Courses

IDFC 1007 - Industrial Safety Procedures (45 Contact, 2 Credit)
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.
Pre-requisites: Provisional Admission; Co-requisites: None

IDFC 1011 - Direct Current I (60 Contact, 3 Credit)
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 (150 Contact, 5 Credit)
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.
Pre-requisites: None; Co-requisites: None

IDSY 1120 - Basic Industrial PLC's   (150 Contact, 5 Credit)
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for

Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.
Pre-requisites: None; Co-requisites: None

IDSY 1220 - Intermediate Industrial PLC's (150 Contact, 5 Credit)
This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.
Pre-requisites: None; Co-requisites: None

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)
This course provides the student of the Basic Law Enforcement Academy with an understanding of terminology, legal requirements, liability, safety considerations, tactics, procedures, firearms nomenclature, fundamentals of marksmanship, fundamental simulation in the use of deadly force and the opportunity to demonstrate proficiency in marksmanship. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1012, LETA 1018, LETA 1024, LETA 1026, LETA 1032; Co-requisites: None

LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement (105 Contact, 4 Credit)
This course provides the student of the Basic Law Enforcement Academy with an understanding of appropriate driving actions, terminology, local responsibility, specific statutes, and safety considerations as well as demonstrate proficiency in the operation of an emergency vehicle. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032; Co-requisites: None

LETA 1018 - Defensive Tactics for Basic Law Enforcement (60 Contact, 2 Credit)
This course provides students of the Basic Law Enforcement Academy with an understanding of terminology, human anatomy, legal requirements, liability, safety, tactics, and demonstrate proper procedures for specific techniques to arrest, 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 1032; Co-requisites: None

LETA 1020 - Police Patrol Operations for Basic Law Enforcement (75 Contact, 4 Credit)
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032; Co-requisites: None

LETA 1022 - Methods of Criminal Investigation for Basic Law Enforcement (75 Contact, 4 Credit)
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes. 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)
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1032; 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)
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include:

regulations, impaired driving, and traffic accident investigation. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032; Co-requisites: None

LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement (45 Contact, 3 Credit)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, community crime prevention programs, physical fitness and stress. 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)
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
Pre-requisites: LETA 1024, LETA 1026, LETA 1032; 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: ALHS 1011, 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 1040, ALHS 1090; Co-requisites: None

MAST 1090 - Medical Assisting Skills II (135 Contact, 4 Credit)

Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc.); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.
Pre-requisites: Program Admission, 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: ALHS 1011 or BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114 L; 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: Completion of all core and program courses; Co-requisites: MAST 1180

MAST 1180 - Medical Assisting Seminar (45 Contact, 3 Credit)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.
Pre-requisites: Completion of all core and program courses; Co-requisites: MAST 1170

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)

This course is a continuance of MAST 1510- Medical Billing and Coding I. MAST 1520 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 0090- Learning Support Mathematics (45 Contact, 3 Credit)

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.
Pre-requisites: None; Co-requisites: 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: Appropriate arithmetic placement test score or MATH 0090 Level 1 Completion; 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, percents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.
Pre-requisites: Appropriate arithmetic placement test score or MATH 0090 Level 1 Completion; 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: Appropriate algebra placement test score or MATH 0090 Level 2 Completion; 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, and mathematics of finance.
Pre-requisites: Appropriate algebra placement test score or MATH 0090 Level 2 Completion; 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 or MATH 0090 Level 2 Completion; 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 or MATH 0090 Level 2 Completion; 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 or MATH 0090 Level 2 Completion; 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 Rules & Regulations (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)
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1120 - Introduction to Business (45 Contact, 3 Credit)
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1125 - Business Ethics (45 Contact, 3 Credit)
Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical,

problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 1135 - Managerial Accounting and Finance (45 Contact, 3 Credit)

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.
Pre-requisites: Program Admission; Co-requisites: None

MGMT 2115 - Human Resource Management (45 Contact, 3 Credit)

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design; recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.
Pre-requisites: Provisional Admission; Co-requisites: None

MGMT 2120 - Labor Management Relations (45 Contact, 3 Credit-)

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. 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 Management

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

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.
Pre-requisites: None; Co-requisites: None

MKTG 1130 - Business Regulations and Compliance (45 Contact, 3 Credit)

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.
Pre-requisites: None; Co-requisites: None

245

MKTG 1160 - Professional Selling (45 Contact, 3 Credit)
This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.
Pre-requisites: None; Co-requisites: None

MKTG 1190 - Integrated Marketing Communications (45 Contact, 3 Credit)
This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.
Pre-requisites: MKTG 1100; Co-requisites: MKTG 1100

MKTG 1210 - Services Marketing (45 Contact, 3 Credit)
This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.
Pre-requisites:MKTG 1100; Co-requisites: None

MKTG 1270 - Visual Merchandising (45 Contact, 3 Credit)
This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.
Pre-requisites: None; Co-requisites: None

MKTG 1370 - Consumer Behavior (45 Contact, 3 Credit)
This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.
Pre-requisites: MKTG 1100; Co-requisites: None

MKTG 2000 - Global Marketing (45 Contact, 3 Credit)
This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze internatinal marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.
Pre-requisites: MKTG 1100; Co-requisites: None

MKTG 2010 - Small Business Management (45 Contact, 3 Credit)
This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.
Pre-requisites: MKTG 1100; Co-requisites: MKTG 1100

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

MKTG 2090 - Marketing Research (45 Contact, 3 Credit)
This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.
Pre-requisites: MKTG 1100; Co-requisites: None

MKTG 2160 - Advanced Selling (45 Contact, 3 Credit)
This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.
Pre-requisites: MKTG 1160; Co-requisites: None

MKTG 2210 – Entrepreneurship (90 Contact, 6 Credit)
This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.
Pre-requisites:MKTG 1100; Co-requisites: None

MKTG 2270 - Retail Operations Management (45 Contact, 3 Credit)
This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.
Pre-requisites: Program Admission or Program Instructor Approval; Co-requisites: None

MKTG 2290 - Marketing Internship/Practicum (135 Contact, 3 Credit)
This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.
Pre-requisites:MKTG 1100; Co-requisites: None

MKTG 2300 - Marketing Management (45 Contact, 3 Credit)
This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.
Pre-requisites: Program Instructor Approval and MKTG 1100; Co-requisites: None

MUSC Music

MUSC 1101 – Music Appreciation (45 Contact, 3 Credit)
Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.

Pre-requisites: Appropriate degree level writing (English) and reading placement test scores; Co-requisites: None

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 resident's condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term 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 (30 Contact, 2 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: Program Admission; Co-requisites: None

OPHD 2090 - Frame Selection (120 Contact, 5 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: Program Admission; 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 (240 Contact, 6 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 (60 Contact, 4 Credit)
This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.
Pre-requisites: MATH 1012; Co-requisites: None

PHAR 1010 - Pharmacy Technology Fundamentals (90 Contact, 5 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 terms, and reference sources.
Pre-requisites: Provisional Admission; Co-requisites: None

PHAR 1020 - Principles of Dispensing Medications (90 Contact, 4 Credit)
This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.
Pre-requisites: PHAR 1000, PHAR 1010; Co-requisites: None

PHAR 1030 - Principles of Sterile Medication Preparation (90 Contact, 4 Credit)
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)
This course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.
Pre-requisites: Program Admission; Co-requisites: None

PHAR 1050 - Pharmacy Technology Practicum (225 Contact, 5 Credit)
Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.
Pre-requisites: PHAR 1000, PHAR 1010; Co-requisites: None

PHAR 2060 - Advanced Pharmacy Technology Principles (60 Contact, 3 Credit)
This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.
Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050; Co-requisites: PHAR 1050, PHAR 2070

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: PHAR 1050, PHAR 2060

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

PHYS 1111- Introductory Physics I (45 Contact, 3 Credit)
The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat transfer, and thermodynamics.

Pre-requisites: ENGL 1101 AND Math 1112 or MATH 1113; Co-requisites: PHYS 1111L

PHYS 1111L- Introductory Physics Lab I (45 Contact, 1 Credit)
Selected laboratory exercises paralleling the topics in PHYS 1111. That laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two- dimensional motion, circular motion and law of gravity, rational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.
Pre-requisites: ENGL 1101 AND MATH 1112 or MATH 1113; Co-requisites: PHYS 1111

PHYS 1112- Introductory Physics II (45 Contact, 3 Credit)
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electrical potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).
Pre-requisites: PHYS 1111, PHYS 1111L; Co-requisites: PHYS 1112L

PHYS 1112L- Introductory Physics Lab II (45 Contact, 1 Credit)
Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.
Pre-requisites: PHYS 1111, PHYS 1111L; Co-requisites: PHYS 1112

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

POLS Political Science

POLS 1101- American Government (45 Contact, 3 Credit)
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American Political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.
Pre-requisites: Appropriate degree level writing (English) and reading placement test scores; 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 treatments, stress and health, and social psychology.
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 critical thinking and 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, psychological disorders and treatment, stress and health, and social psychology.
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores; Co-requisites: None

RADT Radiologic 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: RADT 1010

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 (45 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 courses. Emphasis will be a study of selected formal topics important for the PACS Specialist. Topics include: preserving 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)

This course provides the student with fundamental concepts and basic functions of 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)

This course is designed to prepare non-radiographers who are interested in incorporating a limited radiography background into their professional development for success in a healthcare environment. This course introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film or digital image receptor. An introduction to positioning, viewing techniques, and common terminology related to radiographic procedures will be included. Emphasis will be placed on the production of quality radiographs, and laboratory experiences will demonstrate the application of theatric principles and concepts. Topics include radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, quality assurance concepts, automatic exposure control concepts, positioning considerations and positioning terminology.
Pre-requisites: None; Co-requisites: None

RAPS 1130 - Imaging Informatics Clinical I (IIC1) (315 Contact, 7 Credit)

This course provides the student with the opportunity to put into practice the knowledge acquired in previous courses. This clinical experience provides an excellent opportunity for the students to gain work experience under the supervision and leadership of experienced IT professionals. Topics include: continued development of leadership, management, problem-solving and communication skills, equipment and PC Hardware, software, installation procedures, operating systems, network design and implementation, troubleshooting techniques, preventive maintenance, safety and security.
Pre-requisites: None; Co-requisites: None

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

This course provides the student with the opportunity to put into practice the knowledge acquired in previous courses. Student will work in a PACS environment and will be exposed to a variety of tasks and situations 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/updates, sort out study/order mess-ups and synchronization issues, create portable patient data, communicate technical problems, troubleshoot the network and workstations, solve PACS related problems and learn to maintain a detailed QC/QA program for PACS. The student will learn to use his/her 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)

This course provides the student with fundamental concepts of DICOM standard and HL7 standard. Topics include: DICOM introduction, DICOM messages and objects, DICOM storage and image management services, DICOM print, query/retrieve and structured reports, DICOM image quality, DICOM media, DICOM conformance statements, DICOM networking, DICOM troubleshooting, HL7 messaging, HL7 troubleshooting, IHE introduction, IHE actors and profiles, and IHE infrastructure.
Pre-requisites: None; Co-requisites: None

READ Reading

READ 0090- Learning Support Reading (45 Contact, 3 Credit)

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. Students progress at their own pace to master each module.
Pre-requisite: None; Co-requisite: 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 0090 Level 2 completion; Co-requisites: None

SURG Surgical Technology

SURG 1010 - Introduction to Surgical Technology (210 Contact, 8 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: introduction to preoperative, intraoperative and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information. (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 (165 Contact, 7 Credit)

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management. (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: cell structure; introduction to microbiology; microorganisms; process of infection; hypersensitivity; fluid movement concepts; and immunologic defense mechanisms.
Pre-requisites: Program Admission; Co-requisites: None

SURG 1100 - Surgical Pharmacology (45 Contact, 2 Credit)

Introduces the concepts of pharmacology and anesthesia. Topics include: terminology; medication measurement; medications used in surgery; care and handling of medications and solutions; and anesthesia.
Pre-requisites: Program Admission; Co-requisites: None

SURG 2030 - Surgical Procedures I (60 Contact, 4 Credit)

Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure. Pre-requisites: Program Admission; Co-requisites: None

SURG 2040 - Surgical Procedures II (60 Contact, 4 Credit)

Introduces the surgical specialties to include Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Ophthalmic (Eye) Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery and Neurosurgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.
Pre-requisites: Program Admission; Co-requisites: None

SURG 2110- 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, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the

cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 - 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, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.
Pre-requisites: Program Admission; Co-requisites: None

SURG 2130 - 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, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal

delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases. Pre-requisites: Program Admission; Co-requisites: None

SURG 2140 - 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, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases. Pre-requisites: Program Admission; 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: Employability skills and professional preparation.
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 1010, VETT 1060; Co-requisites: None

VETT 1030 - Veterinary Clinical Procedures I (90 Contact, 4 Credit)

This course will provide an orientation to small and large animal patient care and technical procedures. Emphasis is placed on physical restraint, general patient assessment and care, sample collection, medication administration, instrumentation and supplies, and basic surgery and isolation room procedures.
Pre-requisites: Program Admission, BIOL 1111, VETT 1010; Co-requisites: 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 1000, VETT 1010, VETT 1030, VETT 1060; 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)

This course provides advanced instruction related to the care of both large and small animals. Emphasis is placed on collecting samples, medication administration and therapeutics, catheterization, bandaging techniques, dentistry and advanced patient care procedures.
Pre-requisites: VETT 1030; Co-requisites: None

VETT 2160 - Pharmacology for Veterinary Technicians (60 Contact, 3 Credit)

Provides study in the area of veterinary drugs and medicines. Emphasis is placed on classes and actions of drugs, calculating dosages, proper administration, and dispensing of drugs. Topics include: general pharmacology, calculating dosages, pharmacy, and record keeping.
Pre-requisites: 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 1030, VETT 1060; 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 1000, VETT 1010; 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 1030, VETT 2130, , VETT 2160; 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 2130, VETT 2230; Co-requisites: None

VETT 2410 - Principles of Sonography for Veterinary Medicine (15 Contact, 1 Credit)

This course introduces students to the fundamental concepts and equipment operations needed for using and understanding sonographic equipment. Topics to be covered include: sonographic principles, artifact, and sonographic imaging principles.

Pre-requisites: None; Co-requisites: None

VETT 2430 - Veterinary Sonographic Imaging (90 Contact, 4 Credit)
This course introduces the students to veterinary abdominal ultrasound and echocardiography for small animals. Topics to be covered include: animal preparation and positioning, scanning technique, anatomy and physiology of the abdomen, normal and abnormal pathology of abdominal anatomy, anatomy and physiology of the heart, normal and abnormal pathology of cardiac anatomy.
Pre-requisites: VETT 1060; Co-requisites: 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)
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.
Pre-requisites: None; Co-requisites: WELD 1000

WELD 1050 – Horizontal Shielded Metal Arc Welding (100 Contact, 4 Credit)
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 for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.
Pre-requisites: None; Co-requisites: WELD 1040,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 evaluation 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.

Alexander, Wayne (2002)
Maintenance Technician

Alston, Angela (2001)
Bookstore Supervisor
Certificate, Ogeechee Technical College

Altman, J.J. (1998)
Director for Auxiliary Services
B.B.A., Georgia Southern University

Bacon, John (2007)
Lead Custodian

Badie, Hyedie (2004)
Administrative Assistant for Adult Education
Diploma, Ogeechee Technical College

Ball, Catherine (2014)
Program Assistant
B.G.S., Georgia Southern University

Bennett, Shawnna (2010)
Student Affairs Assistant

Bickerton, Dan (2002)
Biology Instructor
M.S., Marshall University
B.S., Marshall University

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

Brown, Celena (2011)
Financial Aid Planning Specialist
B.B.A.., Georgia Southern University

Burkes, April (1998)
Data Quality Manager
B.S.T.M., DeVry University
A.A.S, East Georgia College
Diploma, Ogeechee Technical College

Cameron, Josey (2014)
Student Navigator
M.Ed., Georgia Southern University
B.B.A., Georgia College and State University

Cannady, Sheila (2012)
Custodian

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

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, Chyrle (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

Cornwell, Jennifer (2014)
Resource Development Coordinator

Cox, Lisa (2004)
Early Childhood Care and Education Instructor
M.Ed., Nova Southeastern University
B.S.Ed., Georgia Southern University

Cox, Michael (2013)
Custodian
B.A., University of Phoenix

Cranford, Loren (2007)
Electrical Construction & Maintenance Instructor
Diploma, Swainsboro Technical College

Culbreth, Naymon (2014)
Custodian

Cummings, Nathaniel (2007)
Custodian

Davis, Jeffrey S. (2000)
Vice President for Technology & Institutional Support
M.T., Georgia Southern University
B.S., Georgia Southern University

DeBonis, Nicholas (2014)
Marketing Instructor
        Phd., University of Tennessee
        M.S., Troy State University
        B.A., Flagler College

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

DeLoach, Michael (2014)
Custodian

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

Eheman, Kaylyn (2013)
Student Affairs Assistant
        B.A. Toccoa Falls College

Evans, Gwen (2005)
Accounting Technician
        A.A.T., Ogeechee Technical College
        State Financial Management Certificate

Finch, Heidi (2008)
Student Banner Specialist
        Certificate, Ogeechee Technical College
        State Financial Management Certificate

Foley, Ryan W. (2003)
Vice President for Student Affairs
        Ed.D., University of Georgia
        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

Garrison, Priscilla (2013)
Health Information Technology Instructor
        M.H.A, Armstrong Atlantic State University
        B.S., Armstron Atlantic State University
        A.A.S, Ogeechee Technical College

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

Grimes, Natasha (2014)
Assistant Dean for Academic Affairs
        M.B.A, DeVry University
        M.Ed., Georgia Southern University
        B.S., Georgia Southern University

Groover, John (1993)
Dean for Academic Affairs
        M.Ed., Georgia Southern University
        B.S., Georgia Southern College

Gunter, Rachel (2008)
Purchasing Technician
        Diploma, Ogeechee Technical College
        Georgia Certified Purchasing Associate (GCPA)
        State Financial Management Certificate

Hall, Lindsey (2013)
Administrative Secretary

Hammond, Brooks (2013)
Shipping/Receiving Technician
        B.S., Georgia Southern University

Hand, Terry L. (2003)
Computer Information Systems Instructor
        M.S., University of Phoenix
        B.S., Georgia Southern University

Harris, Davida (2014)
Funeral Services Education Instructor
        M.A., University of Akron
        B.S., Johnson C. Smith University
        A.A.S, Ogeechee Technical College

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, Brittany (2012)
Nurse Aide Instructor
        A.S., Darton College
        Diploma, Swainsboro Technical College
        Certificate, Ogeechee Technical College

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

Hickman, Andy (2012)
Maintenance Technician

Hodges, Y'Lonne (2006)
Director for Institutional Research & Planning
        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, Jaclyn (2008)
Practical Nursing Instructor
        M.S.N., Walden University
        Women's Health Nurse Practitioner, Emory University
        B.S.N., University of Phoenix
        A.S., Armstrong Atlantic State University

Jaramillo, Melanie (2013)
Custodian

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

Killebrew, Frank (2012)
Paramedicine Technology Instructor
        Certificate, Darton College
        Level III EMS Instructor

Kingry, Kelly (2014_
Dean for Academic Affairs
        M.S., Georgia State University
        B.A., Georgia State University

Kosmoski, Kathleen (2008)
Director for Continuing Education and Industry Training
        M.S., Purdue University
        B.A., Purdue University

Lamar, Charlene J. (2003)
Executive 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

Lee, Heather (2008)
Fish & Wildlife Management Instructor
        B.S., University of Tennessee

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 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

Manning, Tiffany (2014)
English Instructor
        M.A., Georgia Southern University
        B.A., Georgia Southern University

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]

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
B.A., Eastern New Mexico University
A.A.S., East Georgia College
Diploma, Swainsboro Technical College
ASE Master Automobile Technician

Mercer-McMillan, Tonya (1995)
Accountant
M.B.A, University of Phoenix
B.S., University of Phoenix
A.A.S., East Georgia College
Diploma, Ogeechee Technical College
Georgia Certified Purchasing Associate (GCPA)
State Financial Management Certificate

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

Mizell, Paul (2013)
Dean for Adult Education
Ed.S., Lincoln Memorial University
M.S., Georgia Southern University
B.S., Georgia Southern University

Mobley, Karen (2008)
Executive Assistant to the President
B.B.A., Georgia Southern University
A.A., Brevard Community College

Moore, Jan (2014)
Dean of Students

Ed. S., Georgia Southern University
M. Ed., Georgia Southern University
A.B., Univeristy of Georgia

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

Myers, James (2011)
Police Officer
POST Certified Peace Officer

North, Michael (2014)
Maintenance Technician

O'Neal, Kendreia (2010)
Pharmacy Technology Instructor
A.S., American Continental University
Diploma, Ogeechee Technical College

Owens, Neal (2014)
Criminal Justice Instructor
M.P.A, Columbus State University
B.A., Saint Leo University

Parker, John (2008)
Adult Education Instructor
B.S., Georgia Southern University

Partain, Chad (2013)
Technical Support Specialist
A.A.T., Ogeechee Technical College
A.A.S., Ogeechee Technical College

Pearsall, Vanessa (2000)
Distribution Specialist
Certificate, Ogeechee Technical College

Peebles, Ciara (2011)
Student Affairs Assistant
B.A., Ashford University
A.A.S., East Georgia College
Diploma, Swainsboro Technical College

Phillips, Emily (2003)
Mathematics Instructor
M.S., Georgia Southern University
B.S., Georgia Southern University

Pisacano, Anthony (2003)
Culinary Arts Instructor
A.O.S., Culinary Institute of America

Pope, Susan (2003)
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

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

Tonkin, Koren (2014)
Psychology Instructor
M.S., Georgia Southern University
B.S., West Chester University of PA

Robbins, Betty (2001)
Administrative Secretary
B.A., Ashford University
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)
Business Administrative Technology Instructor
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)
Public Relations/Grants Coordinator
M.P.A., Georgia College and State University
B.A., Georgia College and State University

Rupar, Michele (2013)
Funeral Service Education Instructor
M.S., University of Phoenix
B.S., John Carroll University
A.A.T., Ogeechee Technical College

Sapp, Buddy (1990)
Director for Plant Operations

Saunders, Laura (2010)
Director for Admissions
M.P.A., Georgia Southern University
B.B.S., Georgia Southern University

Scott, Tina (1997)
Adult Education Instructor
B.B.A., Georgia Southern College

Sharp, Hilary (2013)
Student Affairs Assistant
A.S., Dixie State College

Shaver, Jeff (2006)
Cosmetology Instructor
Diploma, Virgil's Beauty College

Simmons, M. Ann (1994)
Student Affairs Assistant
B.S., Colorado Technical College
Diploma, Ogeechee Technical College

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
Microsoft Certified Professional
Comp TIA Network +
Comp TIA A+

Strickland, Julie (2010)
Adult Education Instructor   M.Ed., Georgia Southern University
B.A., Oglethorpe University

Stubbs, Michelle (1990)
Registrar
B.B.A., Georgia Southern University

Taylor, Brandy (2000)
Vice President for Institutional Effectiveness
M.B.A., Georgia Southern University
B.B.A., 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

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 College Advancement
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

Vickers, Tonya (2010)
Assistant Vice President for Administration
 B.B.A., Georgia Southwestern State University

Walker, Billie J. (2005)
Veterinary Technology Instructor
 A.S., Tri-County Technical College

Waters, B. Keith (2013)
Health Science Core Instructor
 D.C., Life University
 B.S., Georgia Southern University

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
 M.A., Ashford University
 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 Program Director/Instructor
 A.A.T., Savannah Technical College
 Diploma, Savannah Technical College
 Certified Surgical Technologist (CST)

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)
Art Director
 B.F.A., Georgia Southern University

Williams, Susan (2003)
Accounting Technician
 M.B.A., University of Phoenix
 B.S. Georgia Southern University
 State Financial Management Certificate

Williamson, Kimberly (2014)
Student Affairs Assistant
 A.A.S., Ogeechee Technical College

Wilson, Terry (2013)
Custodian

Witherington, Jennifer (2008)
 Dean for Distance and General Education
 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

Worthington, Bill (2012)
Agribusiness Instructor
 M.A.L., University of Georgia
 B.S., Berry College

York, Stanley (2013)
Director for Campus Safety & Security/Chief of Police
 Certified Police Officer
 Graduate, FBI National Academy
 Certificate, Columbus State 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

Barber, Cliff (2006)
Adult Education Instructor
 B.S., Georgia Southern University

Briley, Terry (2011)
Police Officer (PT)

 M.S., Norwich University
 B.S., University of Phoenix
 A.A.S., Florence-Darlington Technical College
 POST certified Peace Officer

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

Carter, Jessica (2014)
 M.Ed., Georgia Southern University

B.A., University of South Carolina

Case, Janice (2006)
M.A., University of Phoenix
B.S., Georgia Southern University

Chapman, Alexis (2005)
Testing Assistant

Clay, David (2010)
Criminal Justice Instructor
M.B.A., Walden University
B.S., Jacksonville State University

Cross, Todd (2011)
Police Officer (PT)
B.S., Georgia Southern University
POST certified Peace Officer

Findley, Jerry F. (2005)
Forensic Science Instructor
A.A.T., St. Leo College

Hendrix, Linda (2006)
Library Assistant

Herbster, Andrea (2009)
Criminal Justice Instructor
M.S., Jacksonville State University
B.S., Jacksonville State University

Hoffman, Sean (2011)
M.P.A., Troy University
B.A., Augusta State University

Holloway, Kaci (2012)
Diagnostic Medical Sonography Clinical Instructor
Diploma, Ogeechee Technical College
Registered Diagnostic Medical Sonographer

Johnson, Pearl (2013)
M.B.A., Capella University
B.P.A., University of District of Columbia
Certificate, Ogeechee Technical College

Kelly, Maggie (2009)
Food Technician

Manning, Tiffany (2014)
M.A., Georgia Southern University
B.A., Georgia Southern Univeristy

May, Angela (2011)
Library Assistant
M.Ed., Armstrong Atlantic State University
B.S., Georgia Southern University

McBride, Chris (2011)
Police Officer (PT)
B.S., Georgia Southern University
A.A., Valdosta State University
POST certified Peace Officer

McCollum, Juanita (2014)
Food Technician

McCollum, Laverne (2013)
Food Technician

McIntyre, Donna (2010)
Criminal Justice Instructor
M.P.A, Georgia Southern University
B.S., Armstrong State University
A.A., Emanual County Junior College

Mitchell, James (2013)
Police Officer
B.A., Saint Leo University
BLE Field Training Officer
POST Instructor
Certifications: General, Firearms, Defensive Tactics

Morgan, Michael (2013)
American Heart Association Training Center Coordinator
Certificate, Ogeechee Technical College
EMT-Paramedic
BLS Instructor

Oglesby, Jennifer (2014)
Ed.S., Georgia Southern University
M.Ed., Georgia Southern University
B.A., Georgia Southern University

Ordaz, Heidi (2014)
M.A., Georgia Southern University
B.A., Stetson University

Perry, Amy (2008)
Adult Education/ESL Instructor
M.A., International University of Japan
B.A., University of North Carolina at Charlotte

Pope, Nene (2010)
Bookstore Retail Specialist
B.S., Georgia Southern University

Reese, Tangie (2013)
Police Officer

Rupar, David 92014)
B.S., Virginia Polytechnic Institute

Saxton, Teresa (2013)
Cashier

Spivey, Judy (2010)
Duplication Specialist

Street, Lee (2010)
Nurse Aide Instructor, Portal Middle/High School
B.S., Georgia Southern University
Registered Nurse

Wallace, Misti (2009)
Bookstore Assistant

Waters, Sonya (2012)
Instructional Aid, Evans County
M.Ed., Georgia Southern University
B.B.A., Valdosta State University
A.A., South Georgia College

Watkins, Virginia (2012)
A.A.S., Allegany College of Maryland

Williams, Stephan (2009)
Bookstore Assistant

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

York, Kathryn (2014)
      A.A.S., North Greenville College
      A.A.S., Armstrong State College

Please note the following changes for the 2014-2015 OTC Catalog and Student Handbook.

PROGRAM/SECTION		GENERAL INFORMATION	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
9	3/5/15	Update	**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 student-centered, academic, and technical education programs at the associate degree, diploma, and certificate levels utilizing traditional and distance education methodologies, support services, adult education, continuing education, and customized business and industry workforce training to the citizens of the communities it serves.
10	8/25/14	Clarification of address	The **Nurse Aide** program is approved by Alliant GMCF (Georgia Medical Care Foundation), 1455 Lincoln Parkway, Suite 800, Atlanta, GA 30346 or P.O. Box 105753, Atlanta, GA 30348, Phone 800.414.4358.
PROGRAM/SECTION		**ADMISSIONS**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
16	8/25/14	Update/Replace Wording	**PSB Aptitude Examination** PSB's Aptitude for Practical Nursing Examination is the result of requirements and needs expressed by education professionals responsible for preparing qualified, competent practical and vocational nurses. The examination addresses the required pre-requisite and acquired educational achievements commensurate with the objectives of the career preparation program for practical or vocational nursing and can predict an individual's readiness and capability for successful completion of the educational program designed to prepare the

| | | | qualified practical or vocational nurse. It comprises five separate tests that measure abilities, skills, knowledge and attitudes important for success in the program and career choice.

The PSB Health Occupations Aptitude Examination is selectively normed on applicants for admission to all of the various health care career choices and can predict an individual's readiness and capability for successful completion of the educational program designed to prepare qualified health care personnel. The examination addresses required pre-requisite and acquired educational achievements commensurate with the objectives of the preparation program. It comprises five separate tests that measure abilities, skills, knowledge and attitudes important for success in the program and career choice.

The exams are given several times each semester. A student will be allowed four testing attempts of the PSB exam. A student is required to wait a minimum of 30 calendar days between the first and second attempts. If a student chooses to take the exam more than two times, he/she will be required to wait a minimum of six months between each additional attempt. 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 each subsequent attempt. Students will be administered the entire exam during each exam attempt.

A student may schedule for and/or find out when the test is administered by visiting the Assessment Center online at http://www.ogeecheetech.edu/testing. Study guides are available in the Assessment Center and the Library. Test resources may also be found online at |
|---|---|---|---|

PROGRAM/SECTION		CAMPUS SAFETY AND SECURITY	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
			http://www.psbtests.com/web/guest/test-resources/#sampleQ. Additional information regarding the PSB test may be found at www.psbtests.com.
24	8/25/14	Correct/Replace Wording	**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 secure-in-place of the building(s). A secure-in-place 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 secure-in-place 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.
PROGRAM/SECTION		FEES AND EXPENSES	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
31	2/18/15	Typographical Correction	**Early Childhood** ECCE 2116 Math & Science $10
PROGRAM/SECTION		BUSINESS MANAGEMENT	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
91	1/12/15	Add New Programs	See information below:
Medical Office Manager Technical Certificate (MFM1)			

DESCRIPTION

The Medical Office Manager Technical Certificate program focuses on entry-level skills necessary to perform a variety of managerial duties. This program introduces students to medical terminology, staff supervision/management, and leadership.

EMPLOYMENT OPPORTUNITIES

Graduates of the Medical Office Manager technical certificate program are prepared to work in entry-level management positions in medical offices.

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

MEDICAL OFFICE MANAGER TECHNICAL CERTIFICATE CURRICULUM

The curriculum for the Medical Office Manager Technical 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 27 semester credit hours. The program requires a minimum of 435 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
General Education Core	**19**
Area I – Language Arts/Communication	
ENGL 1101 – Composition and Rhetoric (OL)	3
Area II – Social/Behavioral Sciences	
HIST 2111- U.S. History I	3
Select one Social Science course	3
PSYC 1101- Introductory Psychology (OL)	
SOCI 1101- Introduction to Sociology	
Area III – Natural Sciences/Mathematics	
Select one Math course	3
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Select one Traditional Lab Science Cluster	4
BIOL 1111- Biology I	
BIOL 1111L- Biology Lab I	
OR	
CHEM 1211- Chemistry I	

CHEM 1211L- Chemistry Lab I	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
MUSC 1101-Music Appreciation	
Occupational Courses	**8**
ALHS 1090- Medical Terminology for Allied Health Sciences (OL)	2
MGMT 1100- Principles of Management (OL)	3
MGMT 1115- Leadership (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: $3,079
Books/Supplies: $1,200
(Costs are estimates and are subject to change.)

Advanced Medical Office Manager Technical Certificate (AM01)

DESCRIPTION

The Advanced Medical Office Manager certificate program focuses on the skills necessary for a variety of managerial and clerical duties. This program will introduce students to medical insurance, accounting principles, and standardized recordkeeping procedures.

EMPLOYMENT OPPORTUNITIES

Graduates of the Advanced Medical Office Manager technical certificate program are prepared to work in entry-level management positions in medical offices.

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

ADVANCED MEDICAL OFFICE MANAGER CURRICULUM

The curriculum for the Advanced Medical Office Manager 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 26 semester credit hours. The program requires a minimum of 405 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	

ENGL 1102 – Literature and Composition (OL)	3
ENGL 2130- American Literature (OL)	3
Area II – Social/Behavioral Sciences	
HIST 2112- U.S. History II	3
POLS 1101- American Government	3
ECON 1101-Principles of Economics	3
Occupational Courses	**11**
BUSN 1015- Introduction to Medical Insurance	4
ACCT 1100- Financial Accounting I (OL)	4
MGMT 1105- Organizational Behavior (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: $2,990
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

PROGRAM/SECTION		COMPUTER INFORMATION SYSTEMS	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
95	1/12/15	Add New Programs	See information below:

Computer Security Specialist Technical Certificate (CS11)

DESCRIPTION

The Computer Security Specialist TCC focuses on the skills necessary to maintain a secure IT environment in the workplace. This program introduces students to basic security protocols.

EMPLOYMENT OPPORTUNITIES

Graduates of the Computer Security Specialist technical certificate program are prepared to be responsible for protecting the computer networks of a company or government agency. Someone in an entry-level position may operate software to monitor and analyze information, while a more senior-level position could require investigative work to determine whether a security breach has occurred.

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

COMPUTER SECURITY SPECIALIST CURRICULUM

The curriculum for the Computer Security 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 26 semester credit hours. The program requires a minimum of 465 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
General Education Core	**19**
Area I – Language Arts/Communication	
ENGL 1101 – Composition and Rhetoric (OL)	3
Area II – Social/Behavioral Sciences – Select 1	
HIST 2111- U.S. History I	3
Select one Social Science course from the following	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
Area III – Natural Sciences/Mathematics	
Select one Math course from the following	3
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Select one Traditional Lab Science cluster	4
BIOL 1111- Biology I	
BIOL 1111L- Biology Lab I	
OR	
CHEM 1211- Chemistry I	
CHEM 1211L- Chemistry Lab I	
Area IV – Humanities/Fine Arts- Select 1	3
ARTS 1101- Art Appreciation	
MUSC 1101-Music Appreciation	
Occupational Courses	**7**
CIST 1401- Computer Networking Fundamentals	4
CIST 1601- Information Security Fundamentals	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: $2,990
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

Advanced Computer Security Specialist Technical Certificate (AG71)

DESCRIPTION

The Advanced Computer Security Specialist certificate program focuses on the skills necessary to maintain a secure IT environment in the workplace. This program introduces students to more advanced security protocols and the use of forensics.

EMPLOYMENT OPPORTUNITIES

Graduates of the Advanced Computer Security Specialist technical certificate program are prepared to be responsible for protecting the computer networks of a company or government agency. Someone in an entry-level position may operate software to monitor and analyze information, while a more senior-level position could require investigative work to determine whether a security breach has occurred.

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

ADVANCED COMPUTER SECURITY SPECIALIST CURRICULUM

The curriculum for the Advanced Computer Security Specialist technical 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 27 semester credit hours. The program requires a minimum of 495 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
General Education Core	**15**
Area I – Language Arts/Communication	
ENGL 1102 – Literature and Composition (OL)	3
ENGL 2130- American Literature (OL)	3
Area II – Social/Behavioral Sciences	
HIST 2112- U.S. History II	3
POLS 1101- American Government	3
ECON 1101-Principles of Economics	3
Occupational Courses	**12**
CIST 2601- Implementing Operating Systems Security	4
CIST 2602- Network Security	4
CIST 2612- Computer Forensics	4

PROGRAM COSTS

    Tuition/Fees: $3,079
    Books/Supplies: $1,000
    (Costs are estimates and are subject to change.)

PROGRAM/SECTION		CONSTRUCTION	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
105	1/12/15	Curriculum Change	**Construction Management Diploma (CM42)** Replace COMP 1000 with Occupational Elective (3 hours)

PROGRAM/SECTION		CULINARY ARTS	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
118	2/18/15	Typographical Correction	Course Supply Fees: • CUUL 1120 Principles of Cooking $80 • CUUL 1220 Baking Principles $80 • CUUL 1320 Garde Manger $80 • CUUL 1129 Fundamentals of Restaurant Operations $80 • CUUL 2160 Contemporary Cuisine $80

PROGRAM/SECTION		EARLY CHILDHOOD CARE & EDUCAITON	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
125, 127, 128	2/18/15	Typographical Correction	Course Supply Fees: • ECCE 2116 Math & Science $10 • ECCE 1105 Health, Safety & Nutrition $10 • ECCE 1112 Curriculum & Assessment $10 • ECCE 1113 Creative Activities for Children $10

PROGRAM/SECTION		ELECTRICAL SYSTEMS TECHNOLOGY	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
130	1/12/15	Add New Program	See information below:

Industrial Electrical Technology Diploma (IET2)

DESCRIPTION

The Industrial Electrical Technology program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Industrial Electrical Technology diploma.

EMPLOYMENT OPPORTUNITIES

The Industrial Electrical Technology program is intended to produce graduates who are prepared for employment as industrial, residential, or commercial electricians.

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	450	NA	440	NA
ACT	17	16	19	NA

INDUSTRIAL ELECTRICAL TECHNOLOGY CURRICULUM

The curriculum for the Industrial Electrical 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 43 semester credit hours. The program requires a minimum of 745 contact hours and generally takes 3 semesters to complete.

Program Courses	Credits
Basic Skills Courses	**8**
MATH 1012- Foundations of Mathematics (OL)	3
ENGL 1010- Fundamentals of English I (OL)	3
EMPL 1000- Interpersonal Relations and Professional Development (OL)	2
Occupational Courses	**35**
IDFC 1007- Industrial Safety Procedures	2
ELTR 1060- Electrical Prints, Schematics, and Symbols	2
Select One of the Following Courses	3
IDFC 1011- Direct Current I	
IDSY 1101- DC Circuit Analysis	
Select One of the Following Courses	3
ELTR 1020- Electrical Systems Basics I	
IDFC 1012- Alternating Current I	
IDSY 1105- AC Circuit Analysis	
ELTR 1080- Commercial Wiring I	5
ELTR 1090- Commercial Wiring II	3
ELTR 1180- Electrical Controls	4
ELTR 1220- Industrial PLC's	4
ELTR 1270- N.E.C. Industrial Wiring Applications	4
Occupationally Related Electives	5

PROGRAM COSTS

Tuition/Fees: $4,841
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

PROGRAM/SECTION		FUNERAL SERVICE EDUCATION	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
143	2/18/15	Add Omitted Course Fee	Embalming Lab for Cadaver Donation Program $30
PROGRAM/SECTION		**GEOGRAPHIC INFORMATION SYSTEMS**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
144	1/12/15	Curriculum Change	**Geographic Information Systems Associate of Applied Science (GI13)** See revised curriculum below:

Program Courses	Credits
General Education Core	15
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	
Area II – Social/Behavioral Sciences	3
PSYC 1101 – Introductory Psychology (OL)	
Area III – Natural Sciences/Mathematics	3
MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts- Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130- American Literature (OL)	
HUMN 1101 – Introduction to Humanities	
MUSC 1101- Music Appreciation	
Program Specific Requirements	3
General Core Elective	
Occupational Courses	45
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	
Select one of the following courses	4	
GIFS 1126 – Database Design and Management in GIS		
CIST 2129- Comprehensive Database Techniques		
GIFS 2030- Geographic Information System Exit Review	2	
Choose one of the following track options	11	
Option I: GIFS 2000 – Geographic Information Systems Practicum/Internship (3 hrs) and choose 8 hours of any AGRB, CIST, FWMT, HRTM, BUSN, MGMT or MKTG course		
Option II: GIFS 2010 – Geographic Information Systems Practicum/Internship (4 hrs) and choose 7 hours of any AGRB, CIST, FWMT, HRTM, BUSN, MGMT or MKTG course		

146	1/12/15	Curriculum Change	**Geographic Information Systems Diploma (GI12)** Remove COMP 1000- Introduction to Computers (3 hours). Remove GIFS 2010- Geographic Information Systems Practicum/Internship (4 hours). Add Occupational Elective (3 hours). Total program credit hours are reduced to 43.
PROGRAM/SECTION		**HEALTH INFORMATION TECHNOLOGY**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
147	5/18/15	Name Change	**Health Information Technology Degree (HI13)** Change name of program to Health Information Management Technology Degree.
PROGRAM/SECTION		**MEDICAL ASSISTING**	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
162	8/25/14	Correct Typographical Error	**Accreditation/Approval** The **Medical Assisting** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB, www.maerb.org) of the American Association of Medical Assistants' Endowment (AAMAE). CAAHEP may be contacted at 1361 Park Street,

PROGRAM/SECTION	NEUROMUSCULAR MASSAGE THERAPY		
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
165	1/12/15	Add New Program	See information below:

Clearwater, FL 33756, Phone 727.210.2350. Web: www.caahep.org.

NEUROMUSCULAR MASSAGE THERAPY
(Pending Approval from SACSCOC)
Neuromuscular Massage Therapist Diploma (NT12)

DESCRIPTION

The Neuromuscular Therapist program consists of a sequence of courses that prepares students for careers in the field of Neuromuscular Therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Curriculum fundamentals, Swedish massage, musculoskeletal anatomy, identification of diseases and conditions, medical documentation, and client care prepare the graduate for an entry level position. Specialized training in nervous system pathology, postural analysis, neuromuscular therapy, muscle energy techniques, myofascial release and clinical reasoning establish this program and its graduates as specialists in their field. Program graduates receive a Neuromuscular Therapy diploma, which qualifies them to take the National Certification Examination for Therapeutic Massage (NCETM) offered by the National Certification Board of Therapeutic Massage (NCBTMB) or and apply for Georgia licensure.

EMPLOYMENT OPPORTUNITIES

Graduates of the Neuromuscular Massage Therapist diploma program are prepared to find employment in personal care services establishments, the offices of physicians and chiropractors, fitness and recreational sports centers and hotels, or through self-employment.

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	70	32	26	NA
SAT	450	NA	440	NA
ACT	17	16	19	NA

NEUROMUSCULAR MASSAGE THERAPIST CURRICULUM

The curriculum for the Neuromuscular Massage Therapist diploma 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 56 semester credit hours. The program requires a minimum of 1275 contact hours and generally takes 4 semesters to complete.

Program Courses	Credits

Basic Skills	9
ENGL 1010- Fundamentals of English I (OL)	3
Select one Math course	3
MATH 1011- Business Math (OL)	
MATH 1012- Fundamentals of Mathematics (OL)	
PSYC 1010- Basic Psychology (OL)	3
Occupational Courses	**47**
ALHS 1011- Structure and Function of the Human Body (OL)	5
ALHS 1090- Medical Terminology for Allied Health Sciences (OL)	2
NEUT 1001- Musculoskeletal Anatomy and Physiology I	4
NEUT 1005- Musculoskeletal Anatomy and Physiology II	4
NEUT 1020- Pathology for the Neuromuscular Therapist	2
NEUT 1030- Neuromuscular Therapy Fundamentals	3
NEUT 1050- Technique and Theory I	5
NEUT 1120- Clinic II	2
NEUT 1060- Clinic I	2
NEUT 1010- Neural Science	4
NEUT 1080- Techniques and Theory II	3
NEUT 1081- Techniques and Theory III	3
NEUT 1110- Licensure Review	3
NEUT 1100- Adjunctive Modalities	3
NEUT 1230- Professional Leadership for Neuromuscular Therapist	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: $6,336
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

PROGRAM/SECTION		OPTICIANRY	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
167	10/2/14	Curriculum Change	**Opticianry Degree (OP13)** Add MATH 1101- Mathematical Modeling as an Area III option.
166-167	1/12/15	Curriculum Change	**Opticianry Degree (OP13)** Reduce total semester credit hours from 72 to 71 hours OPHD 1030 is reduced from 3 credit hours to 2 credit hours.

			OPHD 2090 is reduced from 6 credit hours to 5 credit hours. OPHD 2190 is increased from 5 credit hours to 6 credit hours.
168-169	1/12/15	Curriculum Change	**Opticianry Diploma (OP14)** Reduce total semester credit hours from 65 to 64 hours Delete EMPL 1000 Delete COMP 1000 OPHD 1030 is reduced from 3 credit hours to 2 credit hours. OPHD 2090 is reduced from 6 credit hours to 5 credit hours. OPHD 2190 is increased from 5 credit hours to 6 credit hours.

PROGRAM/SECTION		PARAMEDICINE TECHNOLOGY	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
169	1/12/15	Add New Program	See information below:

Emergency Medical Responder Technical Certificate (EB71)

DESCRIPTION

The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight.

EMPLOYMENT OPPORTUNITIES

The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of prehospital, industrial and first responder settings.

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	Algebra
COMPASS	70	32	26	NA

EMERGENCY MEDICAL RESPONDER CURRICULUM

The curriculum for the Emergency Medical Responder Technical 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 11 semester credit hours. The program requires a minimum of 195 contact hours and generally takes 1 semester to complete.

Program Courses	Credits
ALHS 1011- Structure and Function of the Human Body (OL)	5
EMSP 1010- Emergency Medical Responder	4
ALHS 1090- Medical Terminology for Allied Health Sciences (OL)	2

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

PROGRAM COSTS

Tuition/Fees (in addition to diploma program): $1,317
Books/Supplies: $400
(Costs are estimates and are subject to change.)

PROGRAM/SECTION		PHARMACY TECHNOLOGY	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
174	8/25/14	Correction	**Pharmacy Technology Diploma (PT22)** Number of Practicum Sites: 24 General Location of the Practicum Sites: Bulloch, Candler, Chatham, Effingham, Emanuel, Evans, Jefferson and Screven Counties.

PROGRAM/SECTION		PRACTICAL NURSING	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
176	8/25/14	Clarification of address	**Accreditation/Approval** The **Nurse Aide** program is approved by Alliant GMCF (Georgia Medical Care Foundation), 1455 Lincoln Parkway, Suite 800, Atlanta, GA 30346 or P.O. Box 105753, Atlanta, GA 30348, Phone 800.414.4358.

PROGRAM/SECTION		RADIOLOGY PICTURE ARCHIVING	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
188	8/25/14	Curriculum Change	**Radiology PACS Specialist Diploma (RPS4)** Replace MATH 1013 with MATH 1012.
188	5/18/15	Curriculum Change	**Radiology PACS Specialist Diploma (RPS4)** See revised curriculum below

RADIOLOGY PACS SPECIALIST DIPLOMA CURRICULUM

The curriculum for the Radiology PACS 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 59 semester credit hours. The program requires a minimum of 1395 contact hours and generally takes 4 semesters to complete.

Program Courses	Credit
Basic Skills Courses	**6**

	ENGL 1010 – Fundamentals of English I (OL)		3
	MATH 1012- Foundations of Mathematics (OL)		3
Occupational Courses			**53**
	RAPS 1110 – Introduction to Imaging Informatics		6
	CIST 1001 – Computer Concepts (OL)		4
	RAPS 1120 – Radiology Basics for Imaging Informatics		7
	CIST 1122 - Hardware Installation and Maintenance (OL)		4
	RAPS 1150 - Advanced Concepts of Imaging Informatics		7
	RAPS 1160 - Theoretical Concepts of DICOM and HL7		5
	CIST 1601 - Information Security Fundamentals (OL)		3
	RAPS 1130 - Imaging Informatics Clinical I* (IIC1)		4
	RAPS 1140 - Imaging Informatics Clinical II* (IIC2)		7
	RAPS 1101 - Imaging Informatics Image QC/QA, Regulations and Security		2
	CIST 1401- Computer Networking Fundamentals		4

PROGRAM/SECTION		SONOGRAPHY	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
191	2/18/15	Add Omitted Course Fees	**Diagnostic Medical Sonography** • DMSO 1010 Foundations of Sonography $30 • DMSO 1020 Sectional Anatomy and Normal Sonographic Appearance $30 • DMSO 1040 Sonographic Physics and Instrumentation $30 • DMSO 1050 Abdominal Sonography I $30 • DMSO 1070 Pelvic Sonography and First Trimester Obstetrics $30 • DMSO 1090 Introduction to Vascular Sonography $30 • DMSO 2010 OB Second and Third Trimesters $30 • DMSO 2020 Specialized Sonographic Procedures $30
194	2/18/15	Add Omitted Course Fees	**Echocardiography** • CAVT 1030 Electrophysiology and Cardiac Anatomy $30 • CAVT 1080 Advanced Hemodynamics & Cardiac Physiology $30 • ECHO 1100 Echocardiography

			Fundamentals $30
			• ECHO 1310 Echocardiography I $30
			• ECHO 1320 Echocardiography II $30

PROGRAM/SECTION		TECHNICAL STUDIES	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
200	1/12/15	Add New Program	See information below:

TECHNICAL STUDIES

Applied Technical Management Associate of Applied Science (AS33)

DESCRIPTION

The Associate of Applied Science degree in Applied Technical Management allows a student to complete a diploma in a TCSG program and to continue to this Associate of Applied Science. In addition to the skills and knowledge obtained in the diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

EMPLOYMENT OPPORTUNITIES

Graduates of the Applied Technical Management Associate of Applied Science degree program are prepared to advance their job opportunities in their technical field. The Applied Technical Management degree provides students with general education and business-related skills beyond the diploma 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;
- Must have completed a diploma program;
- 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

APPLIED TECHNICAL MANAGEMENT CURRICULUM

The curriculum for the Applied Technical 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 68 semester credit hours. The program requires a minimum of 1005 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
General Education Core	15
Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric (OL)	

Area II – Social/Behavioral Sciences – Select 1	3
PSYC 1101-Introductory Psychology (OL)	
SOCI 1101-Introduction to Sociology (OL)	
ECON 1101-Principles of Economics	
ECON 2105-Macroeconomics	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling	
MATH 1111 – College Algebra (OL)	
Area IV – Humanities/Fine Arts – Select 1	3
ARTS 1101- Art Appreciation	
ENGL 2130-American Literature (OL)	
HUMN 1101-Introduction to Humanities	
MUSC 1101-Music Appreciation	
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	**53**
Completion of Diploma Program	37
MGMT 1100- Principles of Management (OL)	3
MGMT 1105- Organizational Behavior	3
Select One Legal-Related Course	3
ACCT 2140- Legal Environment of Business (OL)	
MKTG 1130- Business Regulations & Compliance	
MGMT 2125- Performance Management (OL)	3
ACCT 1100- Financial Accounting I (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: $7,742
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

PROGRAM/SECTION		COURSE DESCRIPTIONS	
PAGE #s	**EFFECTIVE DATE**	**ACTION**	**INFORMATION**
212	1/12/15	Add Course	**AUTT 1021- Automotive Electrical Systems I (137 Contact, 4 Credit)** Introduces automotive electricity, emphasizes the basic principles, diagnosis, and

			service/repair of batteries, starting systems, starting system components, and basic lighting systems. Pre-requisites: None Co-requisites: AUTT 1010
212	1/12/15	Add Course	**AUTT 1022- Automotive Electrical Systems II (102 Contact/3 Credit)** Emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories. Pre-requisites: None Co-requisites: AUTT 1021
213	5/18/15	Curriculum Change	**AUTT 1060- Automotive Climate Control Systems** Change Pre-requisites/Co-requisites: Pre-requisites: AUTT 1020 or AUTT 1021 Co-requisites: AUTT 1020 or AUTT 1020
214	1/12/15	Add Course	**BUSN 1015- Introduction to Medical Insurance (60 Contact, 4 Credit)** This course is designed to increase efficiency and streamline administrative procedures for insurance coding and billing. Topics include documentation in the medical record, diagnostic code selections, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations. Pre-requisites: ALHS 1090 Co-requisites: None
218	1/12/15	Add Courses	**CIST 2601- Implementing Operating Systems Security (90 Contact, 4 Credit)** This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment. Pre-requisites: CIST 1401 or 2451 or 2441, CIST 1601 Co-requisites: None

				CIST 2602- Network Security (90 Contact, 4 Credit)
				This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements. Pre-requisites: CIST 1401 or 2451 or 2441, CIST 1601 Co-requisites: None **CIST 2612- Computer Forensics (90 Contact, 4 Credit)** This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques. Pre-requisites: CIST 1601 Co-requisites: None
230	1/12/15		Add Course	**EMSP 1010- Emergency Medical Responder (90 Contact, 4 Credit)** The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Service Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands-on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a nationally recognized body (American

			Heart Association, Red Cross, etc.). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management. Pre-requisites: Program Admission Co-requisites: None
231	5/18/15	New Course	**ENGL 2110- World Literature (45 Contact, 3 Credit)** This course explores the history of the human experience through literature and writing across cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era. Pre-requisite: ENGL 1101 Co-requisite: None
237	10/28/14	Curriculum Change	**HIMT 1400- Coding and Classification- ICD Basic** Change HIMT 1350 to co-requisite
239	5/18/15	Curriculum Change	**HRTM 1120- Tour and Cruise Management** Change Pre-requisite to: Provisional Admission
242	5/18/15	Curriculum Change	**MAST 1010- Legal and Ethical Concerns in the Medical Office** Change pre-requisites to: MATH 1012, ENGL 1010, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, ALHS 1040, and BUSN 1440
242	5/18/15	Curriculum Change	**MAST 1030- Pharmacology in the Medical Office** Change pre-requisites to: MATH 1012, ENGL 1010, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, ALHS 1040, and BUSN 1440
242	5/18/15	Curriculum Change	**MAST 1060- Medical Office Procedures**

			Change pre-requisites to: MATH 1012, ENGL 1010, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, ALHS 1040, and BUSN 1440
242	5/18/15	Curriculum Change	**MAST 1080- Medical Assisting Skills I** Change pre-requisites to: MATH 1012, ENGL 1010, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, ALHS 1040, and BUSN 1440
243	5/18/15	Curriculum Change	**MAST 1090- Medical Assisting Skills II** Change pre-requisites to: MAST 1010, MAST 1030, MAST 1060, MAST 1080
243	5/18/15	Curriculum Change	**MAST 1100- Medical Insurance Management** Change pre-requisites to: MAST 1010, MAST 1030, MAST 1060, MAST 1080
243	5/18/15	Curriculum Change	**MAST 1110- Administrative Practice Management** Change pre-requisites to: MAST 1010, MAST 1030, MAST 1060, MAST 1080
243	5/18/15	Curriculum Change	**MAST 1120- Human Pathological Conditions in the Medical Office** Change name to: Human Diseases Change pre-requisites to: ALHS 1011, ALHS 1090
243	5/18/15	Curriculum Change	**MAST 1170- Medical Assisting Externship** Change pre-requisites to: MAST 1090, MAST 1100, MAST 1110, MAST 1120
243	5/18/15	Curriculum Change	**MAST 1180- Medical Assisting Seminar** Change pre-requisites to: MAST 1090, MAST 1100, MAST 1110, MAST 1120
246	5/18/15	Curriculum Change	**MKTG 2290- Marketing Internship/Practicum** Change pre-requisites to: MKTG 1100 and Program Instructor Approval
247	1/12/15	Add Courses	<u>**Neuromuscular Massage Therapist**</u> **NEUT 1001- Musculoskeletal Anatomy and Physiology I (120 Contact, 4 Credit)** This is the first of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones, joints, terminology, and muscles by region. Pre-requisites: Program Admission Co-requisites: NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060; change to NEUT 1005,

			NEUT 1050 (effective 5/18/15)
			NEUT 1005- Musculoskeletal Anatomy and Physiology II (120 Contact, 4 Credit) This is the second of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include bones, joints, terminology, and muscles by region. Pre-requisites: Program Admission Co-requisites: NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060; change to NEUT 1001, NEUT 1050 (effective 5/18/15) **NEUT 1010- Neural Science (75 Contact, 4 Credit)** This course provides an understanding of nervous system to enable the student to better assess and treat client conditions. Topics include: nervous system structure and function; communication of the neural and endocrine systems; and NMT Foundational Platform. Pre-requisites: NEUT 1000, NEUT 1030, NEUT 1050, NEUT 1060; change to ALHS 1011 (effective 5/18/15) Co-requisites: NEUT 1080, NEUT 1100; change to none (effective 5/18/15) **NEUT 1020- Pathology for the Neuromuscular Therapist (30 Contact, 2 Credit)** This course prepares students to identify general pathological conditions so as to be able to refer for medical attention or identify indications and contraindications for massage for specific body systems as states: musculoskeletal, endocrine, nervous, integumentary, circulatory and lymphatic, respiratory, gastrointestinal, urinary, and reproductive systems. Topics include: review of basic anatomy and physiology per body system; identification of pathologic conditions per body system; physiologic effects of manual

			therapies upon each body system; formation of a treatment plan; indications versus contraindications for treatment; dysfunction versus disease; and critical reading. Pre-requisites: Program Admission Co-requisites: NEUT 1060; change to none (effective 5/18/15) **NEUT 1030- Neuromuscular Therapy Fundamentals (75 Contact, 3 Credit)** Provides student with knowledge and practice of basic skills necessary for maintaining a successful and responsible career as a Neuromuscular therapist. This course prepares students in practical application for clinic by developing the proper skills necessary for interviewing clients, collecting data, assessment of data collection, developing patient care plan, and proper documentation. Topics include: history of massage and body work; professionalism; effective communication skills; documentation and charting; formation of a treatment plan utilizing assessment procedures; and critical reading. Pre-requisites: Program Admission Co-requisites: NEUT 1000, NEUT 1050; change to none (effective 5/18/15) **NEUT 1050- Technique and Theory I (120 Contact, 5 Credit)** This course lays the foundation for other neuromuscular courses as it provides the essential basic skills for soft tissue manipulations. Students will learn how to incorporate the basic Swedish strokes as well as integrate each body region into a full body treatment session. Topics include: therapeutic environment; client positioning; bolstering and draping; endangerment sites; Swedish strokes per NCE; integrated routine; mobile practice; and self-care. Pre-requisites: Program Admission Co-requisites: NEUT 1000, NEUT 1030; change to NEUT 1001, NEUT 1005 (effective 5/18/15)

			NEUT 1060- Clinic I (90 Contact, 2 Credit) Students begin clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients; document assessment findings; discern indications and contraindications; develop and implement proper treatment plans; and deliver and evaluate effective Swedish and Deep tissue sessions for a minimum of three clients per week. Students will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation; effective communication skills; effective treatment; preceptor shadowing; case study; community outreach, and self-care. Pre-requisites: NEUT 1030, NEUT 1050; change to ALHS 1011, NEUT 1020, NEUT 1030, NEUT 1050 (effective 5/18/15) Co-requisites: NEUT 1000, NEUT 1020; change to none (effective 5/18/15) **NEUT 1080- Techniques and Theory II (75 Contact, 3 Credit)** This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and self-care. Pre-requisites: NEUT 1010, NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060; change to NEUT 1020, NEUT 1030, NEUT 1050 (effective 5/18/15) Co-requisites: NEUT 1010, NEUT 1100; change

to NEUT 1010, NEUT 1060 (effective 5/18/15)

NEUT 1081- Techniques and Theory III (75 Contact, 3 Credit)
This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and self-care.
Pre-requisites: NEUT 1100, NEUT 1110, NEUT 1120, NEUT 1230; change to NEUT 1080 (effective 5/18/15)
Co-requisites: None

NEUT 1100- Adjunctive Modalities (75 Contact, 3 Credit)
This course is intended to be an overview of other adjunctive modalities. Further supervised study and training in these modalities is necessary for responsible therapy. Topics include: myofascial release overview; pregnancy massage; and lymphatic drainage.
Pre-requisites: NEUT 1000, NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060; change to NEUT 1050 (effective 5/18/15)
Co-requisites: NEUT 1110, NEUT 1230; change to none (effective 5/18/15)

NEUT 1110- Licensure Review (45 Contact, 3 Credit)
This course is an integration and review of didactic instruction in order to prepare students to take the National Certification Examination (NCETM/NCETMB) or an equivalent licensure exam approved by the Therapist's chosen state of practice. Students

			will be self-directed in review of competencies of NCBTMB or other chosen licensing exam. Also, students will participate in simulated registry exams. Review topics include: anatomy, physiology, and kinesiology; massage application and assessment; pathology; professional ethics and business practices; clinical reasoning; and Eastern modalities. Pre-requisites: NEUT 1000, NEUT 1010, NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060, NEUT 1080, NEUT 1100, NEUT 1120; change to NEUT 1010, NEUT 1081 (effective 5/18/15) Co-requisites: NEUT 1100, NEUT 1230; change to NEUT 1100 (effective 5/18/15)

NEUT 1120- Clinic II
Students will continue clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients, document assessment findings, discern indications and contraindications, develop and implement proper treatment plans, and deliver and evaluate effective treatment plan sessions for a minimum of three clients per week utilizing combined therapies of NMT routines, Swedish, and deep tissue. Students will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation, advanced communication skills, effective treatment, preceptor shadowing, community outreach, and self-care.
Pre-requisites: NEUT 1060, NEUT 1080; change to Program Admission (effective 5/18/15)
Co-requisites: NEUT 1090; change to NEUT 1081 (effective 5/18/15)

NEUT 1230- Professional Leadership for Neuromuscular Therapist (45 Contact, 2 Credit)
This course is designed to prepare students to

			develop professional leadership skills and maintain a successful practice as a Neuromuscular Therapist. This course will explore local and Georgia law as it pertains to the regulation and licensure of Massage Therapy. Also addressed are professional ethics and standards for practice per chosen professional massage therapy organization. Topics include: networking; business promotion; business management; start-up plan portfolio; financial management; State (Georgia) law; Local Law; and Professional Ethics. Pre-requisites: NEUT 1080; change to Program Admission (effective 5/18/15) Co-requisites: NEUT 1110; change to none (effective 5/18/15)