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# The President's Message

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In this day and age of rapid technological advances and an ever-changing job market, it is more important than ever to receive extensive training in increasingly specialized fields and to have the skills and talents employers are looking for.

Southwest Georgia Technical College is here to prepare you to enter the work force armed with the knowledge and skills necessary to find success on the career path you have chosen. Your education is an investment in your future, and the faculty and staff of Southwest Georgia Technical College are committed to helping you attain your educational goals.

Southwest Georgia Technical College will provide you with a quality education and hands-on experience that will serve you well once you enter the work force. As you chart your future, Southwest Georgia Technical College can help you meet your goals and will provide the flexibility, support, and life skills to make your educational and career aspirations a reality.

This catalog and handbook is your guide to selecting your career path and will help you navigate the support services and educational opportunities offered by Southwest Georgia Technical College. The answers to many of your questions about technical education programs, financial aid, and campus policies and procedures can be found within this publication.

Southwest Georgia Technical College can be your vehicle to attaining your educational and career goals and to a bright future. We are very proud of our dedicated faculty and staff and assure you that they are fully committed to assisting you in achieving your educational and career goals. A successful career is your destination, and Southwest Georgia Technical College is your path to getting there.

A handwritten signature in black ink that reads "Glenn Deibert". The signature is written in a cursive, flowing style.

Glenn A. Deibert, Ed.D.  
President

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## Accreditation Status

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Southwest Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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 accreditation of Southwest Georgia Technical College. Refer to pages 20-22 for program accreditation status.

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## Technical Education Guaranteed

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Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow the Georgia system of technical colleges to offer their business partners this guarantee:

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

This guarantee is in effect for a period of two years after graduation.

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## Equal Opportunity Statement of Compliance

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Southwest Georgia Technical College is a unit of the Georgia Department of Technical and Adult Education.

The Department of Technical and Adult Education and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Department and Technical

College-administered programs. It also encompasses the employment of personnel and contracting for goods and services. The Department and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the American With Disabilities Act (ADA).

The following individual has been designated as the employee responsible for coordinating the College's implementation of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972:

**Joyce Halstead**  
**Vice President, Student Affairs**  
**15689 Highway 19 N**  
**Building A, Room 226**  
**Thomasville, GA 31792**  
**(229) 225-5062**

The following individual has been designated as the employee responsible for coordinating the College's implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA):

**Dr. Jeanine Long**  
**ADA Coordinator**  
**15689 Highway 19 N**  
**Building A, Room 255**  
**Thomasville, GA 31792**  
**(229) 227-2668**

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## **Tobacco Free Campus**

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SWGTC is a Tobacco Free Campus. The use of tobacco products in any form will not be permitted on the premises of SWGTC campuses, including grounds and parking lots.

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# Catalog and Student Handbook

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The statements set forth in this catalog/handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this College.

While the provisions of this catalog/handbook will ordinarily be applied as stated, Southwest Georgia Technical College reserves the right to change any provision listed in this catalog/handbook, including but not limited to entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the College calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Admissions Office.

It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation.

## **Project Managers:**

**Sheryl Sealy**

Director of Institutional Advancement

**Joyce Halstead**

Vice President for Student Affairs

**Dr. Debbie Goodman**

Vice President of Institutional Effectiveness

**Dr. Annie Laurie McElroy**

Interim Vice President for Academic Affairs

A special thanks to all other faculty and staff who  
contributed to this catalog/handbook.



# General Information



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## Mission Statement

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Southwest Georgia Technical College is a public two-year technical college with the mission to provide learner-centered and high-quality services, courses, and programs through both distance and traditional delivery methods. These services, courses, and programs develop individual skills and abilities, provide for intellectual and career development, and meet the needs of business and industry. Achievement of this mission promotes economic growth and development and improves the quality of life for individuals and the community.

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## Vision

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Southwest Georgia Technical College envisions itself as an educational leader dedicated to serving students, citizens, business, and industry. The College seeks to change lives by graduating individuals who are academically prepared, technically skilled, community oriented, and socially conscious.

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## Values

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At Southwest Georgia Technical College, we subscribe to values, which are the foundation of how we teach, work, and conduct business. These values provide direction to improve programs and services continually. We believe the following College Values and the supporting behaviors are necessary to accomplish our mission.

### **Commitment** *as demonstrated by*

- supporting the vision, mission, philosophy, values, and goals of Southwest Georgia Technical College,
- taking responsibility to accomplish agreed-upon and/or assigned work,
- accepting accountability for performance/work results, and
- communicating to students Southwest Georgia Technical College's commitment to student achievement.



**Integrity** *as demonstrated by*

- modeling and promoting ethical behavior,
- protecting entrusted confidential information,
- providing accurate and timely information,
- seeking to understand the perspective of others, and
- conveying a sense of proprietorship by responsible use of Southwest Georgia Technical College resources.

**Team Work** *as demonstrated by*

- acknowledging, accepting, and actively supporting the team and its members,
- expressing opinions regarding problems/issues and offering solutions in a professional manner,
- aligning professional goals with team goals, and
- sharing responsibility for the team's accomplishments and decisions.

**Excellence** *as demonstrated by*

- representing Southwest Georgia Technical College in a positive, professional manner,
- being flexible, innovative, and adaptive to change,
- exceeding job expectations,
- seeking continuous self-development,
- helping others in their professional development, and
- enhancing the quality and effectiveness of programs and services.

**Respect for the Individual** *as demonstrated by*

- respecting and utilizing the multiple perspectives of our diverse population,
- interacting with students and staff in a courteous, professional manner,

- demonstrating respect by listening to others with a willingness to understand their points of view,
- incorporating the College Values in working with others, and
- exhibiting trust and confidence in the abilities of others.

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## Philosophy

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All education, training, and related services provided by Southwest Georgia Technical College are based on the following beliefs:

- Every person has the right to develop skills and knowledge commensurate with today's constantly changing job market.
- Acknowledging that each individual is unique and contributes to the learning and working environments, the College embraces diversity through acceptance, respect, and understanding of individual differences.
- Education improves the quality of life and the economic well-being of the citizens.
- Through high quality competency-based education that simulates the world of work, graduates will enter and progress successfully in their chosen careers.
- Education is a lifelong process that requires articulation of all learning experiences and a commitment to continuous improvement.
- The employment and training needs of business and industry provide a basis for programs offered.
- Education, technical training, and related services are consistent with the needs, interests, and abilities of students.
- The keys to successful programs and community outreach services are competent and qualified staff, modern physical facilities, up-to-date equipment, and diverse modes of instructional delivery.
- Regular assessments of staff, facilities, equipment, and instructional delivery modes are conducted to insure and enhance continuous improvement of programs and services.
- Every member of the faculty and staff are afforded opportunities for professional growth and development.

- Abilities, skills, and work ethics contribute to successful employment and a productive life.
- High expectations result in high performance; therefore, desired learning outcomes for students reflect standards commensurate with quality achievement.

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## History—Celebrating 60 Years!

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Southwest Georgia Technical College is located in Thomasville, Georgia, within Thomas County and occupies five permanent buildings on U.S. Highway 19 and 319, and one permanent building on Wolf Street. In addition, the College operates two off-campus sites: Southwest Georgia Technical College of Mitchell County, located at 44 South Ellis Street, Camilla, Georgia; and Southwest Georgia Technical College of Grady County, located at 1155 5th Street S.E., Cairo, Georgia. The College currently serves primarily the citizens of Grady, Mitchell, and Thomas counties. Southwest Georgia Technical College bears a rich history that has evolved as the result of strong community interest and support in providing quality education to its citizens.

A group of businessmen formed a committee in the mid 1940s for the purpose of assisting veterans returning from the war in making a transition from military to civilian life. On April 1, 1947, the Thomas County Vocational School opened for business. This committee of businessmen, known as “The Christian Service Committee,” solicited support and funding for a resident school housed in the decommissioned Air Base in Thomas County.

Twenty-three men enrolled under the direction and instruction of seven staff members. A total of \$34,000 was raised locally for start-up. The first programs offered included Auto Mechanics, Electrical Wiring, Construction (including Carpentry and Cabinetmaking), Machine Shop and Welding, and Sheet Metal Fabrication.

In July 1952, a new facility was constructed in Thomasville, and half-day classes were made available to students attending Thomasville and Douglass High Schools. Enrollment increased to 174 students and three new programs were added.

In 1958, Thomas County Vocational School received recognition at the state level and was designated as an official location. In July 1963, doors opened for students at two facilities: the Highway 19 Division and the

Walton Division. Segregation was the issue that brought two divisions and the two facilities to Thomasville at a total cost of \$445,000. In 1965, the two area schools were combined to become a single institution, Thomas Area Technical School (Highway 19 and Walton divisions). The Walton Division is named in honor of the late Dr. M.L. Walton, prominent dentist and outstanding community leader.

In 1972, the Paul G. Sewell Vocational Center was completed. Paul G. Sewell was the Center's first director. The completion cost was one million dollars, and the operating budget had grown to \$561,856. Alton Salter was named director after Sewell retired in 1975 and served through December 1978. Thomas Area Technical Institute achieved accreditation in December 1973 by the Commission on Occupational Education Institutions (now the Commission of the Council on Occupational Education). By 1975, nineteen programs were available, and full-time enrollment soared to over 900. In 1978, enrollments began to show decline. Charles R. DeMott became acting director in January 1979 and was named director in March 1979.

In July 1987, the Paul G. Sewell Vocational Center, under the governance of the Thomasville City School System, was transferred to the State Board of Postsecondary Vocational Education and renamed Thomas Technical Institute. The State Board of Postsecondary Vocational Education became the Board of Technical and Adult Education in 1988, and Charles R. DeMott was named President. In 1989, Thomas Technical Institute expanded its programming to include Adult Literacy.

In 1993 and 1994, Thomas Technical Institute was approved by the State Board to offer its first associate of applied technology degree programs and added a number of certificate level programs to compliment existing diploma programs. Certificate programs require no less than 15 credit hours and no more than 59 credit hours. Credit programs, the adult literacy classes, continuing education, and business and industry service programs contributed to the annual enrollment of 3,536 students in 1995; 3,743 in 1996; 4,434 in 1997; 6,356 in 1998; 7,316 in 1999; 4,935 in 2000; 5,790 in 2001; 5,436 in 2002; 5,559 in 2003; 6,602 in 2004; 5,890 in 2005; 4,835 in 2006, and 4,972 in 2007.

Funding was obtained in 1993 to build an allied health education facility on the Highways 19 and 319 sites. Groundbreaking for the Elsie P. Hand Allied Health Building was held on October 11, 1994, and the building was occupied in January 1997. Funding was obtained in 1996 to renovate and add space to the Sewell Building to house the Library/Media Services Center.

The 8,770 square foot construction project was completed February 1998. Funding was obtained in 1998 for an off-campus site of Thomas Technical Institute in Camilla. Occupation of the Mitchell County Technical Education Center, a Division of Thomas Technical Institute, occurred January 1999.

Beginning in 1995 and extending to the fall of 1997, Thomas Technical Institute went through a self-study accreditation process with the Southern Association of Colleges and Schools: Commission on Colleges (COC). Thomas Technical Institute was voted into membership by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1997 with accreditation retroactive to January 1, 1997. Achieving COC accreditation indicated that Thomas Technical Institute reached a new quality benchmark of excellence. Thomas Technical Institute continued to be accredited by the Commission of the Council on Occupational Education (COE). In December 1998, the institution hosted a COE substantive change committee obtaining approval to operate the off-campus site, Mitchell County Technical Education Center, a Division of Thomas Technical Institute. Approval by COE was granted during 1999. The Institute hosted a COE reaffirmation of accreditation visiting team on October 21 -25, 1999, and its COE accreditation was reaffirmed February 8, 2000.

In July 2000, Georgia legislation renamed the state's eligible technical institutes as technical colleges, thus providing the catalyst for a name change that would be more reflective of the region that the Institute serves. On July 6, 2000, the State Board of Technical and Adult Education voted to rename Thomas Technical Institute as Southwest Georgia Technical College (SWGTC).

In December 2000, the State Board of Technical and Adult Education approved Commissioner Breeden's recommendation of the appointment of Dr. Freida H. Hill as President of Southwest Georgia Technical College, effective January 1, 2001, upon Mr. Charles R. DeMott's retirement.

On May 3, 2001, the State Board approved a new mission for the College which includes provisions for implementing web-based courses. The State Board also approved the renaming of the Mitchell County Technical Education Center to Southwest Georgia Technical College of Mitchell County. The State Board also approved the establishment of a Grady County site and named it Southwest Georgia Technical College of Grady County. The College hosted a COE substantive change committee December 2001 obtaining approval to operate the off-campus site, Southwest Georgia

Technical College of Grady County. Approval was granted by COE February 25, 2002.

March 25, 2002, the Georgia Legislature approved an \$11.75 million dollar expansion for the College. A new two-story classroom/student affairs/administration building and renovation of the Sewell Building would utilize \$11,000,000, and \$750,000 would be provided to build a permanent classroom facility in Grady County.

On December 3, 2002, area legislators and Commissioner Kenneth Breeden were on hand to assist President Hill, the Board of Directors, the Foundation Trustees, students, faculty, and staff with tossing the first shovels of dirt, celebrating the official groundbreaking for the 54,000 square foot classroom/student affairs/administration building.

On December 11, 2002, the Southern Association of Colleges and Schools, Commission on Colleges voted to reaffirm the College's accreditation.

On January 17, 2003, the Georgia Board of Nursing gave final approval for the College to offer the Associate Degree Nursing program, making Southwest Georgia Technical College one of only four technical colleges in the state to offer the program and the only technical college in South Georgia.

On May 24, 2004, area legislators and Commissioner Kenneth Breeden joined President Hill, the Board of Directors, the Foundation Trustees, students, faculty, and staff for an official groundbreaking ceremony for the new home of the Grady County campus. Roddenbery family members and members of the Cairo-Grady County Joint Development Authority were also present for the event. Initial plans provide for a 7,004 square foot classroom building.

November 15, 2004, the Nursing Simulation Lab was dedicated to the Lewis Hall and Mildred Sasser Singletary Foundation.

The State of Georgia completed the purchase of 2.3 acres of Highway 19 property on February 11, 2005. This property is located between two of the College's existing buildings, the Sewell Building and the Administrative and Classroom Building and contains a 12,037 sq. ft. one story building. The purchase of the property completes the property acquisition along Highway 19 as called for in the College's master plan and allows the College to have continuous Highway 19 frontage. The purchase of this property

was approved by the Department of Technical and Adult Education at its meeting on July 8, 2004.

On February 24, 2005, the National League for Nursing Accrediting Commission, Inc. approved the Associate Degree Nursing program for initial accreditation.

Dr. Freida Hill was called by the Department of Technical and Adult Education Commissioner Michael Vollmer to serve in a temporary assignment as Assistant Commissioner for the Office of Technical Education as of July 1, 2005. Dr. Ron Carney, Vice President of Administrative Services, was named Acting President.

On July 22, 2005, the Georgia Board of Nursing granted full approval to Southwest Georgia Technical College's Associate Degree Nursing program.

Major renovation of the Sewell Building began September 12, 2005.

May 23, 2005, area legislators and Commissioner Mike Vollmer joined President Freida Hill, the Board of Directors, the Foundation Trustees, students, faculty, and staff for the official grand opening of the 54,000 square foot classroom/student affairs/administration building.

On December 6, 2005, the College showcased its new Welding and Joining Technology training lab at an open house. The new lab also serves the technical certificate of credit program Basic Machining, which served its first students spring quarter, 2006.

The Southwest Georgia Technical College Foundation unveiled the Donor Wall honoring the College's 2005 contributors as well as cumulative donations in amounts of \$5,000 and higher on February 16, 2006.

Minor renovation began of the Toyota Building (Building B) on March 15, 2006 and was completed February 2007. This building houses the Automotive Technology Program and the Criminal Justice Technology program.

Dr. Freida Hill accepted the permanent position as Assistant Commissioner for the Office of Technical Education effective April 1, 2006. Lorette Hoover, Vice President of Instruction, was named Interim President. The Presidential Search was initiated April 12, 2006.

The College hosted an open house and ribbon cutting at its off-campus site in Camilla on April 24, 2006. The College celebrated the completion and opening of the Cosmetology Program addition.

On September 1, 2006, Dr. Glenn A. Deibert became the President of Southwest Georgia Technical College.

Renovations were completed on the Sewell Building (Building D) on December 13, 2006, and after installing equipment and furniture, classes began in the facility on April 4, 2007.

The College received approval on November 15, 2006, from the Southern Association of Colleges and Schools: Commission on Colleges to offer 50% or more credits of programs in an online format.

On May 1, 2007, Southwest Georgia Technical College marked its 60th Anniversary with an open house reception (hosting the Chamber of Commerce's Business After Hours function) in the newly opened Sewell Building.

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## Location

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Southwest Georgia Technical College is located in Thomasville, Georgia. The Main campus is located at 15689 U.S. Highway 19 North. This is in the northern portion of the city at the intersection of Highways 19 and 319. The College is comprised of eight (8) academic buildings at four locations. The Classroom and Administration Building A, Building B, the Elsie P. Hand Allied Health Building C, the Paul G. Sewell Building D, and the Technical and Industrial Building E are located on the Main Campus. The Walton Building, at 401 Wolf Street, is situated in the southern portion of the city. The Southwest Georgia Technical College of Mitchell County building is located in Camilla, Georgia at 44 South Ellis Street, approximately 30 miles north of the main campus. Southwest Georgia Technical College also occupies a facility provided by Archbold Medical Center. This facility is located in Cairo, Georgia at 1155 5th Street, approximately 18 miles west of the main campus. SWGTC also holds credit courses and provides services at area high schools and at business and industry sites. Adult literacy sites can be found in Grady, Mitchell, and Thomas counties.



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## College Goals

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1. Provide high-quality instructional courses and programs that serve the intellectual and career needs of individuals and the needs of business and industry.
2. Provide advanced technology and infrastructure to support teaching, learning, and administrative functions.
3. Provide comprehensive services and resources to promote student success.
4. Provide quality training programs to serve the needs of individuals and to promote economic development of business and industry.
5. Maintain an ongoing research-based system of assessment, planning, and budgeting to achieve expected outcomes.
6. Develop mutually beneficial partnerships to secure contributions from business and industry, public-sector sources, private foundations, and individuals.

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## Role and Scope

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The College's strategy of diversified growth of programs and services provides access to higher education for a diverse population seeking intellectual and technical education. The following programs and services are offered through diverse modes of delivery:

### General Programs/Services

**Associate Degree Programs** provide students with general educational competencies and technical skills for current and future employment and education at the associate degree level. Students are awarded an Associate of Applied Science Degree or an Associate Degree in Nursing.

**Diploma Programs** provide students with technical training and general education skills required for employment and career growth.

**Technical Certificate of Credit Programs** provide alternatives to the diploma or degree programs and are designed to meet the needs of businesses, industries, or individuals desiring short and specific training programs.

**Library/Media Services** provide students, faculty, staff, and business and industry with a broad range of resources that include references, media, technology, equipment, library orientations, instructional support, and assistance to support all areas of the curricula. In addition, the Library/Media Services Department provides space for study, computer utilization, and meeting facilities. Resource collections tailored to specific curriculum are located at College facilities in Cairo and Camilla.

**Economic Development** provides personal, professional, and occupational training and related services to individuals, businesses, agencies, and industries. It also provides custom-designed training and seminars to meet the specific training needs of businesses, agencies, and industries.

## Student Affairs

**Student Affairs** provides students with support services and activities to ease the transition into higher education, to maximize chances for success, and to enhance the potential of personal preparedness.

**Recruitment** activities provide prospective students with information concerning the College and programs of study; tours of campus; shadowing opportunities; career exploration opportunities; admissions testing services; and presentations to primary and secondary schools, civic groups, and other organizations.

**Admissions** services include providing students with information, assisting students in submitting admission applications, processing transcript and transient letter requests, transferring credits to and from other colleges, and making admissions decisions.

**Education and Career Partnership (ECP):** The Thomas Area Education and Career Partnership promotes postsecondary credit opportunities and career development activities to support seamless transitioning of students from secondary to postsecondary education and into careers. Additional benefits include professional development services for high school and college faculty.

**Financial Aid** provides students with information, applications, and assistance in applying for federal, state, and local grant and scholarship funds. Referral services may also be made to Workforce Investment Act (WIA).

**Retention** services provide students with resources that will assist them in completing their program of study and/or career objective. Retention

activities include tutoring services, book loan, “Lunch and Learn” seminars, counseling services, and referral services based on individual need.

**The Tutoring Center** offers to all SWGTC students program-related tutorial services and workshops covering a variety of topics.

**Counseling** services include assistance in career development and choosing a program of study, survival skills for students, and limited personal counseling services. Staff may refer students to various medical and community organizations for additional assistance.

**Special Population Support Services** provide services, reasonable accommodations for students who have a documented disability in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and services for other special populations including: 1) single parents, including single pregnant women; 2) displaced homemakers; 3) individuals preparing for nontraditional fields; 4) individuals from economically disadvantaged families, including foster children; and 5) individuals with limited English proficiency.

**Student Records** provides students with schedules, grades, enrollment verification, and College transcripts through the student information system.

**Job Placement** services are provided for all students and alumni seeking employment. Services provided include resume review, mock interview opportunities, and traditional placement services.

**Student Activities** include several College-wide student clubs such as SkillsUSA, Phi Beta Lambda, National Technical Honor Society, and Student Council. Activities include the Georgia Occupational Award of Leadership (GOAL), Student Appreciation Days, and Wellness Seminars. The student body plays an active role in improving the College by serving on advisory committees, becoming active in Student Council, serving on College standing/ad hoc committees, and responding to surveys.

## Learning Support Services

**Learning Support Courses** assist students in improving their academic and personal preparedness for entering a program of study.

**Adult Literacy** provides individuals a variety of locations and times to take advantage of assistance/training in the following areas: Beginning Adult

Basic Education, Intermediate Adult Basic Education, Adult Secondary Education, English Literacy, and GED Testing.

**Workforce Investment Act (WIA)** provides financial assistance and counseling services to students meeting residency requirements who are economically disadvantaged, educationally disadvantaged, underemployed, and/or dislocated workers.

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## Program Accreditation

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<b>Program</b>	<b>Accrediting or Certifying Agency</b>	<b>Status</b>
<b>Air Conditioning Technology</b>	HVAC Excellence	<i>Accredited</i>
<b>Associate Degree Nursing</b>	Georgia Board of Nursing 237 Coliseum Drive Macon, Georgia 31217 Phone: 478-207-1640 Website: <a href="http://sos.state.ga.us/plb/rn">sos.state.ga.us/plb/rn</a>  National League for Nursing Accrediting Commission 61 Broadway, 33rd Floor New York, NY 1006 Phone: 1-800-669-1656 Ext. 153 Website: <a href="http://www.nlnac.org">www.nlnac.org</a>	<i>Conditional Approval</i>
<b>Clinical Laboratory Technology</b>	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 8410 West Bryn Mawr Avenue, Suite 670 Chicago, Illinois 60631-3415 Phone: 773-714-8880 Ext. 4181 Fax: 773-714-8886 Website: <a href="http://www.naacls.org">www.naacls.org</a>	<i>Accredited</i>

<b>Medical Assisting</b>	<p>SWGTC's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (CRB-AAMAE).</p> <p>CAAHEP 35 East Wacker Drive Chicago, IL 60601 Phone: 312-553-9355 Website: <a href="http://www.caahep.org">www.caahep.org</a></p>	<i>Accredited</i>
<b>Paramedic Technology</b>	<p>Georgia Department of Human Resources Office of Emergency Medical Services 2600 Skyland Drive - Lower Level Atlanta, Georgia 30319 Phone: 404-679-0547</p>	<i>Approved</i>
<b>Pharmacy Technology</b>	<p>American Society of Health-System Pharmacists 7272 Wisconsin Avenue Bethesda, Maryland 20814 Phone: 301-657-3000 Fax: 301-652-8278 Website: <a href="http://www.ashp.org">www.ashp.org</a></p>	<i>Accredited</i>
<b>Practical Nursing</b>	<p>Professional Licensing Boards Division Georgia Board of Examiners of Licensed Practical Nursing 237 Coliseum Drive Macon, Georgia 31217-3858 Phone: 478-207-2440 Website: <a href="http://sos.state.ga.us/plb/lpn">sos.state.ga.us/plb/lpn</a></p>	<i>Approved</i>

<b>Respiratory Care Technology</b>	<p>CoARC - Committee on Accreditation For Respiratory Care 1248 Harwood Road Bedford, Texas 76021 Phone: 800-252-0773 Website: <a href="http://www.coarc.org">www.coarc.org</a></p> <p>CAAHEP 1361 Park Street Clearwater, FL 33756 Phone: 727-210-2350 Website: <a href="http://www.caahep.org">www.caahep.org</a></p>	<i>Accredited</i>
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<b>Surgical Technology</b>	<p>Accreditation Review Committee on Education in Surgical Technology 6 West Dry Creek Circle, Suite 210 Littleton, Colorado 80120-8031 Phone: 303-694-9262 Fax: 303-741-3655 Website: <a href="http://www.arcst.org">www.arcst.org</a></p>	<i>Accredited</i>
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## Class Schedule

Most classes are scheduled between 8:00 a.m. and 10:00 p.m. according to the contact hours prescribed by the program guide. Clinical hours reflect shifts at clinical sites.

Classes do not necessarily have to meet in the classroom or laboratory area that is usually assigned to the program. Instructors may schedule field trips or live work projects that will be of educational benefit to the students' welfare. It is expected that all students will participate in such projects as assigned by the instructor.

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## College Calendar

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**Entrance Dates:** The school year at Southwest Georgia Technical College consists of four quarters- summer, fall, winter, and spring—with normal school holidays. A number of programs may be entered at the beginning

of each quarter. However, some programs begin on a twice per year or once per year cycle. Check with the admissions office to inquire about program start dates.

**Fall Quarter 2007**

Quarter begins.....	October 2
Drop/Add Period ends .....	October 8
Registration for <u>Currently Enrolled</u> Students begins .....	November 20
Thanksgiving Holidays .....	November 22, 23
Open Registration for New Students.....	November 29
End of Classes.....	December 13
Final Exam Day.....	December 14
Graduation .....	December 20
School Closed.....	December 24–December 28
New Year’s Day Holiday.....	January 1

**Winter Quarter 2008**

Quarter Begins.....	January 8
Drop/Add Period ends .....	January 14
Martin Luther King Holiday.....	January 21
Registration for <u>Currently Enrolled</u> Students begins .....	February 26
Open Registration for New Students begins.....	March 5
End of Classes.....	March 19
Final Exam Day.....	March 20

**Spring Quarter 2008**

Quarter begins.....	April 1
Drop/Add Period Ends .....	April 7
Registration for Currently Enrolled Students begins .....	May 21
Memorial Day Holiday.....	May 26
Annual Planning (No Classes).....	May 27
Open Registration for New Students begins .....	May 29
End of Classes.....	June 11
Final Exams .....	June 12
Graduation .....	June 19

**Summer Quarter 2008**

Quarter Begins.....	July 8
Drop/Add Period ends .....	July 14

Registration for <u>Currently Enrolled</u> Students begins . . . . .	August 27
Labor Day Holiday . . . . .	September 1
Open Registration for New Students begins . . . . .	September 5
End of Classes . . . . .	September 16
Final Exam Day . . . . .	September 17

*The College Calendar is subject to change upon approval by the President.*

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## Frequently Called Numbers

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Business Office . . . . .	225-5204
Classroom & Administration Building . . . . .	225-4096
Cosmetology . . . . .	226-9647
Economic Development . . . . .	227-2579
Elsie P. Hand Building . . . . .	225-4078
Financial Aid . . . . .	225-5036
General Information . . . . .	225-4096
Academic Affairs . . . . .	225-5280
Library . . . . .	225-3958
Public Relations/Marketing . . . . .	227-2415
Registrar . . . . .	225-4087
Sewell Building . . . . .	
Student Affairs . . . . .	225-5060
SWGTC of Grady County . . . . .	377-7895
SWGTC of Mitchell County . . . . .	522-3640
Technical and Industrial Building . . . . .	227-2407
Walton Building . . . . .	225-5292

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## Administrative Organization

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**Southwest Georgia Technical College** is under the policy and administrative control of the State Board of Technical and Adult Education. This Board was established with the responsibility for the governance and management of all the state-supported technical colleges. The Board executes its responsibilities in two primary ways:

- A. by adopting policies to provide general guidelines for governing the system, and



- B. by electing a Commissioner and, under his/her supervision, presidents of the colleges, who are given the responsibility and the authority for the administration of the system in accord with the adopted policies.

## State Board of Technical and Adult Education

**Officers:** Interim Commissioner Ronald W. Jackson  
 Mr. Carl E. Swearingen., Chairman  
 Mr. Allen C. Rice, Vice Chairman

### First Congressional District

Mr. Ben I. Copeland, Sr.

### Second Congressional District

Sandra B. Reed, M.D.

### Third Congressional District

Ms. Lee Lee James

### Fourth Congressional District

Mr. Dean Alford

### Fifth Congressional District

Mr. Don L. Chapman

### Sixth Congressional District

Ms. Annie Hunt Burriss

### Eighth Congressional District

Mr. L. McGrath Keen, Jr.

### Ninth Congressional District

Mr. Emerson E. Russell

### Tenth Congressional District

Mr. Cedric J. Johnson

### Eleventh Congressional District

Mr. Otis Raybon, Jr.

### Twelfth Congressional District

Mr. Allen C. Rice

### Thirteenth Congressional District

Vacant

### Seventh Congressional District

Mr. Michael L. "Sully" Sullivan

### Members-at-Large

Mr. Michael C. Daniel

Ms. Mary Flanders

Ms. Ann Purcell

Mr. Earl E. Smith

Mr. Larry Snellgrove

Mr. Carl E. Swearingen

Mr. Jimmy Tallent

Mr. Ben J. Tarbutton, Jr.

## Local Board of Directors

**Southwest Georgia Technical College** is governed by a Board of Directors composed of seven members who were nominated for their positions by

area industry and educational officials. Each member was selected and approved by the State Board of Technical and Adult Education.

The Board of Directors meets monthly. It sets policy for the College consistent with policies established by the State Board. Responsibilities include reviewing and approving goals and objectives, short and long-range plans, facilities expansion, program additions and changes, and the annual budget before submission for approval by the State Board.

Southwest Georgia Technical College Board of Directors

**Grady County:**

Mr. Robert S. VanLandingham

**Mitchell County:**

Mr. David S. Burton  
Mr. Michael B. Larkin

**Thomas County:**

Ms. Frances B. Milberg, Chair  
Ms. Julia A. Singletary, Vice Chair  
Ms. Kha M. Thomas  
Mr. Zachariah P. Wheeler

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## Faculty

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Faculty members of Southwest Georgia Technical College are subject to standards which are equivalent to those required in other schools supported by public funds. Each faculty member is experienced in his/her respective field and maintains high standards of instruction. Thus, faculty members not only possess significant experience and occupational competence, but also professional teacher training.

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## Curriculum

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The curriculum of Southwest Georgia Technical College is designed to meet the demands of business and industry in the area, as well as of the state and nation in light of population trends, industrial growth, employment potential, and present and future job needs.

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## Advisory Committees

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Each instructional department of the College maintains contact with private industry through its advisory committee. An advisory committee is a group of competent and respected businessmen and women in the profession who are interested in the College's mission to provide high quality educational courses, services, and training programs through both distance and traditional delivery methods. Program advisory committees contribute substantially as consultants in the following areas: current industrial needs related to job skills, job placement, and follow-up surveys of College graduates.

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## Credentials Awarded

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Southwest Georgia Technical College offers associate degree, diploma, and technical certificates of credit level programs of study. The Economic Development department offers courses for CEU and PLU credit, as well as noncredit courses and seminars.

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## Health Services

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As a nonresident school, Southwest Georgia Technical College expects students to secure medical services through a private physician. In case of a serious accident or illness, Southwest Georgia Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for cost of such emergency care at the hospital including ambulance charges if, in the opinion of school officials, such service is necessary.

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## Housing and Food Facilities

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No housing facilities are provided by Southwest Georgia Technical College. It is recommended that students obtain information regarding housing through local newspaper advertisements and real estate agencies.

A snack area is located in most facilities. Students may leave campus for lunch or dinner if they choose.

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## Bookstore

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A bookstore is located in Building A. The bookstore is open daily from 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 3:30 p.m. on Friday. The bookstore is also open evening hours at the beginning of each quarter and on an "as needed" basis thereafter as approved by the Vice President of Administrative Services.

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## Refund on Books

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There are no refunds for used books. Books that are soiled, scratched, written in or different in any way from new books are considered used. Book refunds are handled through the office where they were purchased. Requests for refunds must be made within 15 days of the date of purchase and the receipt showing proof of purchase is required. Do not write in books until you are sure you are going to keep them. Books that have been written in cannot be returned to the bookstore.

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## Campus Security

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In concurrence with Public Law 101-542, annual crime statistics are compiled and distributed to students and employees each quarter. Statistics are available upon request at the Admissions Office and on the College web site: [www.southwestgatech.edu](http://www.southwestgatech.edu)

Policies and procedures for handling crime on campus have been developed and are available, upon request, in the Admissions Office.

# Student Affairs



# Student Affairs

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## Orientation

In order that new students may be fully informed and aware of all phases of school life, an orientation program is provided upon enrollment. The orientation of new students at Southwest Georgia Technical College is accomplished in two (2) ways. A group orientation program for all new students is held at the beginning of each quarter. Southwest Georgia Technical College staff members discuss financial aid, career placement services, counseling services, the calendar of events for the quarter, work ethics, student right to know, and other support services. Each student receives a "Student Catalog/Handbook" and has an opportunity to ask questions. Orientation activities allow students to meet various members of the faculty and staff and become familiar with the campus. Students who are unable to attend the on-campus orientation sessions may view the orientation presentation online by accessing the College website.

The second phase of the orientation process is conducted by the program instructors. This allows new students to meet some of their instructors and learn more about specific programs. Program requirements, safety rules, and policies and procedures are explained and questions are answered.

## Counseling Services

Southwest Georgia Technical College provides counseling services to any student who requests assistance with problems or who may be referred for assistance by a staff member. Counseling is strictly confidential. Referrals to community agencies will be arranged upon the request of the student.

A College Counselor and Career Advisors are available to assist applicants and students in selecting a career. Career assessment programs are available to assist those who are undecided about a career or who wish to make a program change. Stop by Student Affairs located in Building A or call (229) 225-5060 to schedule an appointment.

## Special Needs Services

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. Southwest

Georgia Technical College strives to provide reasonable, quality services/accommodations based upon the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the College and from other agencies. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program.

Services available may include: registration assistance, campus orientation, career exploration, test modification, recording/enlarging reading materials, accessible parking, counseling, special equipment, and others.

For assistance, students may request services through the Counseling Office in Student Affairs. Students should request accommodations prior to beginning school.

## **Career Placement and Follow-Up**

The objective of Career Services, a unit of Student Affairs, is to assist students, graduates, and alumni in locating gainful employment in the field for which they have been trained. The Career Services Director maintains communication with employers and with employment resources to inform students of available employment opportunities. The placement services are available to all students and alumni. Southwest Georgia Technical College will assist all students in every way possible to find employment. Assistance with resume and cover letter writing, counseling in interviewing techniques and job search strategies, and information on current job openings in the area are available. Computers with Internet access and other additional resources are available in the Career Center, located in Student Affairs (Building A). For more information, contact the Career Services Director in Building A, Room 257, or call 227-2795 to schedule an appointment.

As an aid in evaluating the effectiveness of course offerings, the instructional staff is furnished feedback information obtained by contacting graduates and their employers through follow-up surveys. This is done annually and results are available in Student Affairs.

## **Students' Right To Privacy**

### **Student Records**

In accordance with provisions of the federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Southwest Georgia Technical

College accords all the rights under the law to students who are declared independent. No one outside the College shall have access to any information from students' educational records without the written consent of students, except the following:

- college personnel
- officials of other colleges in which students seek to enroll
- persons or organizations providing student financial aid
- accrediting agencies carrying out their accreditation function
- persons in compliance with a judicial order
- persons in an emergency in order to protect the health or safety of students or other personnel

Within the College, only those staff members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These staff members include administrators, financial aid and academic personnel, and all are held within a need-to-know limitation.

### **Directory Information**

At its discretion, Southwest Georgia Technical College may release directory information according to the provisions of the Family Educational Rights and Privacy Act. Directory information includes the following:

- name of student
- address
- telephone number
- date of birth
- program of study
- dates of attendance
- email address
- enrollment status (full time/part time)
- degree, diploma, or certificate received
- photograph
- honors and awards received

Any student who objects to the release of directory information must notify the Admissions Office in writing, clearly stating what directory information they do not wish to have released.



## Campus Visits

Southwest Georgia Technical College encourages prospective students, interested industrialists, and citizens to visit and see the facilities. Students are invited to visit the facilities individually, with parents or friends, or in groups scheduled by the high school. All visitors who desire a tour are asked to contact Student Affairs staff prior to the visit, so arrangements can be made for an organized tour. Call 225-5060.

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## Admissions Information

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The Admissions requirements and procedures established at Southwest Georgia Technical College are not designed to be a hindrance or barrier to enrollment in a program. They are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, interviews and other appropriate evaluations. They follow the guidelines developed by the State Board of Technical and Adult Education and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available.

1. Admission to Southwest Georgia Technical College is not a guarantee of admission to an Associate degree, diploma, or technical certificate program. The admissions process encourages students to enter programs in which they have a reasonable expectation of success.
2. Admission to specific programs requires that the applicants have adequate educational preparation, as measured by satisfactory entrance assessment scores, and have completed all admission requirements. When scores on the entrance assessment and/or evaluation of admission information indicate that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course or courses to provide the needed preparation. Many of the College's Allied Health programs have competitive admissions criteria including but not limited to: admissions scores, GPA, and weighed scoring combinations whereby the top ranked students are admitted to the program. Information on entrance standards required for programs and other requirements unique to each program may be obtained in the Admissions Office.

3. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.
4. All documents submitted become the property of Southwest Georgia Technical College and will not be returned to the applicant. Documentation will be properly disposed of in 1–5 years.

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## **Admissions Program Requirements for Associate Degrees, Diploma, and Technical Certificate of Credit Programs**

Admissions requirements for some programs vary. Please refer to specific program information in this catalog to obtain exact entrance requirement information.

### **Education**

A high school diploma or the equivalent (GED) is required for admission to all associate degree programs, diploma programs, and designated technical certificate of credit programs. High school diplomas must have been awarded by a secondary school that is accredited by an agency included in the Georgia Department of Technical and Adult Education's list of recognized accreditation agencies. Other high school credentials will be evaluated on an individual basis. The high school graduation/GED admission requirement may be waived for ACCEL, Dual and Joint Enrollment programs.

### **Age**

Applicants must be at least 16 years of age. (Allied Health Education programs vary). The President may waive the "16 years of age" requirement for secondary students enrolled in an articulated program of study.

### **Assessment Results**

Applicants must make minimum scores in reading, English, and math on the admissions placement exam or one of the approved tests, such as the SAT\* or ACT\*, to be admitted as regular students (tested within the last five years).

Provisional admission is granted to qualified students in some programs. Learning Support admissions is available to students needing learning support courses. Special admission students are not required to take the admissions test. Special admission status is granted on a space available basis.

Students may retest one time per section prior to enrolling in learning support courses. Students may choose one of two options prior to retesting: (1) utilize the SWGTC Tutoring Lab for eight (8) hours of short-term remediation; or (2) wait 30 days prior to retesting. A retest fee of \$10 per section (Reading, Writing, Math or Algebra) per testing session will be charged.

### Required Scores

Associate Degree

\*Minimum SAT: Verbal 480, Math 440

\*Minimum ACT: 20 Composite score

Diploma/Certificate

Verbal 430, Math 400

English 18, Math 16

### Additional Requirements

**Health:** Physical examinations for most Allied Health Education applicants are required after official acceptance to the program. Physical forms will be issued at the proper time.

**Criminal background checks:** Required by most Allied Health Education programs, Criminal Justice Technology, and Early Childhood Care and Education.

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## Admissions Procedures

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1. Submit an application and \$20.00 application fee. This is a non-refundable, one time fee. Mail to:

**Admissions Office**

**Southwest Georgia Technical College**

**15689 U.S. Hwy 19 N**

**Thomasville, Georgia 31792**

2. Submit an official High School Transcript, or GED scores, and official transcripts from all colleges attended for credit. Students with 30 semester credit hours or 45 quarter hours from an accredited college need not submit high school transcripts, unless applicant is seeking financial aid that requires high school transcript evaluation.

3. Applicants who have not taken an admissions placement exam (APE) within the last five (5) years will be required to schedule an exam date. Acceptable SAT, ACT, Asset, or Compass scores may be substituted if taken within the last five (5) years.

**Note:** Students or applicants who have successfully completed with a "C" or better transferable English and math courses from a regional or national accredited college or university recognized by the U.S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant's chosen program of study. There is no time requirement on these courses. ADN, LPN to ADN Bridge, and Practical Nursing applicants are never exempt from the admissions placement exam.

\*See transfer credit policy.

4. Official notification of acceptance is given to the applicant upon completion of all the above items and at a time that is appropriate for college use.
5. Report for orientation when requested.
6. **Competitive Admissions:** Admissions to many medical programs are based on competitive admissions criteria. Contact the program advisor or admissions for details. The following criteria may be required for competitive admissions:
  - Report for interview, if requested.
  - Some programs have requirements or prerequisite courses which should be taken prior to taking technical courses or receiving official acceptance to the program. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with their students. Decisions on acceptance are made on case-by-case and program-by-program basis.

## Admissions Appeal

Applicants have the right to appeal any decision regarding acceptance to Southwest Georgia Technical College. Appeals should be made in writing

to the Vice President for Student Affairs of Southwest Georgia Technical College within three (3) working days of receiving notification of admission status. The written document must include specific details supporting the appeal.

## Admissions Categories

1. Admission to Southwest Georgia Technical College will be in one of the following categories:
  - a. Regular
  - b. Provisional
  - c. Learning Support
  - d. Special
  - e. Transient
  - f. Dual
  - g. ACCEL
  - h. Joint
2. Minimum admissions requirements are implemented for each standard associate degree, diploma, or technical certificate of credit program.

## Regular Admissions

Regular admission of students to the College or to an associate degree, diploma, or technical certificate of credit program is contingent upon their meeting state-wide minimum admissions requirements and institutional admissions requirements established for that specific program and upon their proper completion of application and admissions procedures. Transfer students must meet regular admission requirements and be in good standing at a regionally or nationally accredited diploma or degree granting institution. (See page 42, Transfer Credit.)

## Provisional Admissions

Provisional admission to the College in an associate degree, diploma, or technical certificate of credit program is afforded those students who do not meet regular program admission requirements but who meet provisional program-specific admission requirements as established by the College.

Provisionally admitted students whose English, math, and/or reading levels do not meet regular program admission requirements must enroll in learning support courses.

Provisionally admitted students will satisfy learning support requirements and/or may take certain occupational courses as designated in the

program-specific standards. (See Admissions Office for a list of programs that allow provisional acceptance.)

## Learning Support Admissions

Persons who seek to enroll at Southwest Georgia Technical College and do not satisfy recommended admission standards for regular or provisional admissions are eligible for Learning Support Admissions. Learning support courses are offered to enable students to meet required admissions standards. Instruction is offered in the fundamentals of reading, math, and English, thus improving the student's chance of success upon enrolling in a program of study.

Placement into learning support courses is determined from the student's scores on the admissions placement exam. Based upon test results, the student may be recommended to take classes in one, two, or all of these areas. If an applicant scores below the recommended level for entry into Learning Support Admissions, referral will be made to the College's Adult Literacy program.

## Special Admissions

The special admissions category is designed to be an admissions method for non-award seeking students who desire credit for course work, which they may complete in a specific program. Regular and provisional students seeking a degree, diploma, or certificate will receive admission priority over special admissions students. The following specifics define the parameters of this classification:

1. Be classified as non-diploma, non-degree, or non-certificate seeking at time of entry by the Admissions Office.
2. Be granted special student status upon recommendation of the Admissions Office.
3. Student's course work will be recognized on the permanent record and is available through the transcript request process.
4. Receive credit for an unlimited number of courses; but have ability to transfer only 25 credit hours into a specific program of study.
5. Have the prerogative of applying for regular student status but must meet the requirements of the regular student admissions process.

The number of hours taken as a special student in no way waives the requirements of the regular admission process.

6. SWGTC financial aid services are not available to students under special admissions status.
7. Adhere to the specific institutional prerequisite and or co requisite course requirements when selecting courses.

**Note:** All special admissions students (not seeking an associate degree, diploma, or technical certificate of credit) must submit a completed application with the required fee. It is the responsibility of special admit students to select courses appropriate to their educational and career goals and objectives. Departmental approval will be required for registration in advanced courses with prerequisites. The admission placement exam, guidance, and counseling services are available upon request through the Admissions Office.

## Transient Student

A student in good standing at another accredited college may be permitted to enroll as a transient student on a space-available basis at Southwest Georgia Technical College in order to complete work to be transferred back to the parent college. A transient student should be advised in writing by the parent college concerning recommended courses.

Students wishing to enroll at SWGTC as a transient student must:

1. Submit an application for admission to Southwest Georgia Technical College with a \$20 non-refundable fee.
2. Present a statement from the Registrar or Academic Dean of the parent college stating that the student is in good standing and eligible to return to that college.
3. Pay scheduled fees.

SWGTC students wishing to be a transient student elsewhere must be in good standing at Southwest Georgia Technical College. Any student dismissed from a program for the 2nd time due to academic deficiency will be ineligible to receive a letter of transience to transfer to another technical college as the student is not considered to be in good standing. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program.

## Dual Enrollment

### Certificate and Diploma Programs

The purpose of Dual Enrollment is to offer additional educational opportunities for Georgia high school students. Students can earn credit both from high school and from Southwest Georgia Technical College while still in high school. Tuition, fees, and books are HOPE Grant eligible. Those costs associated with the program not covered by the HOPE Grant will be covered by the College.

If a high school chooses to follow this dual enrollment plan, the specified provisions must be followed. The course specified as Dual Enrollment-HOPE must be a required technical course within a technical certificate of credit or diploma program awarded by the College. Students may take only program specific courses that are not offered at their high school but have Georgia Department of Education aligned numbers. High school students who enroll as Dual Enrollment-HOPE students must be 16 years of age, must have met all College admission requirements for the selected program of study, and must have the permission of the high school to participate. The intent of the Dual Enrollment-HOPE Program is to offer new opportunities for secondary students rather than duplicate or supplant those programs already offered in the high school. Academic courses are not to be counted as Dual Enrollment-HOPE.

## ACCEL

### College Level General Education Courses

The purpose of the ACCEL Program is to provide Georgia high school students with the opportunity to earn degree-level credit hours at Southwest Georgia Technical College, as they are simultaneously used to satisfy core curriculum high school graduation requirements. This program offers these students the option to begin working toward a college degree, while still pursuing a high school diploma.

The ACCEL Program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission. It is designed to provide participating high school students with financial assistance toward the cost of College coursework. In order to be eligible for ACCEL funds at Southwest Georgia Technical College, a student must be 16 years of age, classified as a high school junior or senior, meet College admission



requirements for the degree-level courses in the area of Humanities, Social Sciences, Mathematics, or Science, and have the permission of the high school to participate.

## Joint Enrollment

The purpose of Joint Enrollment is to offer additional educational opportunities for Georgia high school students. High school students participating in Joint Enrollment must be enrolled in a diploma or a technical certificate program. Course credit is awarded only at Southwest Georgia Technical College. Tuition, fees, and books are available to students enrolled in HOPE eligible programs.

High school students who enroll as Joint Enrollment-HOPE students must be 16 years of age and have met all College admission requirements for their selected program of study. Joint enrollment students may enroll in general education academic courses, as well as, technical courses.

## Dual Majors

Students may declare only two majors at a time. Coursework toward both majors may be pursued simultaneously. Majors may be two technical certificates of credit, diplomas, or associate degrees or may be a combination of two of the three.

Students may apply to graduate from the program of study that has been declared as one of the two declared majors. It is the student's responsibility to declare an intent to graduate from a program of study at least one quarter prior to graduation. Students may be eligible to receive a certificate that is embedded in the diploma or degree program declared as their primary major.

## Audit

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval. Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Credit is *not* awarded for courses taken on an audit basis. Courses taken on an audit basis will not be used for certification for Social Security or

Veteran's Administration educational benefits. Financial aid services are not available for courses being audited.

## Advanced Placement

Southwest Georgia Technical College is aware that learning occurs in a variety of settings. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within an associate degree, diploma, or technical certificate of credit program.

Requests for advanced placement should be made by contacting the Registrar. Although advanced placement credit is encouraged, twenty-five percent (25%) of the course work needed for graduation must be completed at Southwest Georgia Technical College.

Advanced credit earned prior to attending Southwest Georgia Technical College should be requested prior to, but not later than the end of the first quarter of enrollment. The Registrar will make a decision and communicate the acceptance or non-acceptance of previous training for course credits by posting transfer credit in the student's academic history.

## Transfer Credit

1. Applicants to Southwest Georgia Technical College (SWGTC) who have been previously enrolled at a regionally or nationally accredited college or university may receive transfer credit for courses under the following conditions:
  - a. Courses taken are essentially the same in content as those offered at SWGTC;
  - b. An official transcript is on file in the admissions office;
  - c. A grade of "C" or higher has been earned for each course to be transferred.
  - d. When requested by the Admissions Office, approval is recommended by the instructor and/or the Vice President for Academic Affairs for the transfer credit. The final decision rest with the Registrar.

- e. Transfer credit from Georgia DTAE colleges will be awarded for courses taken under approved standards within the system, subject to SWGTC assuring that accreditation requirements have been met.
  - f. There are no time limits on courses for most applicants/students in the areas of Humanities, Social Science, Mathematics, and Science from the date of acceptance into the program. For Allied Health Education applicants/students there is a five (5) year time limit on courses in the areas of Mathematics and Science from the date of acceptance into the program. Students faced with the 5-year time rule may request an exemption exam to demonstrate proficiency and receive credit. There is a time limit for all applicants/students of five (5) years for courses in their major area.
  - g. Credit hours assigned to transferred courses are the same as credit hours awarded at the sending institution when credits do not exceed the number of credit hours assigned for equivalent courses at SWGTC. The maximum hours of credit given shall not exceed the number of hours awarded for the same course at SWGTC.
2. Transfer credit awarded to a student is indicated by the letters "TR" on the official transcript.
  3. Some programs may require students to demonstrate proficiency of prerequisite skills selected by instructor.

## **Credit by Examination (Exemption)**

Applicants of SWGTC who have previous experience such as employment in the field, military training, corporate courses, or other similar experiences may request course exemption by examination. The policy of this College is to grant credit for course exemption by examination (written and/or performance), which meets the quality of established standards of SWGTC. Credit is awarded only in areas that fall within the regular curricular offerings of SWGTC and must be related to the student's current educational goals.

A SWGTC student who wishes to exempt a course by examination should follow this process:

1. Be accepted or enrolled as a student at Southwest Georgia Technical College;
2. Present evidence which would indicate that previous education or training has been received or that work experience which is similar to that given in a course being challenged has been earned. A student may not request exemption examination for courses for which they have previously been enrolled, nor may they take an exemption examination for a course more than once. The Registrar will approve or disapprove the application for course exemption;
3. Submit a request to the instructor by the appropriate deadline for the exam to be taken. The normal deadline is 12:00 noon on the day the exam is scheduled;
4. The student must pay the exemption test fee of \$5.00 per credit hour for the test to be taken. This fee must be paid in advance at the Business Office and the receipt shown to the instructor administering the exemption examination. Students will not be allowed to take an exemption exam if they have not paid the exemption exam fee in advance. The advisor is responsible for reporting the course number, course title, and credit hours to the Registrar on a "Request for Credit for Previous Training" form.
5. A student must make a minimum score of 80 to be exempted from taking the class. Credit is awarded only in areas that fall within the regular curricular offerings of SWGTC and must be related to the student's current educational goals; and
6. Course exemption by examination -- seventy-five percent (75%) of a program of study will be applied toward graduation.
7. Exemption credit awarded to a student is indicated by the letters "EX" on the official transcript. The hours for the exempted course will not be computed in the grade point average or appear on the quarterly grade report.

### **Standardized Exam Credit**

Colleges may award credit based on nationally normed exams, including, but not limited to, the following:

1. CLEP—Credit may be awarded for successful completion of an appropriate CLEP (College Level Examination Program) subject area examination.
2. Advanced Placement Examinations—Credit may be awarded to students who have taken appropriate courses (determined equivalent to courses offered at SWGTC) in high school and achieve a score of 3 on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

Note: Time limits that apply to transfer credit apply to credit by exam.

### **Military Training Credit**

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

### **Credit for Previous Training**

At Southwest Georgia Technical College, instructors make a recommendation for the awarding of credit for previous training or experience to the Academic Affairs administrators. The appropriate administrator forwards the request to the Registrar, if he/she agrees with the instructor's recommendation. The Registrar determines whether or not credit will be awarded.

### **Student Status**

The normal rate of progress through a program is established by the program length in the program specific standard and program guide.

Full-time student status is obtained by registering for twelve (12) or more credits for a program per quarter. In some programs, more credits must be taken per quarter to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per quarter may enhance scheduling difficulties and further delay graduation.

## Change of Major

Students have the privilege of changing their major from one program to another while enrolled in Southwest Georgia Technical College, provided they have the necessary qualifications and room is available. Students desiring to change majors must complete a change of major form, consult with a Career Counselor and Financial Aid representative, and meet all requirements to make the change.

## Residency Requirements

Southwest Georgia Technical College requires that a minimum of twenty-five (25%) of the coursework of a particular program of study be completed at SWGTC.

## Secondary Articulation

Southwest Georgia Technical College has established courses for which students can receive articulation credit. Formal written articulation agreements have been established with interested area high schools that give credit based on competencies achieved in selected courses. Students who enroll within 18 months of high school graduation are eligible for articulation credit. The articulated credit will be held in escrow until:

1. The student enrolls at Southwest Georgia Technical College; and
2. Completes one quarter of study successfully; or
3. Student takes an exemption exam for the course.

The articulated credit is only awarded if the student needs it to complete their program of study. The awarded credit is indicated by the letters "AC" on the official transcript. The hours for the articulated course will not be computed in the grade point average or appear on the quarterly grade report.

## Noncredit Courses

Noncredit courses, such as seminars, are designed to meet the needs of residents, businesses, industries, and agencies. The seminars vary in length, depending upon the objectives. A seminar can be started whenever the need arises, but many are offered on a quarterly basis. Bulletins containing

schedule information are published and distributed on a quarterly basis. See section on Economic Development for more information.

## Readmission

Students dismissed or suspended from the College because of administrative action, absenteeism, or academic reasons may apply to re-enter at the beginning of any quarter following the dismissal or suspension period if appropriate courses can be arranged. Application to re-enter must be made through the Office of Admissions. Students who withdraw voluntarily must also re-apply through the Admissions Office if they have been away for more than one quarter. Reapplication does not mandate acceptance.

For more information on readmission to Southwest Georgia Technical College, refer to "Satisfactory Academic Standing/Academic Probation/Dismissal".

## Legal Resident—State of Georgia

To be classified as an in-state student for tuition purposes, an individual must show that he or she has been a legal resident of Georgia for a period of no less than twelve (12) months immediately preceding the date of registration. Further, the State of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Out-of-state students who move to Georgia may apply for change of status after 12 months of residency. Documentation to prove intent to remain a Georgia resident must be presented. Proof of intent can be, but not limited to, driver's license, voter registration card, and automobile registration.

## Out-of-State Applicants

Out-of-state applicants are encouraged to apply for admission to Southwest Georgia Technical College. Every effort is made to accommodate as many students as possible.

## International Students

Southwest Georgia Technical College accepts international students who are not U.S. residents but have provided documentation that they have received

a Georgia High School Diploma, Georgia G.E.D., or other documentation establishing they are legally in the country, such as a green card.

Southwest Georgia Technical College is not approved by the INS as an I-20 school. We do not accept students with F & M visas.

## **Special Programs/Opportunities**

### **Co-Op Training Program**

A cooperative (CO-OP) training and employment program is available in some programs. Students participating in this program must have the College and employer approval prior to participation. It is the intent of this program to supplement the training at Southwest Georgia Technical College and give the student actual job experience. Some programs have a cooperative internship segment in their curriculum and students may receive credits for completing the internship.

### **Associate of Applied Science Degree Cooperative Agreements**

Cooperative agreements exist with private and public colleges and universities for awarding of an Associate of Applied Science (A.A.S.) Degree to qualified students. All programs are not included in cooperative agreements. The Academic Affairs Office can provide additional information about the agreements with these colleges.

### **Veterans' Training**

Southwest Georgia Technical College is approved for the training of qualified veterans under the Veterans Re-adjustment Benefit Act of 1966 (G.I. Cold War Bill). Also, training is approved for all programs under Public Law 894 (disabled veterans) and Public Law 634 (war orphans).

Upon meeting entrance requirements, persons who are covered by the veterans' laws and regulations may enroll in full-time attendance. Opportunities are also available for training in part-time programs with training allowance adjusted based upon approved training time authorized (e.g. half-time).

NOTE: Veterans are subject to the same rules, regulations, and policies governing non-veterans at Southwest Georgia Technical College. All students eligible and applying for the educational benefit must visit the Georgia Department of Veterans Service office to submit the necessary



application to the V.A. The GA Dept. of Veterans Service office is located in the Courthouse Annex, 101 S. Broad Street, Thomasville, Georgia.

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## Student Financial Aid

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Financial aid is available to eligible students enrolled in Southwest Georgia Technical College. It is recommended that anyone desiring financial aid make application six to eight weeks prior to the time the aid will be needed. Applications and more information are available in the Financial Aid Office. Call 225-5036 or visit the southwestgatech.edu website to apply online.

### Verification

It is the policy of the Financial Aid Office at Southwest Georgia Technical College to verify all Student Aid Reports (SAR or ISIR) selected by the Department of Education. This verification procedure will be in compliance with the latest published regulations from the Student Financial Aid Branch of the Department of Education.

If selected, the student must provide documentation that certain elements of the SAR or ISIR are accurate. Documentation may include (but is not limited to):

- Signed copy of student's Federal Income Tax Return (1040)
- Signed copy of parent's Federal Income Tax Return (1040)
- Verification Worksheet
- W-2's of student, spouse, or parent
- Student's Social Security Card
- TANF (Temporary Assistance for Needy Families) benefits reports
- Documentation of Child Support received
- Copy of divorce or separation document
- Documentation of Social Security benefits received
- Other documents that provide proof of income or asset value
- Birth Certificate

Applicants who do not provide all of the requested documentation will not be considered eligible for Pell Grant or other Title IV Aid Programs.

## **Determination of Neediest Students**

The College believes that the best use of student financial aid funds is to assist as many eligible applicants as possible. This is accomplished by determining the needs of the students and ranking them in a priority order, taking into account all known resources. Those students showing the greatest need will be awarded campus based aid according to program requirements until such funds have been awarded for the award year. In the event that students who have been awarded campus based funds refuse the awards, gain additional resources that result in an over award situation, leave the College for any reason, or fall below half time (1/2) enrollment status, the student will lose those funds, and they will be awarded to other students based on the above ranking system.

## **Types of Financial Aid**

### **Federal Pell Grant**

This is a program that provides federal funds to students who meet certain income guidelines. Federal Pell Grants are not available to anyone who has received a bachelor's degree or owes a refund to the Federal Pell Grant or any Title IV Aid Program or is in default of a Stafford Loan, SLS Loan, or PLUS loan. Grants do not require repayment. Some certificate programs qualify for Federal Pell Grant funds; please check with the Financial Aid Office.

### **Federal Supplemental Educational Opportunity Grant**

This grant is designed to assist those students who receive the Federal Pell Grant and who demonstrate exceptional need.

### **Federal Work Study Program**

Applicants must be high school graduates or the equivalent and be enrolled at Southwest Georgia Technical College. Eligible students who demonstrate need based on Federal Pell Grant eligibility will be considered for part-time employment at Southwest Georgia Technical College. Limited positions are available. Applications may be acquired in the Financial Aid Office.

### **HOPE (Helping Outstanding Pupils Educationally)**

The HOPE Program, funded by the Georgia Lottery for Education, is a unique program that rewards students with financial assistance in degree, diploma, and certificate programs. If eligible, students may receive financial assistance for tuition, fees, and a book allowance.

**HOPE Grant Qualifications (for Diploma and Certificate programs):**

- Must be a legal resident of Georgia for 12 months prior to receiving HOPE Award.
- Must complete a Free Application for Federal Student Aid (FAFSA).
- Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid.
- Must maintain a quarterly and cumulative GPA of 2.0.
- Must be registered with the Selective Service Board (males only).
- Students are eligible for HOPE Grant payment for a maximum of 95 quarter hours.

**HOPE Scholarship Qualifications (for Associate Degree programs):**

- Must be a legal resident of Georgia for 12 months prior to receiving HOPE Award.
- Must be a 1993 or later graduate of an eligible Georgia high school.
- Must have a high school cumulative grade point average (GPA) of 3.0 for college preparatory curriculum or cumulative 3.2 in other curricula.
- Must complete a Free Application for Federal Student Aid (FAFSA).
- Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid.
- Must maintain a quarterly and cumulative grade point average (GPA) of 2.0 and a 3.0 cumulative GPA at the following credit hour increments - 45, 90, 135, and at the end of each Spring term enrolled.
- Must be registered with the Selective Service Board (males only).
- Eligible students may receive the scholarship for up to 190 credit hours.

**HOPE Scholarship for Non-Traditional Students (for Associate Degree programs):**

- You may be eligible for the HOPE Scholarship after attempting 45 credit hours, if you have earned a 3.0 GPA.

Additional information concerning HOPE Grant/Scholarship Program eligibility requirements is available through the Georgia Student Finance

Commission. Program regulations are available online at [www.gsfc.org](http://www.gsfc.org) or by calling 1-800-505-GSFC (4732).

### **Workforce Investment Act (WIA)**

The WIA Program provides assistance to students who are economically disadvantaged, educationally disadvantaged, underemployed, and /or dislocated workers who meet residency requirements. Funding may be available to cover costs of tuition, fees, books, uniforms, equipment, required physical examinations, child care, and transportation. WIA Program staff are available to assist students with career guidance/exploration, academic performance assessment, and job search assistance. Interested persons should contact the WIA Office (229-225-5065) for more information.

### **Scholarships**

Southwest Georgia Technical College Foundation, Inc., awards scholarships based on academic excellence and need to eligible students. Information for qualifying for these scholarships and applications may be secured from the Financial Aid Office.

### **Other**

Financial assistance is available through the Veteran's Administration and Rehabilitation Services. Interested persons should contact the appropriate agency to determine eligibility. Information concerning Rehabilitation Services may be secured through their office by calling (229) 225-4045 or writing to:

Rehabilitation Services  
P. O. Box 1378  
Thomasville, Georgia 31799  
For Veteran Information, Call (229) 225-4050

### **Financial Aid Academic Requirements**

In accordance with the Higher Education Act of 1965, as amended, students receiving federal financial aid must be in good standing and making satisfactory progress. There exists a conceptual difference between good standing and satisfactory progress. Good standing means that a student is eligible to enroll or to re-enroll, while satisfactory progress means that a student

is advancing toward fulfilling degree, diploma, or certificate requirements in a manner consistent with the prescribed policies of the College.

## **Financial Aid Satisfactory Academic Progress**

A student is determined to be making satisfactory academic progress according to the definition of satisfactory progress that follows. Academic progress determinations will be made quarterly, prior to the disbursement of quarterly awards and at the end of each quarter.

### **1. GPA Requirements**

#### **FEDERAL PELL GRANT AND TITLE IV AID PROGRAMS HOPE GRANT for DIPLOMA and CERTIFICATE PROGRAMS**

The student must maintain a minimum grade point average of 2.0. Students failing to maintain a 2.0 cumulative GPA will be placed on financial aid probation. Students will be removed from probation when the GPA is raised to a 2.0 or better. Students placed on financial aid probation who fail to raise their GPA, within the next enrollment term, to a 2.0 or better will be classified as not making satisfactory progress and will be ineligible for financial aid. Grades of "I" and "W" are not used in calculating the GPA.

#### **HOPE SCHOLARSHIP for DEGREE PROGRAMS**

Students in a Degree program must earn a cumulative GPA of 3.0 by the end of the term in which they have attempted 45 credit hours. Students who fail to earn a cumulative 3.0 GPA will lose their HOPE Scholarship. Students may regain their HOPE Scholarship if at the end of the term in which they have attempted 90 credit hours if their cumulative GPA is 3.0 or better. Students must maintain a cumulative GPA of 3.0 or better at the end of the terms in which they have attempted 45, 90 and 135 credit hours and at the end of each Spring term enrolled. Failure to meet the cumulative GPA requirements at the term in which the 135th credit hours are attempted will result in the loss of the HOPE Scholarship which cannot be regained.

### **2. Credit Hours Attempted**

#### **FEDERAL PELL GRANT AND TITLE IV AID PROGRAMS HOPE GRANT for DIPLOMA and CERTIFICATE PROGRAMS**

The student must also satisfactorily complete two-thirds ( $2/3$ ) of the credit hours attempted each quarter to maintain satisfactory progress. Students

failing to do so will be placed on financial aid probation. Students placed on financial aid probation, who fail to pass two-thirds (2/3) of the cumulative hours attempted within the next enrollment term, will be classified as not making satisfactory progress and will be ineligible for financial aid. Grades of "I", "W", and "WF" are counted in hours attempted.

### **HOPE SCHOLARSHIP for DEGREE PROGRAMS**

Students must maintain a cumulative GPA of 3.0 or better at the end of the terms in which they have attempted 45, 90, and 135 credit hours and at the end of each Spring term enrolled. Failure to meet the cumulative GPA requirements at the term in which the 45th, 90th and/or 135th credit hours are attempted will result in the loss of the HOPE Scholarship.

### **3. Completion of Educational Objective**

#### **FEDERAL PELL GRANT and TITLE IV AID PROGRAMS HOPE GRANT for DIPLOMA and CERTIFICATE PROGRAMS**

Students must complete their educational objective within a maximum time frame of one and one half times the length of the program in which they are enrolled. A student who changes programs must complete the new program in the time frame of the original program. Thereafter, they will be ineligible for Financial Aid. A student may receive the HOPE Grant for a maximum of 95 diploma hours.

#### **HOPE SCHOLARSHIP for DEGREE PROGRAMS**

A student may receive the HOPE Scholarship for a maximum of 190 credit hours attempted.

## **Learning Support Program and Financial Aid**

Students who are enrolled only in the Learning Support program are not eligible to receive the Federal Pell Grant, Title IV aid programs. However, a student who is provisionally admitted to a program may receive the FEDERAL PELL GRANT or TITLE IV aid programs for the hours registered in a Degree or Diploma program. A student thusly admitted may not attempt more than forty (40) credit hours of learning support coursework. Students taking Learning Support courses may receive HOPE aid if they meet HOPE requirements for the Degree, Diploma, or Certificate program they wish to enter.

## Transfer Students

Students transferring into a program from another technical college will be awarded credit for the courses taken at the original institution. Hours transferred in via course exemption and/or prior credit for previous training, with exception of those taken at this College within the past four years, are not counted in determining the GPA. Students must maintain satisfactory progress as described above to continue their financial aid eligibility. Students transferring from one program to another at this College will continue to carry their GPA from one program to another for financial aid purposes and all credits and grades will count in the cumulative GPA and credit hours attempted requirements.

- All other college credit hours attempted (hours attempted while seeking a degree) at all colleges the student attends and their corresponding grades must be included in the HOPE cumulative grade point average, regardless of what hours are accepted or not accepted by the college the student is currently attending or if a course was repeated.
- Credit hours attempted as part of a diploma or certificate program of study are not considered to be college credit hours and therefore should not be counted, unless those hours are accepted toward a degree.
- Developmental studies courses are included in the 190 hour limit and all corresponding grades must be included in the HOPE cumulative grade point average.
- The HOPE grade point average is calculated by the Registrar's office. The HOPE grade point average is calculated to the hundredth decimal, for example 2.99.
- A student transferring from one HOPE-eligible college to another is eligible for a HOPE Scholarship if all eligibility requirements continue to be met.
- A student transferring from a HOPE-eligible private college or university to a HOPE-eligible public college is eligible for a HOPE Scholarship if he or she meets all the requirements, just as if he or she had been attending a HOPE-eligible public college.
- A student transferring from an out-of-state college or a Georgia college that is not HOPE-eligible to an eligible public college is eligible for a HOPE scholarship if he or she meets all requirements, just as if the student had been attending a HOPE-eligible college.

## Previously Enrolled Students

For students who have previously attended Southwest Georgia Technical College, all hours attempted and grades earned will be included in the "satisfactory progress" determination.

## Course Repeats

If a course is repeated, all hours attempted will be counted for purposes of the 67% requirement and maximum time frame to maintain financial aid status, and all grades will be used in calculating the GPA.

## Reinstatement of Aid

A student who has been terminated from aid due to a lack of progress may reapply for reinstatement of aid when he/she has met the minimum cumulative requirements for financial aid.

## Appeal Process

Students have the right to appeal the Financial Aid Suspension decision of the Financial Aid Office if they feel that extenuating circumstances prevented them from meeting the specific requirements for satisfactory progress.

If students decide to appeal this decision, they must follow the process as outlined below.

1. The appeal must be in writing.
2. It must specifically address the extenuating circumstances.\*
3. It must be filed with the Financial Aid Office by the due date published in the Financial Aid Suspension notification letter. **Please note, if you plan to return to Southwest Georgia Technical College at a later time, you must still meet the appeals deadline set in the letter.**
4. Must be responsible for payment of tuition and fees until the decision of the Committee is made.
5. No appeals will be heard after the drop/add date for the quarter.



**\* If the extenuating circumstances are due to medical conditions, provide evidence from the attending physician at the time of the hearing.**

## **Determination of Overpayments**

The length of each term at Southwest Georgia Technical College is ten (10) weeks. Federal Pell Grant and Title IV aid payments, with the exception of Federal Work Study, are made to students after the start of the sixth (6th) week of classes each quarter. For this reason no overpayment will be deemed to have occurred if the student withdraws after payment has been made.

## **Return of Title IV Funds Policy**

If the student totally withdraws from school, federal regulations require that his/her Pell award for the withdrawal quarter be recalculated as follows:

- The number of calendar days attended during the quarter is divided by the total number of calendar days in the quarter.
- The resulting percentage is multiplied by the Pell award for the quarter. This is the new Pell amount he/she is entitled to receive.

If eligible, HOPE funds can be used to supplement this new Pell award up to the actual tuition and fee cost. Therefore, if the student has not received Pell funds for the quarter in excess of tuition and fee charges, they owe nothing.

If the student has received Pell funds for the quarter in excess of tuition and fee charges, they will be notified of the amount to be repaid and will be ineligible for further financial aid assistance until they have repaid these funds or made satisfactory repayment arrangements.

## Tuition and Fees

### Expenses

All fees are payable at registration for each quarter/term/course except as noted. **FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF ANY QUARTER, TERM, OR COURSE.**

### AAS and Diploma Quarterly Tuition and Fee Schedule

Credit Hour	Tuition	Fees	Instructional & Technology	Total
			Fee	
1	\$31.00	\$46.00	\$35.00	\$112.00
2	62.00	46.00	35.00	143.00
3	93.00	46.00	35.00	174.00
4	124.00	46.00	35.00	205.00
5	155.00	46.00	35.00	236.00
6	186.00	46.00	35.00	267.00
7	217.00	46.00	35.00	298.00
8	248.00	46.00	35.00	329.00
9	279.00	46.00	35.00	360.00
10	310.00	46.00	35.00	391.00
11	341.00	46.00	35.00	422.00
12+	372.00	46.00	35.00	453.00

**A full-time student is 12 credit hours or more; less than 12 credit hours is considered part-time.**

\*FEES: The fee column above represents a combination of registration, library, parking, accident insurance, transcript, and student activity fees.

## Technical Certificate of Credit Quarterly Tuition and Fee Schedule

Credit Hour	Tuition	Fees	Instructional & Technology	Total
			Fee	
1	42.00	46.00	35.00	123.00
2	84.00	46.00	35.00	165.00
3	126.00	46.00	35.00	207.00
4	168.00	46.00	35.00	249.00
5	210.00	46.00	35.00	291.00
6	252.00	46.00	35.00	333.00
7	294.00	46.00	35.00	375.00
8	336.00	46.00	35.00	417.00
9	378.00	46.00	35.00	459.00
10	420.00	46.00	35.00	501.00
11	462.00	46.00	35.00	543.00
12+	504.00	46.00	35.00	585.00

**Patient Care Assisting** \$41 per credit hour

**Emergency Medical Technician** \$37 per credit hour

**Computer Repair Technician** \$31 per credit hour

**Shampoo Technician** \$31 per credit hour

### Additional Fees

Application (one time, non-refundable)	\$20.00
Allied Health Education Liability Insurance **	\$14.50
EMT and Paramedic Technology Liability Insurance	\$62.00
Late Registration Fee	\$30.00
Return Check Fee	\$25.00
Graduation Fee (payable with last quarter fees)	\$35.00
Diploma Replacement	\$14.00
Test Fee	
• per credit hour (Exemption Exam)	\$5.00
Retest Fee	
• per Admissions Placement Exam section	\$10.00

- Allied Health programs have additional expenses which may vary by program and quarter.
- \*\* Required for all Health Occupations students, except EMT and Paramedic Technology students per year.
  - Out-of-state students will pay tuition twice the rate of Georgia residents. Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southwest Georgia Technical College service area (Jefferson, Leon, Gadsden) are not subject to out-of-state tuition.
  - The cost of books, tools, uniforms, or special equipment is extra and not included in the fees listed above.
  - Cash, check, Master Card, and Visa are accepted.
  - Credit card payment of fees may be submitted online through the College website, [www.southwestgatech.edu](http://www.southwestgatech.edu).

## Application Fee

Applicants for a credit course or program are charged a one time, nonrefundable \$20.00 application fee.

## Late Registration Fee

Any student who does not register and pay for classes by the designated time will be charged a late fee of \$30.00.

## Registration Fee

The Registration Fee includes such items as parking permit, registration, accident insurance, student activity, and transcript fees.

## Books, Tools, and Uniforms

**Textbooks:** Textbooks are required in all programs and some programs require the purchase of new books each quarter. The cost of textbooks will vary among programs and may increase without prior notice.

**Tools:** Tools are required in some programs, particularly in the skilled and technical programs. The tools are the property of the student and are

essential to the occupational field for which they are training. Total cost will vary among programs. Each student will be given a list of the necessary tools, equipment, and kits that will be required of them.

**Uniforms:** Uniforms are required in some programs. Students will be notified when to purchase uniforms, and arrangements will be made by the instructor to facilitate the purchase.

## Transcript Fee

Students are entitled to receive transcripts upon written request. Transcripts may require two business days to process. Transcripts will not be released until all "Holds" are removed. This service is covered by your registration fee.

## Degree and Enrollment Verification

The National Student Clearinghouse (NSC) is now Southwest Georgia Technical College's authorized agent for providing degree and enrollment verifications. Employers or background screening firms requesting degree verifications may contact the NSC directly at [www.degreeverify.com](http://www.degreeverify.com). Anyone needing an enrollment verification may request one in writing from the Student Affairs office, or they may go to [www.student-clearinghouse.org](http://www.student-clearinghouse.org).

## Senior Citizen

Residents of Georgia who are 62 years of age or older may request a tuition waiver. If tuition is waived under this policy, admission will be granted only on a space available basis. Proof of age must be presented at registration to receive a tuition waiver. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, non-credit courses, or seminars.

## Adult Literacy

Students attending the Adult Literacy programs will not be charged tuition fees or any other charges or be required to purchase any books or any other materials that are needed for participation in the program.

## Insurance

All students are required to participate in a group accident insurance policy provided by the school. The cost for this insurance is part of the registration fee.

## Liability Insurance

This fee is required of all students who are enrolled in an Allied Health Department program, and will be attending clinical training at an affiliating clinical site. This fee is to provide for liability insurance. The fee is charged at registration for the quarter in which clinicals begin and each July thereafter.

**Please Note:** This may mean students in some programs will be assessed twice within one calendar year.

## Graduation Fee

The Graduation Fee is payable with last quarter fees by all credit students participating in graduation. It covers such items as caps and gowns, honor cords, invitations, rental of facility, diploma tubes, and the privilege of participating in the ceremony.

## Refund Policy

A 75% refund of tuition may be made if the student withdraws within seven (7) consecutive calendar days, including holidays, from the first day of class. **This does not include textbooks, registration fees or insurance fees.** No refunds will be made after this 7 day period. The 75% refund of tuition if the student withdraws within seven (7) consecutive calendar days, including holidays, from the first day of class is in keeping with generally accepted refund practices in the higher education community.

Preregistered students may receive a full refund of all tuition and other fees provided they withdraw prior to the first day of class.

Refunds, when due, will be made without requiring a request from the student.

Refunds, when due, will be made within thirty (30) days of the following circumstances: (1) of the last day of attendance if written notification has

been provided to the College by the student; or (2) from the date the College terminates the student or determines withdrawal by the student.

Tuition refunds for students receiving benefits through the Department of Veterans' Affairs will be prorated over the length of the course.

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## Student Activities

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Special events are scheduled throughout the year for the purpose of bringing the student body, faculty, and staff together for social interaction. A cook out, games, and special events may be planned for these days. Participation and attendance is limited to currently enrolled students, and all are encouraged to participate.

### GOAL Program

Each year the Georgia Occupational Award of Leadership (GOAL) program is administered by the Georgia Department of Technical and Adult Education. In previous years, sponsors at the state-level have included the Georgia Chamber of Commerce and the Georgia Department of Technical and Adult Education. Today, state-level sponsors include FOX5 Atlanta, DeVry University Atlanta, Georgia REAL, and Chevrolet. The GOAL Program is an outstanding example of education joining hands with business and industry at both the state and local levels. Established in 1971, it is the first program of its kind in the nation to honor excellence among technical college students.

#### **The objectives of the GOAL program are:**

1. To highlight the importance of technical training for our modern economy.
2. To recognize and reward outstanding students attending Georgia's technical colleges for academic excellence and personal achievement.
3. To stimulate greater pride in workmanship.
4. To generate public appreciation for the contributions of working men and women in our society.

## National Technical Honor Society

The local chapter of the National Technical Honor Society (NTHS) was established in 1985. As a national organization, NTHS has as its purpose:

1. To promote the ideals of honesty, service, leadership, career development, and skilled workmanship.
2. To reward meritorious achievement in technical education.
3. To encourage and assist technical students in their pursuit of educational and career goals.
4. To develop a greater awareness within the American business, industry, and service communities about the talents and abilities of students engaged in technical education.
5. To provide technical students with a greater awareness of the world of work.

### The qualifications for membership in NTHS are:

1. **Residence:** The student must have completed one full quarter in attendance at Southwest Georgia Technical College and must have satisfactorily completed a minimum of 8 credit hours of course work.
2. **Academic:** The student must have a GPA of 3.75 for the quarter in which he/she is nominated and a cumulative GPA of 3.30. All program requirements must also be met for the quarter in which he/she is nominated. To maintain eligibility for membership, the student must maintain a cumulative GPA of 3.30.
3. **Attendance:** Attendance must be in accordance with Southwest Georgia Technical College's attendance policy. See page 229.

### Benefits of membership in the NTHS are:

1. Certificate of membership.
2. Membership card and membership pin.
3. Seal indicating membership on diploma or completion document.
4. Three (3) letters of recommendation sent upon request to any business, industry, or educational institution where you are making application.
5. Eligibility for NTHS scholarships.



Every student enrolled at Southwest Georgia Technical College is eligible for membership in the NTHS. The requirements for membership must be maintained. Grades, progress, and attendance will be checked after the completion of each quarter.

If a member fails to maintain the requirements, the Advisor will place that student on probation for that quarter. After that probationary quarter, the student's grades/attendance will again be checked. If that student has improved so as to again meet NTHS requirements, he/she will be taken off probation. If, however, the student again fails to meet the NTHS requirements, the Advisor will drop him/her from the chapter. If the student does not maintain the requirements for NTHS membership during his/her last quarter, the silver seal of the NTHS will not be attached to his/her diploma. In addition, the letters of recommendation from NTHS will be withheld. NTHA members must be in good standing at the time of graduation.

## SkillsUSA

Southwest Georgia Technical College's SkillsUSA was organized during the 1986-87 school year as a part of SkillsUSA-VICA.

### **Some of the purposes of SkillsUSA are:**

1. To unite in a common bond all students enrolled in trade, industrial, technical, and health education.
2. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
3. To foster a deep respect for the DIGNITY OF WORK.
4. To assist students in establishing realistic vocational goals.
5. To help students attain a purposeful life.
6. To create enthusiasm for learning.
7. To promote high standards in trade ethics, workmanship, scholarship, and safety.
8. To create among students, faculty members, patrons of the school, and persons in business and labor a sincere interest and esteem for trade, industrial, technical, and health education.

9. To develop patriotism through a knowledge of our Nation's heritage and the practice of DEMOCRACY.

## Phi Beta Lambda

The purpose of Phi Beta Lambda is to provide opportunities for college students to develop vocational competencies for business and office occupations. PBL is an integral part of the instructional program, and in addition promotes a sense of civic and personal responsibility. PBL is a non-profit educational association made up of students pursuing careers in all areas.

### **The specific goals of PBL are to:**

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.
3. Create more interest in and understanding of American business enterprise.
4. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community.
5. Encourage and practice efficient money management.
6. Encourage scholarship and promote school loyalty.
7. Assist students in the establishment of occupational goals.
8. Facilitate the transition from school to work.

## Student Council

### **The purpose of the Student Council, as stated in its constitution is to:**

1. Contribute to and promote the ideals, objectives, and goals of SWGTC.
2. Promote school pride, community awareness, and citizenship.
3. Improve student morale.
4. Provide a forum for students' expressions.
5. Develop leadership skills.

The Student Council membership is a broad representation of students from all programs of study. Membership consists of two (2) representatives from each of the recognized student organizations on campus (Phi Beta Lambda, SkillsUSA, and National Technical Honor Society); four (4) representatives from program divisions: (1) from the Business division, one (1) from the Health division, one (1) from the Professional Services division, one (1) from the T & I division, and one (1) representative from the evening.

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## Academic Information

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### Academic Advisement Procedures

The academic advisement program at Southwest Georgia Technical College is provided by the Instructional Services faculty and staff. Each student is assigned to an advisor who is responsible for academic counseling, course scheduling, and progress monitoring throughout the student's enrollment. All students entering Southwest Georgia Technical College for their first quarter are assigned an advisor.

#### First Quarter Students: Degree, Diploma, & Certificate Programs

The advisor will advise and register enrolling students in courses based on previously established criteria. First quarter students have the option to meet with a career advisor in the admissions office to register for classes on a walk-in basis. If first quarter students register for classes in admissions, they should schedule an appointment with their assigned advisor to receive advisement for their specific program of study.

#### Currently Enrolled Students

Student advisement will take place quarterly at designated times for currently enrolled students and will be completed so that all students may participate in early registration.

#### First Quarter Students: Continuing Education

The Economic Development department staff will enroll students in courses based on criteria established by the department.

### **First Quarter Students: Adult Literacy**

Students enrolled in Adult Literacy will be assigned an advisor by appropriate personnel in that department.

### **Web Registration & Advisement**

As a convenience for students, Southwest Georgia Technical College offers web-registration. The student is required to seek his/her advisor's counsel prior to using the web-registration services. This counsel may be received in person, over the phone, or electronically by fax or email. Failure to seek the advisor's counsel may cause the College to remove students from classes for which they were ineligible. The College reserves the right to remove the web-registration privilege from students who abuse the privilege.

### **Student Access to Part-Time Faculty**

All students are afforded access to part-time faculty before or after class or by appointment. Faculty will provide contact information on syllabus.

### **Library**

The library is located in the Paul G. Sewell Building. Library materials include books in hardcopy and online, periodicals, computers, newspapers, audiovisuals and equipment, computer software, and typewriters. Services include library orientations, a computer lab with scanners and a color printer, ADA equipment with software, instructions in computer use, computerized circulation, computer research, transmitting and receiving documents via FAX machine (229) 225-3939, text telephone for the hearing impaired (229) 227-2655, e-mail ([library@southwestgatech.edu](mailto:library@southwestgatech.edu)) and interlibrary loan. Students obtain their SWGTC photo ID from the library. Further information may be obtained from the library staff at (229) 225-3958. Learning resource centers at the Grady and Mitchell County sites permit students access to the library's collection, resources and services. Library hours are announced quarterly.

### **Course Offerings**

All courses are offered a minimum of once per year depending on the program. However, most courses in Business and Technical & Industrial are offered from 2-4 times per year. Most General Education courses are

offered quarterly. SWGTC reserves the right to cancel or change scheduling elements of any course or program at any time.

## Course Numbering

Learning support courses are numbered 096 through 099. General Education courses numbered 100 through 189 are certificate and diploma courses. General Education courses numbered 190 and above are Associate Degree Courses. Note: General Education courses found in certificate and diploma programs numbered 100 through 189 are not transferable as Associate Degree Courses.

## Online Credit Courses

Southwest Georgia Technical College offers a wide variety of courses online to provide students with the opportunity to attend classes anytime, anyplace. Online courses begin and end each quarter just as traditional courses, with weekly due dates and deadlines. However, students can attend class from home and at the time that is most convenient, log into the classroom and complete the coursework. SWGTC is a member of the Georgia Virtual Technical College (GVTC), which delivers courses and programs through the Internet and is an innovation of the Georgia Department of Technical and Adult Education. For more information on distance education, visit the College web site at [www.southwestgatech.edu/online/](http://www.southwestgatech.edu/online/).

## Credit Campus Locations

Southwest Georgia Technical College offers credit courses at its main campus: 15689 US Highway 19 North in Thomasville. SWGTC has two off-campus sites within its service area: SWGTC at Mitchell County at 44 South Ellis Street, Camilla, GA and SWGTC at Grady County at 1155 5th Street, Cairo, GA. SWGTC also holds credit courses and provides services at a variety of area high schools.

## Student Withdrawal from School

Any student wishing to discontinue enrollment and/or attendance in any class at Southwest Georgia Technical College is responsible for formally

withdrawing or dropping each class enrolled in by requesting to be withdrawn or dropped through his/her advisor (see to Drop/Add a course). Failure to do so may result in:

1. Loss or severe penalty to Financial Aid Status (Includes Pell & HOPE Grants).
2. Issuance of unsatisfactory or failing grades in each class.
3. Being placed in an unsatisfactory academic status.

## To Drop/Add a Course

Students desiring to drop or add or otherwise modify their schedule after registration has taken place must secure the approval of their advisor prior to having the changes made. These changes in a student's schedule may only be completed during the designated drop/add period (the first 5 class days of the quarter). The advisor and the admission's office staff may complete the changes in the student's schedule. A student who drops a course because of failing grades will receive an "F" in that course as a grade.

## Grading

Each student's progress, conduct, and attitude are continuously appraised. Instructors report irregularity in attendance and progress to the appropriate Dean or Vice President for Academic Affairs whereby corrective steps may be taken to assure quality training. At the end of each quarter, the achievement of each student is reported using the following system of grade assignment:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Below Average	60-69
F	Failure	0-59
I	Incomplete	
W	Withdrew	
WF	Withdrew Failing	
AC	Articulated credit	
AU	Audit - no credit earned	
EX	Credit by exemption	
TR	Transfer Credit	

## Work Ethics Rating Scale

Exceeds Expectations	3 points
Meets Expectations	2 points
Needs Improvement	1 point
Unacceptable	0 points

The DTAE Work Ethics program is designed to promote positive work behaviors and to prepare students to be better and more productive employees.

An asterisk (\*) between the letter grade and the work ethic grade designates institutional credit. Institutional credits are not calculated in the overall grade point average (GPA) but are calculated in the GPA for financial aid awards.

A grade of **"I"** (incomplete) may be issued to any student not completing all required course work by the end of the quarter. If the incomplete (I) is not removed by the tenth school day of the next quarter, it will be recorded as a failure (F) on the official transcript of the student. If a student received a grade of **"I"** in a course which is a prerequisite to other courses, a final grade must be earned in order to determine eligibility for the other course(s).

A grade of **"W"** indicates the student withdrew from school in good standing on or prior to midterm. A grade of **"WF"** indicates the student withdrew from school after midterm, withdrew while failing or not in good standing, or class abandonment. A grade of **"WF"** will be calculated in the GPA as an **"F"**

A grade of **"AU"** indicates the student audited the course. A student is permitted to audit a course/program and attend classes without meeting all admission requirements for the course/program and without receiving credit.

Grades are based upon quality and quantity of achievement in both the classroom and the laboratory. Students failing to maintain satisfactory progress will be withdrawn from Southwest Georgia Technical College.

## Program/Course Grade Requirements

Specified courses in degree/diploma programs of study require a grade of **"C"** or higher as stated in the course syllabi. A grade of **"D"** or higher will be accepted only in electives outside of program major.

## Grade Point Average

Students will be awarded quality points for each diploma credit course grade according to the following scale:

**A** = 4 Quality Points

**D** = 1 Quality Point

**B** = 3 Quality Points

**F** = 0 Quality Points

**C** = 2 Quality Points

The quality points awarded are then multiplied by the credits for that course to get the quality points earned for the course. Quality points earned for all courses are then added together and divided by the total credits for the quarter to obtain the quarterly grade point average (GPA).

### Example:

Grades	Quality Pts.		Credits		
<b>A</b>	4	X	5	=	20
<b>B</b>	3	X	10	=	30
<b>C</b>	2	X	<u>5</u>	=	<u>10</u>
			20		60

60 Divided by 20 = 3.0 Quarterly Grade Point Average

Grades of **"W"** are not counted in the cumulative GPA. Hours transferred in via course exemption and/or prior credit for training are not counted in determining the GPA. Grades of **"WF"** will be recorded and calculated as an **"F"** in GPA.

The cumulative grade point average (GPA) is calculated in the same manner as the quarterly GPA above except all credits and all quality points for the entire length of enrollment are used. Example: Divide cumulative quality points by cumulative credits to get cumulative grade point average (GPA). Courses taken through the Learning Support Department will not affect GPA.



## Adult Literacy & General Education Development (GED) Diploma

The Adult Literacy and GED Preparation programs offered by Southwest Georgia Technical College are specifically designed for adults who have different backgrounds and skills. A flexible program has been designed, which meets the needs of adults who wish to participate. Six levels of instruction extend from beginning reading, writing, and mathematics through high school equivalency completion (GED). The services are free and available at various locations in Thomas, Grady, and Mitchell counties.

The Beginning Literacy ABE and Beginning Basic Education ABE provide basic instruction for reading readiness, basic math skills, and an introduction to writing and grammar. The Low Intermediate ABE and High Intermediate ABE provide instruction in the areas of reading comprehension, reading in the content areas, mathematics, and language arts. The Low Adult Secondary Education and High Adult Secondary Education provide instruction in the areas of reading, science, social studies, mathematics, grammar, and writing skills. This level will develop the skills necessary for completion of the GED examination.

### General Education Development (GED) Testing

Southwest Georgia Technical College is an official GED testing center. The GED Test is administered twice a month on Tuesday and Thursday evenings from 5:00 p.m. to 10:00 p.m. at the Walton Division. The GED Test is also administered quarterly at the Workforce Development Center-Mitchell County, and the Family Learning Center-Grady County. Preregistration and advance payment is required. Each testing session is limited to thirty (30) individuals. Additional sessions are scheduled periodically and administered on Saturdays. Information may be obtained by calling the Adult Literacy Office at 225-5292 from 8:00 a.m. to 5:00 p.m. Through achievement of satisfactory scores on the test, qualified persons may earn a high school equivalency certificate. Successful attainment of the certificate qualifies a person for admission to more advanced educational opportunities; helps a person meet educational requirements for employment or job promotion; and helps a person meet regulations of federal, state, and local boards of licensing. GED credentials are accepted by industry, government, licensing boards, technical institutes, colleges, and employers as the equivalent to a high school education.

The GED Test is a five-part test covering the following subject areas: writing, social studies, science, reading, and mathematics. These tests are designed to enable people who did not graduate from high school to demonstrate that they have acquired the knowledge and skills usually associated with the completion of a four-year high school program of study. To pass the GED, an overall average score of 450 points is required. If an individual wishes to take the GED, he/she must be at least 18 years old. Special permission must be secured from the Office of Adult Literacy in Atlanta, Georgia, for individuals 16 or 17 years old. Each person's request is handled individually by the Adult Literacy Office.

For more information concerning the Adult Literacy and GED Program, visit the Adult Literacy Office at the Walton Adult Literacy Center or call (229) 225-5292.

## **Frequently Asked Questions Concerning the Adult Literacy Program**

### **What can adult literacy classes offer?**

- Basic instruction in reading, writing and math skills;
- Preparation for the General Education Development (GED) test;
- Individualized programs of study to meet your learning needs;
- Small classes; and
- Free classes and instructional materials.

### **Who should attend adult literacy classes?**

- Adults who did not finish high school but want to further their education at a technical college;
- Adults with skills below the high school level seeking job advancement; and
- Adults with limited English proficiency.

### **Where do classes meet?**

- Classes are held in Grady, Mitchell, and Thomas counties. Please contact the Adult Literacy Office for a complete listing of class sites.

**How do you enroll in classes?**

- For a schedule of classes, contact Southwest Georgia Technical College:
  - Thomas County - Walton Adult Literacy Center - 225-5292
  - Grady County - Family Learning Center - 377-5448
  - Mitchell County - Workforce Development Center - 522-3592
- Take a free placement test to determine your starting point.



# Economic Development



It is important in today's information and technological world to learn throughout one's life. A wide variety of training programs are offered through Southwest Georgia Technical College's (SWGTC) Economic Development division to residents, businesses, and industries. To discover more about the following seminars and services, call (229) 227-2579 for more information.



Economic Development program offerings are designed and offered for those wishing to acquire specific training to enter or maintain a particular occupation, to up-grade their present occupational skills, and to enhance leisure time, hobbies, or interests through enrichment seminars and workshops. Economic Development programs may also be designed to meet corporate and governmental needs for staff development and training needs. All Economic Development Program offerings are evaluated to determine effectiveness of training.



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## **Programs and Services**

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### **Quick Start**

Georgia's Quick Start program is nationally recognized for providing high-quality training services at no cost to new and expanding businesses in Georgia. The local Certified Economic Developer Trainer (CEDT) is the Vice President of Economic Development at Southwest Georgia Technical College. The CEDT will assist you in determining whether your organization qualifies for this training opportunity.

### **The Retraining Tax Credit**

The Retraining Tax Credit is available to employers who provide retraining for employees for a tax credit equal to 50% of the costs of retraining each full-time employee up to \$500 each. The training must enhance the skills of employees otherwise unable to function effectively on new equipment, be approved by the Department of Technical and Adult Education (Southwest Georgia Technical College as your liaison), and be provided at no cost to the employee.

### **Customized Training for Business and Industry**

SWGTC is your limitless resource for training. Customized Training is specifically designed to meet your company's unique needs, when you need it! It can include, but is not limited to, training consultation, training analysis, training development, and instruction. The costs of training vary depending on seminars taught.

Customized, on-site training is available for most of our offerings. Whether it is technical skills, industrial skills and safety, supervisory development, or computer training, we can provide training with a custom fit.

### **Computer Training Center**

SWGTC offers a multitude of computer workshops. We teach everything from computer basics, net navigation, computer purchasing, to countless software classes. Some specific software programs include Microsoft Office, Word, Excel, and Access.

## **Industrial and OSHA Training**

Topics include, but are not limited to: Certified Manufacturing Skills, Confined Space, OSHA Record Keeping requirements, General Business software training, Bloodborne Pathogens, First Aid, CPR, Forklift Safety, and General OSHA Safety.

## **Georgia Work Ready Certificate**

Earning the Georgia Work Ready Certificate enhances employability by indicating skill and knowledge levels to potential employers. The certificate shows job applicants have the portable skills—reasoning, reading, and basic math—to serve as a foundation for training. It also tells employers that you are ready, willing, and able to work and learn. You can earn this certificate at no charge by taking the assessments at SWGTC.

Certificate holders have an advantage when applying for jobs, a complement to a diploma and resume. For employees already on the job, a certificate can demonstrate skills needed for a promotion or for training that could lead to greater productivity and effectiveness. There is no charge to Georgia residents for this opportunity. For more information, contact SWGTC's Economic Development Division at (229) 227-2579.

## **Health and Safety Training**

SWGTC is an American Heart Association Certified Training Center. Topics include, but are not limited to: First Aid, CPR, CPR for Health Care Providers (and recertification), Pediatric CPR, CPR Instructor Course, Medical Records Coding, Ethics and Jurisprudence in Physical Therapy Practice, and more.

## **Professional Enrichment Training**

Topics include, but are not limited to: Certified Manufacturing Specialist, Certified Warehouse and Distribution Specialist, Certified Customer Service Specialist, Supervisory Skills, Communication Skills, Business Writing, Public Speaking, Team Building exercises, and Workplace Spanish.

## Personal Enrichment

Topics include, but are not limited to: Cake Decorating, Holiday Decorating, Beginning Painting-Acrylic, Photography, Floral Design, Defensive Driving, Driver's Education, and Financial Planning.

## Admissions Procedures

SWGTC offers seminars and other activities to meet specific community educational needs. Seminars carry no academic credit, do not require entrance testing, and are not transferable to credit programs. Payment of fees allows for registration of the seminar.

## Continuing Education Units

Institutional Continuing Education Units (CEUs) are available for many Economic Development Seminars. The Continuing Education Unit represents ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

## Professional Learning Units

Southwest Georgia Technical College is approved by the Georgia Department of Education to issue Professional Learning Units (PLUs) for specific continuing education courses.

The Southwest Georgia Technical College Department of Economic Development is in charge of the design and administration of the PLU program for teachers. Professional learning activities will be offered to complement and/or enhance existing classroom activities and to establish Southwest Georgia Technical College as a reliable source of quality professional learning credit courses.

## Fees and Registration

The Economic Development registration fee must be paid in advance of class start date. Cash, Check, MasterCard, VISA and Company Billing are accepted. You are officially enrolled and your name placed on the roster as



soon as we receive your registration form and payment. Students accepted first day of class on space available basis only.

Quick Start courses and training participants may be eligible for the HOPE grant. Waiver of fees for senior citizens does not apply to Economic Development Program offerings.

## **Seminar Cancellation**

Seminars/courses with insufficient enrollment may be canceled at the discretion of the Economic Development Division. If one is canceled, every effort will be made to contact all students who have pre-registered. Students who have not pre-registered are responsible for finding out about classes that may have been canceled. The division reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructors and class location when necessary.

## **Refund Policy for Non-Credit Programs**

Participants in non-credit seminars cancelled for insufficient enrollment or other institutional reasons will receive a full automatic refund. Refunds or exchanges made 24 hours (one working day) before the first class date will be honored. No refunds will be given after a seminar begins.

## **Frequency of Offerings**

Seminars are offered year round. Copies of the current schedule may be obtained by contacting the Economic Development Department, SWGTC at (229) 227-2579.

## **Facility Rental**

SWGTC offers facilities for rental including computer labs, classrooms, seminar rooms, and meeting rooms. Technical support, instructional equipment, catering, and other services may also be provided for a fee. For more information, contact (229) 227-2579.



# Instructional Programs



Southwest Georgia Technical College provides quality instructional courses and programs that serve the intellectual and career needs of the individual while also serving the needs of business and industry. The College fulfills this commitment by offering associate degree programs and diploma and certificate programs.



## GENERAL EDUCATION

The purpose of General Education at Southwest Georgia Technical College is to provide high quality educational courses in humanities/fine arts, social/behavioral sciences, and natural science/mathematics through both distance and traditional delivery methods to help students develop individual skills and abilities that will enable them to 1) think critically; 2) communicate clearly and effectively both in oral and in written forms; and to 3) apply the use of mathematics to solve common problems.

The College requires a minimum of 25 quarter hours of general education core courses for the associate degree, with at least one course from the humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and communications areas. As a minimum, all associate degree students are required to complete a common core of general education courses consisting of ENG 191 and a Humanities, MAT 191 or MAT 196, PSY 191, and SPC 191 prior to graduation.

Courses offered within the General Education area for Associate Degree programs are:

### Humanities/Fine Arts

### Credits

ENG	193	Literature and Composition .....	5
ART	191	Art Appreciation .....	5
MUS	191	Music Appreciation .....	5

### Social/Behavioral Science

PSY	191	Introductory Psychology .....	5
PSY	291	Human Growth and Development .....	5
SOC	191	Introduction to Sociology .....	5
ECO	193	Macroeconomics .....	5

### Natural Science/Mathematics

BIO	193	Anatomy and Physiology I .....	5
BIO	194	Anatomy and Physiology II .....	5
BIO	197	Introductory Microbiology .....	5
CHM	191	Chemistry I .....	5
CHM	192	Chemistry II .....	5
MAT	191	College Algebra .....	5
MAT	193	College Trigonometry .....	5
MAT	196	Contemporary Mathematics .....	5
PHY	190	Introductory Physics .....	5

### Communications

ENG	191	Composition and Rhetoric .....	5
SPC	191	Fundamentals of Speech .....	5

Diploma programs offered through the College also include a required component of 11 quarter hours of General Education Core courses providing background in mathematics, humanities, and social/behavioral sciences.

Courses offered within the General Education area for Diploma programs are:

**Mathematics**

**Credits**

MAT	100	Basic Mathematics .....	5
MAT	101	General Mathematics .....	5
MAT	103	Algebraic Concepts .....	5
MAT	104	Geometry and Trigonometry .....	5
MAT	111	Business Math .....	5

**Communications**

ENG	101	English .....	5
ENG	102	Technical Writing .....	5
ENG	111	Business English .....	5
ENG	112	Business Communications .....	5

**Social/Behavioral Science**

EMP	100	Interpersonal Relations and Professional	
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**Development**

**3**

PSY	101	Basic Psychology.....	5
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# Allied Health Programs



## HEALTH CARE ASSISTANT

- Healthcare Assistant, TCC
- Healthcare Science, TCC

## CLINICAL LABORATORY TECHNOLOGY

- Clinical Laboratory Technology, AAS
- Clinical Assistant (Phlebotomy), TCC

## GERONTOLOGY

- Gerontology, AAS
- Gerontology, Diploma
- Patient Care Assisting, TCC



## MEDICAL ASSISTING

- Medical Assisting, AAS
- Medical Assisting, Diploma

## NURSING

- Associate Degree Nursing, ADN
- Practical Nursing, Diploma

## PARAMEDIC TECHNOLOGY

- Paramedic Technology, Diploma
- Emergency Medical Technician Intermediate, TCC

## PHARMACY TECHNOLOGY

- Pharmacy Technology, Diploma

## RADIOLOGIC TECHNOLOGY

- Radiologic Technology, AAS

## RESPIRATORY CARE TECHNOLOGY

- Respiratory Care Technology, AAS

## SURGICAL TECHNOLOGY

- Surgical Technology, AAS
- Surgical Technology, Diploma



## PURPOSE OF PROGRAM

The purpose of the associate degree, diploma, and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in respective fields.

## TECHNICAL STANDARDS ALLIED HEALTH EDUCATION

The Department of Allied Health Education faculty has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Department of Allied Health Education programs and professional practice.

**\*Items 1-5 are documented by physical exam.**

1. Working in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 pounds).
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.

**\*Item 6 is documented by satisfactory completion of SPC-191 (Fundamentals of Speech), ENG 191 Composition & Rhetoric I), ENG 193 (Literature and Composition II).**

6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.

**\*Item 7 is documented by satisfactory Admissions Placement Exams.**

7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.
8. Criminal background checks are required of many medical programs. Due to results of these checks, some students may be ineligible to participate in the program. Cost associated with criminal background checks will be paid for by the student.



# Healthcare Assistant

## *Technical Certificate of Credit*

**Program Description:** Healthcare Assistant is a five (5) quarter technical certificate of credit program that prepares students for competitive admission process to the College's health care programs and prepares students for employment in various health care settings. The Healthcare Assistant certificate provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the certificate provides multiple opportunities to expand present knowledge and skills in the area of health care by allowing specific choices on the specialty areas of concentration.

**Length of Program:** 3-5 quarters

**Entrance Dates:** Each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Students will be expected to attain a Health Care Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Health Care Assistant Concentration Courses or before completing the competitive admissions process for other allied health programs of study.

## Curriculum Credits

<b>1.</b>	<b>General Education Courses</b>	<b>29</b>
	ENG 101 English .....	5
	<i>or</i>	
	ENG 111 Business English .....	(5)
	MAT 101 General Mathematics .....	5
	<i>or</i>	
	MAT 103 Algebraic Concepts .....	(5)
	PSY 101 Basic Psychology.....	5
	SCT 100 Introduction to Microcomputers .....	3
	AHS 101 Anatomy & Physiology .....	5
	AHS 104 Introduction to Health Care .....	3
	AHS 109 Medical Terminology for AHS.....	3
	<i>or</i>	
	BUS 211 Medical Terminology.....	(4)
<b>2.</b>	<b>Concentration Specific Courses .....</b>	<b>15-18</b>
	<b>a. Pharmacy Technology</b>	
	PHR 100, PHR 101, PHR 102 .....	16
	<b>b. Practical Nursing</b>	
	AHS 102, AHS 103, NSG 110 .....	15
	<b>c. Surgical Technology</b>	
	SUR 101, SUR 108, SUR 109, SUR 110 .....	15

**Program Final Exit Point:** Healthcare Assistant, TCC.

**Credits Required for Graduation:** 44-48 minimum quarter hour credits required for graduation.

# Healthcare Science

## *Technical Certificate of Credit*

**Program Description:** Healthcare Science is a five (5) quarter technical certificate of credit program that prepares students for competitive admission process to the College's health care programs and prepares students for employment in various health care settings. The Healthcare Science certificate provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the certificate provides multiple opportunities to expand present knowledge and skills in the area of health care by allowing specific choices on the specialty areas of concentration.

**Length of Program:** 3-5 quarters

**Entrance Dates:** Each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Students will be expected to attain a Health Care Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Healthcare Science Concentration Courses or before completing the competitive admissions process for other allied health programs of study.

## Curriculum Credits

<b>1.</b>	<b>General Education Courses</b>	<b>28</b>
	ENG 191 Composition & Rhetoric.....	5
	MAT 190 Mathematical Modeling.....	5
	<i>or</i>	
	MAT 191 College Algebra.....	(5)
	<i>or</i>	
	MAT 194 Precalculus .....	(5)
	<i>or</i>	
	MAT 196 Contemporary Mathematics.....	(5)
	PSY 191 Introduction to Psychology.....	5
	SCT 100 Introduction to Microcomputers .....	3
	ENG 193 Literature & Composition.....	5
	<i>or</i>	
	HUM 191 Introduction to Humanities .....	(5)
	SPC 191 Fundamentals of Speech.....	5
	<i>or</i>	
	ENG 195 Technical Communications.....	(5)
<b>2.</b>	<b>Concentration Specific Courses .....</b>	<b>25-30</b>
	<b>a. Associate Degree Nursing (Generic)</b>	
	BIO 193, BIO 194, BIO 197, NUR 191, NUR 192.....	26
	<b>b. Associate Degree Nursing (Bridge)</b>	
	BIO 193, BIO 194, BIO 197, NUR 191, NUR 196.....	25
	<b>c. Radiologic Technology</b>	
	AHS 104, BIO 193, BIO 194, PHY 190, RTT 112, RTT 113.....	30
	<b>d. Surgical Technology</b>	
	AHS 104, BIO 193, BIO 194, BIO 197, SUR 101, SUR 109.....	29

**Program Final Exit Point:** Healthcare Assistant, TCC.

**Credits Required for Graduation:** 53-58 minimum quarter hour credits required for graduation.

# Clinical Laboratory Technology

*Associate of Applied Science Degree*

**Program Description:** Clinical Laboratory Technology is an 8 quarter associate of applied science degree program. Students learn to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or medical technologist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take national certification exams which are necessary for employment. This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences. National Accreditation Agency for Clinical Laboratory Sciences (NAACLS); 8410 West Bryn Mawr Avenue, Suite 670; Chicago, IL 60631-3415; Phone: 773-714-8880 Ext. 4181; Fax: 773-714-8886; Website: [www.naacls.org](http://www.naacls.org)

**Length of Program:** 2 years

**Entrance Date:** Students are able to be admitted at the beginning of any quarter. All CLT courses begin spring quarter based on competitive admissions.

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, Physical Exam, Criminal Background Check. Eye Test for Color Blindness

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

## Curriculum Credits

<b>1. General Education Courses</b>	<b>30</b>
ENG 191	Composition & Rhetoric..... 5
ENG 193	Literature & Composition..... 5
SPC 191	Fundamentals of Speech..... 5
PSY 191	Introduction to Psychology..... 5
CHM 191	Chemistry I..... 5
MAT 191	College Algebra..... 5
or	
MAT 196	Contemporary Mathematics.....(5)
<b>2. Fundamental Occupational Courses</b>	<b>24</b>
SCT 100	Introduction to Microcomputers ..... 3
AHS 104	Introduction to Healthcare ..... 3
BIO 193	Anatomy & Physiology I..... 5
BIO 194	Anatomy & Physiology II ..... 5
CHM 192	Chemistry II..... 5
CLT 101	Introduction to Medical Lab. Tech..... 3
<b>3. Specific Occupational Courses</b>	<b>66</b>
CLT 103	Urinalysis/Body Fluids..... 3
CLT 104	Hematology/Coagulation ..... 8
CLT 105	Serology/Immunology..... 3
CLT 106	Immunochemistry..... 7
CLT 107	Clinical Chemistry..... 7
CLT 108	Microbiology ..... 8
CLT 109	Clinical Phlebotomy, Urinalysis Serology Practicum ..... 4
CLT 110	Clinical Immunochemistry Practicum..... 6
CLT 111	Clinical Hematology/Coagulation Practicum ..... 6
CLT 112	Clinical Microbiology Practicum ..... 6
CLT 113	Clinical Chemistry Practicum ..... 6
CLT 118	CLT Licensure Review I ..... 1
CLT 119	CLT Licensure Review II..... 1

*NOTE: All CLT courses have space limitations. Competitive admissions to CLT 101 may take place.*

**Program Final Exit Point:** Clinical Laboratory Technology, AAS. Eligible to apply for the National Certification Agency for Clinical Laboratory personnel.

**Credits Required for Graduation:** 120 minimum quarter hour credits required for graduation

# Clinical Assistant (Phlebotomy)

## Technical Certificate of Credit

**Program Description:** This certificate program provides entry level preparation for initial employment as a clinical assistant. This program provides training in the necessary skills and knowledge required to provide area health care facilities and mobile lab facilities with prospective employees. This certificate program focuses on the drawing of blood for laboratory testing.

**Entrance Date:** See admissions office for program start dates

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 17 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, Physical Exam, Criminal Background Check.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>		<b>16</b>
AHS 158	Laboratory Screening and Monitoring .....	4
PHL 103	Introduction to Venipuncture .....	4
PHL 105	Clinical Practice* .....	8

*\*Requires at least 100 successful venipunctures in at least 100 hours of clinical practice.*

**Program Final Exit Point:** Clinical Assistant, TCC. Eligible to apply for the Phlebotomy Technician exam.

**Credits Required for Graduation:** 16 minimum quarter hour credits required for graduation

# Gerontology

*Associate of Applied Science*

**Program Description:** The Gerontology Associate Degree Program provides instruction that prepares students for careers in the health service occupations. The program provides leadership, management, and social services skills associated with work environments of the aging population. This program teaches the normal aging process and the problems associated with normal growth and development. Practicum experiences in nursing homes, assisted living, Alzheimer's units, and community centers allow students to gain the hands-on experience needed to deal with the aging populations.

**Length of Program:** Varies

**Entrance Dates:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 17 years of age or older

**Education:** Must be a Gerontology diploma graduate (and therefore also have a HS diploma/GED).

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned.

**Additional Requirements:** Health Care Provide CPR Certification, First Aid, Physical Exam, Dental, Drug Toxicology, and Criminal Background Check must still be valid upon graduating from Gerontology Diploma.

**NOTE:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements. Failure to meet clinical requirements will result in being withdrawn from the course.



## Curriculum Credits

<b>1. General Education Courses</b>		<b>30</b>
ENG	191	Composition and Rhetoric ..... 5
		Humanities Course (ENGL93, ART191, MUSI91) ..... 5
MAT	191	College Algebra..... 5
PSY	191	Introductory Psychology ..... 5
SOC	191	Introductory Sociology..... 5
SPC	191	Fundamentals of Speech..... 5
<b>2. Fundamental Occupational Courses</b>		<b>16</b>
AHS 1	01	Anatomy and Physiology..... 5
AHS	109	Medical Terminology of Allied Health Sc..... 3
		<i>or</i>
BUS	211	Medical Terminology..... (4)
AHS	104	Introduction to Health Care ..... 3
GRN	103	Geriatric Nutrition ..... 2
SCT	100	Introduction to Computers..... 3
<b>3. Specific Occupational Courses</b>		<b>50</b>
GRN	100*	Understanding the Client ..... 3
GRN	110**	C.N.A. Fundamentals (C.N.A.100) ..... 8
GRN	101	Aging Services Environment..... 3
GRN	102	Behavioral Health Aspects of Aging..... 3
GRN	104	Healthy Aging ..... 3
GRN	105	Principles of Home Health Care..... 5
GRN	106	Alzheimer’s disease and Dementia..... 5
GRN	107	Legal Aspects of Aging (Ethics) ..... 5
GRN	108	Death and Dying..... 3
GRN	200	Practicum I ..... 6
GRN	201	Practicum II..... 6

\* Prerequisite to program admission (GRN 100 and GRN 110)

\*\*Upon successful completion of GRN 110 students are placed on the Georgia State Registry for Certified Nursing Assistants.

**Program Final Exit Point:** Gerontology, AAS

**Credits Required for Graduation:** 96 Minimum quarter hours credits required for graduation.

# Gerontology

## *Diploma Program*

**Program Description:** The Gerontology Diploma Program, five (5) quarters in length, provides instruction that prepares the students for careers in the health service occupations. The program provides students with the basic knowledge and skills needed to obtain employment as entry level health care workers in work environments associated with the aging population. This program teaches the normal aging process and the problems associated with normal growth and development. Practicum experiences in various nursing homes, assisted living, Alzheimer's Units, and community centers will allow the student to gain the hands on experience needed to deal with the aging populations.

**Length of Program:** 5 quarters

**Entrance Date:** Pre-Requisite Courses – open; however, all prerequisite courses are indicated by an\* in Curriculum must be successfully completed prior to admission. Program Admission: Fall and Summer. Upon entering GRN courses, courses are required sequentially.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 17 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent of (GED).

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned.

**Additional Requirements:** Health Care Provider CPR and First Aid Certification, Physical Exam, Dental, Drug Toxicology, and Criminal Background Check.

**NOTE:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements. This could result in being withdrawn from the program.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>18</b>
ENG	101	English ..... 5
MAT	101	General Mathematics ..... 5
PSY	101	Psychology ..... 5
SCT	100	Introduction to Computers..... 3
<b>2. Fundamental Occupational Courses</b>		<b>13</b>
AHS	101	Anatomy and Physiology..... 5
AHS	109	Medical Terminology of Allied Health Sc..... 3
<i>or</i>		
BUS	211	Medical Terminology..... (4)
AHS	104	Introduction to Health Care ..... 3
GRN	103	Geriatric Nutrition ..... 2
<b>3. Specific Occupational Courses</b>		<b>50</b>
GRN	100*	Understanding the Client ..... 3
GRN	110**	C.N.A. Fundamentals (C.N.A.100) ..... 8
GRN	101	Aging Services Environment..... 3
GRN	102	Behavioral Health Aspects of Aging..... 3
GRN	104	Healthy Aging ..... 3
GRN	105	Principles of Home Health Care..... 5
GRN	106	Alzheimer's disease and Dementia..... 5
GRN	107	Legal Aspects of Aging (Ethics) ..... 5
GRN	108	Death and Dying..... 3
GRN	200	Practicum I ..... 6
GRN	201	Practicum II..... 6

*\* Prerequisite to program admission (GRN 100 and GRN 110)*

*\*\*Upon successful completion of GRN 110 students are placed on the Georgia State Registry for Certified Nursing Assistants.*

**Program Final Exit Point:** Gerontology, Diploma

**Credits Required for Graduation:** 81 minimum quarter hour credits required for graduation

Graduates are eligible for certification by the National Association of Geriatric Nursing Assistant (NAGNA).

## **Patient Care Assisting (Also referred to as CNA)**

*Technical Certificate of Credit*

**Program Description:** This Patient Care Assisting certificate program is designed to provide students the nursing skills and nutritional knowledge necessary to provide basic nursing care in home or health-care provider settings. Upon successful completion of CNA 100 and by meeting all state guidelines, participants' names are added to the State Registry of Patient Care Assistants. The certificate program is composed of 16 credit hours.

**Entrance Date:** Beginning of any quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 17 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR and First Aid Certification, Physical Exam, Dental Exam, Drug Toxicology, and Criminal Background Check.

## Curriculum Credits

AHS	109	Medical Terminology.....	3
<i>or</i>			
BUS	211	Medical Terminology.....	4
AHS	103	Nutrition & Diet Therapy .....	2
CNA	100	CNA Fundamentals .....	8

*(Students will complete 18 hours of clinical practice in addition to the scheduled classes. Some clinical hours may be during the day or weekends.)*

EMP	100	Interpersonal Relations & Professional Development .....	3
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**Program Final Exit Point:** Patient Care Assistant, TCC. Application is made for placement on the Georgia State registry.

**Credits Required for Graduation:** 16 minimum quarter hour credits required for graduation

**Note:** Some credits from this program may be applied to a diploma program.

## Medical Assisting

*Associate of Applied Science Degree*

**Program Description:** Medical Assisting is a six (6) quarter degree program that trains the student for administrative and clinical duties, primarily in physicians' offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician. Administrative skills include answering phones, scheduling appointments, transcription, filing medical and insurance reports, and arranging for hospital admissions and laboratory services.

**Length of Program:** 2-3 quarters of prerequisite courses and 4 quarters of technical courses

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to program admission. Program Admission: Summer

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** Applicants must be 18 years of age or older prior to first clinical course.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, First Aid Certification, Physical Exam, Drug Toxicology and Criminal Background Check.

**Note:** As of January 2001, felons are not eligible to sit for the Medical Assisting Certification Examination unless granted a waiver by the Certifying Board. The waiver would be based on one or more mitigating circumstances listed in the Disciplinary Standards. Disciplinary standards are available in the office of the Southwest Georgia Technical College Medical Assisting Program Director.

Medical Assistants seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification. Graduates of the degree program are awarded the diploma which makes them eligible to sit for the national certification exam to become a Certified Medical Assistant (CMA).

## Curriculum Credits

<b>1. General Education Courses</b>		<b>30</b>
ENG	191	Composition & Rhetoric..... 5
ENG	193	Literature & Composition..... 5
SPC	191	Fundamentals of Speech..... 5
PSY	191	Introduction to Psychology..... 5
ECO	193	Macroeconomics ..... 5
MAT	191*	College Algebra..... 5
<b>2. Fundamental Occupational Courses</b>		<b>24</b>
AHS	101*	Anatomy and Physiology..... 5
AHS	104	Introduction to Health Care ..... 3
BUS	101	Beginning Document Processing..... 5
BUS	211*	Medical Terminology..... 4
<i>or</i>		
AHS	109	Medical Terminology for Allied Health .....(3)
MAS	106	Medical Office Procedures..... 5
SCT	100	Introduction to Microcomputers ..... 3
<b>3. Specific Occupational Courses</b>		<b>43</b>
MAS	101	Legal Aspects of the Medical Office..... 3
MAS	103	Pharmacology..... 5
MAS	108	Medical Assisting Skills I..... 6
MAS	109	Medical Assisting Skills II ..... 5
MAS	110	Practice Management..... 4
MAS	111	Reimbursement Management..... 3
MAS	112	Human Diseases ..... 5
MAS	117	Medical Assisting Externship ..... 6
MAS	118	Medical Assisting Seminar..... 4
MAS	XXX	Elective..... 2

*\* Prerequisite to admission to this program.*

**Program Final Exit Point:** Medical Assisting, AAS.

**Credits Required for Graduation:** 98 minimum quarter hour credits required for graduation

# Medical Assisting

## *Diploma Program*

**Program Description:** Medical Assisting is a five (5) quarter diploma program that trains the student for administrative and clinical duties, primarily in physicians' offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician.

Administrative skills include answering phones, scheduling appointments, transcription, filing medical and insurance reports, arranging for hospital admissions and laboratory services. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Curriculum Review Board of American Association of Medical Assistants Endowment (AAMAE).

**Length of Program:** 2-3 quarters of prerequisite courses and 5 quarters of technical courses

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to program admission.

**Program Admission:** Summer

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 18 years of age prior to first clinical course.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, First Aid Certification, Drug Toxicology, Physical Exam, Criminal Background Check.

**Note:** As of January 2001, felons are not eligible to sit for the Medical Assisting Certification Examination unless granted a waiver by the Certifying Board. The waiver would be based on one or more mitigating circumstances listed in the Disciplinary Standards. Disciplinary standards are available in the office of the Southwest Georgia Technical College Medical Assisting Program Director.



## Curriculum Credits

<b>1. General Education Courses</b>		<b>15</b>
ENG	101	English ..... 5
MAT	101*	General Mathematics ..... 5
PSY	101	Basic Psychology..... 5
<b>2. Fundamental Occupational Courses</b>		<b>32</b>
AHS	101*	Anatomy and Physiology..... 5
AHS	104	Introduction to Health Care ..... 3
AHS	109*	Medical Terminology for Allied Health Sciences ..... 3
<i>or</i>		
BUS	211	Medical Terminology .....(4)
BUS	101	Beginning Document Processing ..... 5
MAS	101	Legal Aspects of the Medical Office..... 3
MAS	103**	Pharmacology ..... 5
MAS	106	Medical Office Procedures..... 5
SCT	100	Introduction to Microcomputers ..... 3
<b>3. Specific Occupational Courses</b>		<b>35</b>
MAS	110	Practice Management..... 4
MAS	111	Reimbursement Management..... 3
MAS	112	Human Diseases ..... 5
<i>or</i>		
BUS	216	Medical Office Procedures.....(5)
MAS	108	Medical Assisting Skills I..... 6
MAS	109	Medical Assisting Skills II ..... 5
MAS	117	Medical Assisting Externship ..... 6
MAS	118	Medical Assisting Seminar..... 4
MAS	XXX	Elective ..... 2

*\*Prerequisite to admission to this program.*

*\*\*Must be successfully passed before taking MAS 108 or MAS*

113.

**Program Final Exit Point:** Medical Assisting, Diploma. Eligible to apply for national certification exam to become a Certified Medical Assistant (CMA).

**Credits Required for Graduation:** 83 minimum quarter hour credits required for graduation.

The Southwest Georgia Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education

Programs (CAAHEP), on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street, Clearwater, FL, 33756; Phone: 1-727-210-2350; web site: [www.caahep.org](http://www.caahep.org).

**Note:** Credits from this program may be applied to a degree program.

## Associate Degree Nursing (ADN)

**Program Description:** The Associate Degree Nursing program supports Southwest Georgia Technical College's commitment to serve the citizens of Grady, Mitchell, and Thomas counties, the state of Georgia, and the south east region. The ADN nursing program accepts the challenge to respond to societal health care needs by offering two options leading to the associate degree in nursing: the Generic Option and an LPN-ADN Bridge Option.

The ADN program is designed to prepare students as entry-level practitioners to provide safe, effective nursing care and promote healthy transitions for culturally diverse clients in a variety of settings. This program develops critical thinking, integrates accumulated knowledge from nursing, the sciences and humanities, and emphasizes the values of caring, accountability, responsibility and professional ethics. The ADN program has been granted approval by the Georgia Board of Nursing and is accredited by the National League for Nursing Accrediting Commission.

### Length of Program:

**Generic Option:** 1 quarter of prerequisite courses, 6 quarters of general education and technical courses.

**LPN-ADN Bridge:** 3 quarters of prerequisite courses, 4 quarters of general education and technical courses.

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to competitive program admission process. Generic Option Admission: Summer; LPN-ADN Bridge Option Admission: Winter. All materials to be considered for the Generic Option must be completed by the end of winter quarter. All materials to be considered for the LPN-ADN Bridge Option must be completed by the end of fall quarter.

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or the admissions office for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 3 years of successful completion of NUR 192.

**General Information:** Students who are unsuccessful in NUR 192 may apply for readmission to NUR 192 (limited to one readmission), but may not apply for admission to NUR 196. Students who are unsuccessful in NUR 196 must apply for the Generic Option and are not eligible for the Bridge Option.

Students will not be eligible to apply for admission to the ADN program if they have failed out of any ASN, ADN, or BSN program at another institution. Students

will be considered for admission to the ADN program five (5) years after the last nursing course failure.

**Age:** 18 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis. All pre-requisite and co-requisite courses in math and science must have been taken within five (5) years of program start/re-entry date.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Applicants for the LPN-ADN Bridge Option must hold an unencumbered Practical Nursing license in order to be considered for the Bridge Option. All students, both Generic and Bridge option, will be required to take and achieve minimum required scores on standardized and program-generated achievement tests. Physical Exam, dental exam, Immunization record, toxicology screening tests, and Criminal Background Check are required upon start of the program. The student must also hold a current American Heart Association BLS Healthcare provider CPR card upon entry into and throughout the program.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not have access to clinical sites. If clinical placement is not available, the student may be withdrawn from the ADN program. Successful completion of all program requirements does not guarantee student will be eligible to take the NCLEX-RN licensing examination and/or receive a registered nursing license.

## Curriculum Credits

### Generic Option

<b>1. General Education Courses</b>	<b>53</b>
ENG 191* Composition & Rhetoric .....	5
ENG 193 Literature & Composition .....	5
SPC 191 Fundamentals of Speech .....	5
PSY 191* Introductory Psychology .....	5
PSY 291 Human Growth and Development .....	5
SOC 191 Introduction to Sociology .....	5
BIO 193* Anatomy and Physiology I .....	5
BIO 194 Anatomy and Physiology II .....	5
BIO 197 Introductory Microbiology .....	5
MAT 191* College Algebra .....	5
SCT 100 Introduction to Microcomputers .....	3
<b>2. Program Courses</b>	<b>55</b>
NUR 191 Health Assessment through the lifespan .....	4
NUR 192 Theoretical & Technical Foundations for Nursing .....	7
NUR 193 Introduction to Nursing Principles of Pharmacology .....	2
NUR 194 Life Transitions I: Promotion of Health in the Adult .....	7
NUR 195 Life Transitions II: Promotion of Mental Health Across the Lifespan .....	6
NUR 291 Life Transitions III: Health Promotion & Care of Women and Newborns within the Family .....	6
NUR 292 Life Transitions IV: Health Promotion & Care of the Child Within the Family .....	6
NUR 293 Life Transitions V: Promotion of Health in the Adult .....	8
NUR 294 Life Transitions VI: Clinical Decision Making for Nursing Practice (Virtual Hospital Experience) .....	9

*\*Prerequisite to competitive admission process.*

**Program Final Exit Point:** Associate Degree Nursing, ADN. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate Degree in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination.

**Credits Required for Graduation:** 108 minimum quarter hour credits required for graduation

## LPN-ADN Bridge Option

<b>1. General Education Courses</b>	<b>53</b>
ENG 191*	Composition & Rhetoric ..... 5
ENG 193	Literature & Composition..... 5
SPC 191*	Fundamentals of Speech ..... 5
PSY 191*	Introductory Psychology ..... 5
PSY 291	Human Growth and Development..... 5
SOC 191	Introduction to Sociology ..... 5
BIO 193*	Anatomy and Physiology I..... 5
BIO 194*	Anatomy and Physiology II ..... 5
BIO 197*	Introductory Microbiology ..... 5
MAT 191*	College Algebra..... 5
SCT 100*	Introduction to Microcomputers ..... 3
<b>2. Program Courses</b>	<b>55</b>
NUR 191	Health Assessment through the lifespan ..... 4
NUR 193	Introduction to Nursing Principles of Pharmacology..... 2
NUR 196**	Transition to Associate Degree Nursing ..... 6
NUR 291	Life Transitions III: Health Promotion & Care of Women and Newborns within the Family..... 6
NUR 292	Life Transitions IV: Health Promotion & Care of the Child Within the Family ..... 6
NUR 293	Life Transitions V: Promotion of Health in the Adult..... 8
NUR 294	Life Transitions VI: Clinical Decision Making for Nursing Practice (Virtual Hospital Experience) ..... 9

\* Prerequisite to competitive program admission process.

\*\* Upon successful completion of NUR 196, 14 credit hours  
will be granted for NUR 192, NUR 194, and NUR 195.

**Program Final Exit Point:** Associate Degree Nursing, ADN. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded as Associate Degree in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination.

**Credits Required for Graduation:** 108 minimum quarter hour credits required for graduation

# Practical Nursing

## *Diploma Program*

Southwest Georgia Technical College offers Practical Nursing programs at the main campus in Thomasville and at SWGTC of Grady County in Cairo. All programs are approved by the Georgia Board of Examiners of Licensed Practical Nurses.

**Program Description:** Practical Nursing is a six (6) quarter diploma program that trains students to care for sub acute, convalescent, and chronic patients under the direction of a physician or professional nurse. Basic theory is coordinated with clinical practice under the direction of Southwest Georgia Technical College's instructors and nursing staffs of cooperating hospitals and agencies. Students will give direct patient care and perform certain tasks, including assessment, administration of treatments and medications, maintenance of health and prevention of illness under the direction of a registered nurse or physician.

**Length of Program:** 2 quarters prerequisites found in the Health Care Assistant, TCC, 4 quarters technical courses

**Entrance Dates:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to competitive program admission process.

**Program Admission:** Fall (Main Campus); Summer (SWGTC of Grady County).

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 18 months of successful completion of NSG 110.

**Age:** 17 years of age or older. (Proof of age required)

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Standardized achievement tests will be given. All students are required to participate in the standardized evaluation process. Failure to participate will result in failure of the course. Health Care Provider CPR Certification, Physical Exam, and Criminal Background Check are required.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>15</b>
ENG	101* English .....	5
MAT	101* General Math .....	5
PSY	101* Basic Psychology.....	5
<b>2. Fundamental Occupational Courses</b>		<b>26</b>
AHS	101* Anatomy and Physiology.....	5
AHS	102* Drug Calculation and Administration .....	3
AHS	103 Nutrition and Diet Therapy .....	2
AHS	104* Introduction to Health Care .....	3
AHS	109* Medical Terminology for Allied Health Sciences .....	3
	<i>or</i>	
BUS	211* Medical Terminology.....	(4)
NSG	110 Nursing Fundamentals I.....	10
SCT	100* Introduction to Microcomputers .....	3
<b>3. Essential Specific Occupational Courses</b>		<b>51</b>
NPT	112 Medical-Surgical Practicum I .....	7
NPT	113 Medical -Surgical Practicum II .....	7
NPT	212 Pediatric Nursing Practicum .....	2
NPT	213 Obstetrical Nursing Practicum.....	3
NPT	215 Nursing Leadership Practicum.....	2
NSG	112 Medical-Surgical Nursing I .....	9
NSG	113 Medical-Surgical Nursing II .....	9
NSG	212 Pediatric Nursing .....	5
NSG	213 Obstetrical Nursing .....	5
NSG	215 Nursing Leadership .....	2

\* Prerequisite to admission to this program, most courses found in the Health Care Assistant, TCC.

**Program Final Exit Point:** Practical Nursing, diploma. Eligible to apply to take the NCLEX-PN exam.

**Credits Required for Graduation:** 95 minimum quarter hour credits required for graduation

**Note:** A bridge program to the Associate Degree in Nursing program exists.



# Paramedic Technology

## *Diploma Program*

**Program Description:** The Paramedic Program, five (5) quarters in length, provides instruction that prepares the EMT graduate for employment as a Paramedic. The program is a combination of classroom instruction and clinical experience in pharmacology, cardiology, anatomy, physiology, trauma, surgery, obstetrics, pediatrics, disaster management, and related courses. Clinical practice in various departments at the affiliated hospital and emergency medical services allows the student to gain the hands-on training necessary to become certified as a Paramedic. This curriculum follows the D.O.T. National Standards and is approved by the Georgia Department of Human Resources.

**Length of Program:** Five (5) Quarters

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to competitive program admission process. Program Admission: Winter

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 18 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Applicants must submit a copy of a valid driver's license.

- \* Applicants for the Paramedic Program MUST have completed an approved EMT program and possess a valid state license as an EMT-B or EMT-Intermediate by Georgia, another state, or the NREMT.
- \* Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>15</b>
ENG	101	English ..... 5
MAT	101*	General Math ..... 5
AHS	101*	Anatomy/Physiology..... 5
<b>2. Fundamental Occupational Courses</b>		<b>17</b>
SCT	100	Introduction to Microcomputers ..... 3
EMS	126	Intro to Paramedic Profession ..... 3
EMS	127	Patient Assessment ..... 4
EMS	128	Applied Physiology and Path physiology..... 3
EMS	129	Pharmacology ..... 4
<b>3. Specific Occupational Courses</b>		<b>46</b>
EMS	130	Respiratory Function and Management..... 5
EMS	131	Trauma ..... 5
EMS	132	Cardiology I..... 5
EMS	133	Cardiology II ..... 4
EMS	134	Medical Emergencies ..... 5
EMS	135	Maternal/Pediatric Emergencies ..... 5
EMS	136	Special Patients ..... 2
EMS	200	Clinical Application of Advanced Emergency Care..... 10
EMS	201	Summative Evaluations ..... 5

*\* Prerequisites to admission*

**Program Final Exit Point:** Paramedic Technology, Diploma. Eligible to apply for the National Registry of Paramedic State Boards. The state of Georgia recognizes the National Registry.

**Credits Required for Graduation:** 78 minimum quarter hour credits required for graduation.

## Emergency Medical Technician— Intermediate

*Technical Certificate of Credit*

**Program Description:** This program covers both the U.S. Department of Transportation 1985 Emergency Medical Technician - Intermediate Curriculum and the 1995 Emergency Medical Technician - Basic Curriculum. The EMT-I Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician EMT-I certification examination and receive Georgia certification. Upon completion of EMT 110, students would be eligible to sit for the National Registry of EMT Basic Exam.

**Entrance Date:** Fall Quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

**Education:** A high school diploma or GED is desirable but not required for the program admission but is required prior to graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Physical Exam, Criminal Background Check, and Drug Toxicology.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

## Curriculum Credits

EMC	100	Introduction to the EMT Profession . . . . .	3
EMC	103	Patient Assessment and Airway for the EMT . . . . .	3
EMC	105	Medical/Behavioral & OB Peds Emergencies for the EMT . . . . .	4
EMC	108	Trauma Emergencies for the EMT . . . . .	2
EMC	110	Summative Evaluations for the EMT Basic . . . . .	3
EMC	113	Pharmacology and Shock/Trauma Management for the EMT Intermediate . . . . .	3
EMC	116	Medical Emergencies for the EMT Intermediate . . . . .	3
EMC	119	Summative Evaluations for the EMT Intermediate . . . . .	3

*\* Pre-Requisite: Applicants already possessing the EMT Basic Certification will be allowed to enroll in the EMC 110 course with an exemption for the EMC 100, 103, 105, and 108 courses being provided upon the successful completion of the EMC 110 course.*

**Program Final Exit Point:** Emergency Medical Technician - Intermediate, TCC. Eligible to apply for the National Registry EMT Intermediate State Boards.

**Credits Required for Graduation:** 24 Minimum quarter hour credits required.

## Pharmacy Technology

### *Diploma Program*

**Program Description:** Pharmacy Technology is a five (5) quarter diploma program designed to prepare students for employment as Pharmacy Technicians. Training provides classroom and clinical instruction in many subjects including: anatomy, drug calculation, chemistry, microcomputers, sterile techniques, and medication dispensing. Students practice all aspects of Pharmacy Technology using modern technology in hospital and retail pharmacies.

**Length of Program:** One quarter of prerequisite courses found in the Healthcare Assistant, TCC; four quarters of technical courses.

**Entrance Dates:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to competitive program admission process. Program Admission: Winter

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, a complete physical examination, and GBI background check prior to clinical education component of the Pharmacy Technology program. (At student's expense)

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>15</b>
ENG	101	English ..... 5
MAT	101*	General Mathematics ..... 5
PSY	101	Basic Psychology..... 5
<b>2. Fundamental Occupational Courses</b>		<b>15</b>
AHS	101	Anatomy and Physiology..... 5
AHS	105	Basic Inorganic Chemistry..... 4
AHS	109	Medical Terminology for Allied Health Sciences ..... 3
<i>or</i>		
BUS	211*	Medical Terminology..... 4
SCT	100	Intro to Microcomputers ..... 3
<b>3. Specific Occupational Courses</b>		<b>46</b>
PHR	100	Pharmaceutical Calculations ..... 5
PHR	101	Pharmacy Technology Fund..... 5
PHR	102	Principles of Dispensing Meds. .... 6
PHR	103	Principles of Sterile Medication Preparation..... 6
PHR	104	Pharmacy Technology Pharmacology..... 5
PHR	105	Pharmacy Tech. Practicum. .... 7
PHR	106	Advanced Pharmacy Technology Principles ..... 5
PHR	107	Adv. Pharmacy Tech. Practicum..... 7

*\*Prerequisite to admission to this program, courses found in the Healthcare Assistant, TCC.*

**Program Final Exit Point:** Pharmacy Technology, Diploma. Eligible to apply for American Association of Pharmacy Technician Certification.

**Credits Required for Graduation:** 76 minimum quarter hour credits required for graduation

# Radiologic Technology

*Associate of Applied Science Degree*

**Program Description:** This seven (7) quarter associate of applied science degree program prepares students for employment as radiographers (X-ray technologist) who provide patient services using X-rays to image all parts of the body. This course provides classroom and clinical instruction in many subjects including anatomy and physiology, radiographic procedures and techniques, radiation biology and protection. Students have the opportunity to practice all aspects of radiologic technology using modern imaging equipment. Successful completion of the program will enable students to sit for the Radiography examination administered by the American Registry of Radiologic Technologists.

**Length of Program:** 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC, 7 quarters of technical courses

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to competitive program admission process.

**Program Admission:** Summer

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 18 years of age prior to first clinical course.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, Physical Exam, Criminal Background Check.

**Note:** Individuals who have been convicted of a felony offense may be denied state licensure. Applications for state licensure are reviewed by the designated governing body for each state. Licensure requirements may vary by state. Graduates of the program will submit application to the Georgia Composite Board during the final quarter of the program.

## Curriculum Credits

<b>1. General Education Courses</b>	<b>35</b>
ENG 191*	Composition & Rhetoric..... 5
ENG 193	Literature & Composition..... 5
PSY 191*	Introduction to Psychology..... 5
BIO 193*	Human Anatomy & Physiology ..... 5
BIO 194*	Human Anatomy & Physiology II..... 5
MAT 191*	College Algebra..... 5
SPC 191	Fundamentals of Speech..... 5
<b>2. Fundamental Occupational Courses</b>	<b>32</b>
AHS 104*	Introduction to Healthcare ..... 3
RAD 101	Intro. To Radio. & Patient Care ..... 5
RAD 103	Body Trunk and Upper Ext. Proc ..... 3
RAD 106	Lower Extremity and Spine Proc ..... 3
RAD 107	Principles of Rad. Exposure I..... 4
RAD 132	Clinical Radiography I..... 4
RAD 133	Clinical Radiography II ..... 7
SCT 100*	Introduction to Microcomputers ..... 3
<b>3. Specific Occupational Courses</b>	<b>68</b>
RAD 109	Contrast Procedures ..... 3
RAD 113	Cranium Procedures ..... 2
RAD 116	Principles of Rad. Exposure II ..... 3
RAD 117	Radiographic Imaging Equipment..... 4
RAD 119	Rad. Pathology and Med. Term ..... 3
RAD 120	Prin. Of Rad. Biology and Prot..... 5
RAD 123	Radiologic Science..... 5
RAD 126	Radiologic Review ..... 4
RAD 134	Clinical Radiography III..... 7
RAD 135	Clinical Radiography IV..... 7
RAD 136	Clinical Radiography V ..... 7
RAD 137	Clinical Radiography VI..... 9
RAD 138	Clinical Radiography VII ..... 9

*\*Prerequisite to admission to this program, courses found in the Healthcare Science Assistant, TCC.*

**Program Final Exit Point:** Radiologic Technology, AAS. Eligible to apply for the American Registry of Radiologic Technologist exam.

**Credits Required for Graduation:** 135 minimum quarter hour credits required for graduation



# Respiratory Care Technology

*Associate of Applied Science Degree*

**Program Description:** The Respiratory Care Technology program is an eight (8) quarter associate of applied science degree program designed to educate the student at the therapist level in the diagnosis, treatment, management, control, and preventive care of patients with cardiopulmonary problems. This is accomplished through intensive classroom training, integrated with clinical experience, under medical direction at cooperating hospitals. The students will have an opportunity to work with a diversity of patients, applying their newly acquired knowledge of respiratory care areas, including: pharmacology, medical gas and humidity therapy, mechanical ventilator support, cardiopulmonary resuscitation, airway management, pulmonary function testing, and arterial blood gas analysis.

**Length of Program:** 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC, 5 quarters of technical courses

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to competitive program admission process. Program Admission: Summer

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, Physical Exam, Criminal Background Check.

**Note:** Individuals who have been convicted of a felony offense may be denied state licensure. Applications for state licensure are reviewed by the designated governing body for each state. Licensure requirements may vary by state. Graduates of the program will submit application to the Georgia Composite Board during the final quarter of the program.

**Note:** CRT to registry requires all sections 1 & 2 in curriculum and RTT#'s 193, 213, 214, 215, 216, 217, and 222.

## Curriculum Credits

<b>1. General Education Courses</b>	<b>35</b>
ENG 191	Composition & Rhetoric..... 5
ENG 193	Literature & Composition..... 5
SPC 191	Fundamentals of Speech..... 5
PSY 191	Introductory Psychology..... 5
CHM 191*	Chemistry I..... 5
PHY 190*	Introductory Physics..... 5
MAT 196*	Contemporary Mathematics..... 5
or	
MAT 191	College Algebra.....(5)
<b>2. Fundamental Occupational Courses</b>	<b>28</b>
SCT 100	Introduction to Microcomputers..... 3
BIO 193*	Anatomy & Physiology I..... 5
BIO 194*	Anatomy & Physiology II..... 5
BIO 197	Introductory Microbiology..... 5
RTT 193	Cardiopulmonary Anatomy and Physiology.....10
<b>3. Specific Occupational Courses</b>	<b>65</b>
RTT 111	Pharmacology..... 5
RTT 112	Intro. To Respiratory Therapy..... 5
RTT 113	Respiratory Therapy Lab I..... 5
RTT 209	Clinical Practice I..... 2
RTT 210	Clinical Practice II..... 2
RTT 211	Pulmonary Disease..... 5
RTT 212	Critical Respiratory Care..... 5
RTT 213	Mech. Ventilation Equip. & Airway Care..... 5
RTT 214	Adv. Critical Care Monitoring..... 2
RTT 215	Pulmonary Function Testing..... 1
RTT 216	Pediatric and Neonatal Respiratory Care..... 3
RTT 217	Advanced Respiratory Care Seminar..... 5
RTT 218	Clinical Practice III..... 2
RTT 219	Clinical Practice IV..... 2
RTT 220	Clinical Practice V..... 5
RTT 222	Clinical Practice VI.....10
RTT 227	Rehabilitation and Home Care..... 1

*\*Prerequisite to admission to this program, courses found in the Healthcare Science, TCC.*

**Program Final Exit Point:** Respiratory Care Technology, AAS. Eligible to apply for National Board for Respiratory Care certification and registry exams.

**Credits Required for Graduation:** 128 minimum quarter hour credits required for graduation

# Surgical Technology

*Associate of Applied Science Degree*

**Program Description:** This eight (8) quarter technical training program prepares students to assist surgeons and anesthesiologists, before, during, and after surgery. Surgical Technology students combine classroom, lab, and clinical experiences to become proficient in operating rooms setup and joining the surgical team (passing instruments, sutures, and sponges).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

**Length of Program:** 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC, 4 quarters of technical courses.

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to competitive program admission process. Program Admission: Winter

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 18 years of age prior to first clinical course.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, Physical Exam, Criminal Background Check.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination. Surgical Techs seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification.

## Curriculum Credits

<b>1. General Education Courses</b>	<b>45</b>
ENG 191*	Composition & Rhetoric..... 5
ENG 193*	Literature & Composition ..... 5
SPC 191	Fundamentals of Speech..... 5
PSY 191*	Introduction to Psychology..... 5
SOC 191	Introduction to Sociology..... 5
BIO 193*	Human Anatomy & Physiology ..... 5
BIO 194*	Human Anatomy & Physiology II..... 5
BIO 197	Introduction to Microbiology..... 5
MAT 191*	College Algebra..... 5
<b>2. Fundamental Occupational Courses</b>	<b>15</b>
AHS 104	Introduction to Health Care ..... 3
BUS 211*	Medical Terminology..... 4
<i>or</i>	
AHS 109	Medical Terminology for Allied Health .....(3)
SCT 100*	Introduction to Microcomputers ..... 3
SUR 101	Intro to Surgical Technology..... 6
<b>3. Specific Occupational Courses</b>	<b>49</b>
SUR 102	Principles of Surgical Technology..... 5
SUR 109	Surgical Patient Care ..... 3
SUR 110	Surgical Pharmacology..... 3
SUR 112	Introductory Surgical Practicum..... 7
SUR 203	Surgical Procedures I..... 6
SUR 204	Surgical Procedure II ..... 6
SUR 213	Specialty Surgical Practicum..... 8
SUR 214	Advanced Surgical Practicum..... 8
SUR 224	Seminar in Surgical Technology ..... 3

*\*Prerequisite to admission*

*NOTE: BIO 197 satisfies SUR 108 in the diploma program.*

**Program Final Exit Point:** Surgical Technology, AAS. Eligible to apply for a national certification examination.

**Credits Required for Graduation:** 109 minimum quarter hour credits required for graduation

# Surgical Technology

## *Diploma Program*

**Program Description:** This five (5) quarter technical training program prepares students to assist surgeons and anesthesiologists, before, during, and after surgery. Surgical Technology students combine classroom, lab and clinical experiences to become proficient in operating room setup and joining the surgical team (passing instruments, sutures, and sponges). The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

**Length of Program:** 2-3 quarters of prerequisite courses found in the Healthcare Assistant, TCC, 4 quarters of technical courses.

**Entrance Dates:** Prerequisite Courses open; however, all prerequisite courses indicated by an \* in Curriculum must be successfully completed prior to competitive program admission process. Program Admission: Winter

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 17 years of age or older. (Proof of age required)

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, Physical Exam, Criminal Background Check.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>15</b>
ENG	101* English .....	5
MAT	101* General Mathematics .....	5
PSY	101* Basic Psychology.....	5
<b>2. Fundamental Technical Courses</b>		<b>32</b>
AHS	101* Anatomy and Physiology.....	5
AHS	104 Introduction to Health Care .....	3
AHS	109* Medical Terminology.....	3
<i>or</i>		
BUS	211 Medical Terminology .....	(4)
SCT	100* Introduction to Microcomputers .....	3
SUR	101 Intro to Surgical Technology.....	6
SUR	102 Principles of Surgical Technology .....	5
SUR	112 Introductory Surgical Practicum.....	7
<b>3. Specific Technical Courses</b>		<b>40</b>
SUR	108 Surgical Microbiology.....	3
SUR	109 Surgical Patient Care .....	3
SUR	110 Surgical Pharmacology.....	3
SUR	203 Surgical Procedures I.....	6
SUR	204 Surgical Procedures II .....	6
SUR	213 Specialty Surgical Practicum.....	8
SUR	214 Advanced Specialty Surgical Practicum .....	8
SUR	224 Seminar in Surgical Technology .....	3

*\*Prerequisite to admission to this program, courses found in the Healthcare Assistant, TCC.*

**Program Final Exit Point:** Surgical Technology, Diploma. Eligible to apply for a national certification examination.

**Credits Required for Graduation:** 87 minimum quarter hour credits required for graduation

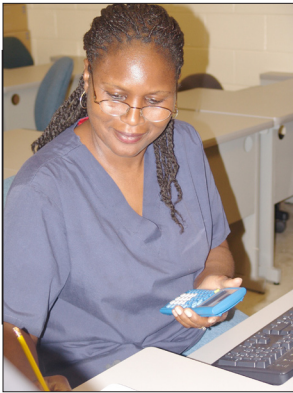
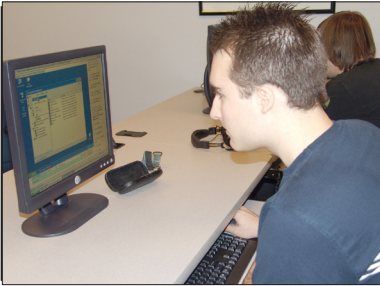
**Note:** Credits from this program may be applied to a degree program.







# Business & Computer Technology Programs



## ACCOUNTING

- Accounting, AAS
- Accounting, Diploma
- Payroll Accounting Specialist, TCC

## ADMINISTRATIVE OFFICE TECHNOLOGY

- Administrative Office Technology, AAS
- Business Office Technology, Diploma
- General Office Assistant, TCC
- Medical Records Coding, TCC
- Medical Transcriptionist, TCC
- Unit Secretary, TCC

## APPLIED BUSINESS TECHNOLOGY

- Applied Business Technology, AAS
- Applied Business Technology, Diploma

## COMPUTER INFORMATION SYSTEMS

- CIS Microcomputer Specialist, AAS
- CIS Networking Specialist, AAS
- CIS Microcomputer Specialist, Diploma
- CIS Networking Specialist, Diploma
- Basic NT Network Specialist, TCC
- CISCO CCNA Specialist, TCC
- Computer Repair Technician, TCC

## MANAGEMENT & SUPERVISORY DEVELOPMENT

- Management and Supervisory Development, AAS
- Management and Supervisory Development, Diploma
- Supervisor/Management Specialist, TCC

## PURPOSE OF PROGRAM

The purpose of the associate degree, diploma, and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in respective fields.

# Accounting

## *Associate of Applied Science Degree*

**Program Description:** The Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting Associate of Applied Science Degree, which qualifies them to work in the accounting field.

**Length of Program:** Six (6) quarters

**Entrance Dates:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1.</b>	<b>General Education Courses</b>		<b>30</b>
	ENG 191	Composition and Rhetoric .....	5
	ENG 193	Literature & Composition .....	5
	SPC 191	Fundamentals of Speech .....	5
	PSY 191	Introductory Psychology .....	5
	ECO 193	Macroeconomics .....	5
	MAT 191	College Algebra .....	5
<b>2.</b>	<b>Occupational Courses</b>		<b>47</b>
	ACC 101	Principles of Accounting I .....	6
	BUS 101	Beginning Document Processing .....	5
	SCT 100	Introduction to Microcomputers .....	3
	BUS 108	Word Processing .....	7
	ACC 102	Principles of Accounting II .....	6
	ACC 103	Principles of Accounting III .....	6
	ACC 104	Computerized Accounting .....	3
	ACC 106	Accounting Spreadsheet Fundamentals .....	3
	ACC 151	Individual Tax Accounting .....	4
	ACC 152	Payroll Accounting .....	4
<b>3.</b>	<b>Occupational Electives</b>		<b>20</b>
	ACC 107	Full-Time Accounting Internship .....	12
	ACC 108	Half-Time Accounting Internship .....	6
	ACC 120	Principles of Auditing .....	5
	ACC 154	Personal Finance .....	5
	ACC 159	Accounting Simulation .....	5
	ACC 160	Advanced Accounting Spreadsheet Applications .....	5
	BUS 105	Database Fundamentals .....	3
	MKT 101	Principles of Management .....	5
	MKT 103	Business Law .....	5
<b>4.</b>	<b>Electives from Outside the Area of Specialization</b>		<b>5</b>

**Program Final Exit Point:** Accounting, AAS Degree.

**Credits Required for Graduation:** 102 minimum quarter hour credits required for graduation

# Accounting

## *Diploma Program*

**Program Description:** The Accounting program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma which qualifies them as accounting technicians.

**Length of Program:** Four (4) quarters

**Entrance Dates:** Beginning of any quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1.</b>	<b>General Education Courses</b>		<b>18</b>
	ENG 111	Business English .....	5
	ENG 112	Business Communications .....	5
	MAT 111	Business Math .....	5
	EMP 100	Interpersonal Relations & Professional Development .....	3
<b>2.</b>	<b>Occupational Courses</b>		<b>43</b>
	ACC 101	Principles of Accounting I .....	6
	ACC 102	Principles of Accounting II .....	6
	ACC 103	Principles of Accounting III .....	6
	BUS 101	Beginning Document Processing .....	5
	BUS 108	Word Processing .....	7
	SCT 100	Introduction to Microcomputers .....	3
	ACC 104	Computerized Accounting .....	3
	ACC 106	Accounting Spreadsheet Fundamentals .....	3
	ACC 152	Payroll Accounting .....	4
<b>4.</b>	<b>Occupational Electives</b>		<b>12</b>
	ACC 107	Full-Time Internship .....	12
	ACC 108	Half-Time Internship .....	6
	ACC 120	Principles of Auditing .....	5
	ACC 151	Individual Tax Accounting .....	4
	ACC 154	Personal Finance .....	5
	ACC 159	Accounting Simulation .....	5
	ACC 160	Adv. Accounting Spreadsheet Applications .....	5
	BUS 105	Database Fundamentals .....	3
	MKT 101	Principles of Management .....	5
	MKT 103	Business Law .....	5

**Program Final Exit Point:** Accounting, Diploma.

**Credits Required for Graduation:** 73 minimum quarter hour credits required for graduation

**Note:** Credit for some classes from this program may be applied to a degree program.

# Payroll Accounting Specialist

*Technical Certificate of Credit*

**Program Description:** The Payroll Accounting Specialist technical certificate of credit provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

**Length of Program:** Two (2) quarters

**Entrance Dates:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>22</b>
ACC 101 Principles of Accounting I .....	6
ACC 102 Principles of Accounting II.....	6
ACC 104 Computerized Accounting .....	3
ACC 152 Payroll Accounting.....	4
SCT 100 Introduction to Microcomputers .....	3

**Program Final Exit Point:** Payroll Accounting Specialist, TCC.

**Credits Required for Graduation:** 22 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree program.

# Administrative Office Technology

*Associate of Applied Science Degree*

**Program Description:** The Administrative Office Technology program is designed to prepare students for employment in a variety of positions in today's administrative and business fields. The Administrative Office 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 the keyboard and applications software. Students are also introduced to accounting database and spreadsheet fundamentals. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative office technology. Graduates receive an Administrative Office Technology Associate of Applied Science degree.

**Length of Program:** Six (6) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>			<b>30</b>
ENG	191	Composition and Rhetoric .....	5
ENG	193	Literature & Composition .....	5
SPC	191	Fundamentals of Speech .....	5
PSY	191	Introduction to Psychology.....	5
ECO	193	Macroeconomics .....	5
MAT	191	College Algebra.....	5
<b>2. Fundamental Occupational Courses</b>			<b>30</b>
BUS	101	Beginning Document Processing .....	5
BUS	102	Intermediate Document Processing .....	5
BUS	103	Advanced Document Processing .....	5
BUS	106	Office Procedures .....	5
BUS	108	Word Processing.....	7
SCT	100	Introduction to Microcomputers .....	3
<b>3. Specific Occupational Courses</b>			<b>40</b>
ACC	101	Principles of Accounting I .....	6
ACC	102	Principles of Accounting II.....	6
BUS	105	Database Fundamentals .....	3
BUS	107	Machine Transcription .....	3
BUS	201	Advanced Word Processing.....	3
BUS	202	Spreadsheet Fundamentals .....	3
MKT	101	Principles of Management .....	5
MKT	103	Business Law .....	5
XXX	XXX	Electives.....	6

**Program Final Exit Point:** Administrative Office Technology, AAS Degree.

**Credits Required for Graduation:** 100 minimum quarter hour credits required for graduation



# Business Office Technology

## *Diploma Program*

**Program Description:** The Business Office Technology program is designed to prepare students for employment in a variety of positions in today's automated offices. The 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 Business Office Technology. Graduates of the program receive a Business Office Technology diploma with a specialization in one of the following: Business Office Specialist or Medical Office Specialist.

**Length of Program:** Four (4) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>	<b>18</b>
ENG 111 Business English .....	5
ENG 112 Business Communications .....	5
MAT 111 Business Mathematics.....	5
EMP 100 Interpersonal Relations & Professional Development .....	3
<b>2. Fundamental Occupational Courses</b>	<b>25</b>
BUS 101 Beginning Document Processing .....	5
BUS 102 Intermediate Document Processing .....	5
BUS 103 Advanced Document Processing .....	5
BUS 108 Word Processing .....	7
SCT 100 Introduction to Microcomputers .....	3
<b>3. Specific Occupational Courses—</b>	
(Completion of one specialization is required)	
<b>Business Office Specialist Courses .....</b>	<b>29</b>
BUS 105 Database Fundamentals .....	3
BUS 106 Office Procedures .....	5
BUS 107 Machine Transcription .....	3
BUS 201 Advanced Word Processing.....	3
BUS 202 Spreadsheet Fundamentals .....	3
ACC 101 Principles of Accounting I .....	6
BUS XXX Occupationally Related Electives .....	6
<i>or</i>	
<b>Medical Office Specialist Courses.....</b>	<b>29</b>
ACC 101 Principles of Accounting I .....	6
BUS 213 Medical Document Processing/Transcription.....	5
BUS 216 Medical Office Procedures.....	5
BUS 212 Anatomy and Terminology .....	(5)
<i>or</i>	
AHS 101 Anatomy and Physiology.....	5
BUS 211 Medical Terminology.....	(4)
<i>or</i>	
AHS 109 Medical Terminology for Allied Health Sciences .....	3
BUS 226 Medical Office Coding, Billing and Insurance.....	5

**Program Final Exit Point:** Business Office Technology, Diploma.

**Credits Required for Graduation:** 72 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree program.

# General Office Assistant

## *Technical Certificate of Credit*

**Program Description:** This certificate program provides training in basic keyboarding and computer skills; modern office procedures; and basic English and grammar skills for persons seeking training in a brief amount of time. The General Office Assistant certificate program is composed of 30 credit hours within the Business Office Technology curriculum.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>30</b>
BUS 101 Beginning Document Processing .....	5
BUS 102 Intermediate Document Processing .....	5
SCT 100 Introduction to Microcomputers .....	3
BUS 106 Office Procedures .....	5
BUS 108 Word Processing .....	7
ENG 111 Business English .....	5

**Program Final Exit Point:** General Office Assistant, TCC.

**Credits Required for Graduation:** 30 minimum quarter hour credits required for graduation.

**Note:** Credits from this program may be applied to a degree or a diploma program.

## Medical Records Coding

*Technical Certificate of Credit*

**Program Description:** This certificate program provides entry-level training in medical records coding skills that can be utilized in multiple types of health care facilities. The program also provides training in basic keyboarding and computer skills.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Specific Occupational Courses			19
BUS	101	Beginning Document Processing . . . . .	5
BUS	211	Medical Terminology . . . . .	4
BUS	213	Medical Document Processing/Transcription . . . . .	5
		(prerequisite BUS 102, BUS 211, ENG 111)	
BUS	226	Medical Office Billing/Coding/Insurance . . . . .	5
		(prerequisite BUS 101, BUS 211, BUS 212, ENG 111)	

**Program Final Exit Point:** Medical Records Coding, TCC.

**Credits Required for Graduation:** 19 minimum quarter hour credits required plus prerequisites for graduation.

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Medical Transcriptionist

## *Technical Certificate of Credit*

**Program Description:** The Medical Transcriptionist technical certificate of credit provides training in basic English, with practical courses in computer technology, medical terminology, transcription, and office procedures. Students will use computers to transcribe authentic physician-dictated medical reports organized by body system or medical specialty.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Specific Occupational Courses		47
BUS	101	Beginning Document Processing . . . . . 5
BUS	102	Intermediate Document Processing . . . . . 5
SCT	100	Introduction to Microcomputers . . . . . 3
BUS	108	Word Processing . . . . . 7
BUS	211	Medical Terminology . . . . . 4
BUS	212	Anatomy and Terminology . . . . . 5
BUS	213	Medical Document Processing/Trans . . . . . 5
BUS	216	Medical Office Procedures . . . . . 5
ENG	111	Business English . . . . . 5
MAS	101	Legal Aspects of the Medical Office . . . . . 3

**Program Final Exit Point:** Medical Transcriptionist, TCC.

**Credits Required for Graduation:** 47 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Unit Secretary

## *Technical Certificate of Credit*

**Program Description:** The Unit Secretary technical certificate of credit provides training in medical terminology, keyboarding, computer usage, and English skills. Students learn to function in the center of the communication hub found in a hospital unit. Desirable traits of a unit secretary include strong communication skills, flexibility, professionalism, and responsibility.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Specific Occupational Courses			28
BUS	101	Beginning Document Processing .....	5
BUS	102	Intermediate Document Processing .....	5
BUS	211	Medical Terminology .....	4
BUS	213	Medical Document Processing/Trans .....	5
BUS	205	Half Time Medical Office Specialist Internship .....	6
AHS	104	Introduction to Health Care .....	3

**Program Final Exit Point:** Unit Secretary, TCC.

**Credits Required for Graduation:** 28 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Applied Business Technology

*Associate of Applied Science Degree*

**Program Description:** The Applied Business Technology Program (ABT) is a work-based, customized program. The program is designed to assist Georgia’s companies to maintain a trained workforce and to provide educational opportunities for currently employed workers who are interested in upward mobility and cross training. The courses required in the Certified Customer Services Specialist (CCSS) technical certificate of credit are incorporated into the ABT program.

**Length of Course:** Seven (7) quarters

**Entrance Dates:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>	<b>30</b>
ECO 193 Macroeconomics .....	5
ENG 191 Composition and Rhetoric .....	5
ENG 193 Literature & Composition.....	5
MAT 191 College Algebra.....	5
PSY 191 Introductory Psychology .....	5
SPC 191 Fundamentals of Speech .....	5
<b>2. Fundamental Occupational Courses</b>	<b>35</b>
XXX XXX Assigned by Advisor .....	X
<b>3. Specific Occupational Courses</b>	<b>15</b>
CCSS, CMS, or CDWS complete program courses (see Professional Services section)	
<b>4. Work-Based Courses</b>	<b>15</b>
APB 201 Internship .....	15

**Program Final Exit Point:** Applied Business Technology, AAS Degree.

**Credits Required for Graduation:** 95 minimum quarter hour credits required for graduation

## Applied Business Technology

### *Diploma Program*

**Program Description:** The Applied Business Technology Program (ABT) is a work-based, customized program. The program is designed to assist Georgia's companies to maintain a trained workforce and to provide educational opportunities for currently employed workers who are interested in upward mobility and cross training. The courses required in the CCSS, CMS or CDWS technical certificate of credit are incorporated into the ABT program.

**Length of Course:** Four (4) quarters

**Entrance Dates:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.



# Curriculum Credits

- 1. General Education Courses 13-15**  
 ENG   XXX   Diploma Level English Course ..... 5  
 MAT   XXX   Diploma Level Math Course ..... 5  
 PSY   101   Basic Psychology..... 5  
*or*  
 EMP   100   Interpersonal Relations & Professional Development ..... 3
  
- 2. Fundamental Occupational Courses 20-22**  
 XXX   XXX   Assigned by advisor
  
- 3. Specific Occupational Courses..... 15**  
 CCSS, CMS, or CDWS complete program courses  
 (see Professional Services section)
  
- 4. Work Based Courses 15**  
 APB   201   Internship .....15

**Program Final Exit Point:** Applied Business Technology, Diploma.

**Credits Required for Graduation:** 65 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree program.

## Computer Information Systems— Microcomputer Specialist

*Associate of Applied Science Degree*

**Program Description:** The Computer Information Systems Microcomputer Specialist program prepares students for entry-level positions in areas of microcomputer hardware and software installation, maintenance, and support, and options for expert level knowledge of application software tools. Target certifications include CompTIA A+, CompTIA Net+ and Microsoft Office User Specialist. Program graduates receive a Computer Information Systems Associate of Applied Science Degree and are qualified for employment as microcomputer specialists.

**Length of Program:** Six (6) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>30</b>
ENG	191	Composition and Rhetoric ..... 5
ENG	193	Literature & Composition..... 5
SPC	191	Fundamentals of Speech..... 5
PSY	191	Introduction to Psychology..... 5
ECO	193	Macroeconomics ..... 5
MAT	191	College Algebra..... 5
<b>2. Fundamental Occupational Courses</b>		<b>25</b>
SCT	100	Introduction to Microcomputers ..... 3
CIS	105	Program Design and Development ..... 5
CIS	106	Computer Concepts..... 5
CIS	1140	Networking Fundamentals ..... 6
CIS	XXXx	An Operating Systems Course ..... 6
<b>3. Specific Occupational Courses</b>		<b>55</b>
CIS	122	Microcomputer Installation and Maintenance..... 7
CIS	127	Adv. Word Processing/Desktop Publishing Techniques ..... 6
CIS	2228	Advanced Spreadsheet Techniques..... 6
CIS	2229	Advanced Database Techniques..... 6
CIS	xxxx	Program Language Elective ..... 7
CIS	xxxx	Specific Occupational Electives..... 23

**Program Final Exit Point:** CIS, Microcomputer Specialist, AAS Degree.

**Credits Required for Graduation:** 110 minimum quarter hour credits required for graduation

## Computer Information Systems— Networking Specialist

*Associate of Applied Science Degree*

**Program Description:** The Computer Information Systems Networking Specialist program prepares students for entry-level positions in areas of Microsoft Windows 2000 MCP and MCSE. Students can select program options to prepare themselves for a career in design and/or implementation of LANs and WANs. Program graduates receive a Computer Information Systems Associate of Applied Science Degree and are qualified for employment as networking specialists.

**Length of Program:** Six (6) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>30</b>
ENG	191	Composition and Rhetoric ..... 5
ENG	193	Literature & Composition ..... 5
SPC	191	Fundamentals of Speech ..... 5
PSY	191	Introduction to Psychology..... 5
ECO	193	Macroeconomics ..... 5
MAT	191	College Algebra..... 5
<b>2. Fundamental Occupational Courses</b>		<b>22</b>
CIS	105	Program Design and Development ..... 5
CIS	106	Computer Concepts..... 5
CIS	1140	Networking Fundamentals ..... 6
CIS	XXXx	An Operating Systems Course ..... 6
<b>3. Specific Occupational Courses</b>		<b>23</b>
CIS	122	Microcomputer Installation and Maintenance..... 7
CIS	XXXx	Program Language Elective ..... 7
CIS	XXXx	Networking Electives ..... 9
Completion of one specialization is required		
<b>CISco CCNA</b>		<b>24</b>
CIS	2321	Introduction to LAN and WAN ..... 6
CIS	2322	Introduction to WANs and Routing ..... 6
CIS	276	Advanced Routers and Switches..... 6
CIS	277	WAN Design ..... 6
<i>or</i>		
<b>Windows 2000</b>		<b>24</b>
CIS	2149	Implementing Microsoft Windows Professional ..... 6
CIS	2150	Implementing Microsoft Windows Server..... 6
CIS	2153	Implementing Microsoft Windows Networking Infrastructure ..... 6
CIS	2154	Implementing Microsoft Windows Network Directory..... 6

**Program Final Exit Point:** CIS, Networking Specialist, AAS Degree.

**Credits Required for Graduation:** 102 minimum quarter hour credits required for graduation

## Computer Information Systems— Microcomputer Specialist

*Diploma Program*

**Program Description:** The Computer Information Systems Microcomputer Specialist diploma program prepares students for entry-level positions in areas of microcomputer hardware and software installation, maintenance, and support, and options for expert level knowledge of application software tools. Target areas include CompTIA A+, CompTIA Net + and Microsoft Office User Specialist (MOUS) certification.

**Length of Program:** Five (5) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>18</b>
ENG 101	English .....	5
<i>or</i>		
ENG 111	Business English .....	(5)
ENG 102	Technical Writing .....	5
<i>or</i>		
ENG 112	Business Communications .....	(5)
MAT 103	Algebraic Concepts .....	5
EMP 100	Interpersonal Relations & Professional Development .....	3
<b>2. Fundamental Occupational Courses</b>		<b>25</b>
SCT 100	Introduction to Microcomputers .....	3
CIS 105	Program Design and Development .....	5
CIS 106	Computer Concepts .....	5
CIS 1140	Networking Fundamentals .....	6
CIS xxxx	An Operating Systems Course .....	6
<b>3. Specific Occupational Courses</b>		<b>47</b>
CIS 122	Microcomputer Installation and Maintenance .....	7
CIS 127	Adv. Word Processing/Desktop Publishing Techniques .....	6
CIS 2228	Adv. Spreadsheet Techniques .....	6
CIS 2229	Adv. Database Techniques .....	6
CIS xxxx	Program Language Elective .....	7
CIS xxxx	Specific Occupational Electives .....	15

**Program Final Exit Point:** CIS, Microcomputer Specialist, Diploma.

**Credits Required for Graduation:** 90 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree program.

# Computer Information Systems— Networking Specialist

*Diploma Program*

**Program Description:** The Computer Information Systems Networking Specialist program prepares students for entry-level positions in areas of Microsoft Windows 2000 MCP and Windows 2000 MCSE. Students can select program options to prepare themselves for a career in design and/or implementation of LANs and WANs. Program graduates receive a Computer Information Systems Diploma and are qualified for employment as networking specialists.

**Length of Program:** Six (6) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.



## Curriculum Credits

**1. General Education Courses 18**

ENG	101	English .....	5
<i>or</i>			
ENG	111	Business English .....	(5)
ENG	102	Technical Writing .....	5
<i>or</i>			
ENG	112	Business Communications .....	(5)
MAT	103	Algebraic Concepts .....	5
EMP	100	Interpersonal Relations & Professional Development .....	3

**2. Fundamental Occupational Courses 25**

SCT	100	Introduction to Microcomputers .....	3
CIS	105	Program Design and Development .....	5
CIS	106	Computer Concepts.....	5
CIS	1140	Networking Fundamentals .....	6
CIS	XXXx	An Operating Systems Course .....	6

**3. Specific Occupational Courses 23**

CIS	122	Microcomputer Installation and Maintenance.....	7
CIS	XXXx	Program Language Elective .....	7
CIS	XXXx	Networking Electives .....	9

**Completion of one specialization is required**

**CISco CCNA 24**

CIS	2321	Introduction to LAN and WAN .....	6
CIS	2322	Introduction to WANs and Routing .....	6
CIS	276	Advanced Routers and Switches.....	6
CIS	277	WAN Design .....	6

*or*

**Windows 2000..... 24**

CIS	2149	Implementing Microsoft Windows Professional .....	6
CIS	2150	Implementing Microsoft Windows Server.....	6
CIS	2153	Implementing Microsoft Windows Networking Infrastructure.....	6
CIS	2154	Implementing Microsoft Windows Network Directory.....	6

**Program Final Exit Point:** CIS, Networking Specialist, Diploma.

**Credits Required for Graduation:** 90 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree program.

# Basic NT Network Specialist

*Technical Certificate of Credit*

**Program Description:** This certificate program provides basic training in computer information systems networking for persons needing training in a brief amount of time. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install and configure Windows NT networking software.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Specific Occupational Courses		53
CIS	XXX	Operating Systems Concepts..... 6
CIS	1140	Networking Concepts..... 6
CIS	2321	Introduction to LAN and WAN ..... 6
CIS	2322	Introduction to WANs and Routing ..... 6
CIS	156	Introduction to Internet & Wide Area Networks ..... 5
CIS	2149	Implementing Microsoft Windows Professional ..... 6
CIS	2150	Implementing Microsoft Windows Server..... 6
CIS	2153	Implementing Microsoft Windows Networking Infrastructure..... 6
CIS	2154	Implementing Microsoft Windows Directory Services ..... 6 Prerequisites/Corequisites as required

**Program Final Exit Point:** Basic NT Network Specialist, TCC. Eligible to apply to take the exam for national certification.

**Credits Required for Graduation:** 53 minimum quarter hour Credits Required for Graduation:

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Cisco CCNA Specialist

*Technical Certificate of Credit*

**Program Description:** The Cisco CCNA Specialist Certificate is designed to teach students the skills needed to design, build, and maintain small to medium-size networks. This provides opportunity to enter the workforce and/or further students' education and training in the computer networking field. In addition, this technical certificate will prepare students for the Cisco Certified Network Associate (CCNA) certification exam.

**Entrance Date:** Beginning of Each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

\* Special Admission is not allowed.

## Curriculum Credits

### 1. Specific Occupational Courses 24

CIS	2321	Introduction to LAN and WAN . . . . .	6
CIS	2322	Introduction to WANs and Routing . . . . .	6
CIS	276	Advanced Routers and Switches. . . . .	6
CIS	277	WAN Design . . . . .	6

\*\* Prerequisites: SCT100 and CIS1140

**Program Final Exit Point:** Cisco CCNA Specialist, TCC. eligible to apply to take the exam for national CCNA exam.

**Credits Required for Graduation:** 24 minimum quarter hour credits required for graduation plus prerequisites

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Computer Repair Technician

*Technical Certificate of Credit*

**Program Description:** The Computer Repair Technician certificate program prepares the students for entry level positions in PC repair and installation. This certificate would also prepare the student to take the national A+ certification tests.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>		<b>28</b>
CIS	173	PC Operating System Concepts..... 6
CIS	106	Computer Concepts..... 5
CIS	122	Microcomputer Installation and Maintenance..... 7
CIS	286	Preparation for A+ Certification..... 7
SCT	100	Introduction to Microcomputers ..... 3

**Program Final Exit Point:** Computer Repair Technician, TCC.

**Credits Required for Graduation:** 28 minimum quarter hour credits required.

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Management and Supervisory Development

*Associate of Applied Science Degree*

**Program Description:** The Management and Supervisory Development associate degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action.

**Length of Program:** Seven (7) Quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>			<b>30</b>
ENG	191	Composition & Rhetoric .....	5
ENG	193	Literature & Composition .....	5
ECO	193	Macroeconomics .....	5
MAT	191	College Algebra.....	5
PSY	191	Introductory Psychology .....	5
SPC	191	Fundamentals of Speech.....	5
<b>2. Specific Occupational Courses</b>			<b>76</b>
SCT	100	Introduction to Microcomputers .....	3
MKT	101	Principles of Management .....	5
MSD	101	Organizational Behavior.....	5
MSD	102	Employment Law .....	5
MSD	103	Leadership .....	5
MSD	104	Human Resources Management.....	5
MSD	106	Performance Management.....	5
MSD	109	Managerial Accounting & Finance .....	5
MSD	113	Business Ethics.....	5
MSD	114	Management Communications Technologies.....	5
MSD	210	Team Project.....	5
MSD	220	Management and Supervision OBI .....	3
MSD	XXX	M&SD Electives .....	15
XXX	XXX	Electives.....	5

**Program Final Exit Point:** Management & Supervisory Development, AAS

**Credits Required for Graduation:** 106 minimum quarter hour credits required for graduation.

# Management and Supervisory Development

## *Diploma*

**Program Description:** The Management and Supervisory Development program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a management and supervisory development diploma.

**Length of Program:** Six (6) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>18</b>
ENG	111	Business English ..... 5
ENG	112	Business Communications ..... 5
MAT	111	Business Math ..... 5
EMP	100	Interpersonal Relations and Professional Development. .... 3
<b>2. Specific Occupational Courses</b>		<b>71</b>
SCT	100	Introduction to Microcomputers ..... 3
MKT	101	Principles of Management ..... 5
MSD	101	Organizational Behavior ..... 5
MSD	102	Employment Law ..... 5
MSD	103	Leadership ..... 5
MSD	104	Human Resources Management ..... 5
MSD	106	Performance Management ..... 5
MSD	109	Managerial Accounting & Finance ..... 5
MSD	112	Introduction to Business and Economics ..... 5
MSD	113	Business Ethics ..... 5
MSD	114	Management Communications Technologies ..... 5
MSD	210	Team Project ..... 5
MSD	220	Management and Supervision OBI ..... 3
MSD	XXX	M&SD Electives ..... 10

**Program Final Exit Point:** Management & Supervisory Development, Diploma

**Credits Required for Graduation:** 89 minimum quarter hour credits required for graduation.



# Supervisor/Management Specialist

*Technical Certificate of Credit*

**Program Description:** This certificate serves as an introduction to the basics of supervision and/or management.

**Length of Program:** Six (6) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admission.

## Curriculum Credits

<b>Specific Occupational Courses</b>			<b>20</b>
MSD	100	Management Principles .....	5
		<i>or</i>	
MKT	101	Principles of Management .....	(5)
MSD	103	Leadership .....	5
MSD	104	Human Resources Management.....	5
MSD	102	Employment Law .....	5
		<i>or</i>	
MKT	103	Business Law .....	(5)
		<i>or</i>	
MSD	105	Labor Management Relations .....	(5)

**Program Final Exit Point:** Supervisor/Management Specialist, TCC

**Credits Required for Graduation:** 20 minimum quarter hour credits required for graduation.



# Professional Services



## CERTIFIED PROGRAMS

- Certified Customer Service Specialist, TCC
- Certified Manufacturing Specialist, TCC
- Certified Warehousing Distribution Specialist, TCC

## COSMETOLOGY

- Cosmetology, Diploma
- Cosmetic Esthetician, TCC
- Shampoo Technician, TCC

## CRIMINAL JUSTICE TECHNOLOGY

- Criminal Justice Technology, AAS
- Criminal Justice Technology, Diploma
- Law Enforcement Investigations Assistant, TCC

## EARLY CHILDHOOD CARE & EDUCATION

- Early Childhood Care and Education, AAS
- Early Childhood Care and Education, Diploma
- Child Development Specialist, TCC

## E-LEARNING DEVELOPMENT

- E-Learning Design and Development Specialist, TCC



## PURPOSE OF PROGRAM

The purpose of the associate degree, diploma, and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skill, and attitudes to succeed in respective fields.

# Certified Customer Service Specialist

## *Technical Certificate of Credit*

**Program Description:** This certificate program provides training for a highly skilled customer service contact work force. Individuals will be trained in basic technical and interpersonal skills required to perform a wide variety of customer contact jobs.

**Entrance Date:** Varies

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 16 years of age or older

**Education:** A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>15</b>
MKT 161 Service Industry Business Environment .....	2
MKT 162 Customer Contact Skills .....	6
MKT 163 Computer Skills for Customer Service .....	3
MKT 164 Business Skills for the Customer Service Environment .....	3
MKT 165 Personal Effectiveness in Customer Service .....	1

**Program Final Exit Point:** Certified Customer Service Specialist, TCC.

**Credits Required for Graduation:** 15 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Certified Manufacturing Specialist

## *Technical Certificate of Credit*

**Program Description:** This certificate program provides a resource to train and educate the local workforce currently employed in manufacturing, and provides an educational and training resource for those individuals who wish to pursue manufacturing careers.

**Entrance Date:** Varies

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 16 years of age or older

**Education:** A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Specific Occupational Courses		15
AMF 152	Manufacturing Organizational Principles .....	2
AMF 154	Manufacturing Workforce Skills.....	3
AMF 156	Manufacturing Production Requirements.....	2
AMF 158	Automated Manufacturing Skills .....	3
AMF 160	Representative Manufacturing Skills.....	5

**Program Final Exit Point:** Certified Manufacturing Specialist, TCC.

**Credits Required for Graduation:** 15 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Certified Warehousing and Distribution Specialist

*Technical Certificate of Credit*

**Program Description:** The Certified Warehousing and Distribution Specialist certificate program provides a resource to train and educate the local workforce currently employed in warehousing and distribution, and provides an educational and training resource for those individuals who wish to pursue warehousing and distribution careers.

**Entrance Date:** Varies

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 16 years of age or older

**Education:** A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>15</b>
DMM 154 Working in the Warehousing Environment . . . . .	2
DMM 156 Warehousing Workforce Skills . . . . .	2
DMM 158 Warehousing and Distribution Process. . . . .	4
DMM 160 Warehousing Technology Skills . . . . .	3
DMM 162 Representative Warehousing Skills. . . . .	4

**Program Final Exit Point:** Certified Warehousing and Distribution Specialist, TCC.

**Credits Required for Graduation:** 15 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Cosmetology

## *Diploma Program*

**Program Description:** This five (5) quarter program is a sequence of courses designed to prepare students for a 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 and 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, and chemical reformation and application; skin and nail care; hair coloring and 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 qualified to take the Georgia State Board of Cosmetology License Examination. Successful completion of the examination results in licensure as a Master Cosmetologist, employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

**Length of Program:** One (1) Quarter prerequisites; Four (4) Quarters fundamental and specific occupational courses.

**Entrance Date:** Each quarter

**Entrance Requirements:** Refer to Admissions procedures. Contact the program advisor or admissions for details.

**Age:** Students applying for this course must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>16</b>
*ENG	101 English .....	5
MAT	101 Basic Mathematics .....	5
*EMP	100 Interpersonal Relations & Professional Development .....	3
*SCT	100 Intro to Microcomputers .....	3
<b>2. Essential Fundamental Occupational Courses</b>		<b>16</b>
COS	100 Intro to Cosmetology Theory .....	5
COS	101 Intro to Perm. Waving & Relaxing .....	2
COS	103 Intro to Skin, Scalp & Hair. ....	2
COS	105 Intro to Shampooing and Styling .....	4
COS	106 Intro to Haircutting .....	3
<b>3. Essential Specific Occupational Courses</b>		<b>43</b>
COS	108 Permanent Waving and Relaxing .....	3
COS	109 Hair Color. ....	6
COS	110 Skin, Scalp, and Hair. ....	3
COS	111 Styling. ....	3
COS	112 Manicuring and Pedicuring .....	3
COS	113 Practicum I .....	4
COS	114 Practicum II. ....	8
COS	115 Practicum/Internship I .....	4
COS	116 Practicum/Internship II. ....	5
COS	117 Salon Management .....	4

\*Prerequisites to COS 100

**Program Final Exit Point:** Cosmetologist, diploma. Eligible to sit for state license exam.

**Credits Required for Graduation:** 75 minimum quarter hour credits required for graduation



# Cosmetic Esthetician (Skin Care Therapy)

*Technical Certificate of Credit*

**Program Description:** The Cosmetic Esthetician certificate program prepares students to sit for the Georgia State Board of Cosmetology Esthetics licensure exam and to enable transition from school to the real work world. The Cosmetic Esthetician certificate program is to provide knowledge, skills, attitudes, and resources necessary for success in performing services in various professions that employ estheticians. Esthetics is a branch of anatomical science that deals with the overall health and well-being of the skin. An esthetician is a person devoted to, or professionally occupied with, the health and beauty of the skin. Employment may be in a beauty salon, spa, health club, and cosmetic store, as well as, in a plastic surgeon or dermatologist office.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 17 years of age or older

**Education:** A high school diploma or the equivalent (GED) is required for program admission or graduation.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Specific Occupational Courses			48
COS	117	Salon Management . . . . .	4
EST	100	Introduction to Esthetics . . . . .	5
EST	101	Anatomy and Physiology of Skin . . . . .	5
EST	102	Skin Care Procedures. . . . .	6
EST	103	Electricity and Facial Treatment. . . . .	7
EST	104	Advanced Skin Care. . . . .	5
EST	105	Color Theory and Makeup. . . . .	4
EST	106	Esthetics Practicum I . . . . .	6
EST	107	Esthetics Practicum II. . . . .	6

**Program Final Exit Point:** Cosmetic Esthetician, TCC.

**Credits Required for Graduation:** 48 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Shampoo Technician

## *Technical Certificate of Credit*

**Program Description:** The Shampoo Technician certificate program prepares students for entry level assistant cosmetologist positions. The program is offered to provide students with a short-term program of study in Cosmetology, an early exit from the diploma program if unable to complete it, or application of course credits toward a cosmetology diploma if desired. The program graduates are employable in a beauty shop or salon as an assistant to a Master Cosmetologist.

**Entrance Date:** Beginning of each quarter in which COS 100 is taught.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicants must be 16 years of age or older

**Education:** A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>18</b>
COS 100 Introduction to Cosmetology Theory .....	5
COS 103 Introduction to Skin, Scalp, and Hair .....	2
COS 105 Introduction to Shampooing and Styling .....	4
COS 117 Salon/Shop Management .....	4
XXX xxx Elective.....	3

**Program Final Exit Point:** Shampoo Technician, TCC.

**Credits Required for Graduation:** 18 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Criminal Justice Technology

*Associate of Applied Science Degree*

**Program Description:** The Criminal Justice associate of applied science 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 of applied science 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.

**Length of Program:** Five (5) quarters

**Entrance Dates:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Note:** Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

## Curriculum Credits

<b>1.</b>	<b>General Education Courses</b>		<b>30</b>
	ENG 191	Composition and Rhetoric .....	5
	ENG 193	Literature & Composition .....	5
	MAT 191	College Algebra.....	5
	<i>or</i>		
	MAT 196	Contemporary Mathematics .....	(5)
	PSY 191	Introductory Psychology .....	5
	ECO 193	Macroeconomics .....	5
	SPC 191	Fundamentals of Speech.....	5
<b>2.</b>	<b>Essential Fundamental Occupational Courses</b>		<b>23</b>
	CRJ 101	Introduction to Criminal Justice .....	5
	CRJ 105	Criminal Procedure .....	5
	CRJ 202	Constitutional Law.....	5
	CRJ 207	Juvenile Justice .....	5
	SCT 100	Intro. To Microcomputers.....	3
<b>3.</b>	<b>Essential Fundamental Occupational Courses</b>		<b>45</b>
	CRJ 103	Corrections.....	5
	CRJ 104	Principles of Law Enforcement.....	5
	CRJ 168	Criminal Law.....	5
	CRJ 209	Criminal Justice Practicum/Internship .....	5
	CRJ 212	Ethics in Criminal Justice .....	5
	XXX xxx	Occupationally Related Electives .....	20

**Program Final Exit Point:** Criminal Justice, AAS.

**Credits Required for Graduation:** 98 minimum quarter hour credits required for graduation

# Criminal Justice Technology

## *Diploma Program*

**Program Description:** The Criminal Justice 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 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.

**Length of Program:** Four (4) quarters

**Entrance Dates:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Note:** Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

## Curriculum Credits

<b>1. General Education Courses</b>			<b>15</b>
ENG	101	English .....	5
MAT	101	General Mathematics .....	5
PSY	101	Basic Psychology.....	5
<b>2. Essential Fundamental Occupational Courses</b>			<b>23</b>
CRJ	101	Introduction to Criminal Justice .....	5
CRJ	105	Criminal Procedure .....	5
CRJ	202	Constitutional Law .....	5
CRJ	207	Juvenile Justice .....	5
SCT	100	Intro. To Microcomputers.....	3
<b>3. Essential Fundamental Occupational Courses</b>			<b>40</b>
CRJ	103	Corrections .....	5
CRJ	104	Principles of Law Enforcement.....	5
CRJ	168	Criminal Law.....	5
CRJ	209	Criminal Justice Practicum/Internship .....	5
CRJ	212	Ethics in Criminal Justice .....	5
XXX	xxx	Occupationally Related Electives .....	10

**Program Final Exit Point:** Criminal Justice, Diploma

**Credits Required for Graduation:** 73 minimum quarter hour credits required for graduation

# Law Enforcement Investigations Assistant

*Technical Certificate of Credit Program*

**Program Description:** The Law Enforcement Investigations Assistant Certificate is designed to provide the student with basic knowledge and skills needed to obtain employment in local law enforcement agencies. The certificate emphasizes criminal justice, corrections, and principals of law enforcement.

**Length of Program:** Two (2) quarters

**Entrance Dates:** Beginning of each quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Note:** Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council has other requirements for certification. See program advisor for this additional information.



## Curriculum Credits

<b>Program Courses</b>			<b>23</b>
CRJ	101	Introduction to Criminal Justice .....	5
CRJ	202	Constitutional Law .....	5
CRJ	163	Investigations & Presentation .....	3
CRJ	162	Methods of Criminal Investigation .....	5
CRJ	104	Principles of Law Enforcement .....	5

**Program Final Exit Point:** Law Enforcement Investigations Assistant, TCC

**Credits Required for Graduation:** 23 minimum quarter hour credits required for graduation

## Early Childhood Care and Education

*Associate of Applied Science Degree*

**Program Description:** The Early Childhood Care and Education 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, elementary education, education theory, and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education Associate of Applied Science degree and have the qualification of early childhood care and education paraprofessional or early childhood program management director. To be employed in child care centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum or internship.

**Length of Program:** Six (6) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Note:** Students with Child Development Associate (CDA) credential, current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECE 101, ECE 103, and ECE 105.

**Criminal Background Check:** The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>30</b>
ENG	191	Composition & Rhetoric ..... 5
ENG	193	Literature & Composition ..... 5
MAT	191	College Algebra..... 5
PSY	191	Introduction to Psychology..... 5
SOC	191	Introduction to Sociology..... 5
<i>or</i>		
XXX	xxx	General Education Elective at 191 level or above.....(5)
SPC	191	Fundamentals of Speech..... 5
<b>2. Essential Fundamental Occupational Courses</b>		<b>27</b>
ECE	101	Introduction to Early Childhood Care and Education ..... 5
ECE	103	Human Growth and Development I..... 5
ECE	105	Health, Safety, and Nutrition ..... 5
ECE	112	Curriculum Development ..... 3
ECE	121	ECCE Practicum I..... 3
ECE	122	ECCE Practicum II ..... 3
SCT	100	Introduction to Microcomputers ..... 3
<b>3. Essential Specific Occupational Courses</b>		<b>53</b>
ECE	113	Art for Children ..... 3
ECE	114	Music and Movement ..... 3
ECE	115	Language Arts and Literature..... 5
ECE	116	Math and Science..... 5
ECE	201	Exceptionalities..... 5
ECE	202	Social Issues and Family Involvement..... 5
ECE	224	Early Childhood Education Internship ..... 12
<i>and</i>		
<b>Completion of One Specialization</b>		
<b>Paraprofessional Specialization</b>		
ECE	203	Human Growth and Development II..... 5
ECE	211	Methods and Materials..... 5
ECE	212	Professional Practices ..... 5
<i>or</i>		
<b>Program Management Specialization</b>		
ECE	217	Program Administration.....(5)
ECE	221	Facility Management.....(5)
ECE	222	Personnel Management.....(5)

**Program Final Exit Point:** Early Childhood Care and Education, AAS.

**Credits Required for Graduation:** 110 minimum quarter hour credits required for graduation

# Early Childhood Care and Education

## *Diploma Program*

**Program Description:** The Early Childhood Care and Education 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. To be employed in child care centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in the child care field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum or internship.

**Length of Program:** Four (4) Quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Note:** Students with Child Development Associate (CDA), current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECE 101, ECE 103, and ECE 105.

**Criminal Background Check:** The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>13</b>
EMP	100	Interpersonal Relations & Professional Development . . . . . 3
ENG	101	English . . . . . 5
MAT	101	General Mathematics . . . . . 5
<b>2. Essential Fundamental Occupational Courses</b>		<b>27</b>
ECE	101	Intro to Early Childhood Care & Education . . . . . 5
ECE	103	Human Growth and Development I. . . . . 5
ECE	105	Health, Safety, and Nutrition . . . . . 5
ECE	112	Curriculum Development . . . . . 3
ECE	121	ECCE Practicum I. . . . . 3
ECE	122	ECCE Practicum II . . . . . 3
SCT	100	Introduction to Microcomputers . . . . . 3
<b>3. Essential Specific Occupational Courses</b>		<b>33</b>
ECE	113	Art for Children . . . . . 3
ECE	114	Music and Movement . . . . . 3
ECE	115	Language Arts and Literature. . . . . 5
ECE	116	Math and Science. . . . . 5
ECE	202	Social Issues and Family Involvement. . . . . 5
ECE	224	Early Childhood Education Internship . . . . . 12

**Program Final Exit Point:** Early Childhood Care and Education, diploma.

**Credits Required for Graduation:** 73 minimum quarter hour credits required for graduation

# Child Development Specialist

## *Technical Certificate of Credit*

**Program Description:** The program is designed to meet the training needs of child development centers. The program offers formal training in childcare and education competencies, knowledge, skills and techniques.

**Entrance Date:** Students may be admitted each quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Program Courses		21
ECE	101	Intro to Early Childhood Care & Education ..... 5
ECE	103	Human Growth and Development I. .... 5
ECE	105	Health, Safety, and Nutrition ..... 5
ECE	112	Curriculum Development ..... 3
ECE	121	ECCE Practicum I. .... 3
<i>or</i>		
EMP	100	Interpersonal Relations & Professional Development ..... 3

**Program Exit Point:** Child Development Specialist, TCC.

**Credits Required for Graduation:** 21 minimum quarter hours credits required for graduation

**Note:** Credits from this program may be applied to the diploma or degree program.

# E-Learning Design and Development Specialist

*Technical Certificate of Credit*

**Program Description:** The E-Learning Design and Development Specialist certificate program provides entry-level training for professionals who need to obtain skills required to teach in an e-learning environment.

**Entrance Date:** Fall quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 18 years of age or older

**Education:** Must hold an Associate Degree or higher.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>16</b>
ELG 101 Introduction to E-Learning .....	2
ELG 111 E-Learning Instructional Design .....	5
ELG 115 E-Learning Design and Delivery Tools.....	6
ELG 121 E-Learning Practicum .....	3

**Program Exit Point:** E-Learning Design and Development Specialist, TCC.

**Credits Required for Graduation:** 16 minimum quarter hours credits required for graduation.





# Technical & Industrial Education



## AIR CONDITIONING TECHNOLOGY

- Air Conditioning Technology, Diploma
- Basic Air Conditioning Technician, TCC
- Air Conditioning System Maintenance Technician, TCC
- Refrigeration System Service Technician, TCC

## AGRICULTURAL TECHNOLOGY

- Agricultural Technology, AAS

## AUTOMOTIVE TECHNOLOGY

- Automotive Technology, Diploma
- Auto Electrical Technician, TCC
- Automotive Brake Technician, TCC
- Engine Performance Technician, TCC
- Engine Repair Technician, TCC
- Lawn Equipment/Small Engine Repair, TCC
- Automotive Suspension & Steering Technician, TCC



## DRAFTING TECHNOLOGY

- Drafting Technology, AAS
- Drafting Technology, Diploma
- 3D Animation Specialist, TCC
- Architectural Drafting Specialist, TCC

## INDUSTRIAL ELECTRICAL TECHNOLOGY

- Industrial Electrical Technology, Diploma
- Motor Controls/ Programmable Logic Controls, TCC
- Residential Wiring Technician, TCC
- Biomedical Electronics Technician, TCC

## TECHNICAL STUDIES

- Technical Studies, AAS

## WELDING AND JOINING TECHNOLOGY

- Welding and Joining Technology, Diploma
- Gas Metal Arc Welder Fabricator, TCC
- Flat Shield Metal Arc Welder, TCC
- Vertical Shielded Metal Arc Welder Fabricator, TCC
- Ornamental Iron Fabricator, TCC
- Lathe Operator, TCC



## PURPOSE OF PROGRAM

The purpose of the associate degree, diploma and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skill, and attitudes to succeed in respective fields.

# Air Conditioning Technology

## *Diploma Program*

**Program Description:** This is an individualized course divided into four phases: Refrigeration, Electricity, Air Conditioning, and Heating. Graduates of this course will be qualified for jobs in Refrigeration and Air Conditioning and can expect to move rapidly up the pay scale as they gain field experience. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are well grounded in the fundamentals of air conditioning technology theory and application and are prepared for employment and subsequent upward mobility. The Air Conditioning Technology program is a program that provides the student with necessary knowledge and skills to adapt to a variety of positions in the rapidly changing air conditioning technology field. Important attributes for success of program graduates are critical thinking, problem solving, human relations skills, and the ability to apply technology to work requirements.

**Length of Program:** Four (4) or Five (5) Quarters

**Entrance Dates:** This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Students applying for this course must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>13</b>
ENG	100	English ..... 5
MAT	101	General Mathematics ..... 5
EMP	100	Interpersonal Relations & Professional Development ..... 3
<b>2. Fundamental Technical Courses</b>		<b>43</b>
ACT	100	Refrigeration Fundamentals ..... 4
ACT	101	Principles & Practices of Refrig. .... 7
ACT	102	Refrigeration Systems Components ..... 7
ACT	103	Electrical Fundamentals ..... 7
ACT	104	Electric Motors ..... 4
ACT	105	Electrical Components ..... 5
ACT	106	Electric Control Systems & Install. .... 4
IFC	100	Industrial Safety Procedures ..... 2
SCT	100	Introduction to Microcomputers ..... 3
<b>3. Specific Technical Courses</b>		<b>29</b>
ACT	107	Air Conditioning Principles ..... 8
ACT	108	Air Conditioning Systems & Install. .... 3
ACT	109	Troubleshooting Air Cond. Systems ..... 7
ACT	110	Gas Heating Systems ..... 5
ACT	111	Electric Heating Systems ..... 6

**Program Final Exit Point:** Air Conditioning Technology, Diploma.

**Credits Required for Graduation:** 85 minimum quarter hour credits required for graduation.

**Note:** Credits from this program may be applied to the Technical Studies degree program.

# Basic Air Conditioning Technician

## *Technical Certificate of Credit*

**Program Description:** This certificate program enables currently employed workers to attain a desired level of technical skills within a time frame of nine to twelve months while remaining on the job.

**Entrance Date:** Course is individualized so students may be admitted any day during the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>21</b>
ACT 100 Refrigeration Fundamentals.....	4
ACT 103 Electrical Fundamentals.....	7
ACT 104 Electric Motors.....	3
ACT 109 Troubleshooting Air Conditioning Systems .....	7

**Program Final Exit Point:** Basic Air Conditioning Technician, TCC.

**Credits Required for Graduation:** 21 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Air Conditioning System Maintenance Technician

*Technical Certificate of Credit*

**Program Description:** This certificate program introduces students to the fundamentals of air conditioning including industrial safety procedures; electrical principles and laws; basic concepts and theories of refrigeration; and refrigeration procedures needed to install, repair, and service refrigeration systems.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>20</b>
IFC 100 Industrial Safety Procedures .....	2
ACT 100 Refrigeration Fundamentals .....	4
ACT 101 Principles and Practices of Refrigeration .....	7
ACT 103 Electrical Fundamentals .....	7

**Program Final Exit Point:** Air Conditioning System Maintenance Technician, TCC.

**Credits Required for Graduation:** 20 minimum quarter hour credits required plus prerequisites for graduation.

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Refrigeration System Service Technician

## *Technical Certificate of Credit*

**Program Description:** The Refrigeration Systems Service Technician certificate program will replace the Commercial Refrigeration certificate. This new certificate prepares students to enter the refrigeration service and maintenance field as entry level technicians by providing the basic refrigeration competencies not found in the Commercial Refrigeration certificate.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>31</b>
ACT 100 Refrigeration Fundamentals.....	4
ACT 101 Principles and Practices of Refrigeration .....	7
ACT 102 Refrigeration Systems Components .....	7
ACT 103 Electrical Fundamentals.....	7
ACT 104 Electric Motors.....	4
IFC 100 Industrial Safety .....	2

**Program Final Exit Point:** Refrigeration System Service Technician, TCC.

**Credits Required for Graduation:** 31 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.

# Agricultural Technology

*Associate of Applied Science Degree*

**Program Description:** Agricultural Technology is an Associate Degree program. It is a combination of classroom and cooperative education training. The classroom and related instruction was designed jointly with industry to provide the student with theoretical, technical, and general academic knowledge needed to succeed in the agricultural equipment servicing industry. The cooperative work phase of the program requires students to be employed full-time in supervised John Deere dealerships to receive on-the-job experience. The cooperative work phase will be supervised and evaluated. Graduates will receive an Associate of Applied Science Degree and may be employed as technicians, parts managers, or sales and service personnel.

**Length of Program:** Seven (7) Quarters

**Entrance Date:** Fall

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Applicants must secure the sponsorship of an authorized John Deere dealership. Contact the Admissions Office (229)225-5060 to receive a complete Agricultural Technology admissions packet.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>25</b>
ENG	191	Composition & Rhetoric..... 5
ENG	193	Literature & Composition ..... 5
SPC	191	Fundamentals of Speech..... 5
PSY	191	Introductory Psychology ..... 5
MAT	196	Contemporary Mathematics..... 5
<i>or</i>		
MAT	191	College Algebra.....(5)
<b>2. Fundamental Occupational Courses</b>		<b>22</b>
SCT	100	Introduction To Microcomputers ..... 3
AGT	102	Ag Tech Setup & Delivery..... 3
AGT	104	Ag Tech Power Trains..... 4
AGT	105	Ag Tech Basic Diesel Engines ..... 4
AGT	106	Ag Tech Service Parts..... 2
AGT	107	Ag Tech Air Conditioning..... 3
AGT	108	Ag Tech Basic Hydraulics ..... 3
<b>3. Specific Occupational Courses</b>		<b>58</b>
AGT	109	Agricultural Tech Electrical ..... 4
AGT	111	Ag Tech Harvesting Equipment..... 4
AGT	112	Ag Engine Overhaul..... 4
AGT	113	Hydraulics Test & Diagnosis..... 4
AGT	115	Ag Tech Power Train Repair ..... 4
AGT	118	Ag Tech Consumer Products..... 2
AGT	201	Dealer Internship ..... 12
AGT	202	Dealer Internship ..... 12
AGT	203	Dealer Internship ..... 12
<b>4. Elective From Outside Area of Specialization</b>		<b>5</b>
XXX	xxxx	Elective..... 5

**Program Final Exit Point:** Agricultural Technology, AAS.

**Credits Required for Graduation:** 110 minimum quarter hour credits required for graduation



# Automotive Technology

## *Diploma Program*

**Program Description:** Automotive Technology is a seven (7) quarter technically advanced program providing students with the knowledge and skills to become certified technicians. The Automotive Technology course leads to employment in automotive service and repair by automotive dealers and repair shops, government or private agencies maintaining vehicle fleets, car manufacturers, or many other jobs afforded by a “nation on wheels.”

**Length of Program:** Seven (7) Quarters (6 quarters classroom and lab training; 7th quarter - internship with local industry). Internship: on an individual basis students who meet certain requirements are assigned to an internship beginning with the second quarter. This results in the student not having to participate in the end of program internship.

**Entrance Dates:** This course is individualized. Students are able to be admitted at the beginning of any quarter and any day during the quarter, contingent on course hours and time remaining in the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Students applying for this course must be 16 years of age and have a valid driver's license

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>13</b>
ENG	101	English ..... 5
MAT	101	General Mathematics ..... 5
EMP	100	Interpersonal Relations & Professional Development ..... 3
<b>2. Fundamental Technical Courses</b>		<b>62</b>
AUT	120	Introduction to Automotive Technology ..... 3
AUT	122	Electrical and Electronic Systems ..... 6
AUT	124	Battery, Starting, and Charging ..... 4
AUT	126	Engine Principles of Operation and Repair ..... 6
AUT	128	Fuel, Ignition and Emission Systems ..... 7
AUT	130	Automotive Brake Systems ..... 4
AUT	132	Suspension and Steering ..... 4
AUT	134	Drivelines ..... 4
AUT	138	Manual Transmission/Transaxle ..... 4
AUT	140	Electronic Engine Control Systems ..... 7
AUT	142	Climate Control Systems ..... 6
AUT	144	Introduction to Automatic Transmissions ..... 4
SCT	100	Introduction to Microcomputers ..... 3
<b>3. Specific Technical Courses</b>		<b>28</b>
AUT	210	Automatic Transmission Repair ..... 7
AUT	212	Advanced Electronic Transmission Diagnosis ..... 3
AUT	214	Advanced Electronic Controlled Brake Systems ..... 4
AUT	216	Advanced Electronic Controlled Susp. & Steering ..... 4
AUT	218	Advanced Electronic Engine Control Systems ..... 4
AUT	220	Automotive Internship ..... 6
	<i>or</i>	
XXX	xxx	Electives ..... (6)

**Program Final Exit Point:** Automotive Technology, diploma.

**Credits Required for Graduation:** 103 minimum quarter hour credits required for graduation

# Auto Electrical Technician

*Technical Certificate of Credit*

**Program Description:** This certificate program emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Instruction includes automotive electrical/electronic accessories, safety systems, and electronic devices. The Auto Electrical Technician certificate program is composed of 20 credit hours within the Automotive curriculum.

**Entrance Date:** Course is individualized so students may be admitted any day during the quarter contingent on course hours and time remaining in the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older and possess a valid driver’s license.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>20</b>
AUT 120 Introduction to Auto Technology .....	3
AUT 122 Electrical and Electronic Systems .....	6
AUT 124 Battery, Starting and Charging .....	4
AUT 128 Fuel, Ignition and Emission Systems .....	7

**Program Final Exit Point:** Auto Electrical Technician, TCC.

**Credits Required for Graduation:** 20 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Automotive Brake Technician

## *Technical Certificate of Credit*

**Program Description:** This program introduces students to fundamental hydraulics and braking system theory and its application to automotive drum, disc, and power assist units. Instruction continues with theory, diagnosis, and repair of hydraulic systems; and drum brakes, disc brakes, and power assist units. This certificate program is composed of 17 credit hours within the Automotive curriculum.

**Entrance Date:** This course is individualized so students are able to be admitted at the beginning of any quarter contingent upon course hours and time remaining in the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older and have a valid driver's license.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Specific Occupational Courses			17
AUT	120	Introduction to Auto Technology .....	3
AUT	122	Electrical & Electronic Systems.....	6
AUT	130	Automotive Brake Systems .....	4
AUT	214	Advanced Electronic Controlled Brake Systems .....	4

**Program Final Exit Point:** Automotive Brake Technician, TCC.

**Credits Required for Graduation:** 17 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Engine Performance Technician

*Technical Certificate of Credit*

**Program Description:** This certificate program introduces students to the operation of systems related to the control of automotive emissions, fuel and exhaust systems, diagnosis, repair, and service for carburetion, fuel injection, and on-board computer systems. The Engine Performance Technician certificate program is composed of 31 credit hours within the Automotive curriculum.

**Entrance Date:** This course is individualized so students are able to be admitted at the beginning of any quarter contingent upon course hours and time remaining in the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older and have a valid driver's license.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>31</b>
AUT 120 Introduction to Auto Technology .....	3
AUT 122 Electrical and Electronic Systems .....	6
AUT 124 Battery, Starting, and Charging .....	4
AUT 128 Fuel, Ignition and Emission Systems .....	7
AUT 140 Electronic Engine Controls .....	7
AUT 218 Advanced Electronic Controls .....	4

**Program Final Exit Point:** Engine Performance Technician, TCC.

**Credits Required for Graduation:** 31 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Engine Repair Technician

## *Technical Certificate of Credit*

**Program Description:** This certificate program introduces students to general diagnosis and inspection of automotive engines and installation of all internal components in the engine block. Emphasis is on inspection, testing and diagnostic techniques and continues the study of electrical theory and its application to automotive systems. The Engine Repair Technician certificate program is composed of 19 credit hours within the Automotive curriculum.

**Entrance Date:** This course is individualized so students are able to be admitted at the beginning of any quarter contingent upon course hours and time remaining in the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older and have a valid driver's license.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>19</b>
AUT 120 Introduction to Auto Tech .....	3
AUT 122 Electrical and Electronic Systems .....	6
AUT 124 Battery Starting and Changing .....	4
AUT 126 Engine Principles of Operation and Repair .....	6

**Program Final Exit Point:** Engine Repair Technician, TCC.

**Credits Required for Graduation:** 19 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Lawn Equipment/Small Engine Repair

*Technical Certificate of Credit*

**Program Description:** This certificate program introduces students to the fundamentals of lawn equipment and small engine repair. Additionally, students will learn how to repair blowers, weed eaters, hedgers, and other lawn equipment. This certificate program is composed of 16 credit hours.

**Length of Program:** Two (2) quarters

**Entrance Date:** This course is individualized so students are able to be admitted at the beginning of any quarter contingent upon course hours and time remaining in the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older and have a valid driver’s license.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>			<b>16</b>
LER	100	4-Cycle Engines.....	5
LER	105	Transaxle Repair .....	5
LER	110	General Lawn Mower Repair.....	3
LER	115	2-Cycle Engine Equipment .....	3

**Program Final Exit Point:** Lawn Equipment/Small Engine Repair, TCC.

**Credits Required for Graduation:** 16 minimum quarter hour credits required for graduation

# Automotive Suspension and Steering Technician

*Technical Certificate of Credit*

**Program Description:** The Automotive Suspension and Steering Technician program introduces students to basic principles, diagnosis, adjustment, and repair of automotive suspension and steering systems and continues with diagnosis, repair, and wheel alignment for wheel and tire services. This certificate program is composed of 17 credit hours within the Automotive curriculum.

**Entrance Date:** This course is individualized so students are able to be admitted at the beginning of any quarter contingent upon course hours and time remaining in the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older and have a valid driver's license.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>17</b>
AUT 120 Introduction to Auto Technology .....	3
AUT 122 Electrical and Electronic Systems .....	6
AUT 132 Suspension and Steering .....	4
AUT 216 Adv. Electronic Controlled Suspension & Steering .....	4

**Program Final Exit Point:** Automotive Suspension and Steering Technician, TCC.

**Credits Required for Graduation:** 17 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.



## Drafting Technology

*Associate of Applied Science Program*

**Program Description:** The Drafting Technology, AAS program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting. Graduates of the program receive a Drafting Technology Associate of Applied Science Degree.

**Length of Program:** Six (6) quarters.

**Entrance Dates:** Beginning of each quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>			<b>35</b>
ENG	191	Composition and Rhetoric .....	5
ENG	193	Literature and Composition .....	5
SPC	191	Fundamentals of Speech .....	5
PSY	191	Intro. to Psychology .....	5
MAT	191	College Algebra .....	5
MAT	193	College Trigonometry .....	5
PHY	190	Intro. to Physics .....	5
<b>2. Fundamental Occupational Courses</b>			<b>32</b>
DDF	101	Introduction to Drafting .....	6
DDF	102	Size and Shape Description 1 .....	5
DDF	107	CAD Fundamentals .....	6
DDF	111	Intermediate CAD .....	6
DDF	112	3D Drawing and Modeling .....	6
SCT	100	Introduction to Microcomputers .....	3
<b>3. Mechanical Drafting Specialization</b>			<b>29</b>
DDF	103	Size and Shape Description 2 .....	5
DDF	105	Auxiliary Views .....	3
DDF	106	Fasteners .....	6
DDF	108	Intersections and Development .....	5
DDF	109	Assembly Drawings 1 .....	5
XXX	xxx	Electives .....	5

**Program Final Exit Points:** Drafting Technology, AAS.

**Credits Required for Graduation:** 96 minimum quarter hour credits required for graduation

# Drafting Technology

## *Diploma Program*

**Program Description:** The Drafting program prepares students for employment in the engineering field. Students are encouraged to specialize in either Mechanical or Architectural specializations, thru the Mechanical and Architectural Specialist Technical Certificate of Credit (TCC) programs. Fundamental Occupational courses, Specific Occupational Courses, and Technical Certificate of Credit course are delivered utilizing self-paced instructional techniques that allow students to start any quarter and to progress at their own rate. Classes meet days and evening four quarters per year. Students receive an excellent academic foundation with core courses in English, Algebra, Geometry and Trigonometry, and psychology. Computer Aided Drafting (CAD) is an integral part of the instruction process. The Drafting program participates in the AutoDesk Comprehensive Education Solution (ACES) program. This ensures that Drafting students have access to the very latest Computer Aided Drafting and Design software for their training needs. Drafting graduates are in high demand for employment in Mechanical, Architectural, and Civil engineering fields.

**Length of Program:** Five (5) Quarters

**Entrance Dates:** This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>18</b>
EMP	100	Interpersonal Relationships and Professional Development ..... 3
ENG	101	English ..... 5
MAT	103	Algebraic Concepts ..... 5
MAT	104	Geometry and Trigonometry ..... 5
<b>2. Fundamental Occupational Courses</b>		<b>32</b>
DDF	101	Introduction to Drafting ..... 6
DDF	102	Size and Shape Description 1 ..... 5
DDF	107	CAD Fundamentals ..... 6
DDF	111	Intermediate CAD ..... 6
DDF	112	3D Drawing and Modeling ..... 6
SCT	100	Introduction to Microcomputers ..... 3
<b>3. Specific Occupational Courses</b>		<b>24</b>
DDF	103	Size and Shape Description 2 ..... 5
DDF	105	Auxiliary Views ..... 3
DDF	106	Fasteners ..... 6
DDF	108	Intersections and Developments ..... 5
DDF	109	Assembly Drawings 1 ..... 5
<b>4. Electives</b>		<b>5</b>
XXX	xxxx	Electives ..... 5

**Program Final Exit Points:** Drafting Technology, diploma.

**Credits Required for Graduation:** 79 minimum quarter hour credits required for graduation

# 3D Animation Specialist

*Technical Certificate of Credit*

**Program Description:** The 3D Animation Specialist certificate program provides training in basic computer skills as well as the basic fundamentals of 3D animation. Additionally, students will learn the fundamentals of 3D Studio Max or 3D Studio Viz software, material applications used in animation renderings, advanced techniques in lighting and rendering of computer-generated art and animations, and the fundamentals of photo editing.

**Length of Program:** Three (3) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures. Graduate of the Drafting Technology , Diploma or equivalent training and experience as deemed appropriate by advisor.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>			<b>37</b>
SCT	100	Introduction to Microcomputers .....	3
DDF	107	Introduction to CAD .....	6
DDF	133	Introduction to 3D Studio Max or 3D Studio Viz .....	6
DDF	125	Digital Lighting .....	6
VCM	136	Digital Photo Editing .....	4
<i>or</i>			
XXX	xxx	Photo Editing .....	(4)
DDF	135	Materials for 3D Modeling .....	6
DDF	120	Introduction to Animation .....	6

**Program Final Exit Point:** 3D Animation Specialist, TCC.

**Credits Required for Graduation:** 37 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Architectural Drafting Specialist

*Technical Certificate of Credit*

**Program Description:** The Architectural Drafting Specialist, TCC program provides students with specific skills necessary to produce architectural drawings and designs. Students utilize Computer Aided Drafting hardware and software to design and create working drawings for residential and commercial structures. Students also receive instruction in Surveying, Strength of Materials, and Mechanical Systems for Architecture to further enhance their knowledge of building and construction practices in the Architectural field.

**Length of Program:** Three (3) quarters

**Entrance Date:** Students may be admitted at the beginning of any quarter.

**Entrance Requirements:** Refer to Admissions procedures. Graduates of the Drafting Technology Diploma or equivalent training and experience as deemed appropriate for advisor.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1.</b>	<b>Specific Occupational Courses</b>		<b>35</b>
	DDS 201	Strength of Materials.....	5
	DDS 203	Surveying 1.....	3
	DDS 205	Residential Architectural Drawing 1 .....	6
	DDS 207	Mechanical Systems for Architecture .....	3
	DDS 208	Residential Architectural Drawing 2 .....	6
	DDS 209	Structural Steel Detailing.....	6
	<i>or</i>		
	DDS 241	Structural Steel Detailing O.B.I. ....	(6)
	DDS 210	Commercial Architectural Drawing 1 .....	6
	<i>or</i>		
	DDS 242	Commercial Architectural Drawing 1 O.B.I. ....	(6)

**Program Final Exit Point:** AutoCAD Technician, TCC.

**Credits Required for Graduation:** 35 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Industrial Electrical Technology

## *Diploma Program*

**Program Description:** The Industrial Electrical Technology program is a sequence of courses that prepares 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.

**Length of Program:** Six (6) Quarters

**Entrance Dates:** This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.



## Curriculum Credits

<b>1. General Education Courses</b>		<b>13</b>
ENG	101	English ..... 5
MAT	101	General Mathematics ..... 5
EMP	100	Interpersonal Relations & Professional Development ..... 3
<b>2. Occupational Courses</b>		<b>75</b>
ELT	106	Electrical Prints, Schematics and Symbols ..... 4
ELT	119	Electricity Principles II ..... 4
ELT	120	Residential Wiring I ..... 5
ELT	121	Residential Wiring II ..... 6
ELT	122	Industrial PLC's ..... 6
IFC	100	Industrial Safety Procedures ..... 2
IFC	101	Direct Current Circuits I ..... 4
SCT	100	Introduction to Microcomputers ..... 3
ELT	107	Commercial Wiring I ..... 5
ELT	108	Commercial Wiring II ..... 5
ELT	109	Commercial Wiring III ..... 5
ELT	111	Single Phase & Three Phase Motors ..... 5
ELT	112	Variable Speed Controls ..... 3
ELT	116	Transformers ..... 4
ELT	117	National Electrical Code Industrial Applications ..... 4
ELT	118	Electrical Controls ..... 5
<b>3. Technical Related Electives</b>		<b>5</b>

**Program Final Exit Point:** Industrial Electrical Technology, diploma.

**Credits Required for Graduation:** 88 minimum quarter hour credits required for graduation

# Motor Controls/Programmable Logic Controls

*Technical Certificate of Credit*

**Program Description:** This certificate program provides educational opportunities to train existing electrical and plant maintenance personnel to diagnose, repair, and install Motor Controls and PLC's in industrial and commercial plants. The course will effectively upgrade skills of maintenance personnel to meet the current technological needs of today's high tech environment.

**Entrance Date:** Course is individualized so students may be admitted any day during the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>27</b>
IFC 100 Industrial Safety .....	2
IFC 101 DC Circuits.....	4
ELT 111 Single Phase and Three Phase Motors.....	5
ELT 112 Variable Speed Controls.....	3
ELT 115 Diagnostic Troubleshooting .....	3
ELT 119 Electricity Principles.....	4
ELT 122 Industrial PLC's.....	6

**Program Final Exit Point:** Motor Controls/Programmable Logic Controls, TCC.

**Credits Required for Graduation:** 27 minimum quarter hour credits plus prerequisites required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Residential Wiring Technician

*Technical Certificate of Credit*

**Program Description:** This certificate program provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of residential wiring.

**Entrance Date:** Course is individualized so students may be admitted any day during the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>			<b>30</b>
MAT	101	Math .....	5
IFC	100	Safety .....	2
IFC	101	Direct Current Circuit I .....	4
ELT	119	Electricity Principles II .....	4
ELT	120	Residential Wiring I .....	5
ELT	121	Residential Wiring II .....	6
ELT	106	Electrical Prints, Schematics and Symbols .....	4

**Program Final Exit Point:** Residential Wiring Technician, TCC.

**Credits Required for Graduation:** 30 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Biomedical Electronics Technician, TCC

## *Technical Certificate of Credit*

**Program Description:** The purpose of the Biomedical Electronics Technician program is to provide additional and advanced opportunities for Electronic Technology students who wish to specialize in electronics applications in the medical field. The program is designed for those students who are near completion or who have completed the Electronics Technology associate degree or diploma program and who wish to receive specialized training in biomedical equipment repair.

**Entrance Date:** Beginning of each quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school graduate or the equivalent (GED) is required.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. Specific Occupational Courses			25
AHS	109	Medical Terminology for Applied Health Sciences . . . . .	3
		<i>or</i>	
BUS	211	Medical Terminology . . . . .	(4)
AHS	101	Anatomy and Physiology . . . . .	5
BMI	232	Medical Equipment - Function and Operation I . . . . .	4
BMI	233	Internship - Medical Systems I . . . . .	5
BMI	242	Medical Equipment - Function and Operation II . . . . .	3
BMI	243	Internship - Medical Systems II . . . . .	5

**Program Final Exit Point:** Biomedical Electronics Technician, TCC.

**Credits Required for Graduation:** 25 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Technical Studies

*Associate of Applied Science Degree*

**Program Description:** Students who have completed the Air Conditioning Technology, Industrial Electrical Technology, or Welding and Joining Technology diploma programs from SWGTC may apply for the Technical Studies Associate of Applied Science degree. The Technical Studies AAS program requires a minimum of 90-quarter credit hours to include a minimum of 30 credit hours in general education and 60 credit hours in occupational preparation.

**Length of Program:** Varies

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>	<b>30</b>
ENG 191 Composition and Rhetoric .....	5
ENG 193 Literature & Composition .....	5
MAT 191 College Algebra.....	5
or	
MAT 196 Contemporary Mathematics.....	(5)
PSY 191 Introductory Psychology .....	5
SPC 191 Fundamentals of Speech .....	5
ECO 193 Macroeconomics .....	5
 <b>2. Occupational Courses</b>	 <b>60</b>
SCT 100 Introduction to Microcomputers .....	3
XXX xxx Completion of required courses for diploma .....	57

**Program Final Exit Point:** Technical Studies, AAS.

**Credits Required for Graduation:** 90 minimum quarter hour credits required for graduation

# Welding and Joining Technology

## *Diploma Program*

**Program Description:** The Welding and Joining Technology program includes instruction in the various types of welding processes and their practical applications. Graduates of this program are competent in areas of Shielded Metal Arc Welding in the flat, horizontal, vertical and overhead positions; blueprint reading; Gas Metal Arc Welding; Gas Tungsten Arc Welding; oxyfuel cutting; and common joining processes. Students have the opportunity to take a welding certification test administered by the school. Diplomas are given upon graduation of the one (1) year program.

**Length of Program:** Four (4) Quarters

**Entrance Dates:** This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. General Education Courses</b>		<b>16</b>
ENG 100	English .....	5
MAT 100	Basic Mathematics .....	5
EMP 100	Interpersonal Relations & Professional Development .....	3
SCT 100	Introduction to Microcomputers .....	3
<b>2. Fundamental Occupational Courses</b>		<b>19</b>
WLD 100	Intro to Welding Technology .....	6
WLD 101	Oxyfuel Cutting .....	4
WLD 103	Blueprint Reading I .....	3
WLD 104	Shielded Metal Arc Welding I .....	6
<b>3. 1. Specific Occupational Courses</b>		<b>40</b>
WLD 105	Shielded Metal Arc Welding II .....	6
WLD 106	Shielded Metal Arc Welding III .....	6
WLD 107	Shielded Metal Arc Welding IV .....	6
WLD 108	Blueprint Reading II .....	3
WLD 109	Gas Metal Arc Welding .....	6
WLD 110	Gas Tungsten Arc Welding .....	4
WLD 112	Prep. for Industrial Qualification .....	4
WLD 160	Welding & Joining Technology Half-Time Internship .....	5
<i>or</i>		
WLD xxx	Welding Elective .....	5

**Program Final Exit Point:** Welding and Joining Technology, diploma.

**Credits Required for Graduation:** 75 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to the Technical Studies degree program.

# Gas Metal Arc Welder Fabricator

## *Technical Certificate of Credit*

**Program Description:** This certificate program is designed to prepare students for careers in gas metal arc welding. The certificate program is composed of 19 credit hours within the Welding and Joining Technology curriculum.

**Entrance Date:** Course is individualized. Students may be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>19</b>
WLD 100 Introduction to Welding.....	6
WLD 101 Oxyfuel Cutting.....	4
WLD 109 Gas Metal Arc Welding.....	6
WLD xxx Welding Elective.....	3

**Program Final Exit Point:** Gas Metal Arc Welder Fabricator, TCC.

**Credits Required for Graduation:** 19 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.



# Flat Shield Metal Arc Welder

*Technical Certificate of Credit*

**Program Description:** The Flat Shield Metal Arc Welder certificate program prepares students for careers in shielded metal arc welding. The certificate program is composed of 16 credit hours within the Welding and Joining Technology curriculum.

**Entrance Date:** Course is individualized. Students may be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school diploma or its equivalent (GED) is desirable, but not required for program admission or graduation.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>16</b>
WLD 100 Introduction to Welding.....	6
WLD 101 Oxyfuel Cutting.....	4
WLD 104 Shielded Metal Arc Welding I.....	6

**Program Final Exit Point:** Flat Shield Metal Arc Welder, TCC.

**Credits Required for Graduation:** 16 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Vertical Shielded Metal Arc Welding Fabricator

*Technical Certificate of Credit*

**Program Description:** The program is designed to prepare students for careers in shielded metal arc welding fabrication. The certificate program is composed of 15 credit hours within the Welding and Joining Technology curriculum.

**Entrance Date:** Course is individualized. Students may be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation. Completion of Flat Shielded Metal Arc Welder, TCC or its courses.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>15</b>
WLD 105 Shielded Metal Arc Welding II .....	6
WLD 106 Shielded Metal Arc Welding III .....	6
WLD XXX Welding Elective .....	3

**Program Final Exit Point:** Vertical Shielded Metal Arc Welding Fabricator, TCC.

**Credits Required for Graduation:** 15 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Ornamental Iron Fabricator

*Technical Certificate of Credit*

**Program Description:** The Ornamental Iron Fabricator certificate program prepares the graduate for a fabrication position within a manufacturing or entrepreneur business operation. The Ornamental Iron Fabricator TCC provides knowledge, skills, and attitudes necessary for success in performing ornamental iron fabrication functions within a manufacturing facility.

**Entrance Date:** Course is individualized. Students may be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>20</b>
WLD 100 Introduction to Welding.....	6
WLD 101 Oxyfuel Cutting.....	4
WLD 154 Plasma Cutting .....	5
WLD 156 Ornamental Iron Works.....	5

**Program Final Exit Point:** Ornamental Iron Fabricator, TCC.

**Credits Required for Graduation:** 20 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.

# Lathe Operator

## *Technical Certificate of Credit*

**Program Description:** This certificate program will prepare students for a machine tool operator position within a machining establishment or a machine shop assistant for a business operation. The Lathe Operator certificate program provides knowledge, skills and attitudes necessary for success in performing machine tool operator functions within a machining facility.

**Entrance Date:** Course is individualized. Students may be admitted at the beginning of any quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or its equivalent (GED).

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

<b>1. Specific Occupational Courses</b>	<b>28</b>
MCH 101 Introduction to Machine Tool.....	6
MCH 102 Blueprint Reading I.....	5
MCH 109 Lathe Operation I.....	6
MCH 110 Lathe Operation II.....	6
XXX XXX Elective.....	5

**Program Final Exit Point:** Lathe Operator TCC.

**Credits Required for Graduation:** 28 minimum quarter hour credits required for graduation











# Student Handbook



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## General Procedures

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### Safety

Students should exercise all safety precautions given by the instructor regarding the use of equipment in the laboratory. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur, but should an accident occur, regardless of how minor, students should report it to their instructor immediately. All students are covered by an accident insurance policy. However, any medical expenses incurred will be the student's responsibility. Instructors will submit an accident report to their supervisor in the event of an accident. Students are also taught proper safety procedures as related to hazardous materials, and bloodborne and airborne pathogens. A policy concerning these subjects is in place and strictly enforced.

Please help in maintaining a safe campus by notifying your instructor of any dangerous conditions that exist or of any unsafe practice being conducted.

### Hepatitis B Vaccine

Any student wishing to participate in the Hepatitis B vaccine program may do so by contacting the Thomas County Health Department. The vaccine is administered at the Health Department, and a nominal fee is charged to the student. Students in health programs will receive Blood and Airborne Pathogen training.

### Eye Protection

Each department has a specific policy regarding eye protection which is appropriate to that department. This policy is reviewed quarterly during program orientation and in the presentation of the safety program to students. In certain programs with a higher risk of eye injury, written and/or performance exams may be used and documented. All necessary safety equipment for eye protection for faculty, staff, students, and visitors shall be furnished when observing or participating in certain courses of instruction.

## Emergency Procedures

Emergency procedures and evacuation plans are located in each classroom in an emergency notebook. Students are required to follow the directions of the classroom instructor during all emergency drills or an actual emergency situation. Emergency procedures include intruder alerts, evacuation drills (fire, bomb, and chemical), and natural disaster (tornado, earthquakes, and hurricanes).

Emergency drills will be conducted so that the faculty and students become thoroughly familiar with the correct alert notifications (sounds) and procedures. The drills will enhance the probability that the appropriate procedures will be taken during an authentic emergency.

### Fire

Upon the sounding of the fire alarm, follow the verbal directions provided by your classroom instructor and expeditiously evacuate the building. Each student will remain with his/her classroom instructor until released by a College administrator.

### Natural Disaster

Upon the sounding of the alarm (weather), follow the verbal directions provided by your classroom instructor and relocate immediately to the designated disaster protection area in the building.

### Accident Insurance

In all classes at Southwest Georgia Technical College, safety is stressed; however, should a student be involved in an accident, regardless of how minor it may be, he/she must report the accident to his/her instructor. All students enrolled at Southwest Georgia Technical College are covered by an accident insurance policy. In the event a claim is filed, this insurance will only pay a portion of the expenses and the student is responsible for any balance not paid by the accident insurance policy.

## Communicable Disease

Any student suffering from a contagious infection may be asked to provide medical documentation that the contagious phase has passed prior to continuing in class. This is to insure a minimum risk to others.

## Uniforms

Students enrolled in Health Occupations, Automotive Technology, Agricultural Technology, and Cosmetology classes are required to wear uniforms. These are usually ordered in the first quarter so they can be on hand for the second quarter. Each department has regulations and requirements as to what constitutes a "full uniform," the time frame for ordering, and the uniform appearance and condition. The Southwest Georgia Technical College uniform codes are given below:

### Agricultural Technology

- Approved shirt and pants

### Associate Degree Nursing

- 2 pair white nursing hose (female students)
- 1 watch w/ second hand
- 1 pair white clinical shoes
- 2 name tags
- A.D.N. nursepack
- 1 pair green scrubs
- 2 regulation uniforms w/ student patch on left shoulder
- 1 white lab coat w/student patch on left shoulder

### Automotive Technology

- Approved automotive shirt

### Cosmetology

- Black pants (professionally casual)
- Blouse or shirt (professionally casual)
- Black or white leather shoes (closed-toe with good support)
- Socks or stockings
- (2) Smocks (solid or print; no aprons, vests, or lab jackets)
- White lab jacket (Esthetics students)

- Female students are to wear make-up and have hair styled. A minimal amount of jewelry may be worn. Male students are to have hair, beards, and moustaches well-groomed. All students are expected to wear appropriate dress.

### **GERONTOLOGY**

- 2 regulation uniform tops with student patch on left shoulder
- 2 pairs of black scrub pants
- 1 pair of white clinical shoes
- 2 name tags
- 1 watch with second hand
- 1 black scrub jacket
- 1 stethoscope and blood pressure cuff
- 1 clip board
- No jewelry, no nail polish, and no artificial nails. Hair must be worn off the collar. Wedding rings, school pins, and small stud earrings worn in the ears are permitted.

### **EMERGENCY MEDICAL TECHNICIAN**

- Class adopted shirt
- Student name tag
- Black dress slacks
- Clinical shoes

### **Medical Assisting\*\*** (Unless otherwise requested by affiliate)

- 2 regulation uniforms w/student patch on left shoulder
- 2 pairs of white hose or socks
- 1 pair white clinical shoes
- 1 lab coat with student patch
- 2 name tags
- 1 stethoscope
- 1 watch w/sweep hand
- 1 clinical competency check-off manual
- 1 note pad w/black ink pen
- Clear nail polish only
- Hair neat, long hair pulled back.
- Wedding rings and small post earrings permitted.

**CLINICAL LABORATORY TECHNOLOGY\*\***

- 2 regulation tops w/ student patch on left shoulder
- 1 pair white clinical shoes
- 2 pairs of white dress slacks
- 1 lab coat w/student patch
- 2 name tags
- 1 note pad w/ black ink pen
- 1 watch w/sweep hand
- Wedding rings and small post earrings permitted
- Hair neat, long hair pulled back

**PARAMEDIC TECHNOLOGY\*\***

- 1 regulation top
- 1 pair clinical shoes
- 1 pair dress slacks
- 1 pair scrubs
- Hair neat, long hair pulled back
- 2 name tags
- Wedding rings and small post earrings permitted

**PATIENT CARE ASSISTANT/CERTIFIED NURSING ASSISTANT**

- 2 pairs of white pants
- 1 stethoscope and blood pressure cuff
- 2 scrub tops with student patch on left shoulder
- 1 watch with second hand
- 1 pair of white clinical shoes
- 2 name tags
- No jewelry, no nail polish, and no artificial nails. Hair must be worn off the collar. Wedding rings, school pins, and small stud earrings worn in the ears are permitted.

**PHARMACY TECHNOLOGY**

- 1 lab coat w/ student patch on left shoulder
- 1 student name tag
- Clean neat street clothes—no jeans
- Conservative jewelry
- Hair neat, long hair pulled back

**PRACTICAL NURSING\*\***

- 2 pair white nursing hose or socks
- 1 watch w/sweep hand
- 1 pair white clinical shoes
- 2 name tags
- 1 stethoscope
- 1 white lab coat
- No jewelry, no nail polish, hair off collar
- 1 pair green scrubs
- 2 regulation uniforms w/student patch on left shoulder
- 1 hemostat

**RADIOLOGIC TECHNOLOGY\*\***

- 3 regulation uniforms with patch on left shoulder
- 3 pair white nursing hose (female students)
- 3 pair white socks (Male Students)
- 3 pairs of white dress slacks
- 1 pair white clinical shoes
- 2 name tags
- 1 lab coat or jacket
- 1 film badge
- Dark blue or white sweaters permitted
- Hair neat, long hair pulled back
- Wedding rings, school pins, and small earrings permitted

**RESPIRATORY CARE TECHNOLOGY\*\***

- Wine-colored solid scrubs
- Wine-colored scrub jacket
- 1 Littman stethoscope
- 1 analog wristwatch
- 1 clinical competency check-off manual
- 1 note pad with black ink pen
- Hair neat, long hair pulled back
- Wedding rings and small post earrings permitted
- Bandage scissors
- Small hemostats
- Protective eyewear (if student does not wear eyeglasses)

- Student patches for scrub jacket with patches permanently sewn on jacket.

### **Surgical Technology\*\***

- 1 pair of scrubs
- 2 lab coats with student patch on left shoulder
- 1 pair white nursing shoes or white/black athletic shoes
- 2 name tags
- No jewelry
- Each student is required to purchase the quantity of each item as specified above. Additional items may be purchased; however, financial aid programs may not be billed for the additional items as they are not required.

**\*\*Note: Those students on clinical affiliation will adhere to the following:**

1. No hospital scrub clothes are to be worn or taken outside the hospital.
2. Fingernails are to be kept clean and reasonably short.
3. Undergarments are to be worn and should be of a neutral color and design.
4. No heavy make-up or perfume should be worn.
5. Neat, clean street clothing (no jeans) are to be worn at any time the health education students are representing Southwest Georgia Technical College at a clinical affiliate.
6. Programs which permit small post earrings allow only one set at a time, and these earrings may be worn in the ears only. Any other visible body pierced jewelry, including tongue piercing, are not acceptable.
7. Cell phones and beepers are not allowed at any clinical site.
8. All tattoos must be covered and not visible.
9. No unnatural hair color (bright red, purple, blue, green), no rattails or spiked hairdos. The emphasis is to have hair styled in a neat, conservative manner reflecting good taste.



## Cleanliness In Work Habits

A portion of each instructional day is set aside for cleaning the laboratories. The area must be cleaned daily. Students are expected to carry out this responsibility in a businesslike manner. All students are expected to keep tools, equipment, and work area clean at all times, as well as to assist in the general cleaning mentioned above.

**Note:** The classrooms and shops will be cleaned by the students under the supervision of the instructors.

## School Closing Due To Hazardous Weather Conditions

Announcements concerning the closing of Southwest Georgia Technical College due to hazardous weather conditions will be made on all local radio stations and on TV stations Channel 6 WCTV (Tallahassee) and Channel 10 WALB (Albany).

## Licensure and Registry

To be employed in the following professions in Georgia, students graduating from the following programs are required to successfully complete the appropriate licensure/registry exams: Practical Nursing, Respiratory Care Technology, Radiologic Technology, Paramedic, EMT, Clinical Laboratory Technology, Associate Degree Nursing, and Cosmetology. Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing/registry exam.

## Work Ethic Policy

Each student will receive a work ethic grade each quarter for each course. The work ethic grade will be reflected in the quarterly grade report and determined by evaluating such factors as attitude, attendance, conduct, appropriate dress, cooperation, participation, and work habits. The work ethic grade does not affect GPA but may affect employment status. Work ethic grades are reflected and explained on students' transcripts and quarterly grade reports. Students taking learning support courses do receive work ethic grades.

## Receiving of Flowers/Gifts

The offices of Southwest Georgia Technical College will not receive flowers or gifts to be delivered to students.

## School Organizations Policy

Worthy organizations may be established and operate within the school; however, it is the policy of Southwest Georgia Technical College that the guidelines below are adhered to:

1. All organizations functioning within any division of Southwest Georgia Technical College will operate under the sanction, knowledge, advisement, and approval of the Vice President for Academic Affairs, the Vice President for Student Affairs, and the President.
2. No organization will be allowed to affect administrative or operational policies; however, organizations may function in an advisory capacity and their suggestions will be given due considerations.
3. All organizations shall function under the direct supervision of a faculty sponsor/advisor approved by the administration.
4. Frequency and scheduling of meetings and fundraising projects of approved organizations must be cleared through the faculty sponsor. The faculty sponsor will seek approval from the President.
5. Fundraising projects must follow the guidelines outlined under the "Student Fund Raising Policy."

## Student Fundraising

### Fundraising for Student Activities

Fundraising projects by student organizations shall be related to the purpose/mission of the College. All student fund raising projects shall have prior approval from the President or the President's designee and shall be in compliance with sound business practices.

## Student Status/Load

The normal rate of progress through a program is established by the program length in the specific standard and program guide.

Full-time student status is obtained by registering for a minimum of twelve (12) or more credits for a program per quarter. However, considerably more credits must be taken per quarter to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per quarter may create scheduling difficulties and further delay graduation and/or financial aid.

Students may register for up to twenty-two (22) credit hours per quarter. Written permission from the Vice President for Academic Affairs is required for any credit hours above twenty-two (22).

It is strongly recommended that students adhere closely to their advisors' recommended course load per quarter.

## Attendance Policies

Dependable and punctual employees are vital for a business to operate efficiently. Southwest Georgia Technical College assumes the responsibility of instilling good attendance habits as a part of the instructional program. The following guidelines are set forth with this objective in mind.

1. It is the responsibility of each student to maintain satisfactory attendance once enrolled in a program of study. Students are expected to be in class and on time each day. In cases of unavoidable absences, it is the student's responsibility to contact his/her instructor to make up all work and/or assignments.
2. A student will be issued an attendance deficiency notice by his/her instructor upon the accumulation of absences equal to 5% of the scheduled class time during the quarter in any class/course. The student must report to his/her advisor/instructor and get the notice **signed and receive counseling prior to** continuing class. Upon the accumulation of absences equal to (10% of the scheduled class time), the student will be dismissed from school. Students dismissed may appeal for readmission in writing through the Dean of Instruction. Students who accumulate 20% of the scheduled class time of absences during a quarter will be dismissed with no appeal available. Students dismissed due to absences may reapply for admission at the beginning of the next quarter.

\*See Dismissal or Withdrawal and Reinstatement Policies Item #1 for further attendance regulations.

In extenuating circumstances, the Vice President for Academic Affairs or Dean of Instruction may grant excused leave for up to an additional 10% of scheduled class time during a quarter. Excused leave requests must be requested in advance by the student's advisor and may be requested at any time regardless of the number of absences.

Appeals made for readmission through the Dean of Instruction must be made timely as each class missed puts the student further behind in class work and jeopardizes possible readmission. Students dismissed due to absences may attend class while an appeal is pending.

The Dean of Instruction will act promptly upon receipt of the student's appeal for readmission. The student will be allowed to continue in class only if the appeal is successful. The Dean of Instruction will consider such factors as work ethics, attitude, academic status, and circumstances relevant to each appeal.

Students dismissed due to absences may reapply for admission in the following quarter but may be placed on probation for that quarter.

3. Tardies and partial day absences will be shown as hours missed and will accumulate during the quarter. Persons reporting to class after their designated time of arrival will be charged one hour for each hour and/or partial hour of tardiness. Students leaving early will be charged only for the actual time missed providing the instructor is notified prior to leaving.
4. It is the responsibility of the student to notify his/her instructor if he/she must leave school before his/her designated school day ends. **A student who must leave class early must sign out with their instructor. Re-entry to a class will not be allowed until counseling (attendance deficiency notice issued) has occurred and approval has been secured from the administration.**
5. Students will not be excused from class to complete forms, papers, or to tend to financial aid matters. This should be done during lunch, break, or after school.

## Attendance Make-Up Policies For Courses With Hour Requirements

### Associate Degree Nursing

Participation in all scheduled clinical experiences is required. Excused absences will be granted only in extenuating circumstances. Proof of extenuating circumstances such as illness or death in the immediate family must be provided. Clinical experience missed due to extenuating circumstances will be made up at the discretion of the instructor. The student must contact the instructor within one week of the absence to arrange for a makeup assignment. All clinical experience makeup work must be completed prior to final exams for that quarter. An unexcused absence of more than one clinical day in any course may result in a WF.

### Radiologic Technology

All clinical time that is missed must be made up prior to the end of the quarter in which the student is absent. This make-up time is to be scheduled with the clinical instructor. Failure to make up the time by the end of the quarter will result in an incomplete grade in clinical practice for the quarter. If the time is not made up within 10 days after the next quarter begins, the student will receive an "F" in clinical practice.

### Practical Nursing

Required number of hours:	830	Classroom Hours
	<u>700</u>	Clinical Hours
	1530	TOTAL

All clinical make-up time must be completed prior to graduation. Practical Nursing students are required by the State Board of Nursing to perform 700 hours of clinical practice. Any time missed must be made up.

### Respiratory Care Technology

Students enrolled in the Respiratory Care Technology program are required to complete 800 clinical hours in order to graduate from the program. Clinical hours must be documented on the clinical time sheet provided by the program. All clinical hours missed must be made up during the same week in which they were missed. Time must be made up in the following manner.

1. Students are required to obtain prior approval from the Director of Clinical Education to schedule make-up time.
2. Time must be made up in the same clinical area in which it was missed (i.e., absences from ICU must be made up in ICU)
3. Students are required to seek prior approval from the Respiratory Therapy Supervisor at the clinical affiliate hospital in which the absences will be made up.
4. After the second clinical absence, additional clinical absences will affect the clinical grade as follows:

3rd Absence	Reduction to a grade of "B"
4th Absence	Reduction to a grade of "C"
5th Absence	Program withdrawal

### **Surgical Technology**

All clinical hours missed must be made up prior to the end of the quarter in which the student is absent. The student is responsible for making prior arrangements with the instructor and the operating room supervisor for make-up time. Make-up time must not interfere with routine assignments of the student in question or of other students. Hour requirements will be determined by the guidelines of the specific clinical course in which the student is enrolled.

### **Clinical Laboratory Technology**

All clinical hours missed must be made up prior to graduation. Prior approval of the program director and clinical supervisor must be secured by the student prior to making up missed time.

### **Graduation**

To graduate from Southwest Georgia Technical College, a student must complete the following items:

1. Students must earn a "C" or greater in all required courses and no less than a "D" in elective course(s).
2. It is the candidate's responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline. Graduation applications are obtained from Student Affairs or from the

student's advisor. Students may choose to participate in the ceremony or graduate in absentia. A fee is applied to students who participate in the ceremony.

3. Students must satisfy all financial obligations to Southwest Georgia Technical College prior to participating in the commencement exercise and before a degree, diploma, or certificate transcript will be issued.
4. The administration will review the student's records and will approve the student for graduation if all academic and other requirements have been met.

To learn more about commencement exercises, please refer to Student Affairs on the SWGTC website.

## President's List

At the completion of each quarter, Southwest Georgia Technical College publishes a President's List honoring those students who have demonstrated outstanding achievement. The requirements for the President's List are as follows:

1. A full-time student (enrolled in 12 hours or more). (Full-time status does not include learning support coursework.)
2. Earn a grade of "A" in all course work attempted.

## Lost and Found

Lost and found items are located in the Admissions Office. Items will be kept for only thirty days.

## Tutoring Center

The Tutoring Center offers tutorial services and workshops covering a variety of topics for all SWGTC students at no charge. While the Center focuses its attention on mathematics, tutoring services are readily available for many subject areas. Students in need of tutorial services for other subject areas not listed above are encouraged to contact the Tutoring Center by telephone at 225-5003 to make additional arrangements. Students interested in becoming tutors are also encouraged to apply.

## Students' Rights, Responsibilities and Conduct Code

Southwest Georgia Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College and each member of the College community have reciprocal rights and obligations. It is the obligation of the College to insure orderly operation, to preserve academic freedom, 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 College disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

The Vice President for Student Affairs has jurisdiction over the enforcement procedures of the code of discipline.

Membership in the College community confers upon students certain rights and requires certain responsibilities which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to insure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

### Student Rights

Students shall, upon their request, have a right through Student Affairs to be heard in matters which affect their rights and responsibilities.

Students shall have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt College operations or interfere with the rights of others.



Students shall have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

College authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Council and all student organizations approved by the College administration may meet on College premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space.

Only the Student Council and student organizations approved by the College administration have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The President of the College or the authorized representative may cancel a speaker's reservation where there is clear and present danger that the appearance would threaten the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the College or to any person outside the College without the express written consent of the student involved except under legal compulsion.

Students shall have the right to due process when accused of any violations of College regulations or conduct code as outlined in this Catalog-Handbook.

## **Student Conduct Code**

The following is the Proscribed Conduct as written in the Southwest Georgia Technical College Procedure: Student Conduct Code and is also available in the Student Planner. The Code is published in its entirety in the Southwest Georgia Technical College Policies and Procedure and is

available as a handout in Student Affairs. The entire code includes the following: Definitions, Proscribed Conduct; Filing a Complaint; Investigation and Decision; Disciplinary Sanctions; Violation of Federal, State, or Local Law; Conditions of Suspension and Dismissal; and Decisions and Appeals Procedure. Any person wishing to file a complaint or has been targeted with a complaint will be provided access to the full Code.

## PROSCRIBED CONDUCT

1. **Jurisdiction of SWGTC.** Generally, SWGTC jurisdiction and discipline shall be limited to conduct which occurs on SWGTC premises, off-campus classes, activities or functions sponsored by SWGTC, the SWGTC Foundation, Inc., or student organizations, or which adversely affects the SWGTC community and/or the pursuit of its objectives.
2. **Conduct Rules and Regulations.** Any student found to have committed the following misconduct is subject to the disciplinary sanctions as included in the SWGTC Procedure: Student Conduct Code.
  - a. Acts of dishonesty, including but not limited to the following:
    - i. Cheating, plagiarism, or other forms of academic dishonesty;
    - ii. Furnishing false information to any SWGTC official, faculty member, or office;
    - iii. Forgery, alteration, or misuse of any SWGTC document, record, or instrument of identification;
    - iv. Tampering with the election of any SWGTC recognized student organization.
  - b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other SWGTC activities, including its public-service functions on or off campus, or other authorized non SWGTC activities.
  - c. Physical abuse, verbal abuse, threats, intimidation, harassment, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
  - d. Unauthorized entry to SWGTC, attempted or actual theft of and/or damage to property of SWGTC or property of a member of the SWGTC community or other personal or public property.

- e. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- f. Failure to comply with directions of SWGTC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- g. Unauthorized possession, duplication or use of keys to any SWGTC premises or unauthorized entry to or use of SWGTC premises.
- h. Violation of published Department or SWGTC policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
- i. Violation of federal, state or local law.
- j. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
- k. Use, possession or distribution of alcoholic beverages, except as expressly permitted by the law and Technical College regulations, or public intoxication.
- l. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on SWGTC premises.
- m. Participation in a campus demonstration that disrupts the normal operations of SWGTC or SWGTC Foundation, Inc. and infringes on the rights of other members of the SWGTC community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus. The dissemination on campus of publications which do not bear the name of the originator or which are not disseminated in accordance with College rules and regulations is prohibited.
- n. Obstruction of the free flow of pedestrian or vehicular traffic on SWGTC premises or at SWGTC sponsored or supervised functions.

- o. Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd (including profane verbal or body language), or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on SWGTC premises or at other locations where classes, activities, or functions sponsored or participated in by SWGTC may be held.
- p. Computer Usage: SWGTC encourages the use and application of information technology to support research, instruction, and the mission of the College. SWGTC has developed a standard of behavior when using the College's computer equipment and networks. Using a computer without permission is theft of services and is illegal under state and federal law. Computer access is a privilege and not a right.
  - i. Entering an account, file, or network to use, read, send, transfer, change or delete the contents, or for any other purpose;
  - ii. Using another individual's computer account;
  - iii. Granting another individual access to your account;
  - iv. Loading, downloading, modifying or reconfiguring programs or files in violation of copyright laws;
  - v. Using computer facilities and the web to link, send, receive, view, or print obscene, sexually explicit language or images, abusive, derogatory or harassing messages;
  - vi. Displaying, transmitting, distributing or making available information that expresses hate towards a particular individual or group of individuals;
  - vii. Using computer facilities for profit, non-profit, or commercial gain or to interfere with the work of another student, faculty member, or SWGTC official;
  - viii. Using computer facilities for any purpose that could be seen as a violation of Federal, State, or Local laws;
  - ix. Using computer facilities to interfere with the normal operations of the College's computer system and connecting networks;
  - x. 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);

- xi. To create, install, or knowingly transmit a computer virus;
  - xii. To conduct any activity or solicitation for political or religious causes;
  - xiii. Users should not expect files to be private. It is possible to trace all links to the web. SWGTC reserves the right to monitor and record the usage of all computer resources.
- q. Abuse of the Judicial System, including but not limited to:
- i. Failure to obey the summons of a judicial body or SWGTC official;
  - ii. Falsification, distortion, or misrepresentation of information before a judicial body;
  - iii. Disruption or interference with the orderly conduct of a judicial proceeding;
  - iv. Initiating a judicial proceeding knowingly without cause;
  - v. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
  - vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
  - vii. Harassment (verbal or physical) and/or intimidation of a member of a judicial body, a witness, or a complainant prior to, during, and/or after a judicial proceeding;
  - viii. Failure to comply with the sanction(s) imposed under the Student Code;
  - ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- r. Use of tobacco products on SWGTC campuses and vehicles operated by the College is not permitted. SWGTC is a tobacco-free campus.
- s. SWGTC trains for professions, therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertips when arms are

extended to the side. The wearing of distracting clothing including but not limited to: showing of undergarments, clothing with cut outs, tank-top style shirts, mesh shirts (see-through), halter tops, tube tops, or shirts with offensive, obscene, or abusive language is not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed and all shirts/blouses must be tucked in if designed for such. The students at all times are observing generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinicals, and co-ops.

- t. Student Organizations: i) the operation of a student organization not approved by SWGTC administration is prohibited; ii) the operation of a student organization meeting or event without supervision of the faculty advisor is prohibited; iii) the participation in functions on the local, state, or national level not sponsored by a faculty advisor is prohibited.
- u. Students shall not eat or drink inside any area of buildings other than designated areas. Students are expected to clean their own tables by disposing of refuse in garbage receptacles.
- v. Minimum classroom regulations:
  - i. Students will exercise all safety precautions given by the instructor regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur; however, should an accident occur, regardless of how minor, the student shall report it to the instructor immediately. Instructors will make an accident report to the appropriate director. All students will assist in maintaining safe working/learning conditions by notifying their instructors of any hazardous conditions that exist or any unsafe practices being conducted.
  - ii. Each instructor has individual procedures for the security of equipment, tools, and supplies. Students are expected to familiarize themselves with the procedure of their department and put forth every effort to assure that it is carried out.

- iii. Every class is required to clean up their training area at the conclusion of the period. Every instructor will have a routine for this activity and students will carry out their share of this duty with a cooperative attitude. In addition to good housekeeping in the training area, every student will practice good housekeeping throughout the buildings and grounds.
- w. Gambling at SWGTC is prohibited.
- x. Children under the age of 16 are not permitted on campus.
- y. All individuals must be registered for courses they are attending. All visitors to a classroom must be pre-approved.
- z. Students Vehicle Usage: Students are permitted to have automobiles on campus. Vehicular use on any SWGTC campus or at any SWGTC function is a privilege not a right.
  - i. Students are prohibited from driving SWGTC vehicles.
  - ii. Parking Code: Parking permits are required on all students' cars. Permits will be issued to each student and registered in the Business Office. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares or in the rear of buildings is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe this parking code will result in a fine being levied or the vehicle being towed away at the owner's expense.
  - iii. Operation: Automobiles operated on the campus are to proceed at a rate of no more than twenty-five miles per hour (25 MPH). Driving through back security areas is not allowed.
  - iv. Repair: Students are not permitted to do extensive repairs on automobiles in the College parking lot.
- aa. Any program or department may have rules and/or regulations in addition to those in the Code. Students and visitors are subject to the department's rules and regulations in addition to this Code.

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

- a. If a student is charged with 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 College's vital interests and stated mission. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges.
- 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 College will not request or agree to special consideration for that individual because of his or her status as a student. The 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.

## Grade and Other Academic Appeals

A student may appeal a final grade or other academic decision. The student may appeal by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. If the consultation with the instructor does not resolve the appeal, a student may appeal to the Dean of Instruction by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within



six weeks from the date the student learned or reasonably should have learned of the grade or other action for which the complaint was made.

The decision of the Vice President for Academic Affairs shall be final.

## Student Grievances

It is the policy of the Georgia Department of Technical and Adult Education to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints 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.

- 1. Informal Complaint Procedure.** Student complaints should be resolved on an informal basis without the filing of a formal grievance.
  - a. A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
  - b. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.
- 2. Formal Complaint Procedure.** Where a student cannot resolve their complaint informally, they may use the formal grievance procedure.
  - a. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:
    - i. Name,
    - ii. Date,
    - iii. Brief description of incident being grieved,
    - iv. Remedy requested
    - v. Signed, and
    - vi. Informal remedy attempted by student and outcome
  - b. If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.

- c. The VPSA, or his designee, will investigate the matter and supply a written response to the student within 15 business days.
- d. 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.
- e. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
- f. The VPSA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

**3. Appeal of Staff Response:** If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the College. The College staff has no right to appeal.

- a. A student shall file a written appeal to the President within 5 business days of receiving the response.
- b. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he has provided all relevant documents with his appeal.
- c. At the President of the College's sole discretion, grievance appeals at their institution may be held in one of the following two ways:
  - i. The President may review the information provided by the student and administration and make the final decision; or
  - ii. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
  - iii. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.

**4. Whichever process is chosen by the President, the decision of the grievance appeal is final.**

Retaliation against a student for filing a grievance is strictly prohibited.

## **Student Probation or Suspension**

A student may be issued a notice placing him/her on a probationary status for any of the following reasons:

- Unsatisfactory Progress
- Irregularity in Attendance
- Poor Conduct or Misconduct

The length of probation is determined by the gravity of deficiency. Continued violation of probationary status while on probation may result in suspension.

A student on academic probation who also becomes deficient in attendance, may be suspended from Southwest Georgia Technical College and may not reapply for one (1) full quarter.

Students who are deficient in attendance or conduct during a quarter may be placed on probation for a specified length of time. Students on probation must correct the deficiency during the probationary period or further disciplinary action will result. Students suspended from Southwest Georgia Technical College may not reapply for admission until after waiting one (1) full quarter.

## **Satisfactory Academic Standing/ Academic Probation/Dismissal**

Students must maintain a minimum 2.0 cumulative GPA to be in satisfactory academic standing. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic quarter. The quarterly GPA must be 2.0 or above at the end of the probationary quarter to maintain satisfactory status. Failure to maintain satisfactory status during a probationary quarter will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full quarter. Upon readmission, the student must make a 2.0 or above each quarter to maintain satisfactory standing or will be dismissed. Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program, but may apply for any other program at the College. Students who enroll in a second or subsequent program will

have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

Overall GPA must be 2.0 or better before students can graduate. Graduation grade point average is calculated on all courses attempted at SWGTC. When a course is taken more than once, the final grade only will be used in calculating the grade point average for graduation.

## **Allied Health Academic Requirements**

To fulfill the academic requirements of all allied health education programs, a minimum grade of "C" is required for progress from specified courses to more advanced courses. The grading system of all Allied Health Education programs established passing grades that document student achievement of course competencies at levels acceptable for job entry. Students not attaining the minimum grades referenced above will be required to repeat the course(s) and achieve the minimum prior to continuing in the curriculum.

Students preparing to enter (taking courses) for a diploma Allied Health program must complete all required AHS courses for the specific program within two attempts. All academic history within the last five (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts. Anyone failing to meet this criterion will be counseled to apply for a health program which either does not require those AHS course(s) or a program in another department (Business and Computer Technology, Professional Services, or Technical and Industrial).

Students preparing to enter (taking courses) for a diploma or associate degree Allied Health program must complete all prerequisite courses within two attempts. All academic history within the last five (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts. Anyone failing to meet this criteria will be counseled to apply to a program that does not require the failed prerequisite(s). Any student accepted into an Allied Health program who fails to attain a minimum grade of "C" in any occupationally or technically specific course will be required to repeat the course. Any allied health student admitted to a program who fails to attain a minimum grade of "C" in a technically or occupationally specific course in two separate quarters will be withdrawn from the program and will not be allowed to re-apply to that health program. Two failures in Nursing prevents readmission to

the Practical Nursing program at SWGTC. This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other college. However, the student may apply to another allied health program. Please be aware that allied health programs may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

## Allied Health Education Clinical Demerit System

Students enrolled in most Allied Health Education Programs at Southwest Georgia Technical College will be subject to the following academic policies while in any clinical affiliate (see your program advisor to confirm if applicable to you.):

**One to three demerits:** to be issued at the instructor's discretion:\*

- failure to notify instructor/supervisor of absence or extended tardy
- failure to comply with uniform code (each department's uniform code will differ)
- performance of previously acquired competencies at less than acceptable standards (as indicated by competency check-offs)
- unprofessional conduct

\*Assignment of demerits will increase for repeated offenses.

**Three demerits:** (Subject to review by the committee described below). Any act of carelessness regarding patient care or equipment use.

**Dismissal:** Any act of significant consequence(s) to patient(s), employee(s), or property may be reviewed for recommendation of immediate dismissal of the student. An accumulation of nine (9) or more demerits will result in automatic dismissal from the program.

An assignment of three (3) demerits will result in the clinical grade being dropped one (1) letter grade. Demerits given to students are cumulative during the entire enrollment from quarter to quarter. The assignment of three (3) demerits or more at any one time will be reviewed by a committee consisting of:

1. Program Clinical Instructor
2. Dean of Instruction

### 3. Clinical Affiliate Representative

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## Wellness

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We are pleased to provide you with an introduction to the concept of wellness. Wellness as a life-style seeks to enrich and promote activities that enhance complete well-being and thus increase the power students have available to accomplish educational and life goals. Living a life of relative equilibrium requires physical, mental, emotional, and social well-being. The contents of this Wellness Guide are designed to serve as your introduction to wellness. We hope you will find this guide useful and worth keeping for future reference. SWGTC sponsors special events throughout the year that provide information to the student body relating to personal wellness. The events are free and open to all students.

## Life Skills

### Stress/Time Management

Stress is a general description for our physical and emotional responses to changes or demands in our lives. The changes do not have to be negative to be stressful. Starting a new job can be just as stressful as being fired. Some of the changes we experience are “bombs,” major stresses like the death of a good friend. However, minor stresses are currently thought to have a larger cumulative effect on us than do the “bombs.”

Under stress, your heart beats faster, you breathe faster, your blood pressure goes up, and other metabolic changes occur. Psychologically you may feel rushed, nervous, or irritable; have difficulty concentrating; feel fatigued; and feel time pressured. Stress can also produce various physical symptoms like headaches and muscle tension, sleeplessness, and appetite changes.

Each of us has a unique stress profile. What is stressful for you may not be so for someone else. The same can be said for stress relievers; what works for you may not work for someone else. However, we can make certain generalizations. Good basic nutrition, coupled with regular exercise, regular rest, and regular involvement in an activity that you enjoy, help build up resistance to stress. It also appears that having one or more close friends with whom you can and do confide is important.

Finally, instruction in time management, stress management and relaxation techniques may be appropriate depending on your individual situation. If you feel stressed out, check out some of the relevant sections in this guide.

## **Fitness**

We have learned a great deal lately about the value of physical fitness. The strength, stamina, suppleness, and positive attitude that result from regular exercise play key roles in helping us achieve satisfaction in work and school, relationships, recreation and health. Conversely, lack of exercise has been associated with obesity, back problems, fatigue and perhaps most important, a weakened cardiovascular system which may be more susceptible to heart disease.

**There are many benefits to regular exercise.**

1. You'll feel better physically. Your heart will be stronger, heart and lungs will work more efficiently, and you will have more energy.
2. You'll feel better emotionally. People who exercise regularly report a positive sense of well-being. Exercise is a stress reducer, and there is evidence exercise helps relieve depression and insomnia.
3. You'll look better. Muscle tone will increase and a percentage of body fat will decrease. In addition to burning calories, exercise aids in decreasing your appetite.

A good fitness program should address three important areas: endurance, muscle strength, and flexibility. Remember, an exercise program is only beneficial if you stick with it. Be sure to choose exercises you enjoy. Once you have developed a well-rounded program, start slowly, work up gradually, and enjoy feeling great.

## **Preventive Health Care**

### **Nutrition**

Proper diet is the ultimate source of good health. Throughout life, it is nutrition gained through eating that builds the body up and gives it strength to repair itself. Once the diet is consumed, the body is very good at picking and choosing just the right nutrients for the different areas and systems

to insure proper functioning. If the diet lacks some essential ingredients, the body has no way to get it.

To insure a proper diet, nutritionists say to eat a variety of foods. The building blocks which provide the body's needs are: water, vitamins, minerals, protein, carbohydrates, and fats. Most guides on this subject suggest you eat foods from these four groups daily:

1. Milk Group—milk (2 glasses daily), cheese, or other milk-source foods;
2. Meat Group—fish, meat, poultry (2 servings daily); dried beans, nuts and peanut butter are alternatives;
3. Vegetable & Fruit Group—dark garden vegetables or deep yellow fruits (for vitamin A), citrus fruit and tomatoes (for vitamin C) (4 servings daily); and
4. Bread & Cereal Group—enriched or whole grain (4 servings daily).

These 4 groups are the foundation for a balanced diet. The number of servings of food recommended from each group is based on the amounts of leader nutrients you need and the amounts that are in the foods. In addition to balancing among the basic four food groups, it is well to avoid too much sugar, salt (sodium), fat, saturated fats, and cholesterol while increasing your intake of complex carbohydrates (fruits and vegetables) and fiber.

Good eating habits will also help you to avoid tooth decay. Decay causing bacteria thrive on sugar, so try to stay away from sticky sweet foods that linger in your mouth and promote tooth decay.

### **Weight Reduction**

Present estimates are that 40 to 80 million Americans fall into the overweight category. Twenty million Americans are "clinically obese"—one person in ten. Hundreds of fad diets hit the market each year, and each diet is advertised as the latest sure-cure for obesity. However, experience shows that short term restrictive diets produce short-lived successes. No wonder Americans go on an average of 1.4 diets per person per year!

We have perhaps been too successful at developing work-saving devices that require less and less expenditure of human energy. Eating has become a socially preferred and culturally conditioned activity. We have grown up in the midst of plenty, so we eat plenty. These are some of the reasons we are fat, but they are also poor excuses.



How can you begin to balance your energy needs and your eating? You've got to begin with a belief in your own ability to control your eating.

Develop sound nutritional habits. That means eating foods from all four food groups (see Nutrition) and eating reasonable portions. Junk foods like soft drinks, candy, chips, pies, cakes, and cookies are loaded with sugar, fats and calories. They are best avoided. Eating well-balanced meals, including breakfast, will prevent the munchies and get you off to a good start.

Increase your energy expenditure through daily exercise and recreation. This burns calories and also helps maintain muscle tone. Take the stairs, or ride your bike instead of driving. Weather in the area makes it easy for you to be active outdoors all year. Start these changes slowly and work up, making it a regular part of your daily routine.

Do you eat when you are bored or when you study, even if you are not hungry? Do you eat too fast or too much before you know it? Try to be aware of your eating behavior, and try to be responsive to your body's needs.

If need be, get involved in changing your eating habits either through joining a weight reduction program or by beginning to manage your weight problem on your own.

## Drug Use and Abuse

Many people use and abuse drugs and don't realize it. They don't think that foods and drinks contain drugs. Here is some information on different drugs you may encounter. If you determine you have a drug dependency problem or just want more information, please contact a counselor located in the Admissions Office.

**Alcohol:** Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

**Aspirin:** This is one of the most commonly abused drugs. However, it is also one of the most useful medicines. It has three functions:

1. analgesia (pain relieving);
2. anti-inflammatory (reduces redness and swelling); and
3. antipyretic (reduces fever).

With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries, and illnesses. Aspirin should be avoided if you

have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

**Caffeine:** The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

**Marijuana:** Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "a motivational syndrome,"—loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

**Narcotics:** This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

**Psychedelic Drugs:** The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be disastrous. There is a great danger of bodily injury to self and others.

**Sedatives:** Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. However, they are physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

**Stimulants:** The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are harmful. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at anytime, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

**Tobacco:** Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one voluntary health risk. Tobacco use increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse—smoke-less tobacco—is just as dangerous and addicting as smoking. The greatest risk is oral cancer, but it also causes dental problems— tooth decay, bad breath, discolored teeth, and gum disease.

## Alcohol

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice—to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent—it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drowning, and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions, and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. "Blackouts," or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.

5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently—more than four times a year.
8. Injuring oneself or someone else while intoxicated.
9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don't be afraid to talk to him or her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Our counselors can help by referring individuals with drinking problems to the appropriate agency or support group. Drug and/or alcohol counseling, treatment, and rehabilitation programs are available at:

### **Archbold Northside Center**

401 Albany Road  
Thomasville, GA 31792  
Phone: (229) 228-8100

If other assistance is necessary, contact a counselor in Student Affairs or call (229) 225-5060. Other important numbers you may need are:

### **Alcohol Hotline**

1-800-ALCOHOL (252-6465)

### **The Haven Battered Women's Shelter Inc.**

1-800-273-4823

### **Battered Women/Domestic Violence Hotline**

1-800-334-2836

### **Thomas County/Thomasville Narcotics/Vice Division**

(229) 225-3305

### **Georgia Pines Crisis Line (Mental Health, Mental Retardation, and Substance Abuse)**

1-800-531-1936

Georgia Pines has three centers for non-crisis calls dealing with Substance Abuse and Mental Health

**Halcyon Home, Inc. (Domestic Violence/Shelter)**

(229) 226-6666

1-800-284-9980

**Mitchell County Mental Health Center**

339 Pride Street

Pelham, Georgia 31779-1508

(229) 294-6509

**Grady County Mental Health Center**

130 1st St. N.E.

Cairo, Georgia 31728

(229) 377-5700

**Psychiatrists****Edith Hidalgo, MD**

Behavioral & Psychiatric Care

401 Albany Road

Thomasville, GA 31792

229-228-8100

**Henry A. Engenio, MD**

602 Victoria Place

Thomasville, GA 31792

229-225-9050

**Kenneth Fuller, MD****Angela Fuller, MS**

116 Hansell Street

Thomasville, GA 31792

229-226-7060

**Immunizations**

ALL STUDENTS ARE STRONGLY ENCOURAGED TO SEEK IMMUNIZATION FOR PREVENTABLE DISEASES—ESPECIALLY MEASLES, MUMPS, AND RUBELLA.

**Diphtheria and Tetanus:** Routine immunization against diphtheria, tetanus, and pertussis (whooping cough) in childhood has been common practice in the United States for the past 30 years. If you didn't get your "baby shots," primary immunization can be done as an adult in a series of three shots. It is recommended that all persons who have had primary immunization receive booster doses every 10 years. Under certain conditions, such as treatment of a puncture wound or an unclean wound, more frequent injections may be indicated.

**Measles (Rubeola) Vaccine:** Rubella is a common childhood rash disease, and childhood cases are often overlooked or misdiagnosed because signs and symptoms vary. The most common features of rubella include enlarged lymph nodes, joint pain, and a transient rash usually with low fever. Rubella vaccine has been available since 1969, and it is recommended that everyone receive a vaccination, not so much to prevent the benign illness as to provide protection for women of childbearing age. If a woman becomes infected during the first three months of pregnancy, there is a risk of serious birth defects. It is recommended that you check your vaccination record, and if in doubt, we recommend a blood test for rubella antibodies. If the blood test indicates that antibodies are not present, you are susceptible to rubella; and immunization will be offered after contraception counseling. With rubella, as with other live-virus vaccines, there is a theoretical risk to the fetus if a woman is vaccinated during pregnancy.

**Mumps Vaccine:** Live-virus mumps vaccine was first introduced in 1967. The vaccine produces a subclinical (mild or no symptoms) noncommunicable (non "catching") infection with very few side effects. On the other hand, mumps itself can be serious in adults, so it is important to have immunity. Mumps virus vaccine is available to anyone without history of the disease or of effective vaccination.

**Hepatitis:** Hepatitis is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment and the outcome of Hepatitis B is variable and can be lethal. 5 - 10% of infected persons become carriers.

Vaccination is strongly recommended. The vaccine is safe, immunogenic and effective in preventing Hepatitis B. The vaccine is produced in yeast cells and is purified by chemical and physical methods and is free of human blood products.

The vaccine series is given in three (3) doses, IM only into the deltoid muscle. The three (3) doses are given as follows: a. first dose; b. second dose, one month later; and c. third dose, six months after the first dose.





# Course Descriptions



- **LEARNING SUPPORT COURSES ARE NUMBERED 096 THROUGH 099.**
- **GENERAL EDUCATION COURSES NUMBERED 100 THROUGH 189 ARE CERTIFICATE AND DIPLOMA COURSES.**
- **GENERAL EDUCATION COURSES NUMBERED 190 AND ABOVE ARE ASSOCIATE DEGREE COURSES.**



**Note:** General Education Certificate and Diploma courses numbered 100 through 189 are not transferable as Associate Degree courses.



**ACC 101 Principles of Accounting I**

6.00 Credits

*Prerequisite: Program admission*

Introduces the basic 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 and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

**ACC 102 Principles of Accounting II**

6.00 Credits

*Prerequisite: ACC 101*

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include: receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

**ACC 103 Principles of Accounting III**

6.00 Credits

*Prerequisite: ACC 102*

Emphasizes a fundamental understanding of corporate and cost accounting. Topics include: accounting for a corporation, statement of cash flow, cost accounting, budgeting, and long-term liability. Laboratory work demonstrates theory presented in class.

**ACC 104 Computerized Accounting**

3.00 Credits

*Prerequisite: SCT 100, ACC 102*

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: equipment use, general ledger, accounts receivable and payable, advanced payroll, and financial reports. Laboratory work includes theoretical and technical application.

**ACC 106 Accounting Spreadsheet Fundamentals**

3.00 Credits

*Prerequisite: SCT 100*

Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheet. Topics include: spreadsheet creation, data entry, data entry modification, computation using functions, and program-related spreadsheet applications. Laboratory work includes theoretical and technical applications.

**ACC 107 Full-Time Accounting Internship**

12.00 Credits

*Prerequisite(s): All non-elective courses required for program completion*

Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows student to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and progressive productivity. The full-time accounting internship is implemented through the use of written training plans, written performance evaluations, weekly documentation or seminars and/or other projects as required by the instructor.

**ACC 108 Half-Time Accounting Internship**

6.00 Credits

*Prerequisite(s): All non-elective courses required for program completion*

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 halftime accounting internship is implemented through the use of written training plans, written performance evaluations, and weekly documentation or seminars and/or other projects as required by the instructor.

**ACC 120 Principles of Auditing**

5.00 Credits

*Prerequisite(s): ACC 103*

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/assurance 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.

**ACC 151 Individual Tax Accounting**

4.00 Credits

*Prerequisite(s): None*

Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

**ACC 152 Payroll Accounting**

4.00 Credits

*Prerequisite(s): ACC 101*

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 payroll transactions.

**ACC 154 Personal Finance**

5.00 Credits

*Prerequisite(s): None*

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.

**ACC 159 Accounting Simulation**

5.00 Credits

*Prerequisite(s): ACC 104, ACC 106, SCT 100*

Develops skills for the potential accountant to effectively prepare financial statements for presentations and income tax returns. Emphasis is placed on providing students with opportunities for application and demonstration of skills associated with automated accounting. Topics include: financial statement preparation, accounting system installation, automated accounting worksheet preparation, automated accounting income tax return preparation, and job search planning.

**ACC 160 Advanced Accounting Spreadsheet Applications**

5.00 Credits

*Prerequisite(s): ACC 106*

Provides the fundamental, intermediate, and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

**ACT 100 Refrigeration Fundamentals**

4.00 Credits

*Prerequisite(s): Provisional Admit*

Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety.

**ACT 101 Principles and Practices of Refrigeration**

7.00 Credits

*Prerequisite(s): ACT 100*

Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include: refrigeration tools, piping practices, service valves, leak testing, refrigerants, evacuation, charging, and safety.

**ACT 102 Refrigeration System Components**

7.00 Credits

*Prerequisite/Co requisite(s): ACT 100, ACT 101*

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.

**ACT 103 Electrical Fundamentals**

7.00 Credits

*Prerequisite(s): Provisional Admit*

Introduces fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

**ACT 104 Electric Motors**

4.00 Credits

*Prerequisite/Co requisite(s): ACT 103*

Continues the development of 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.

**ACT 105 Electrical Components**

5.00 Credits

*Prerequisite/Co requisite(s): ACT 103*

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

**ACT 106 Electrical Control System & Installation**

4.00 Credits

*Prerequisite/Co requisite(s): ACT 105*

Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.

**ACT 107 Air Conditioning Principles**

8.00 Credits

*Prerequisite/Co requisite(s): ACT 102*

Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: types of AC systems, heat-load calculation, properties of air, psychometrics, duct design, air filtration, and safety principles.

**ACT 108 AC Systems and Installation**

3.00 Credits

*Prerequisite/Co requisite(s): ACT 102, ACT 106*

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, split-systems, add-on systems, packaged systems, and safety.

**ACT 109 Troubleshooting AC Systems**

7.00 Credits

*Prerequisite/Co requisite(s): ACT 108*

Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include: troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.

**ACT 110 Gas Heating Systems**

5.00 Credits

*Prerequisite/Co requisite(s): ACT 102, ACT 106, MAT 101*

Introduces principles of combustion and service requirements for gas heating systems. Topics include: service procedure, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

**ACT 111 Heat Pumps and Related Systems**

6.00 Credits

*Prerequisite/Co requisite(s): ACT 102, ACT 106*

Provides instruction on installation and servicing of electric heating systems, heat pumps, and related systems. Topics include: installation procedures, servicing procedures, troubleshooting, valves, electrical components, safety, geothermal ground source energy supplies, and dual fuels.

**ACT 208 Commercial Refrigeration Design Practicum**

4.00 Credits

*Prerequisite/Co requisite(s): ACT 109, ACT 112*

Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

**ACT 209 Commercial Refrigeration Application**

8.00 Credits

*Prerequisite/Co requisite(s): ACT 206*

Introduces the application of fundamental theories, and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.

**ACT 210 Troubleshooting and Servicing Commercial Refrigeration**

4.00 Credits

*Prerequisite/Co requisite(s): ACT 206*

Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

**ACT 211 Commercial Refrigeration Internship**

12.00 Credits

*Prerequisite(s): All non-elective courses required for program completion.*

Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of prerequisite knowledge and skills; practicing employability skills; problem solving; adaptability to equipment and technology for the job; and development of productivity and quality job performance through practice. The Commercial Refrigeration Internship Practicum is implemented through student internship in an approved occupational setting or through student work on an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

### **AGT 102 Agricultural Mechanics Setup & Delivery Fundamentals**

3.00 Credits

*Prerequisite(s): None*

Provides instruction on the proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Safety and proper operation of pullers and presses will be demonstrated and practiced. Also included will be setup of equipment using specifications provided by the manufacturer so that it is field ready. Proper use of shop tools and shop equipment is emphasized including proper torquing of attaching hardware. Further study of sprayer calibration, planters, planter drives ratios and proper ballasting of tractors with implements will be covered.

### **AGT 104 Agricultural Mechanics Power Trains**

4.00 Credits

*Prerequisite(s): None*

Provides instruction on the theory of power transmission from engine to traction wheels. Includes function and operation of gears, chains, clutches, planetary gears, drivelines, differentials, and transmissions. Complete disassembly, inspection, and reassembly of clutches, 2-speed planetaries, differentials, final drives, mechanical front-wheel drive, power take-offs, and transmissions. Syncro-range, quad-range, power-quad, and power shift transmission diagnosis, repair and adjustments will be covered.

### **AGT 105 Agricultural Mechanics Basic Diesel Engines**

4.00 Credits

*Prerequisite(s): None*

Course deals with basic physical principles, operation, and construction of two- and four-stroke cycle engines. It includes ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of combustion engine cooling systems, components, and coolants.

### **AGT 106 Agricultural Mechanics Service Parts Orientation**

2.00 Credits

*Prerequisite(s): None*

This course provides an introduction to manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and service department policy procedures are explained. Orientation of tractor and combine evolution and options.



**AGT 107 Agricultural Technology Air-Conditioning**

3.00 Credits

*Prerequisite(s): None*

The theory of operation, component function, and diagnosis of both manual and automatic temperature control systems will be studied.

**AGT 108 Basic Hydraulics**

3.00 Credits

*Prerequisite(s): None*

Hydraulic theory emphasizing pressure and flow relationship, comparison between open-center and closed-center hydraulics systems, and discussion and tear-down of hydraulic components such as variable and fixed displacement pumps, motors, control valves, relief valves, flow control valves, cylinders, filters, reservoirs, lines, and fittings. Simple pressure and flow test and the study of JIC schematics will prepare the student for advanced hydraulics.

**AGT 109 Agricultural Technology Electrical**

4.00 Credits

*Prerequisite(s): None*

This course includes procedures and use of digital multimeters in electrical circuits. Techniques of circuits diagnosis using electrical schematics and the function, operation, and testing of semiconductors and transistors will be covered. Tractor circuits including lighting, accessory, safety, instrumentation, and gauges will be studied by students. Also the principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems will be demonstrated and practiced.

**AGT 111 Agricultural Harvesting Equipment**

4.00 Credits

*Prerequisite(s): None*

This course covers the theory design, principles of operation and adjustment, troubleshooting, and repair of harvesting equipment including combines, hay and forage equipment. Heavy emphasis will be placed on theory of operation and troubleshooting of harvesting equipment hydraulics and monitor equipment.

**AGT 112 Agricultural Engine Overhaul**

4.00 Credits

*Prerequisite(s): None*

Teams of two to three students will fully disassemble, check components to specifications and properly reassemble an engine per technical manual procedures. Each team will identify their engine's unique design features and share them with other teams. Use of torque wrenches, feeler gauges, micrometers, dial indicators, plastic gauges, and other tools will be emphasized.

**AGT 113 Hydraulic Test and Diagnosis**

4.00 Credits

*Prerequisite(s): None*

Using technical manuals and JIC schematics, students will be able to identify, explain operation and test each individual hydraulic circuit on a tractor. Test results will lead to proper diagnosis, repair, and retesting of the hydraulic circuit to insure correct diagnosis and system operation. Use of special tools including pressure gauges, flow meters, and temperatures sensors will be used to perform test.

**AGT 115 Agricultural Technology Power Train Repair**

4.00 Credits

*Prerequisite(s): None*

This course provides an in-depth study of power trains with diagnosis and repair of problems encountered in everyday use. Students will use manuals and specifications in determining time, parts, and total cost in the repair of projects. Specialty tools will be introduced and their use, care, and importance stressed.

**AGT 118 Agricultural Technology Consumer Products**

2.00 Credits

*Prerequisite(s): None*

This course covers lawn and garden tractors, equipment, and attachments. Operation, diagnosis, repair, and adjustments of the complete tractor and its systems will be explained and practiced. Set-up and adjustment of tractors, equipment, and attachments will be made on actual units.

**AGT 201, 202 and 203 Dealer Internship**

12.00 Credits each

*Prerequisite(s): None*

Cooperative work experience.

**AHS 101 Anatomy and Physiology**

5.00 Credits

*Prerequisite(s): None*

Focuses on basic normal structure and function of the human body. Topics include: an overview of each body system, how systems coordinate activities to maintain a balanced state, recognizing deviations from the normal. Medical terminology, including basic word structure and terms related to body structure and function, is taught as an integral part of the course.

**AHS 102 Drug Calculation & Administration**

3.00 Credits

*Prerequisite(s): MAT 101 and 80% score on the pretest administered in MAT 101*

Utilizes basic mathematical concepts and includes basic drug administration. Topics include: resource materials, systems of measurement, abbreviations, drug calculations, and administration of medications in a simulated clinical environment.

**AHS 103 Nutrition and Diet Therapy**

2.00 Credits

*Prerequisite(s): None*

A study of the nutritional needs of the individual. Topics include: basic nutrients, food sources, the role nutrition plays in the maintenance of health for the individual through life span, and the use of diet to treat certain pathological conditions.

**AHS 104 Introduction to Health Care**

3.00 Credits

*Prerequisite(s): Provisional Admissions*

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: basic life support/CPR, basic emergency care/first aid and triage, infection control, and blood/airborne pathogens.

**AHS 105 Basic Inorganic Chemistry**

4.00 Credits

*Prerequisite(s): PHR 100, PHR 101**Co requisite(s): PHR 103, PHR 104*

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.

**AHS 109 Medical Terminology for AHS**

3.00 Credits

*Prerequisite(s): None*

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical terms through knowledge of roots, prefixes, and suffixes. Topics include: origins, word building, abbreviations and symbols, terminology specific to the student's field of study.

**AHS 158 Laboratory Screening & Monitoring**

4.00 Credits

*Prerequisite(s): PHL 103*

Introduces students to specific patient care techniques and to point of care testing. Topics include: Lab Equipment Function and Troubleshooting, Quality Assurance and Control.

**AMF 152 Manufacturing Organizational Principles**

2.00 Credits

*Prerequisite(s): None*

This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing process, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

**AMF 154 Manufacturing Workforce Skills**

3.00 credits

*Prerequisite(s): None*

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change and creating a positive image.

**AMF 156 Manufacturing Production Requirements**

2.00 credits

*Prerequisite(s): None*

This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.

**AMF 158 Automated Manufacturing Skills**

3.00 credits

*Prerequisite(s): None*

This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in the manufacturing facilities.

**AMF 160 Representative Manufacturing Skills**

5.00 credits

*Prerequisite(s): None*

This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

**APB 201 Internship**

15.00 credits

*Prerequisite(s): Advisor's approval*

This is a curriculum specific internship targeting the field that the student plans to enter upon graduation. The internship is created to give the student the real world experience necessary to become a valuable member of the field they have selected as their future occupation.

**ART 191 Art Appreciation**

5.00 credits

*Prerequisite(s): ENG 191*

Explores the analysis of well-known works of visual arts, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include: the recreative critical process, the themes of art, the formal elements of design, and the placing of art in the historical context, writing analysis, practice, revision, and research about a work of visual arts.

**AUT 120 Intro to Automotive Technology**

3.00 Credits

*Prerequisite(s): Provisional admission*

Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include: safety regulations and procedures; legal/ethical responsibilities; shop organization, management, and work flow systems; measurement concepts, instruments, and techniques; machining operations and procedures; and hand tool use.

**AUT 122 Electrical and Electronic Systems**

6.00 Credits

*Prerequisite(s): AUT 120*

Introduces automotive electricity. Topics include: basic circuit constructions; use of electrical measuring devices; function and operation of automotive electrical components; use of service publications; electrical diagnosis and repair; electronic controls systems, components and testing procedures; internal function of the microprocessor controller; and sensing and controlling devices.

**AUT 124 Battery Starting and Charging**

4.00 Credits

*Prerequisite(s): AUT 122*

Emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting systems components, alternators, and regulators. Topics include: battery diagnosis and service; current and voltage tests; inspection, diagnostic testing, and replacement of starting system components; inspection, diagnostic testing and repair or replacement of regulator and alternator components and systems.

**AUT 126 Engine Principles of Operation and Repair**

6.00 Credits

*Prerequisite(s): AUT 120*

Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include general diagnosis of engines; inspection, diagnosis, and repair of cylinder heads, valve trains, engine blocks, lubrication, and cooling systems.

**AUT 128 Fuel Ignition and Emission Systems**

7.00 Credits

*Prerequisite(s): AUT 124, AUT 122, AUT 126*

Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair and service for vehicles with carburetion and fuel injection systems. Topics include: engine operation and air pressure; chemistry and combustion; airflow requirements; air-fuel ratios; ignition and emission systems theory, concept and controls; repair and replacement of components, and total system performance analysis.

**AUT 130 Automotive Brake Systems**

4.00 Credits

*Prerequisite(s): AUT 122*

Introduces brake system theory and its application to automotive systems. Topics include: basic fundamentals; hydraulic control devices; system service; power brakes; brake problems and diagnosis; brake service philosophy; and legal and health issues.

**AUT 132 Suspension and Steering**

4.00 Credits

*Prerequisite(s): AUT 122*

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: steering systems diagnosis and repair; wheel alignment diagnosis and adjustment; wheel/tire service; and diagnosis of electrical and electronic control steering and suspension systems.

**AUT 134 Drivelines**

4.00 Credits

*Prerequisite(s): AUT 122*

Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline related operation, diagnosis, service and related electronic controls. Topics include: drive train operation and diagnosis; front-wheel drive; rear-wheel drive; 4x4 operation, modes, and diagnosis; and limited slip differentials.

**AUT 138 Manual Transmission/Transaxle**

4.00 Credits

*Prerequisite(s): AUT 122*

Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service are included. Electronic controls related to transmission/transaxle operation are discussed. Topics include: fundamentals of manual transmission/transaxle operation; diagnostic techniques; and clutch system operation, diagnosis and repair.

**AUT 140 Electronic Engine Control Systems**

7.00 Credits

*Prerequisite(s): AUT 128*

Introduces concept of electronic engine control. Topics include: On-Board Diagnostics (OBD) to include requirements and monitoring technology, diagnostic trouble code definitions, essentials of drive ability diagnosis, and data interpretation using a scanner.

**AUT 142 Climate Control Systems**

6.00 Credits

*Prerequisite(s): AUT 122*

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: Basic principles of refrigeration/heating/air management and controls; climate control operation; and climate control diagnosis and service.

**AUT 144 Introduction to Automatic Transmissions**

4.00 Credits

*Prerequisite(s): AUT 122*

Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include: automatic transmission hydraulic/mechanical theory, automatic transmission service, and exterior adjustments.

**AUT 210 Automatic Transmission Repair**

7.00 Credits

*Prerequisite(s): AUT 144*

Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include: automatic transmission hydraulic/mechanical operation, diagnosis of automatic transmission mechanical and hydraulic related problems, and automatic transmission proper repair procedures.

**AUT 212 Advanced Electronic Transmission Diagnosis**

4.00 Credits

*Prerequisite(s): AUT 210*

Introduces automatic transmission hydraulic/mechanical and electronic diagnosis and repair. Topics include: electrically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis repair.

**AUT 214 Advanced Electronic Controlled Brake Systems**

4.00 Credits

*Prerequisite(s): AUT 130*

Introduces Anti-lock Brake System (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: general Brake and anti-lock Brake system locations, components, and operation.

**AUT 216 Advanced Electronic Controlled Suspension and Steering**

4.00 Credits

*Prerequisite(s): AUT 132*

Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include: electronic steering systems diagnosis and adjustment/repair, and diagnosis of electrical and electronic controlled steering and suspension systems.



**AUT 218 Advanced Electronic Engine Control Systems**

4.00 Credits

*Prerequisite(s): AUT 140*

Introduces On-Board Diagnosis II (OBD II), California Air Research Board (CARB) requirements and monitoring technology, diagnostic trouble code definitions, and essentials of advanced drivability diagnosis and data interpretation using a scanner. Topics include: advanced electronic engine controls, OBD II requirements, OBD II operation and diagnosis/testing, CARB requirements, and test equipment.

**AUT 220 Automotive Internship**

6.00 Credits

*Prerequisite(s): All Coursework*

Provides students work experience in the occupational environment. Topics include: application of automotive technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

**BIO 193 Anatomy and Physiology I**

5.00 Credits

*Prerequisite(s): Provisional admission - Test Scores*

Introduces students to 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, the integumentary system, the skeletal system, the muscular system, the respiratory system, the digestive system, and the urinary system. Laboratory experience supports classroom learning.

**BIO 194 Anatomy and Physiology II**

5.00 Credits

*Prerequisite(s): BIO 193*

Continues the study of the anatomy and physiology of the human body. Topics include: the reproductive system, the cardiovascular system, the blood and lymphatic system, the nervous and sensory systems, the endocrine system, and the immune system. Laboratory experience supports classroom learning.

**BIO 197 Introductory Microbiology**

5.00 Credits

*Prerequisite/Co requisite(s): BIO 193*

Provides students with a foundation in basic microbiology with emphasis on infectious diseases. Topics include: characterization, classification, and description of microorganisms; use of compound microscope; morphology and fine structure of bacteria; gram positive and gram negative bacteria; reproduction and growth

of bacteria; viral diseases; host/parasite relationship; host defense mechanisms; epidemiology; antimicrobial and chemotherapeutic agents; control of microorganisms; and laboratory safety. Laboratory experience supports classroom learning.

### **BMI 232 Medical Equipment Function and Operation I**

4.00 Credits

*Prerequisite: Provisional admission*

*Co requisite(s): AHS 101, AHS 109, BMI 233*

Introduces the study of electromechanical systems currently in use throughout the health care field. Provides an overview of typical biomedical instruments used in the field. Topics include: monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

### **BMI 233 Internship for Medical Systems I**

5.00 Credits

*Prerequisite: Provisional admission*

*Co requisite(s): BMI 232*

Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

### **BMI 242 Medical Equipment Function and Operation II**

5.00 Credits

*Prerequisite: BMI 232*

This is an ABET engineering level course which continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

### **BMI 243 Internship for Medical Systems II**

5.00 Credits

*Prerequisite: BMI 233*

This is an ABET engineering level course which continues student on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisory and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics

include: problem solving, use of proper interpersonal skills, interpreting, work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating costs, and professional development.

### **BUS 100 Keyboarding/Basic Typewriting**

3.00 Credits

*Prerequisite: Provisional admission (Students who do not have confirmed keyboarding skills should take this course.)*

Introduces the touch system of keyboarding placing emphasis on correct techniques and mastery of the keyboard. Students attain a minimum typing speed of 30 words per minute with a minimum of five errors on a five-minute keyboarding test. Topics include learning the keyboard, building speed and accuracy. Laboratory practice parallels class instruction.

### **BUS 101 Beginning Document Processing**

5.00 Credits

*Prerequisite(s): Provisional admission, BUS 100 or confirmed keyboarding skills*

Introduces the touch system of keyboarding placing emphasis on correct techniques, mastery of the keyboard, and simple business correspondence. Students attain a minimum typing speed of 35 words per minute with a maximum of five errors on a 5-minute timed keyboarding test. Topics include: equipment care, symbols, keyboarding skills, formatting correspondence, and proofreading. Laboratory practice parallels class instruction.

### **BUS 102 Intermediate Document Processing**

5.00 Credits

*Prerequisite(s): BUS 101*

Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Students attain a minimum typing speed of 40 words per minute with a maximum of five errors on a 5-minute timed keyboarding test. Topics include: building speed and accuracy, integrated projects/applications, decision making, language arts, and proofreading. Laboratory practice parallels class instruction.

### **BUS 103 Advanced Document Processing**

5.00 Credits

*Prerequisite(s): BUS 102, ENG 111*

Continues the development of increased keyboarding speed and accuracy with mastery of complex document production. Students attain a minimum typing speed of 50 words per minute with a maximum of five errors on a 5-minute timed keyboarding test. Topics include: equipment care, advanced keyboarding skills, decision making, communication skills, complex formats and styles, proofreading, mailability, and production keyboarding. Laboratory practice parallels class instruction.

**BUS 105 Database Fundamentals**

3.00 Credits

*Prerequisite(s): Program admission, SCT 100*

Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: data entry, data access, data manipulation, database creation, and file documentation.

**BUS 106 Office Procedures**

5.00 Credits

*Prerequisite/Co requisite(s): Program Admission, BUS 101*

Emphasizes essential skills required for the typical office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, office mail, references, records management, and travel and meeting arrangements.

**BUS 107 Machine Transcription**

3.00 Credits

*Prerequisite(s): BUS 102, SCT 100, ENG 111 (Diploma), or Eng 191 (Degree)*

Emphasizes transcribing mailable documents from dictation word processor software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

**BUS 108 Word Processing**

7.00 Credits

*Prerequisite(s): Program admission, BUS 101, SCT 100*

Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: equipment and supplies maintenance and usage, work area management, word processing software, and productivity.

**BUS 201 Advanced Word Processing**

3.00 Credits

*Prerequisite(s): BUS 108, ENG 111 (Diploma) or ENG 191 (Degree)*

Provides instruction in advanced word processing. Topics include: word processing concepts and applications and proofreading.

**BUS 202 Spreadsheet Fundamentals**

3.00 Credits

*Prerequisite(s): Program Admission, SCT 100, MAT 111 (Diploma) or MAT 191 (Degree)*

Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet creation, data entry, entry modifications, computation using functions, charts and graphs, and printing.

**BUS 204 Half-time Business Office Specialist Internship**

6.00 Credits

*Prerequisite(s): Successful completion of all required coursework.*

Provides student work experience in a professional environment. Topics include: applying classroom knowledge and skills, working environment functions and listening and following directions. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUS 205 Half-time Medical Office Specialist Internship**

6.00 Credits

*Prerequisite(s): Successful completion of all required coursework.*

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 and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUS 211 Medical Terminology**

4.00 Credits

*Prerequisite(s): Admission to Program*

Introduces the basic spelling and pronunciation of medical terms and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: work analysis, word elements, spelling, pronunciation, and semantics.

**BUS 212 Anatomy and Terminology**

5.00 Credits

*Prerequisite(s): BUS 211*

Introduces the structures and functions of the human body including medical terminology. Topics include: body structures, body functions, and medical terminology.

**BUS 213 Medical Document Processing/Transcription**

5.00 Credits

*Prerequisite(s): BUS 102, BUS 211, ENG 111*

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/ transcription speed and accuracy, resource utilization, and pronunciation.

**BUS 216 Medical Office Procedures**

5.00 Credits

*Prerequisite(s): BUS 102, BUS 212*

Emphasizes essential skills required for the medical office. Topics include: medical law and ethics, patient relations/human relations, medical records management, scheduling appointments, pegboard accounting, health insurance, and billing/ collection.

**BUS 226 Medical Office Billing/Coding/Insurance**

5.00 Credits

*Prerequisite: BUS 101, BUS 211, BUS 212, ENG 111*

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 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, guidelines and conventions; coding techniques; formats of the ICD-9 and CPT manuals; health insurance; billing and collections.

**CHM 191 Chemistry I**

5.00 Credits

*Prerequisite(s): Program admission level algebra achievement*

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include: measurement, atomic structure chemical bonding, physical states of matter, nomenclature, and stoichiometry.

**CHM 192 Chemistry II**

5.00 Credits

*Prerequisite(s): CHM 191*

Continues the exploration of basic chemical principles and concepts. Topics include: equilibrium theory, solution chemistry, acid-base theory, and nuclear chemistry.

**CIS 103 Operating Systems Concepts**

6.00 Credits

*Prerequisite(s): SCT 100*

Provides an overview of operating systems functions and commands that are necessary in micro/mainframe computer working environment. Topics include: multiprogramming, multi-user systems, data communications, utilities, task control languages, allocation of system resources, and networking.

**CIS 105 Program Design and Development**

5.00 Credits

*Prerequisite/Co requisite(s): CIS 106*

Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudo code. Topics include: problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure.

**CIS 106 Computer Concepts**

5.00 Credits

*Prerequisite(s): SCT 100*

Provides an overview of computers and information processing. Topics include; computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

**CIS 122 Microcomputer Installation & Maintenance**

7.00 Credits

*Prerequisite(s): An Operating System Course*

Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: installing hardware and software, teardown and reassembly, troubleshooting, upgrading, and maintenance.

**CIS 124 Microcomputer Database Programming**

7.00 Credits

*Co requisite(s): CIS 105, CIS 128*

Provides a study of database programming using microcomputer database management systems (DBMS) software packages. Topics include: development of systems, structured programming techniques, data editing, and output design.

**CIS 127 Word Processing and Desktop Publishing Techniques**

6.00 Credits

*Prerequisite(s): SCT 100*

Provides a study of word processing and desktop publishing. Topics include: word processing fundamentals, desktop publishing fundamentals, advanced word processing concepts, development of macros, and presentation graphic fundamentals.

**CIS155 Working with Microsoft Windows Software**

3.00 Credits

*Prerequisite: None*

Provides the interface concepts of Microsoft Windows software and the opportunity to develop software application skill in a wide range of business situations. Topics include: getting started with Microsoft Windows, managing programs and files with Microsoft Windows, using Microsoft Windows "Write" and "Paintbrush" features, data transfer with Microsoft Windows, printing with Microsoft Windows, and customizing with Microsoft Windows.

**CIS 156 Introduction to the Internet and Wide Area Networks**

5.00 Credits

*Prerequisite(s): SCT 100*

Introduces the Internet, a nationwide computer network that links colleges, businesses, and government agencies. Provides an excellent opportunity to understand, investigate and explore the Internet and related wide area networks. The student will learn how to connect a PC to the Internet as well as how to use communications software to access the many resources available on the network. Topics include: network fundamentals, Internet concepts, electronic mail, file transfer protocol (FTP), Telnet, Internet gophers, and information services.

**CIS 157 (Elective) Introduction to Windows Programming Using Microsoft Visual Basic**

7.00 Credits

*Co-requisite(s): CIS 105*

Introduces the student to Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include: Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing, and incorporating graphics.



## **CIS 173 PC Operating Systems Concepts**

6.00 Credits

*Prerequisite/Corequisite: CIS 106*

Provides a study of underlying command prompt functions in personal computer (PC) operating systems in terms of its functions and structure, for managing files and directories, and running programs. It also includes navigating through the operating system from command line prompts and procedures for accessing and retrieving information. Provides a study of installing, configuring and upgrading PC operating systems. This includes a study of system boot sequences and minimum hardware requirements. Provides a study of diagnosing and troubleshooting common problems relating to PC Operating systems. This includes understanding normal operation and symptoms relating to common problems. Provides a study of network capabilities of PC operating systems and how to connect to networks on the client side, including what the Internet is about, its capabilities, basic concepts relating to Internet access and generic procedures for system setup. The scope of this topic is only what is needed on the client side to connect to a network.

## **CIS 252 Intro to JAVA Programming**

7.00 Credits

*Prerequisite: CIS 106, CIS 105*

Course designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

## **CIS 276 Advanced Switches and Routers**

6.00 Credits

*Prerequisite(s): CIS 142, CIS 258*

Provides advanced knowledge and applications of switches and routers. Topics include: LAN Switching, VLANs, LAN Design, IGRP, Access List, and Novell IPX.

## **CIS 277 WAN Design**

6.00 Credits

*Prerequisite(s): CIS 276, CIS 142, CIS 258*

Provides advanced knowledge and applications of designing a wide area network. Topics include: Wide Area Networking, WAN Design, Point-to-Point Protocol, ISDN, and Frame Relay.

**CIS 286 A+ Preparation**

7.00 Credits

*Prerequisite: CIS122*

Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include: A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.

**CIS 1140 Networking Fundamentals**

6.00 Credits

*Prerequisite: Advisor approval*

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network+. Covers a wide range of material about networking, from careers in networking to 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.

**CIS 2149 Implementing Microsoft Windows Professional**

6.00 Credits

*Prerequisite: A CIS level Operating system course and CIST 1140*

Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.

**CIS 2150 Implementing Microsoft Windows Server**

6.00 Credits

*Prerequisite: CIS 2149*

Provides the ability to implement, administrator, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.

**CIS 2153 Implementing Microsoft Windows Networking Infrastructure**

6.00 Credits

*Prerequisite: CIS 2150 or CIS 2152*

Provides students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

## **CIS 2154 Implementing Microsoft Windows Network Directory**

6.00 Credits

*Prerequisite: CIS 2153*

Provides students with knowledge and skills necessary to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

## **CIS 2228 Advanced Spreadsheets Techniques**

6.00 Credits

*Prerequisite: SCT 100*

Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets.

## **CIS 2229 Advanced Database Techniques**

6.00 Credits

*Prerequisite: SCT 100*

Provides a study of databases. Topics include: advanced database management concepts, development of macros, data integration concepts, development of user interfaces, relational database concepts, troubleshooting databases.

## **CIS 2261 JavaScript Fundamentals**

4.00 Credits

*Prerequisite: CIS 2251*

JavaScript Fundamentals teaches developers how to use the features of the JavaScript language and the Netscape Navigator browser. Students learn how to write JavaScript programs that can be plugged into Web pages or customized, and examine advanced issues such as debugging techniques and JavaScript security.

## **CIS 2271 Fundamentals of CGI Programming using PERL**

4.00 Credits

*Prerequisite: CIS 2201*

Fundamentals of CGI Programming using PERL and server-Side Scripting teach students how to use Common Gateway Interface (CGI) PERL programs and scripts on a Web server. Students will learn how to write print-to-screen scripts, customize Web page hit counters, create and use business forms that interface with text files, manipulate data in a database, work with a relations database via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI. A survey of other products such as Microsoft Active Server Pages, Netscape LiveWire, and

Cold Fusion by Allaire will be discussed. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

### **CIS 2281 Database Connectivity**

7.00 Credits

*Prerequisite:* CIS 2191

Database Connectivity teaches students how to manipulate data in a database, work with relational database via Open Database Connectivity (ODBC) and learn how to work with different database systems. Students will learn to install and configure Cold Fusion, or equivalent software, and use the system to develop forms and applications to interact with file systems, e-mail and database servers.

### **CIS 2321 Introduction to LAN and WAN**

6.00 Credits

*Prerequisite:* SCT 100

Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

### **CIS 2322 Introduction to WANs and Routing**

6.00 Credits

*Prerequisite(s):* CIS 2321

This course provides instruction on performing basic router configuration and troubleshooting.

### **CIS 2554 Introduction to Linux/UNIX**

6.00 Credits

*Prerequisite(s):* CIS 106, SCT 100

This course introduces the Linux/UNIX operating system skills necessary to perform entry-level user functions. Topics include: History of Linux/UNIX, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, Linux/UNIX manual help pages, using the Linux/UNIX graphical desktop, and command options.

In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory, and changing directory locations.

### **CLT 101 Intro-Clinical Lab Technology**

5.00 Credits

*Prerequisite(s): Program admission*

Introduces students to the terms, concepts, procedures, and equipment used in a professional medical laboratory. Topics include: professional ethics and regulatory agencies; basic laboratory safety, equipment, and techniques; phlebotomy/specimen processing, infection control; quality control concepts, and application of the computer in medical laboratories.

### **CLT 103 Urinalysis/Body Fluids**

3.00 Credits

*Prerequisite(s): BIO 193, BIO 194, AHS 104, CLT 101*

Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnoses. Topics include: theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation; special urinalysis and related testing; body fluids tests; safety and quality control.

### **CLT 104 Hematology/Coagulation**

8.00 Credits

*Prerequisite(s): BIO 193, BIO 194, AHS 104, MAT 191 or MAT 196, CLT 101*

Introduces the fundamentals of formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical levels blood cell dyscrasias, safety, and quality control.

### **CLT 105 Serology/Immunology**

3.00 Credits

*Prerequisite(s): BIO 193, BIO 194, AHS 104, MAT 191 or MAT 196, CLT 101*

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, common serological techniques, safety and quality control.

**CLT 106 Immunohematology**

7.00 Credits

*Prerequisite(s): CLT 105*

Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical implications, immunology, donor unit collection, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control.

**CLT 107 Clinical Chemistry**

7.00 Credits

*Prerequisite(s): BIO 193, BIO 194, CHM 191, CHM 192, MAT 191 or MAT 196, CLT 101*

Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control.

**CLT 108 Microbiology**

8.00 Credits

*Prerequisite(s): AHS 104, BIO 193, BIO 194, CHM 191, CHM 192, MAT 191 or MAT 196, CLT 101*

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals, basic techniques, clinical bacteriology, antimicrobial sensitivity, safety and quality control parasitology, mycology, mycobacteriology, and virology.

**CLT 109 Clinical Phlebotomy, Urinalysis, & Serology Practicum**

4.00 Credits

*Prerequisite/Co requisite(s): CLT 101, CLT 103, CLT 105*

Provides student with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: basic and specialized urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety, and quality control. The clinical practicum is implemented through the use of written training plans, written performance evaluation and coordinated supervision.

**CLT 110 Clinical Immunohematology Practicum**

6.00 Credits

*Prerequisite/Co requisite(s): CLT 106*

Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: specimen processing, slide and tube immunological techniques, criteria for special techniques, component therapy practices, transfusion complications, management of disease states, records and reagent quality control, equipment and safety, and regulatory accrediting agency standards. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**CLT 111 Clinical Hematology/Coagulation Practicum**

6.00 Credits

*Prerequisite/Co requisite(s): CLT 104*

Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: complete blood counts and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical levels; instrumentation; safety, and quality control. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**CLT 112 Clinical Microbiology Practicum**

6.00 Credits

*Prerequisite/Co requisite(s): CLT 108*

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; antimicrobial sensitivity testing; media preparation; safety, quality control and special areas such as mycology, mycobacteriology, virology, fluorescent antibody techniques, and parasitology. The clinical practicum is implemented through the use of written training plans, written performance evaluation and coordinated supervision.

**CLT 113 Clinical Chemistry Practicum**

6.00 Credits

*Prerequisite/Co-requisite(s): CLT 107*

Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immunochemistry; special chemistry; safety, and quality control; correlation of test results to disease states and critical levels; and instrumentation. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**CLT 118 CLT Licensure Review I**

1.00 Credits

*Prerequisite(s): CLT 101, CLT 103, CLT 104, CLT 105, CLT 106, CLT 107, CLT 108**Co-requisite(s): CLT 109, CLT 110, CLT 111, CLT 112, CLT 113*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include: Review of: professional ethics, regulatory agencies, safety, and fundamental techniques; Phlebotomy and specimen processing; Infection control; Quality control; Computers in the lab; Urinalysis/Body Fluids—theory, tests, correction; Hematology—RE system, blood count, differential, correlation of test results to disease, instrumentation, coagulation, fibrinolysis, critical levels and blood cell dyscrasias; Immunology/Serology—immune system, antigen-antibody reactions, diseases of immune system, serological techniques, genetic theory, and correlation of results to disease.

**CLT 119 CLT Licensure Review II**

1.00 Credits

*Prerequisite(s): CLT 101, CLT 103, CLT 104, CLT 105, CLT 106, CLT 107, CLT 108**Co-requisite(s): CLT 109, CLT 110, CLT 111, CLT 112, CLT 113*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include: Review of: Immunohematology—Donor unit collection and storage; Pretransfusion testing; transfusion reactions, and management of diseases; Clinical chemistry—Carbohydrates, Electrolytes, Acid-base balance, Nitrogenous compounds, Enzymes, Endocrinology, Liver functions, Lipids, Toxicology and drug monitoring; Microbiology—Fundamentals and basic techniques, identification of bacteria, anti-microbial sensitivity, disease correlation to organisms, parasitology, mycology, mycobacteriology, and virology.



**CNA 100 Patient Care Fundamentals**

8.00 Credits

*Prerequisite(s): None*

Introduction to Certified Nurse Assistant Fundamentals; the role and responsibilities of the CNA in a health care setting; Emphasis on basic health care techniques, legalities, ethics and safety. This course is the equivalent of GRN 110 Patient Care Fundamentals.

**COL 099 College Success**

3.00 Institutional Credits

*Prerequisite(s): None*

To introduce the student to college survival techniques including personal empowerment, study skills, stress management, professional relationships, and the college process. Topics include: Personal Empowerment, Study Skills, Stress Management, Professional Relationships, and College Life.

**COS 100 Intro to Cosmetology Theory**

5.00 Credits

*Prerequisite(s): None*

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and anatomy and physiology.

**COS 101 Introduction - Permanent Waving & Chemical Relaxing**

2.00 Credits

*Prerequisite(s): COS 100, MAT 101*

Introduces the chemistry and chemical reaction of permanent wave solutions and relaxers. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, and permanent wave and chemical relaxer application procedures on manikins.

**COS 103 Intro to Skin, Scalp, and Hair**

2.00 Credits

*Prerequisite/Co requisite(s): COS 100*

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: basic corrective hair and scalp treatments, plain facial, products and supplies, diseases and disorders, and safety practices.

**COS 105 Intro-Shampooing & Styling**

4.00 Credits

*Prerequisite(s): COS 100*

Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, finger waves, roller placement, and comb-outs. Laboratory training includes styling training to total 20 hours on manikin and 25 hours on live models without compensation. Topics include: braiding, intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pin curls, roller placement, finger waves, comb-out's techniques, skip waves, ridge curls, and safety precautions.

**COS 106 Introduction to Haircutting**

3.00 Credits

*Prerequisite(s): COS 100*

Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: haircutting terminology, safety, decontamination and precautions, cutting implements, haircutting techniques, client consultation, and head/hair/body analysis.

**COS 108 Permanent Waving and Relaxing**

3.00 Credits

*Prerequisite(s): COS 101*

Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.

**COS 109 Hair Color**

6.00 Credits

*Prerequisite(s): COS 100, COS 101, COS 103, COS 105, COS 106, COS 108*

Presents the application of temporary, semi-permanent, deposit only, and permanent hair coloring and decolorization products. Topics include: basic color concepts, classifications of color, safety precautions, consultation, communication and record of release forms, product knowledge, special problems in hair color and corrective coloring, and special effects.

**COS 110 Skin, Scalp and Hair**

3.00 Credits

*Prerequisite(s): COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109*

Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, corrective hair and scalp treatments,

facial procedures and manipulations, and safety precautions, cosmetic chemistry/products and supplies, and treatment theory: electrotherapy, electricity and light therapy.

### **COS 111 Styling**

3.00 Credits

*Prerequisite/Co requisite(s): COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109, COS 110*

Continues the theory and application of hairstyling and introduces thermal techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.

### **COS 112 Manicuring and Pedicuring**

3.00 Credits

*Prerequisite/Co requisite(s): COS 100*

Provides manicuring and pedicuring experience on live models. Topics include: implements, products and supplies, hand and foot anatomy, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions, and advanced nail techniques (wraps/tips/acrylics).

### **COS 113 Practicum I**

4.00 Credits

*Prerequisite/Co requisite(s): COS 108, COS 109, COS 110, COS 111, COS 112*

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 and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

### **COS 114 Practicum II**

8.00 Credits

*Prerequisite/Co requisite(s): COS 113*

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 and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail

techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment).

### **COS 115 Practicum/Internship I**

4.00 Credits

*Prerequisite/Co requisite(s): COS 113, COS 114*

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 credit requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. The maximum number of internship hours for this course is 50 clock hours. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure; advance nail technique; reception; safety precautions; and Hazardous Duty Standards Act compliance.

### **COS 116 Practicum/Internship II**

5.00 Credits

*Prerequisite/Co requisite(s): COS 115*

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 or in a combination of a laboratory setting and an approved internship facility. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure; advance nail techniques; reception; safety precautions; decontamination; Hazardous Duty Standards Act compliance, and state licensure preparation.

### **COS 117 Salon/Shop Management**

4.00 Credits

*Prerequisite(s): COS 100 and Program admission*

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, career development and client retention. It also includes practical skill application and overall subject content review for state board exam readiness.

**COS 152 State Board Preparation**

2.00 Credits

Prerequisite/Co requisite: COS 115/116

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 or classroom. Topics include: permanent waving and relaxers; hair color and pre-lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; safety precautions/decontamination; Hazardous Duty Standards Act compliance; analysis of licensure preparation; and theory review.

**CRJ 101 Introduction to Criminal Justice Technology**

5.00 Credits

*Prerequisite(s): Provisional admission*

Examines the emergence, progress, and problems 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.

**CRJ 103 Corrections**

5.00 Credits

*Prerequisite(s): Provisional admission*

Provides an overview 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 pre-release programs; alternative sentencing; rehabilitation; community involvement; and staffing.

**CRJ 104 Principles of Law Enforcement**

5.00 Credits

*Prerequisite(s): Provisional admission*

Examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. 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.

**CRJ 105 Introduction to Criminal Procedure**

5.00 Credits

*Prerequisite(s): CRJ 101*

Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice /overview of Constitutional Law.

**CRJ 121 - Introduction to Private Security**

5.0 Credits

*Prerequisite(s): Provisional admission*

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: Security Systems at Work; Putting It All Together, and Challenges Facing the Security Profession in the 1990's and beyond.

**CRJ 152 Police Administration**

5.00 Credits

*Prerequisite(s): Provisional admission*

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and interagency non-communication. Topics include: environmental management, human resources, and organizational concerns.

**CRJ 158 - Fundamental Issues in Policing**

5.0 Credits

*Prerequisite(s): Provisional admission*

This course examines the fundamental issues within the occupation of policing. Emphasis is placed on ethics and professionalism, civil liability, interpersonal communications, mental health, substance abuse, health and wellness, equipment preparation, vehicle pullovers, and emergency vehicle operations. Topics include: occupational standards, health related hazards, and daily preparedness.

**CRJ 162 - Methods of Criminal Investigation**

5.0 Credits

*Prerequisite(s): Provisional admission*

Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and interrogation, and preparation and presentation of evidence in court. Topics include: Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

**CRJ 165 Community-Oriented Policing**

5.0 Credits

*Prerequisite(s): CRJ 104*

Presents the fundamentals for the community-oriented policing philosophy. Topics include: 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; organizational mental and physical restructuring; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies.

**CRJ 168 Criminal Law**

5.0 Credits

*Prerequisite(s): Program admission*

This course emphasizes the historical development of criminal law in the United States and the current status of Georgia Criminal Law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A.), with primary emphasis on the criminal and traffic codes.

**CRJ 202 Introduction to Constitutional Law**

5.00 Credits

*Prerequisite(s): CRJ 101*

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 Constitution, and Bill of Rights and the Constitutional Amendments.

**CRJ 207 Introduction to Juvenile Justice**

5.00 Credits

*Prerequisite(s): CRJ 101*

*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.*

**CRJ 209 Criminal Justice Technology Practicum/Internship**

5.00 Credits

*Prerequisite(s):* Completion of all required courses.

Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: observation and/or participation in law enforcement activities, law enforcement theory applications, and independent study project.

**CRJ 211 Homeland Security**

5.0 Credits

*Prerequisite(s): Provisional admission*

This course examines the critical issues involved in information management concepts related to the six critical homeland security mission areas. Students will analyze threat and vulnerability information, risk assessment, and crisis management and will discuss functions, responsibilities and policy related to information systems and the importance of integration of these systems and sharing of information.

**CRJ 212 Ethics in Criminal Justice**

5.0 Credits

*Prerequisite(s): Program admission*

This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics.



**DDF 101 Introduction to Drafting**

6.00 Credits

*Prerequisite(s): None*

Emphasizes the development of fundamental drafting techniques. Topics include: terminology, drafting equipment care and use, lettering, line relationships, and geometric construction.

**DDF 102 Size and Shape Description I**

5.00 Credits

*Prerequisite/co requisite: DDF 101*

Provides multiview and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include: multiview drawing and sketching in pencil and/or ink, precision measurement, tolerances and fits, and basic dimensioning procedures and practices.

**DDF 103 Size and Shape Description II**

5.00 Credits

*Prerequisite/co requisite: DDF 102*

Continues dimensioning skill development and introduces sectional views. Topics include: advanced dimensioning practices and development of section views in pencil and/or ink.

**DDF 105 Auxiliary Views**

3.00 Credits

*Prerequisite/co requisite: DDF 103*

Introduces techniques necessary for auxiliary view drawings. Topics include: primary and secondary auxiliary views in pencil and/or ink.

**DDF 106 Fasteners**

6.00 Credits

*Prerequisite/co requisite: DDF 105*

Provides knowledge and skills necessary to draw and specify fasteners. Topics include: types, representations, and specification of threads; drawing of fasteners; use of technical reference sources; and use of welding symbols.

**DDF 107 CAD Fundamentals**

6.00 Credits

*Prerequisite/co requisite: SCT 100, DDF 102*

Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include: terminology, CAD commands, basic entities, and basic drafting applications.

**DDF 108 Intersections & Development**

5.00 Credits

*Prerequisite/co requisite: DDF 103, MAT 104*

Introduces the graphic description of objects represented by the intersection of geometric components. Topics include: surface development; establishment of true length; and intersections of lines, planes, prisms, pyramids, curved surfaces, and cylinders and cones.

**DDF 109 Assembly Drawings I**

5.00 Credits

*Prerequisite/co requisite: DDF 108*

Provides knowledge and skills necessary to make working drawings. Topics include: technical reference source use, detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

**DDF 111 Intermediate CAD**

6.00 Credits

*Prerequisite/co requisite: DDF 107, MAT 104*

Continues developing CAD utilization skills in discipline-specific applications. Topics include: intermediate CAD commands, entity management, advanced line construction, clock construction and management, command reference customization, advanced entity manipulation, and system variables.

**DDF 112 3-D Drawing and Modeling**

6.00 Credits

*Prerequisite(s): DDF 111*

Continues developing CAD utilization skills in discipline-specific applications. Topics include: advanced CAD commands, CAD applications, macro utilization, application utilization, 3-D modeling, rendering, advanced application utilization, and pictorial drawings.

**DDF 120 Introduction to Animation**

6.0 credits

*Prerequisite(s): DDF 125, DDF 135*

Introduces students to the various techniques used to create 3D animations. Additionally, students will create animations utilizing digital lighting, materials, and other animation effects. Topics include: using various controllers, camera matching and tracking, hierarchy linking and inverse kinematics, mechanical motion, basic bone creation, and basic caricature creation.

**DDF 125 Digital Lighting**

6.00 credits

*Prerequisite(s): DDF133*

Introduces students to more advanced techniques in lighting and rendering of computer-generated art and animations. Students will learn how to incorporate lighting affects into animation and still renderings. Topics include: lighting workflow, three point lighting, shadows, quality of light, and basic materials and rendering.

**DDF133 Introduction to 3D Studio Max or Viz**

6.00 credits

*Prerequisite(s): SCT100*

Introduces students to the fundamentals of 3D Studio Max or 3D Studio Viz. Topics include: basic program operation, modeling, modifiers, primitives and shapes, model animation, and basic lighting and camera operation.

**DDF 135 Materials for 3D Modeling**

6.00 credits

*Prerequisite(s): DDF133, VCM136 or Photoshop Course*

Introduces students to basic and advanced materials for use in 3D Studio Max or 3D Studiiz. Topics include: material creation and application, types of materials, shaders, material libraries, and maps.

**DDS 201 Strength of Materials**

5.00 Credits

*Prerequisite/co requisite: ENG 101, MAT 104*

Continues the development of assembly drawing skills. Topics include: technical reference source use, in-depth detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

**DDS 203 Surveying I**

3.00 Credits

*Prerequisite/co requisite: DDF 107, MAT 104*

Introduces fundamental plane surveying concepts, instruments and techniques. Topics include: linear measurement; angles, bearings, and directions; and use of instruments such as transits, theodolites, levels, and electronic distance meters.

**DDS 205 Residential Architectural Drawing I**

6.00 Credits

*Prerequisite/co requisite: DDS 201, ENG 101, MAT 104, DDF 111, DDF 112*

Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include: floor, footing, and foundation plans; interior and exterior elevations; sections and details; window, door and finish schedules; site plans; and specifications.

**DDS 207 Mechanical Systems for Architecture**

3.00 Credits

*Prerequisite/co requisite: DDS 205*

Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include: heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.

**DDS 208 Residential Architectural Drawing II**

6.00 Credits

*Prerequisite/co requisite: DDS 205*

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door and finish schedules; site plans; specifications; and mechanical and electrical systems.

**DDS 209 Structural Steel Detailing**

6.00 Credits

*Prerequisite(s): DDF 110*

Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction in actual job placement or practicum experience. Topics include: office practices; steel shapes; beam reaction; framed connections; seated connections; and columns, base plates, and splices; use of proper interpersonal skills; and adaptability to the job setting.

**DDS 210 Commercial Architectural Drawing I**

6.00 Credits

*Prerequisite/co requisite: DDS 208, DDS 209 OR DDS 241*

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information in an actual job setting or practicum experience. Topics include: structural steel detailing, reflected ceiling plans, rear detailing, and all plans, specifications, sections and details, and schedules; use of proper interpersonal skills; and adaptability to the job setting.

**DDS 227 Jig, Fixture and Die Drawing**

6.00 Credits

*Prerequisite(s): DDF 110, DDF 112*

Introduces detailing of jigs, fixtures, and dies to meet industrial standards given required specifications. Topics include: multiview working drawing, tolerances, precision measurement and precision dimensioning practices, quality control, use of standard parts, and reference source utilization.

**DDS 229 Gears and Cams**

6.00 Credits

*Prerequisite(s): DDS 201, MAT 104*

Emphasizes calculation, specification development, and drawing of gear and cam systems to produce desired results. Topics include: reference utilization, solution for two unknowns, standard gear applications, standard cam applications, and gear ratios.

**DDS 241 Structural Steel Detailing O.B.I.**

6.00 Credits

*Prerequisite(s): DDF 111, DDF 112*

Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction in an actual job placement or practicum experience. Topics include: office practices; steel shapes; beam reactions; framed connections; seated connections; columns, base plates, and splices; use of proper interpersonal skills; and adaptability to the job setting.

**DDS 242 Commercial Architectural Drawing O.B.I.**

6.00 Credits

*Prerequisite/co requisite: DDS 208, DDS 209 or DDS 241*

Introduces commercial drawing skills necessary to produce construction drawings for floor plan information in an actual job setting or practicum experience. Topics include: structural steel detailing; reflected ceiling plans; rebar detailing; commercial construction drawing; use of proper interpersonal skills; and adaptability to the job setting.

**DIS 150 Directed Individual Study**

1-12 Credit Hours: 3 to 36 Lab Hours

*Prerequisite(s): None*

Provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicum's, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. Topics include: application of occupational/technical skills, adaptability to the work environment, and problem solving. Each course should be documented with a written agreement between the

instructor and the student detailing expected requirements. This course is offered with variable credits ranging from one quarter hour minimum to 12 quarter hour credit maximum. Credit hours are to be computed on the basis of three hours per week for the duration of a quarter equaling one quarter hour credit. This course is available to be used as an elective for students.

### **DMM 154 Working in the Warehousing Environment**

2.00 Credits

*Prerequisite(s): None*

This course includes the following objectives: Introduction to the CWDS Program, Introduction to Warehousing and Distribution Centers, Introduction to Business Principles, General Plant Safety, Learning for Success, Positive Work Ethic, and Managing Change.

### **DMM 156 Warehousing and Workforce Skills**

2.00 Credits

*Prerequisite(s): None*

This course includes the following objectives: Communication Skills, Working Together, Personal Wellness, Problem Solving, Positive Image, and Job Interview Skills.

### **DMM 158 Warehousing and Distribution Process**

4.00 Credits

*Prerequisite(s): None*

This course includes the following objectives: Warehousing and Distribution: Mission and Operations, Getting the Work Done: Key Warehousing Job Functions, Warehousing Productivity Measures, Computational Skills, and Tools for Excellence.

### **DMM 160 Warehousing Technology Skills**

3.00 Credits

*Prerequisite(s): None*

This course includes the following objectives: Powered Industrial Trucks, Processing Hazardous Materials, Palletizing, Protecting Materials and Merchandise, Waste Recovery, and Containment.

### **DMM 162 Representative Warehousing Skills**

4.00 Credits

*Prerequisite(s): None*

This course includes the following objectives: Warehouse Data Applications, Scanners and Data Entry, Handling Systems, Introduction to Computers and Automation, Methods of Inventory Management, Warehousing Simulation and Comprehensive Assessment.

**ECE 101 Introduction to Early Childhood Care and Education**

5.00 credits

*Prerequisite(s): Provisional admission*

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, career opportunities, work ethics, functioning in a team environment, guidance, transitional activities, program management, learning environment, cultural diversity, licensing and accreditation, and professional development file (portfolio).

**ECE 103 Human Growth and Development I**

5.00 credits

*Prerequisite(s): Provisional admission*

Introduces the student to the physical, social, emotional, and cognitive development of the young child (0 through 5 years of age). 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 providing positive guidance. Topics include: developmental characteristics, observation and recording theory and practice, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

**ECE 105 Health, Safety and Nutrition**

5.00 credits

*Prerequisite(s): Provisional admission*

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.

**ECE 112 Curriculum Development**

3.00 credits

*Prerequisite/Co requisite(s): ECE 101, ECE 103*

Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, and approaches to teaching, learning, and assessing.

**ECE 113 Art for Children**

3.00 credits

*Prerequisite(s): Provisional admission*

Introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities; planning and preparation of art experiences; appreciation of children's art processes and products; developmental stages in art; and art appreciation.

**ECE 114 Music and Movement**

3.00 credits

*Prerequisite(s): Provisional admission*

Introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster musical activity and creative movement. Topics include: spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; developmental stages of music; and music appreciation.

**ECE 115 Language Arts and Literature**

5.00 credits

*Prerequisite/co requisite: ECE 103*

Develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition.

**ECE 116 Math and Science**

5.00 credits

*Prerequisite/co requisite: ECE 103*

Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include: cognitive stages and developmental process in math and science, math and science activity planning, and development of math and science materials.

**ECE 121 Early Childhood Care and Education Practicum I**

3.00 credits

*Prerequisite(s): Departmental approval*

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include: good work habits, supervised



planning, interaction with children, parents, and co-workers, application of guidance techniques, classroom management, and documentation of child's development.

### **ECE 122 Early Childhood Care and Education Practicum II**

3.00 credits

*Prerequisite(s): Departmental approval*

Provides the student with the opportunity to gain additional supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. The course will emphasize planning and implementation of activities and physical, social, emotional, and cognitive development of the child. Practicum training topics include: good work habits, application of guidance techniques, human relations, program planning, and classroom management.

### **ECE 201 Exceptionalities**

5.00 credits

*Prerequisite(s): ECE 103*

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 special needs persons. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

### **ECE 202 Social Issues and Family Involvement**

5.00 credits

*Prerequisite(s): Program admission*

Enables the student to become familiar with the social issues that affect families of today and to develop a plan for coping with these issues as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics include: professional responsibilities, family/social issues, community resources, parent education and support, teacher-parent communication, community partnerships, social diversity and anti-bias issues, transitioning the child, and school family activities.

### **ECE 203 Human Growth and Development II**

5.00 credits

*Prerequisite(s): Provisional admission*

Introduces the student to the physical, social, emotional, and intellectual development of the school age child (6 to 12 years of age). Provides learning experiences related to the principles of human growth and development, and theories of

learning and behavior. Topics include: developmental characteristics, guidance techniques, developmentally appropriate practice, introduction to children with special needs, and observation skills.

### **ECE 211 Methods and Materials**

5.00 credits

*Prerequisite(s): ECE 112*

Develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include: instructional techniques, curriculum, materials for instruction, and learning environments.

### **ECE 212 Professional Practices**

5.00 credits

*Prerequisite(s): Provisional admission*

Develops skills and knowledge of professional practices applicable to programs for pre-kindergarten and school-aged children. Topics include: professional qualifications and professionalism.

### **ECE 217 Program Administration**

5.00 credits

*Prerequisite(s): Provisional admission*

Provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

### **ECE 221 Facility Management**

5.00 credits

*Prerequisite(s): Program Admission*

Provides training in early childhood facilities management. Topics include: space management, money management, and program, equipment and supplies management.

**ECE 222 Personnel Management**

5.00 credits

*Prerequisite(s): Program admission*

Provides training in personnel management in early childhood settings. Topics include: staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation.

**ECE 224 Early Childhood Care and Education Internship**

12.00 credits

*Prerequisite: Departmental approval*

Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development and resource file (portfolio) development.

**ECO 193 Macroeconomics**

5.00 Credits

*Pre/Co requisite: MAT 191*

Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies as they apply to everyday life. Topics include: basic economic principles; macro economic principles; macroeconomic theory; macroeconomic policy; money and banking; and the United States economy in perspective.

**ELG 101 Introduction to E-Learning**

2.00 Credits

*Prerequisite(s): Program Admission*

This course is an overview of e-learning and explores the theory and practice of online teaching and learning. This course is primarily geared towards professionals wishing to conduct teaching and learning using Internet-based technologies with learners. Emphasis is placed on preparing the instructor for online teaching and learning.

**ELG 111 E-Learning Instructional Design**

5.00 Credits

*Prerequisite(s): ELG 101*

This course introduces instructional design principles and relates the principles to the development of online courses. Participants will discuss concepts, ideas and strategies that lead to the effective design of an online course.

**ELG 115 E-Learning Design and Delivery Tools**

6.00 Credits

*Prerequisite(s): ELG 101, ELG 111*

This course explores some of the technology tools used to build and deliver online courses. The main emphasis of this course will be to introduce students to issues concerning the use of technology and the many tools that are available. The economical, technological, and pedagogical pros and cons of each technology will be discussed. Participants will learn how to choose what technologies to integrate into their online course based on sound pedagogical decisions.

**ELG 121 E-Learning Practicum**

3.00 Credits

*Prerequisite(s): ELG 101, ELG 111, ELG 115*

This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques utilized when developing an online course. This clinical practicum allows the student to develop an online course that incorporates a course content mapping process and the development of the following course materials: syllabus, course assignments, communication methods, and course assessments.

**ELT 106 Electrical Prints, Schematics & Symbols**

4.00 Credits

*Prerequisite(s): IFC 100, IFC 101*

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, and print reading.

**ELT 107 Commercial Wiring I**

5.00 Credits

*Prerequisite(s): ELT 106, ELT 121, IFC 100*

Introduces commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations, and safety.

**ELT 108 Commercial Wiring II**

5.00 Credits

*Co requisite(s): ELT 107*

Presents the study of three phase power systems, fundamentals of AC motor controls, and the basic transformer connections. Topics include: three phase power systems, fundamentals of AC motor control, transformer connections (single phase and three phase step down).

**ELT 109 Commercial Wiring III**

5.00 Credits

*Co requisite(s): ELT 107, ELT 108*

Presents the theory and practical application of conduit installation, system design, and related safety requirements. Topics include: conduit installation (E.M.T., thin wall, and hand bent), system design concepts, and safety procedures.

**ELT 111 Single Phase & Three Phase Motor**

5.00 Credits

*Prerequisite(s): ELT 119, IFC 100, IFC 101*

Introduces the fundamental theories and applications of single phase and three phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, National Electrical Manufacturers Association (NEMA) standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and N.E.C. requirements.

**ELT 112 Variable Speed/Low Voltage Controls**

3.00 Credits

*Co requisite(s): ELT 111*

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind autotransformers; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

**ELT 115 Diagnostic Troubleshooting**

3.00 Credits

*Prerequisite(s): Advisor's Approval*

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.

**ELT 116 Transformers**

4.00 Credits

*Prerequisite(s): ELT 119, IFC 101*

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory; types of transformers, National Electrical Code requirements, and safety precautions.

**ELT 117 NEC Industrial Applications**

4.00 Credits

*Co requisite(s): ELT 109*

Provides instruction in industrial application of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less), and safety precautions.

**ELT 118 Electrical Controls**

5.00 Credits

*Co requisite(s): ELT 108, ELT 111, ELT 112*

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, operation, and application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

**ELT 119 Electricity Principles**

4.00 Credits

*Prerequisite(s): IFC 100**Co requisite(s): MAT 101, IFC 101*

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and transformers.

**ELT 120 Residential Wiring I**

5.00 Credits

*Prerequisite(s): IFC 100**Co requisite(s): ELT 106, ELT 119, ELT 121, IFC 101*

Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop),

switch control of luminaries and receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets-ranges, cook tops, ovens, dryers, water heaters, sump pumps, etc., and sizing OCPD's (circuit breakers and fuses).

### **ELT 121 Residential Wiring II**

6.00 Credits

*Co requisite(s): ELT 120*

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations residential two-family service calculations load balancing, sub-panels and feeders, residential single-family service installation, residential two-family installation, concepts of electrical wiring applications such as cable TV and CATV installation, swimming pool installation, and remote control lighting and intercom installation.

### **ELT 122 Industrial PLC's**

6.00 Credits

*Prerequisite(s): ELT 111, ELT 112, ELT 118*

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installations and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

### **EMC 100 Introduction to the EMT Profession**

3 Credits

*Prerequisite: Program Admission*

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers Sections 1, 2, 3, and 4 of the NHTSA, National Standard Curriculum, EMT-Intermediate-1985. Topics include: basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediates, well being of the EMT-Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining access, and overviews of HazMat/MCI.

**EMC 103 Patient Assessment and Airway for the EMT**

3 Credits

*Prerequisite: Program Admission**Co requisite: EMC 100*

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 2 and 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Sections 5, 6, and 7. Topics include: Scene-Size Up, Initial Assessment, Focused History & Physical Exam for both Medical and Trauma Patients, Detailed Physical Exam, On-Going Assessment, Communications/Documentation, EMS communications for the EMT-I, airway, advanced airway and Basic/Advanced Airway Management.

**EMC 105 Medical/Behavioral & OB/  
Pediatric Emergencies for the EMT**

4 Credits

*Prerequisite: EMC 103*

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 4 and Module 6. Topics include general pharmacology, respiratory emergencies, cardiovascular emergencies, behavioral emergencies, ob/gyn emergencies, infants & children and patients with special needs.

**EMC 108 Trauma Emergencies and WMD Response**

2 Credits

*Co requisite: EMC 105*

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. Topics include: bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine and emergency medical response to WMD.

**EMC 110 Summative Evaluations for the EMT-Basic**

3 Credits

*Prerequisite: EMC 103*

This is the final course for those pursuing EMT-Basic Certification.



### **EMC 113 Pharmacology and Shock/Trauma Management for the EMT-Intermediate**

3 Credits

*Prerequisite:* EMC 100, EMC 103, EMC 105, EMC 108

*Co requisite:* EMC 110

The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics include: general pharmacology review, IV and IO therapy and shock/trauma assessment and management.

### **EMC 116 Hazardous Materials, Vehicle Extrication Process, Patient Assessment/Initial Management**

3 Credits

*Prerequisite:* EMC 113

This course covers the U.S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum. Topics include: hazardous material awareness level 1 (GEMA), patient handling (FTO), vehicle extrication lab (FTO) and general patient assessment and initial management.

### **EMC 119 Summative Evaluations for the EMT-Intermediate**

3 Credits

*Prerequisite:* EMC 113

*Co requisite:* EMC 116

This is the final course for those pursuing EMT-Intermediate Certification. The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This class will also contain a Comprehensive review of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum. The course will include a comprehensive written and practical exam that will serve to verify the students' competencies before being allowed to sit for the National Registry Intermediate-1985 Exam. Topics will include review of both the EMT-B 1994 and EMT-I 1985 Curricula. Assessment/Management Review for Trauma & Medical & OB/Peds and a NREMT examination review.

### **EMP 100 Interpersonal Relations and Professional Development**

3.00 Credits

*Prerequisite(s):* Provisional admission

Provides a study of 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, job retention skills, job advancement skills, and professional image skills.

**EMS 126 Introduction to Paramedic Profession**

3 Credits

*Prerequisite: Program Admission**Co requisite: AHS 101*

Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include: the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal consideration, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5 and Division 7, Section 1 and Division 8 sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

**EMS 127 Patient Assessment**

4 Credits

*Prerequisite: Program Admission**Co requisite: AHS 101*

Introduces the fundamental principles and skills involved in assessing the prehospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

**EMS 128- Applied Physiology and Pathophysiology**

3 Credits

*Prerequisite: Program Admission**Co requisite: AHS 101*

This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

### **EMS 129 Pharmacology**

4 Credits

*Prerequisite:* Program Admission

This unit is designed to help the Paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: Identification of drugs, drug calculations, drug administration techniques and procedures and drug safety and standard.

### **EMS 130 Respiratory Function and Management**

5 Credits

*Prerequisite:* AHS 101

*Co requisite:* EMS 126, EMS 127, EMS 128, EMS 129

This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illness in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

### **EMS 131 Trauma**

5 Credits

*Prerequisite:* AHS 101

*Co requisite:* EMS 126, EMS 127, EMS 128, EMS 129

This Unit is designed to introduce the student to assessment and management of the trauma patient, to include: systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Students should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

### **EMS 132 Cardiology I**

5 Credits

*Prerequisite:* EMS 126, EMS 127, EMS 128, EMS 129

Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will

be taught in Cardiology II. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

### **EMS 133 Cardiology II**

4 Credits

*Prerequisite:* EMS 126, EMS 127, EMS 128, EMS 129

*Co requisite:* EMS 132

This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) provider's course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

### **EMS 134 Medical Emergencies**

5 Credits

*Prerequisite:* AHS 101, EMS 126, EMS 127, EMS 128, EMS 129

Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include: epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology, assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include: public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

### **EMS 135 Maternal/Pediatric Emergencies**

5 Credits

*Prerequisite:* AHS 101, EMS 126, EMS 127, EMS 128, EMS 129

Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and Division 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

**EMS 136 Special Patients**

2 Credits

*Prerequisite: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129*

Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

**EMS 200 Clinical Application of Advanced Emergency Care**

10.00 Credits

*Prerequisite: Program Admission*

This course provides a range of clinical experiences for the student paramedic. To include clinical application of advanced emergency care.

**EMS 201 Summative Evaluation**

5 Credits

*Prerequisite: EMS 126, EMS 127, EMS 128, EMS 129, EMS 130, EMS 131, EMS 132, EMS 133, EMS 134, EMS 135, EMS 136**Co requisite: EMS 200*

Provides supervised clinical experience in the hospital and prehospital advanced life support settings to include: EMS leadership, summative case evaluations, EKG interpretation and pharmacology. This course also includes a comprehensive paramedic program examination and a board examination review.

**ENG 096 English II**

5.00 Institutional Credits

*Prerequisite(s): None*

Emphasizes the standard basic rules of grammar. Topics include: basic capitalization rules, end punctuation marks and commas, verb tenses, pronoun cases, identification of subjects and predicates, simple sentence structure, spelling, and written and oral reports.

**ENG 097 English III**

5.00 Institutional Credits

*Prerequisite(s): None*

Provide a smooth transition into communicating in writing. Topics include: basic grammar review, use of punctuation marks, use of capitalization, recognition of clauses and phrases, application of the rules of spelling, writing varied and complicated sentences, writing simple paragraphs, essays, and written and oral reports.

**ENG 098 English IV**

5.00 Institutional Credits

*Prerequisite(s): None*

Emphasizes the ability to communicate using written and oral methods. Topics include: construction of basic paragraphs; proofreading to eliminate errors in grammar, punctuation, and spelling; presenting written and oral reports.

**ENG 099 English V**

5.00 Institutional Credits

*Prerequisite(s): None*

Emphasizes the ability to speak and write clearly, concisely, and precisely. Topics include: basic grammar and punctuation review, basic paragraph review, effective sentence structure, composition fundamentals, and business letters and memos. Homework assignments reinforce classroom learning.

**ENG 101 English**

5.00 Credits

*Prerequisite(s): Program admission level language competency*

Emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing techniques used in selected readings, writing practice, editing and proofreading, research skills, and oral presentation skills. Homework assignments reinforce classroom learning.

**ENG 102 Technical Writing**

5.00 Credits

*Prerequisite(s): ENG 101*

Emphasizes practical knowledge of technical communication techniques, procedures, and reporting formats used in industry and business. Topics include: composition/grammar review, technical communications, construction of informal reports, business letters, oral reports, graphic use, information collection, and production of technical reports. Homework assignments reinforce classroom learning.

**ENG 111 Business English**

5.00 Credits

*Prerequisite(s): Program admission level language competency*

Emphasizes a functional and comprehensive review of English usage. Topics include: English grammar, sentence structure, and composition fundamentals.

**ENG 112 Business Communications**

5.00 Credits

*Prerequisite(s): BUS 101, ENG 111*

Provides knowledge and applications of written and oral communications found in business situations. Topics include: writing fundamentals and speaking fundamentals.

**ENG 191 Composition & Rhetoric**

5.00 Credits

*Prerequisite(s): Degree program admission level language competency*

This course emphasizes 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.

**ENG 193 Literature and Composition**

5.00 Credits

*Prerequisite(s): ENG 191*

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Student analyzes the form and content of literature and write about literature. Topics include reading and analysis of fiction, poetry, drama, and research and writing about literature.

**EST 100 Introduction to Esthetics**

5 Credits

*Prerequisite: Program Admission*

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.

**EST 101 Anatomy and Physiology of the Skin**

5 Credits

*Prerequisite: EST 100*

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, circulator system, endocrine system, excretory system, respiratory system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

**EST 102 Skin Care Procedures**

6 Credits

*Prerequisite: EST 101*

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, and reflexology.

**EST 103 Electricity & Facial Treatments with Machines**

7 Credits

*Prerequisite: EST 102*

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.

**EST 104 Introduction to Esthetics**

5 Credits

*Prerequisite: EST 103*

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.

**EST 105 Color Theory and Makeup**

4 Credits

*Prerequisite: EST 102**Co requisite: EST 103, EST 104*

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.

**EST 106 Practicum I**

6 Credits

*Prerequisite: EST 105*

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.



**EST 107 Practicum I**

6 Credits

*Prerequisite: EST 106*

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.

**GRN100 Understanding the Client**

3 credit hours

*Prerequisite(s): None*

Description of the aging client in the aging services network. Examination of sociological, psychological, and biological aspects of aging

**GRN101 Aging Services Environment**

3 credit hours

*Co requisite(s): GRN 100, GRN 110*

Description of the aging services environment including federal, state, and local roles and responsibilities. Examination of service specifications

**GRN102 Behavioral Health Aspects of Aging**

3 credit hours

*Co requisite(s): GRN 100, GRN 110*

Addresses behavioral health issues associated with aging, including psycho-social impact of cultural and cohort influences. Discussion of prevention, diagnosis, assessment, and intervention. Examination of legislation

**GRN103 Geriatric Nutrition**

3 credit hours

*Prerequisite(s): None*

A study of the nutritional needs of the individual, including older adults. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

**GRN104 Healthy Aging**

3 credit hours

*Co requisite(s): GRN 100, GRN 110*

Examination of lifestyles conducive to healthy aging. Considers role of nutrition, exercise, safety, and lifelong learning.

**GRN 105 Principles of Home Health Care**

3 credit hours

*Co requisite(s): GRN 100, GRN 101, GRN 102, GRN 104, GRN 110*

Development of modern homecare focusing on the elderly and the values of keeping families together in times of illness while maintaining a therapeutic environment.

**GRN 106 Alzheimer's Disease and Dementia**

3 credit hours

*Prerequisite(s): GRN 100, GRN 101, GRN 102, GRN 104, GRN 110*

Examination of Alzheimer's disease and other forms of dementia. Provides the foundation for caregiving. Involves experiential learning activities as well as didactics. Emphasis on therapeutic techniques.

**GRN 107 Legal Aspects of Aging (Ethics)**

3 credit hours

*Prerequisite(s): GRN 100, GRN 101, GRN 102, GRN 104, GRN 105, GRN 106, GRN 110*

Exploration of legal and ethical issues and the relationship to nursing care of the gerontological client. Review of laws which govern and protect the aging client. Review of moral principles and values that guide human behaviors.

**GRN 108 Death & Dying**

3 credit hours

*Prerequisite(s): GRN 100, GRN 101, GRN 102, GRN 104, GRN 105, GRN 106, GRN 110*

Understanding the death and dying process as a normal part of the life cycle. Examination of the specific care needed to care for the dying patient and family as they complete the last stage of growth and development.

**GRN 110 CNA Fundamentals**

8 credit hours

*Prerequisite(s): None*

Introduces students to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics Include role and responsibility of the Certified Nurse Assistant, structure and function of body systems, legal and safety requirements In the patient care field, equipment needs and care, and performance of skill standards and procedures.

**GRN 200 Practicum I**

6 credit hours

*Prerequisite(s): GRN 110*

Provides the student with the opportunity to gain experience in an actual clinical/ job setting. Students will be placed in an appropriate facility for 18 hours per week throughout the quarter. On-the-job training topics include:

**GRN 201 Practicum II**

6 credit hours

*Prerequisite(s): GRN 110*

Builds on the concepts presented in prior practicum courses and develops the skills necessary for successful performance in the job market.

**IDS 101 Industrial Computer Applications**

5.00 credits

*Prerequisite: IFC 103 and SCT 100*

Provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communication platforms.

**IDS 103 Industrial Wiring**

6.00 Credits

*Prerequisite/Co requisite(s): IFC 101, IFC 102*

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, over current protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

**IDS 105 DC and AC Motors**

3.00 Credits

*Prerequisite/ Co requisite: IFC 101, IFC 102*

Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

**IDS 110 Fundamentals of Motor Controls**

3.00 Credits

*Prerequisite/ Co requisite: IDS 105*

Introduces the fundamental concepts, principles, and devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include: principles of motor control, control devices, symbols and schematic diagrams, and Article 430 NEC.

**IDS 113 Magnetic Starters And Braking**

3.00 Credits

*Prerequisite/ Co requisite: IDS 110*

Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

**IDS 115 Two-Wire Control Circuits**

2.00 Credits

*Prerequisite/ Co requisite: IDS 110*

Provides instruction in two-wire motor control circuits using relays, contactors, and motor starters with application sensing devices. Topics include: wiring limit switches, wiring pressure switches, wiring float switches, wiring temperature switches, wiring proximity switches, and wiring photo switches.

**IDS 121 Advanced Motor Controls**

2.00 Credits

*Prerequisite/ Co requisite: IDS 115*

Continues the study and application of motor control circuits with emphasis on sequencing circuits, complex circuits, and motor control centers. Topics include: sequencing circuits, reduced voltage starting, motor control centers, and troubleshooting.

**IDS 131 Variable Speed Motor Control**

3.00 Credits

*Prerequisite/ Co requisite: IDS 121*

Provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include: fundamentals of variable speed control, AC frequency drives, DC variable speed drives, installation procedures, and ranges.

**IDS 141 Basic Industrial PLCs**

6.00 Credits

*Prerequisite: IDS 105, IDS 121*

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.

**IDS 142 Industrial PLCs**

6.00 Credits

*Prerequisite/ Co requisite: IDS 141*

Provides for hands-on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLC's) in a industrial setting. This course includes advanced skills necessary to complete the students knowledge and skills to understand and work with PLC's in an industrial plant.

**IDS 209 Industrial Instrumentation**

6.00 Credits

*Prerequisite: IDS 141, IDS 142*

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: Instrument Tags, Process Documentation, sensing Pressure, Flow, Level, and Temperature, Instrument calibration, and Loop tuning.

**IDS 215 Industrial Mechanics**

6.00 Credits

*Prerequisite/ Co requisite: Program admission level math achievement*

Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, and teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Topics include: mechanical tools, fasteners, basic mechanics, lubrication, bearings, and packings and seals.

**IDS 221 Industrial Fluidpower**

6.00 Credits

*Prerequisite/ Co requisite: Program admission level math achievement*

Provides instruction in fundamental concepts and theories for safely operating hydraulic components and systems. Topics include: hydraulic theory, suction side of pumps, actuators, valves, pumps/ motors, accumulators, symbols and circuitry, fluids, filters, pneumatic theory, compressors, pneumatic valves, air motors and cylinders, and safety.

**IDS 231 Pumps and Piping Systems**

2.00 Credits

*Prerequisite/ Co requisite: Program admission level math achievement*

Studies the fundamental concepts of industrial pumps and piping systems. Topics include: pump identification; pump operation; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

**IFC 100 Industrial Safety Procedures**

2.00 Credits

*Provisional Admission*

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.

**IFC 101 Direct Current Circuit I**

4.00 Credits

*Prerequisite/ Co requisite: MAT 101 or MAT 103 (Diploma)*

Introduces direct current (DC) concepts and applications. Topics include: fundamental electrical principles and laws; direct current test equipment; series, parallel, and combination circuits; and basic laboratory procedures and safety practices.

**IFC 102 Alternating Current I**

4.00 Credits

*Prerequisite(s): IFC 101*

Introduces the theory and application of varying sine wave voltages and current. Topics include: AC wave generation, oscilloscope operation, inductance, and capacitance.

**IFC 103 Solid State Devices I**

4.00 Credits

*Prerequisite(s): IFC 102*

Introduces the physical characteristics and application of solid state devices. Topics include: PN diodes, power supplies, voltage regulation, and special applications.

**LER 100 4-Cycle Engines**

5.00 credits

*Prerequisite(s): Provisional admission*

This course is designed to give students classroom and hands-on training in small engines. Topics include: basic engine theory, engine rebuilding and repair, engine tune-up, fuel system repair, and ignition system repair.

**LER 105 Transaxle Repair**

5.00 credits

*Prerequisite(s): Provisional admission*

This course is designed to give students classroom and hands-on training in transaxle repair. Topics include: mechanical transaxle repair and hydrostatic transaxle repair.

**LER 110 General Lawnmower Repair**

3.00 credits

*Prerequisite(s): Provisional admission*

This course is designed to give students classroom and hands-on training in general lawnmower repair. Topics include: general lawn mower maintenance, steering repair, cutting deck repair, and electrical system repair.

**LER 115 2-Cycle Engine Equipment Repair**

3.00 credits

*Prerequisite(s): Provisional admission*

This course is designed to give students classroom and hands-on training in the repair of lawn equipment with 2-cycle engines. Topics include: edger repair, blower repair, weed eater repair, and hedge trimmer repair.

**MAS 101 Legal Aspects of the Medical Office**

3.00 Credits

*Admissions*

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. 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, ethics and bioethical issues.

**MAS 103 Pharmacology**

5.00 Credits

*Prerequisite(s): AHS 101, AHS 109, MAT 101*

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, calculations of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

**MAS 106 Medical Office Procedures**

5.00 Credits

*Co requisite(s): BUS 101*

Emphasizes essential skills required for the typical business office. Topics include: office protocol, time management, appointment scheduling, medical office equipment, mail services, medical references, medical records, professional communication.

**MAS 108 Medical Assisting Skills I**

6.00 Credits

*Prerequisite(s): AHS 101, AHS 109**Co requisite(s): MAS 103*

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of 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 examinations and diagnostic procedures, vital signs/ministration, minor office surgical procedures, and electrocardiograms.

**MAS 109 Medical Assisting Skills II**

5.00 Credits

*Prerequisite(s): MAS 108, MAS 103*

Further the student's knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations, venipuncture, urinalysis, hematology and chemistry evaluations, advanced reagent testing (Strep Test, HcG, etc), administration of medicines, emergency procedures of the medical office, respiratory evaluations, principles of IV administration, rehabilitative therapy procedures, principles of radiology safety, and maintain medication and immunization records.



**MAS 110 Practice Management**

3.00 Credits

*Prerequisite(s): Program admission, ENG 101, AHS 101, AHS 109, BUS 101, SCT 100*

*Co requisite(s): MAS 103, MAS 112, MAS 106*

Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include: medical transcription, application of computer skills, integration of medical terminology, accounting procedures, and application of software.

**MAS 111 Reimbursement Management**

5.00 Credits

*Prerequisite(s): Program admission, ENG 101, AHS 101, AHS 109, BUS 101, SCT 100*

*Co requisite(s): MAS 103, MAS 112, MAS 106*

Emphasizes essential skills required for the typical medical office with special focus on insurance practices and reimbursement procedures.

**MAS 112 Human Diseases**

5.00 Credits

*Prerequisite(s): AHS 101, AHS 109*

Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

**MAS 114 Medical Administrative Procedure I**

3.00 Credits

*Prerequisite(s): Program admission, AHS 101, AHS 109, BUS 101, SCT 100*

*Co requisite(s): MAS 103*

Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include: application of medical transcription, application of computer skills, and medical terminology.

**MAS 115 Medical Administrative Procedure II**

3.00 Credits

*Prerequisite: MAS 114*

Emphasizes essential skills required for the typical medical office. Topics include: accounting procedures and insurance preparation and coding.

**MAS 117 Medical Assisting Externship**

6.00 Credits

*Co requisite(s): MAS 118**Prerequisite(s): Completion of all required courses except MAS 118.*

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 situation at a professional level of technical application, and requires concentration, practice, and follow through. Topics include: application of classroom knowledge and skills, functioning in the work environment, listening, and following directions.

**MAS 118 Medical Assisting Seminar**

4.00 Credits

*Co requisite(s): MAS 117**Prerequisite(s): Completion of all required courses except MAS 117.*

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.

**MAS 150 Medical Practice Operations**

2.00 Credits

*Prerequisite(s): None*

Introduces the student to the medical practice and provides an overview of the day-to-day operations of a typical medical practice facility. Topics include: staffing, finance, insurance and billing; scheduling; protocol; patient/staff relations; communication; telephone etiquette; correspondence; and medical record filing and maintenance.

**MAT 096 Learning Support Mathematics II**

5.00 Institutional Credits

*Prerequisite(s): None*

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include: whole numbers, fractions, decimals, and measurement.

**MAT 097 Learning Support Mathematics III**

5.00 Institutional Credits

*Prerequisite(s): None*

Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include: whole numbers, fractions, decimals, percents, measurement, geometry, and application problems.

**MAT 098 Elementary Algebra**

5.00 Institutional Credits

*Prerequisite(s): None*

This course provides instruction in basic algebra. Topics include: introduction to real numbers and algebraic expressions, solving equations and inequalities, graphs of linear equations, polynomial operations, and polynomial factoring.

**MAT 099 Intermediate Algebra**

5.00 Institutional Credits

*Prerequisite(s): None*

This course provides instruction in intermediate algebra. Topics include: factoring, inequalities, rational expressions and equations, linear graphs, slope, applications, systems of equations, radical expressions and equations, and quadratic equations.

**MAT 101 General Mathematics**

5.00 Credits

*Prerequisite(s): Program admissions level math achievement*

Emphasizes mathematical skills that can be applied to the solution of occupational/technical problems. Topics include: whole numbers, fractions, decimals, percents, ratio/proportion, measurements and conversions, and geometric and technical formulas. Class includes lectures, applications, and homework to reinforce learning.

**MAT 103 Algebraic Concepts**

5.00 Credits

*Prerequisite(s): Program admissions level math achievement or MAT 098*

Introduces concepts and operations which can be applied to the study of algebra. Course content emphasizes: use of variables, manipulation of algebraic expressions, solution of linear and quadratic equations, evaluation and graphing of linear and quadratic functions, and solution of systems of linear equations. Class includes lecture, applications, and homework to reinforce learning.

**MAT 104 Geometry and Trigonometry**

5.00 Credits

*Prerequisite(s): MAT 103*

Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes: measurement using English and metric systems, angle measure, similar triangles, right triangles, two and three dimensional geometric formulas, right triangle trigonometry, solutions of oblique triangles using laws of sines and cosines, and vectors.

**MAT 111 Business Math**

5.00 Credits

*Prerequisite(s): Program admissions level math achievement*

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 using electronic calculators.

**MAT 191 College Algebra**

5.00 Credits

*Prerequisite(s): Degree program admission level math achievement.*

Emphasizes techniques of problem solving using algebraic concepts. Topics include: algebraic concepts and operations, linear and quadratic equations and functions, simultaneous equations, inequalities, exponents and powers, graphing techniques, and analytic geometry.

**MAT 193 College Trigonometry**

5.00 Credits

*Prerequisite(s): MAT 191*

Emphasizes techniques of problem solving using trigonometric concepts. Topics include: trigonometric functions, properties of trigonometric functions, vectors, triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.

**MAT 196 Contemporary Mathematics**

5.00 Credits

*Prerequisite(s): Degree program admission level math achievement*

Emphasizes techniques of problem solving using algebraic concepts, logic statistics, and mathematics of finance. Topics include the following: algebraic expressions, equations, functions, systems of linear equations, matrices, sets and logic, probability and statistics to include measures of central tendency and dispersion, normal distribution and regression analysis, mathematics of finance to include interest, annuities, and discounted cash flow.

**MCH 101 Introduction to Machine Tool**

6.00 Credits

*Prerequisite(s): Provisional admission.*

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: use of hand and bench tools, use of power tools, analysis of measurements, safety and terminology, saw and blade selection, feed and speeds determination, use of coolants, saw and blade

maintenance, sawing operations, drilling setup and operation, ISO 9000, Deming's quality theory, quality goals and objectives, and coordinate measurement machines (CMM).

### **MCH 102 Blueprint Reading for Machine Tool**

5.00 Credits

*Prerequisite(s): Provisional admission.*

Introduces the fundamental concepts necessary to interpret drawings and produce sketches for machine tool applications. Topics include: interpretation of blueprints and sketching.

### **MCH 109 Lathe Operations I**

6.00 Credits

*Prerequisite(s): Provisional admission.*

Provides opportunities for students to develop skill in the use of bench grinders and lathes. Topics include: lathes, bench grinders, bench grinder operations, lathe calculations, lathe setup, lathe operations, and safety.

### **MCH 110 Lathe Operations II**

6.00 Credits

*Prerequisite(s): None*

Provides further instruction for students to develop skills in the use of lathes. Topics include: lathes, lathe set-up, and operations.

### **MCH 115 Mill Operations I**

6.00 Credits

*Prerequisite(s): Provisional admission.*

Provides instruction in the setup and use of the milling machine. Topics include: milling machines, milling machine calculations, milling machine setup, milling machine operations, and safety

### **MKT 101 Principles of Management**

5.00 Credits

*Prerequisite(s): ENG 111 (Diploma) or ENG 191 (Degree)*

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include: management theories including Total Quality Management, motivation, supervision, and evaluation of employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

**MKT 103 Business Law**

5.00 Credits

*Prerequisite(s): Provisional admission*

Introduces the study of contracts and other business obligations and the legal environment. Topics include: creation and evolution of laws, court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

**MKT 161 Service Industry Business Requirements**

2.00 Credits

*Prerequisite(s): Provisional admission*

Introduces students to the services industry. Topics include: An introduction to the service industry business environment, an introduction to lifelong learning, work ethic and positive behaviors required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

**MKT 162 Customer Contact Skills**

6.00 Credits

*Prerequisite(s): Provisional admission*

Provides students with skills necessary to communicate with customers and successfully manage the relationship in both telephone and face-to-face situations. Topics include: Skills to effectively communicate with customers, problem solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multi-cultural customer.

**MKT 163 Computer Skills for Customer Service**

3.00 Credits

*Prerequisite(s): Provisional admission*

Provides students with the fundamentals of computer skills used in a customer service environment. Topics include: Introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases, and introduction to E-mail.

**MKT 164 Business Skills for the Customer Service Environment**

3.00 Credits

*Prerequisite(s): Provisional admission*

Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: Introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tools for team problem-solving and service improvement.

**MKT 165 Personal Effectiveness in Customer Service**

1.00 Credit

*Prerequisite(s): Provisional admission*

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: Personal wellness and stress management, positive image, and job interview skills.

**MSD 100 Management Principles**

5 Credits

*Prerequisite(s): Program Admission*

Develops skills and behaviors necessary for successful supervision of people and 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 Manager's 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.

**MSD 101 Organizational Behavior**

5 Credits

*Prerequisite(s): None*

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.

**MSD 102 Employment Law**

5 Credits

*Prerequisite(s): None*

Develops a working knowledge of the legal environment of business necessary for management and leadership. Topics include: the legal system and public policy making, Civil Rights Law, The Influence of Law on Human Resource Management, Alternative Dispute Resolution (ADR), Legal Selection/Hiring Practices, Accommodation for Religion and Physical Handicap, Gender Discrimination and Harassment, Affirmative Action, and employee protective laws.

**MSD 103 Leadership**

5 Credits

*Prerequisite(s): None*

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.

**MSD 104 Human Resource Management**

5 Credits

*Prerequisite(s): None*

This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor's 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.

**MSD 105 Labor Law and Labor Relations**

5 Credits

*Prerequisite(s): Program Admission*

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.



**MSD 106 Performance Management**

5 Credits

*Prerequisite(s): None*

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.

**MSD 107 Employee Training and Development**

5 Credits

*Prerequisite(s): None*

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. 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.

**MSD 109 Managerial Accounting & Finance**

5 Credits

*Prerequisite(s): None*

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. Topics include: Accounting background, accounting equation, financial statements and financial statement analysis, budgeting and planning, applied analysis for management decisions, cost flow analysis in manufacturing with applications in process improvement, applications in product profitability, cost and pricing, client/server technology: computer software applications, payroll, income tax, inventory management, ethical responsibilities.

**MSD 112 Introduction to Business & Economics**

5 Credits

*Prerequisite(s): None*

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.

**MSD 113 Business Ethics**

5 Credits

*Prerequisite(s): None*

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.

**MSD 114 Management Communications Technologies**

5 Credits

*Prerequisite(s): None*

This course focuses on communication, supervision, and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communication applied to supervisory functions in the work place. Topics include: word processing applications; spreadsheet applications; database applications, presentation technology and applications, graphical interface applications, interpersonal communications; organizational communications; Applications come from communications, Human Resource Management, and General Business; such as HR functions training plans with a data base, tracking budgets with a spread sheets, or construct a corporate newsletters on Publisher.

**MSD 115 Retail Management**

5 Credits

*Prerequisite(s): Provisional admission*

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resources management; developing a customer-focused service strategy; managing customer

service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management; and information technology applications in retailing.

### **MSD 116 Business Plan Development**

5 Credits

*Prerequisite(s): Program admission*

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

### **MSD 156 Supervision in a Service Environment**

5 Credits

*Prerequisite(s): None*

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

### **MSD 202 Production/Operations Management**

5 Credits

*Prerequisite(s): None*

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

### **MSD 206 Project Management**

5 Credits

*Prerequisite(s): None*

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

**MSD 210 Team Project**

5 Credits

*Prerequisite(s): None*

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation.

**MSD 220 Management and Supervision OBI**

3 Credits

*Prerequisite(s): None*

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

**MUS 191 Music Appreciation**

5 Credits

*Prerequisite(s): ENG 191*

Explores the analysis of well-known works of music, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include: the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context, writing analysis, practice, revision, and research about a musical composition or compositions.

## All NPT courses refer to the Practical Nursing program

### **NPT 112 Med-Surg Nursing I Practicum**

7.00 Credits

*Prerequisite(s): AHS 103, NSG 110*

*Co requisite(s): NSG 112*

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; diet therapy; pharmacology; and nursing procedures/techniques utilizing the nursing process.

### **NPT 113 Med-Surg Nursing II Practicum**

7.00 Credits

*Prerequisite(s): NPT 112, NSG 112*

*Co requisite(s): NSG 113*

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: wellness and prevention of illness; nursing care, treatments, drug and diet therapy related to patients with disorders of the musculoskeletal, neurological, integumentary, and sensory systems; nursing care, treatments, drug and diet therapy related to patients with mental health disorders; and oncology.

### **NPT 212 Pediatric Nursing Practicum**

2.00 Credits

*Prerequisite(s): NPT 113, NSG 113*

*Co requisite(s): NPT 213, NPT 215, NSG 213, NSG 212, NSG 215*

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. Topics include: health management and maintenance and prevention of illness in the pediatric client; nursing care, treatment, pharmacology, and diet therapy of the pediatric client; growth and development; deviations from the normal state of health, and universal precautions.

### **NPT 213 Obstetrical Nursing Practicum**

3.00 Credits

*Prerequisite(s): NSG 113, NPT 113*

*Co requisite(s): NPT 212, NSG 213, NSG 212, NSG 215, NPT 215*

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, 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 reproductive system, 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.

### **NPT 215 Nursing Leadership Practicum**

2.00 Credits

*Prerequisite(s): NSG 113, NPT 113*

*Co requisite(s): NSG 215, NSG 213, NPT 213, NSG 212, NPT 212*

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: leadership skills, management skills, and employability skills.

### **All NSG courses refer to the Practical Nursing program:**

#### **NSG 110 Nursing Fundamentals**

10.00 Credits

*Prerequisite(s): LPN Program admission*

*Co requisite(s): AHS 103*

An introduction to the nursing process. Topics include: orientation to the profession, community health, client care, geriatrics, customer/client relationship, introduction to physical assessment, deviation from the normal state of health, and universal precautions.

#### **NSG 112 Medical Surgical Nursing I**

9.00 Credits

*Prerequisite(s): AHS 103, NSG 110 Co requisite(s): NPT 112*

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; pharmacology, diet therapy; and nursing procedures/techniques utilizing the nursing process.

#### **NSG 113 Medical Surgical Nursing II**

9.00 Credits

*Prerequisite(s): NPT 112, NSG 112*

*Co requisite(s): NPT 113*

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: wellness and prevention of illness; nursing care, treatments, drug and diet therapy related to patients

with disorders of the musculoskeletal, neurological, integumentary, and sensory systems; nursing care, treatments, drug and diet therapy related to patients with mental health disorders; and oncology.

### **NSG 212 Pediatric Nursing**

5.00 Credits

*Prerequisite(s): NSG 113, NPT 113*

*Co requisite(s): NPT 213, NPT 212, NSG 213, NSG 215, NPT 215*

Focuses on health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: health management and maintenance and prevention of illness in the pediatric client; nursing care, treatment, pharmacology, and diet therapy of the pediatric client; growth and development; medication administration; deviations from the normal state of health, and universal precautions.

### **NSG 213 Obstetrical Nursing**

5.00 Credits

*Prerequisite(s): NSG 113, NPT 113*

*Co requisite(s): NPT 213, NPT 212, NSG 212, NSG 215, NPT 215*

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. Topics include: health management and maintenance and prevention of illness in the reproductive system; nursing care, treatment, pharmacology, and diet therapy of the reproductive system; health management and maintenance and prevention of illness in the obstetric client; health management and maintenance and prevention of illness in the newborn; and nursing care, treatment, pharmacology, diet therapy of the newborn, medication administration, deviations from the normal state of health, and universal precautions.

### **NSG 215 Nursing Leadership**

2.00 Credits

*Prerequisite(s): NPT 113 Co requisite(s): NPT 215, NPT 212, NSG 212, NPT 213, NSG 213*

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: leadership skills, management skills, and employability skills.

**All NUR courses refer to the Associate Nursing program:****NUR 191 Health Assessment Through The Lifespan**

4.00 Credits

*Prerequisites—General Option: ENG 191, BIO 193, MAT 191, PSY 191 (Admission to Generic Option)*

*Prerequisites—Bridge Option: ENG 191, BIO 193, BIO 194, BIO 197, MAT 191, PSY 191, SPC 191, SCT 100 (Admission to Bridge Option)*

*Co-requisites—Generic Option: BIO 194, NUR 192*

*Co-requisites—Bridge Option: NUR 193, NUR 196, PSY 291*

This course is a study of the role of the associate degree nurse and the application of basic skills related to health history collection and physical assessment of all body systems. The course includes the consideration of nutritional, bio/psychosocial, developmental, cultural and spiritual needs, and transitional changes related to variations in health status of the client. The establishment and maintenance of a therapeutic nurse/client relationship is emphasized. Critical thinking skills are developed through activities and exercises presented in the classroom, skills lab, and computer laboratory that focus on student application of the nursing process, data collection via physical assessment, and the development of a plan of care. Guided learning experiences in the skills and computer laboratories assist the student to make a learning transition. The transition occurs as the student moves from existing skills to more advanced nursing skills. Guidance is provided to the student as the basics of data collection, health history interviewing techniques, and knowledge required to assess each body system is learned. The student applies the standards of practice in adhering to legal and ethical standards related to basic assessment of diverse clients.

**NUR 192 Theoretical and Technical Foundations For Nursing Practice (Generic Option students only)**

7.00 Credits

*Prerequisite(s): ENG 191, MAT 191, PSY 191, BIO 193 (Admission to Generic Option)*

*Co-requisites: BIO 194, NUR 191.*

This course is designed to facilitate the acquisition of foundational concepts, knowledge, and essential psychomotor skills related to providing nursing care to a variety of clients experiencing transitions of health status. The following concepts are introduced and integrated throughout subsequent courses: wellness and health promotion; caring; communication and collaboration; ethical and legal implications; cultural diversity; the teaching/learning process; notification; pharmacology; life transitions; the nursing process and critical thinking; and roles of the associate degree nurse.



## **NUR 193 Introduction To Nursing Principles of Pharmacology**

2.00 Credits

*Prerequisite(s)*—*Generic Option:* NUR 191, NUR 192, BIO 194

*Prerequisite(s)*—*Bridge Option:* BIO 193, BIO 194, BIO 197, ENG 191, MAT 191, PSY 191, SPC 191, SCT 100 (Admission to Bridge Option)

*Co-requisites*—*Generic Option:* NUR 194, PSY 291, SCT 100

*Co-requisites*—*Bridge Option:* NUR 191, NUR 196, PSY 291

This course is a study of the concepts that promote the administration of medication with concern for safety and precision. Incorporated into this course are major principles of applied mathematics including fractions, decimals, conversions between the various systems of weights and measures, and the use of ratio and proportion. The associate degree nursing student utilizes these concepts to solve dosage calculations that are frequently seen in a variety of health care settings. Foundations of pharmacology, drug action at the physiologic level, and drug preparation and administration to diverse clients as they transition throughout the lifespan is included. The action, side effects, range of dosage, and the route of administration of commonly used medications will be discussed. The student will gain knowledge in the system of classification/prototypes of drugs according to body systems. Legal factors relating to medication administration are also emphasized. The course utilizes activities that stimulate critical thinking.

## **NUR 194 Life Transitions I: Intro to Promotion of Health In The Adult**

7.00 Credits

*Prerequisite(s):* BIO 194, NUR 191, NUR 192

*Co-requisites:* NUR 193, PSY 291, SCT 100

This first adult health course is designed to prepare associate degree nursing students to provide nursing care utilizing concepts and skills introduced in the foundational course (NUR 192). Nursing care that promotes healthy transitions for clients experiencing variations of health status related to gastrointestinal, respiratory, musculoskeletal, neurological, cardiovascular, and psychosocial functions is included. Special consideration is given to the care of the elderly and clients during the operative period. Critical thinking skills are utilized to meet the bio/psychosocial, developmental, cultural, and spiritual needs of the client. Emphasis is placed on the application of the roles of associate degree nursing practice.

## **NUR 195 Life Transitions II: Promotion of Mental Health Through the Lifespan**

6.00 Credits

*Prerequisite(s):* NUR 193, NUR 194, SCT 100, PSY 291

*Co-requisites:* SPC 191, BIO 197

This course is a study of nursing care of mental health clients throughout the lifespan. Application of the concepts of caring and transitions related to mental growth and health is introduced. The course focuses on provisions of care and the role of the

associate degree nurse as a communicator to promote health and support individual wellness behaviors. The application of the roles of the nurse to meet the needs of clients experiencing variations of health status related to mental growth and health are introduced. Content related to various treatment modalities, nutrition, pharmacology, and cultural diversity is incorporated throughout the course. Legal and ethical factors related to mental health care are also included.

### **NUR196 Transition to Associate Degree Nursing (Bridge Option students only)**

6.00 Credits

*Prerequisites: ENG 191, SPC 191, MAT 191, PSY 191, BIO 193, BIO 194, BIO 197, SCT 100 (Admission to Bridge Option)*

*Co-requisites: PSY 291, NUR 191, and NUR 193*

This course is designed to assist the licensed practical nurse (LPN) to matriculate into the second level of the nursing sequence by giving credit for previously learned knowledge and skills. (Successful completion of this course gives the student credit for NUR 192, NUR 194, and NUR 195.) This course provides for a transition from the role of the practical nurse to the role of the registered nurse and introduces the student to the conceptual framework and philosophy of the associate degree nursing program. The existing knowledge base of the student will be built upon with the introduction of new concepts and skills. Course content focuses on nursing care of diverse clients (from early adulthood to later maturity) experiencing physiological, biopsychosocial, developmental, and/or spiritual, transitional responses related to perioperative, medical, or mental health/wellness function(s). The utilization of therapeutic communication skills, caring attitude, and teaching/learning principles that promote or restore health will be incorporated into the areas of transitions that the client may be experiencing. Concepts in pharmacology, drug administration, and nutrition will be included in critical thinking activities that will assist the student in identifying the affect that these modalities have on a client experiencing a transition in health.

**\*\*Please Note:** Upon successful completion of NUR 196, 14 quarter credit hours will be granted for NUR 192, NUR 194, and NUR 195.

### **NUR 291 Life Transitions III: Promotion of Health and Care of Women and Newborns Within the Family**

6.00 Credits

*Generic Option Prerequisites: NUR 191, NUR 193, NUR 195*

*Bridge Option Prerequisites: NUR 191, NUR 193, NUR 196*

*Co-requisites: SOC 191, NUR 292*

This course is designed to prepare associate degree nursing students to provide nursing care to a variety of clients experiencing transitions of health status related to conception, birth, and women's health. Students will be challenged to integrate prior and new knowledge using therapeutic communication, critical thinking and decision making to plan and provide nursing care for women and newborns.

Incorporation of the dynamic interplay of culture, socioeconomic status, spiritual beliefs as well as psychological and physiological needs in the care of the individual within the context of the family unit will be expected. Reflection upon the legal and ethical issues affecting the family and collaboration with the family and other health team members in a variety of community settings will be part of the learning experience.

### **NUR 292 Life Transitions IV: Promotion of Health and Care of Children Within the Family**

6.00 Credits

*Generic Option Prerequisites:* NUR 191, NUR 193, NUR 195

*Bridge Option Prerequisites:* NUR 191, NUR 193, NUR 196

*Co-requisites:* SOC 191, NUR 291.

This course is designed to prepare associate degree nursing students to provide nursing care to children and families during periods of transitions in health. Students will be challenged to integrate prior and new knowledge as well as information related to socioeconomic status, spiritual beliefs, psychological and physiological needs in the care of children within the context of the family. Reflection upon the legal and ethical issues affecting the family and collaboration with the child/family and other health team members in a variety of community settings will be expected.

### **NUR 293 Life Transitions V: Promotion of Health In The Adult: Advanced**

8.00 Credits

*Prerequisites:* SOC 191, NUR 291, NUR 292

*Co-requisites:* ENG 193

This second adult health course focuses on the care of clients with critical care/acute/chronic/complex needs and problems related to health transitions in cardiac, renal, gastrointestinal, neurological, endocrine, and immunological systems. Emphasis in this course is placed on the refinement of assessment; care planning; critical thinking and decision making; communication; and nursing skills of the associate degree nursing student.

### **NUR 294 Life Transitions VI: Clinical Decision Making For Nursing Practice (Virtual Hospital Experience)**

9.00 Credits

*Prerequisite(s):* NUR 293, ENG 193

In this capstone course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will

be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, preceptorship experiences, and leadership opportunities. These reality-based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication and collaboration techniques in the management of a client caseload.

### **PHL 103 Introduction to Venipuncture**

4.00 Credits

*Prerequisite(s): None*

This course is designed as an introduction to blood collecting techniques and includes: a presentation of the blood collecting techniques employed in the hospital laboratory, and a study of the equipment necessary for performing each of the techniques. Students practice drawing blood.

### **PHL 105 Clinical Practice**

8.00 Credits

*Prerequisite(s): PHL 103*

This course provides the opportunity for students to apply the theoretical knowledge learned during the first quarter to actual "on-the-job" situations, in a clinical setting. Requires 100 venipunctures in at least 120 hours of clinical practice.

### **PHR 100 Pharmaceutical Calculations**

5.00 Credits

*Prerequisite(s): MAT 101 or 191 and 80% grade on course pretest usually administered during MAT 101*

This course develops student's knowledge and skills in pharmaceutical calculation procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, pharmacy business math, and calculation tools and techniques.

### **PHR 101 Pharmacy Technology Fundamentals**

5.00 Credits

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: CPR, safety, orientation to the pharmacy technology field, drug addiction and abuse, ethics and laws which govern pharmacy practice, and definitions and terms specific to the pharmacy field, and reference sources.

**PHR 102 Principles of Dispensing Medications**

6.00 Credits

*Prerequisite(s): PHR 100**Co requisite(s): PHR 105*

Introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging and labeling drugs, pharmacy policies and procedures; distribution systems; documentation; inventory and filing systems; specific drugs; compounding; contamination control; storage and control; and pharmacy equipment. This course provides laboratory and clinical practice.

**PHR 103 Principles of Sterile Medication Preparation**

6.00 Credits

*Prerequisite(s): PHR 101**Co requisite(s): AHS 105, PHR 102*

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.

**PHR 104 Pharmacy Technology Pharmacology**

5.00 Credits

*Prerequisite(s): PHR 101**Co requisite(s): AHS 105, PHR 103*

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

**PHR 105 Pharmacy Technology Practicum**

7.00 Credits

*Prerequisite(s): PHR 101, PHR 102**Co requisite(s): PHR 103*

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: aseptic and sterile technique, storage and control, documentation, inventory, filing, compounding, parenteral admixtures, filtering, disinfection, medication delivery, and hospital pharmacy techniques.

**PHR 106 Advanced Pharmacy Technology Principles**

5.00 Credits

*Prerequisite(s): SCT 100, PHR 102, PHR 105**Co requisite(s): PHR 107*

Presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: disease states, treatment modalities, pharmaceutical side effects and drug interactions, drug addiction and abuse, controlled substances, physician orders, patient profiles, pharmacy data systems, job readiness, and legal requirements.

**PHR 107 Advanced Pharmacy Technology Practicum**

7.00 Credits

*Prerequisite(s): SCT 100, PHR 103, PHR 105**Co requisite(s): PHR 106*

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 preparation, and hospital/retail/home health pharmacy techniques.

**PHY 190 Introductory Physics**

5.00 Credits

*Prerequisite(s): MAT 191 or MAT 196*

Introduces the student to the basic laws of physics. Topics include: Newtonian mechanics, fluids, heat, light and optics, sound, electricity and magnetism, and modern physics.

**PSY 101 Basic Psychology**

5.00 Credits

*Prerequisite(s): Provisional Admission*

Presents the basic principles of human behavior and their application to everyday life and work. Topics include: introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress and anxiety; and perception and learning, and life span development.

**PSY 191 Introductory Psychology**

5.00 Credits

*Prerequisite(s): Degree program admission level reading and English achievement.*

Emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

**PSY 291 Human Growth and Development**

5.00 Credits

*Prerequisite(s): PSY 191*

This course surveys the changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death. The scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture are emphasized. Topics include: physical, emotional, cognitive, and social development.

**RAD 101 Introduction to Radiography**

5.00 Credits

*Prerequisite(s): Program admission level reading and math competency*

Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic professions as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. 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 institution/college affiliation, medical emergencies, contrast agents/media, OR and mobile procedures patient preparation, death and dying, and body mechanics/transportation.

**RAD 103 Body Trunk and Upper Extremities Procedures**

3.00 Credits

*Prerequisite(s): BIO 193, BIO 184**Co requisite(s): RAD 101 (degree)*

Introduces the knowledge required to perform radiographic 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; and procedures, anatomy, and topographical anatomy related to body cavities, upper extremities, and the shoulder girdle, imaging principles, radiographic quality, radiation protection, equipment introduction, and patient preparation/disclaimer contract.

**RAD 106 Lower Extremity and Spine Procedures**

3.00 Credits

*Prerequisite(s): RAD 101, BIO 193, BIO 194 (degree)*

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine.

**RAD 107 Principles of Radiographic Exposure I**

4.00 Credits

*Prerequisite(s): RAD 101*

Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of theoretical principles and concepts. Emphasis will be placed on knowledge and techniques required to process radiographic film. Topics include: radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, film holders and intensifying screens, processing area considerations, chemicals, handling and storage of film, characteristics of films utilized in radiographic procedures, automatic processor, artifacts, silver recovery, processing quality assurance concepts, and state and federal regulations.

**RAD 109 Contrast Procedures**

3.00 Credits

*Prerequisite(s): BIO 193, BIO 194, RAD 101*

Continues development of the knowledge and skill required prior to execution of radiographic procedures in the clinical setting. Topics include: gastrointestinal (GI) procedures, genitourinary (GU) procedures, biliary system procedures, sterile techniques, and minor procedures.

**RAD 113 Cranium Procedures**

2.00 Credits

*Prerequisite(s): RAD 101, BIO 193, BIO 194*

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine cranial radiography and anatomy and routine facial radiography.

**RAD 116 Principles of Radiographic Exposure II**

3.00 Credits

*Prerequisite(s): RAD 107*

Continues to develop knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Topics include: beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.



**RAD 117 Radiographic Imaging Equipment**

4.00 Credits

*Prerequisite(s): RAD 116, SCT 100*

Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include: radiographic equipment, image intensified fluoroscopy, recording media and techniques, image noise, other imaging equipment, digital imaging/PACS, monitoring and maintenance, and state and federal regulations.

**RAD 119 Radiographic Pathology and Medical Terminology**

3.00 Credits

*Prerequisite(s): RAD 101, BIO 193, BIO 194*

Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include: pathology fundamentals, trauma/physical injury, systemic classification of disease and medical terminology.

**RAD 120 Principles of Radiation Biology and Protection**

5.00 Credits

*Prerequisite(s): Program Admission*

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.

**RAD 123 Radiologic Science**

5.00 Credits

*Prerequisite(s): MAT 191*

Introduces the concepts of basic physics and emphasizes the fundamentals of X-ray generating equipment. Topics include: atomic structure, structure of matter, magnetism and electromagnetism, electrodynamics, control of high voltage and rectification, x-ray tubes, x-ray circuits, and production and characteristics of radiation.

**RAD 126 Radiologic Technology Review**

4.00 Credits

*Prerequisite(s): RAD 134, RAD 138**Co-Requisites:*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: principles of radiographic exposure; radiographic procedures; anatomy, physiology, pathology, and terminology; radiologic science and equipment; radiation protection; and patient care techniques.

**RAD 132 Clinical Radiography I**

4.00 Credits

*Prerequisite(s): Program admission**Co-Requisites: RAD 103 or RAD 108*

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 should girdle, and upper extremities. Activities of students are under direct supervision.

**RAD 133 Clinical Radiography II**

7.00 Credits

*Prerequisite(s): RAD 101, RAD 132*

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax; and participation in and/or observation of procedures related to the gastrointestinal (GI), and genitourinary (GU), and biliary systems. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RAD 134 Clinical Radiography III**

7.00 Credits

*Prerequisite(s): RAD 101*

Provides students with continued hospital setting work experience. Students improve skills in executing procedures introduced in Radiographic Procedures and practiced in previous clinicals. Topics include: equipment utilization; exposure techniques; participation in and/or observation of gastrointestinal (GI), genitourinary (GU), and biliary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RAD 135 Clinical Radiography IV**

7.00 Credits

*Prerequisites: RAD 101*

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiography. 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. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RAD 136 Clinical Radiography V**

7.00 Credits

*Prerequisite: RAD 135*

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional, minor special, and special genitourinary system procedures; and participation in and/or observation of special equipment use. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RAD 137 Clinical Radiography VI**

9.00 Credits

*Prerequisite(s): RAD 136**Prerequisite/Co requisite: RAD 120*

Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in previous Radiographic Procedures courses and practiced in previous clinical radiography courses. Topics include: equipment utilization, exposure techniques, and participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RAD 138 Clinical Radiography VII**

9.00 Credits

*Prerequisite(s): RAD 137*

Provides a culminating hospital setting work experience which allows the students to synthesize information and procedural instruction provided throughout the program. Topics include: equipment utilization, exposure techniques, participation in 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.

**RDG 096 Reading II**

5.00 Institutional Credits

*Prerequisite(s): None*

Emphasizes the strengthening of fundamental reading competencies. Topics include: word attack skills, spelling, dictionary skills, main ideas and supporting details, following directions, survival reading, library research skills, and written and oral reports.

**RDG 097 Reading III**

5.00 Institutional Credits

*Prerequisite(s): None*

Emphasizes basic vocabulary and comprehension skill development. Topics include: vocabulary development, phonetic and structural analysis, context clues, literal comprehension skills, inferential comprehension skills, study skills and test taking techniques, introduction to occupational reading materials, library research skills, and written and oral reports.

**RDG 098 Reading IV**

5.00 Institutional Credits

*Prerequisite(s): None*

Provides instruction in vocabulary and comprehension skills with emphasis on occupational applications. Topics include: contextual clues, structural analysis, literal and inferential comprehension, critical reading, reading graphic and tabular information, use of technical reading materials, and study skills.

**RTT 111 Pharmacology**

5.00 Credits

*Prerequisite(s): BIO 193, BIO 194, CHM 191, MAT 191 or MAT 196*

Introduces the physiologic and pharmacologic basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology. Topics include: drug preparation; dosage calculation; mixture preparation; pharmacology principles; bronchoactive drugs; and cardiopulmonary system related drugs such as neuromuscular blocking agents, central nervous system depressants, cardiovascular agents, and diuretics.

**RTT 112 Introduction to Respiratory Therapy**

5.00 Credits

*Prerequisite(s): BIO 193, BIO 194, CHM 191, MAT 191 or MAT 196, PHY 190 or PHY 191**Co requisite(s): RTT 113, RTT 193**Prerequisite/Co requisite(s): BIO 197*

Provides students with the principles of chemistry and physics as they apply to respiratory therapy. Emphasizes specific modes of respiratory care in order to understand principles of application to patients, indications, hazards, contraindications,

evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, universal precautions, and hospital safety.

### **RTT 113 Respiratory Therapy Lab I**

5.00 Credits

*Co requisite(s): RTT 112*

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment. Students perform simulated clinical exercises as well as bedside assessments and cardiopulmonary resuscitation. Topics include: patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, and medical ethics.

### **RTT 193 Cardiopulmonary Anatomy and Physiology**

10.00 Credits

*Prerequisite(s): BIO 193, BIO 194, MAT 191 or MAT 196*

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function, ventilatory mechanisms, gas transport, arterial blood gas interpretation, natural and chemical regulation of breathing, circulation, blood flow and pressure, cardiac function, and renal physiology.

### **RTT 209 Clinical Practice I**

2.00 Credits

*Prerequisite/Co requisite(s): RTT 111, RTT 112, RTT 113*

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, cardiopulmonary resuscitation, and medical ethics.

### **RTT 210 Clinical Practice II**

2.00 Credits

*Prerequisite/Co requisite(s): RTT 209*

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

**RTT 211 Pulmonary Disease**

5.00 Credits

*Prerequisite(s): RTT 111, RTT 112*

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: cardiac diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and condition, cardiovascular diseases and conditions, patient assessment, laboratory tests, chest radiographs, and pulmonary function evaluation.

**RTT 212 Critical Respiratory Care**

5.00 Credits

*Prerequisite(s): RTT 112, RTT 113*

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, adult critical care, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, and ventilator discontinuance.

**RTT 213 Mechanical Ventilation Equipment and Airway Care**

5.00 Credits

*Prerequisite(s): RTT 112, RTT 113**Prerequisite/Co requisite(s): RTT 212*

Provides instruction in the theory, setup, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: mechanical ventilator theory, ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiber-optic bronchoscopy, thoracentesis, chest tube maintenance, and arterial blood gas sampling.

**RTT 214 Advanced Critical Care Monitoring**

2.00 Credits

*Prerequisite(s): RTT 112, RTT 113, RTT 193*

Provides a study of advanced critical care techniques for hemodynamic and non-invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non-invasive monitoring techniques.

**RTT 215 Pulmonary Function Testing**

1.00 Credits

*Prerequisite(s): RTT 193*

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, and blood gas analysis.

**RTT 216 Pediatric and Neonatal Respiratory Care**

3.00 Credits

*Prerequisite(s): RTT 193, RTT 212, RTT 213*

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care including assessment, evaluation, and treatment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, fetal evaluation, neonatal assessment, neonatal evaluation, neonatal respiratory care, neonatal pathology, pediatric pathology, adolescent assessment, adolescent evaluation, and adolescent respiratory care.

**RTT 217 Advanced Respiratory Care Seminar**

5.00 Credits

*Prerequisite(s): RTT 212, RTT 213*

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

**RTT 218 Clinical Practice III**

2.00 Credits

*Prerequisite/Co requisite(s): RTT 210*

Continues development of proficiency levels in skills introduced in Clinical Practices I and II with an emphasis on respiratory care of the critical patient. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

**RTT 219 Clinical Practice IV**

2.00 Credits

*Prerequisite/Co requisite(s): RTT 218*

Continues development of proficiency levels in skills introduced in Clinical Practices, I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and basic respiratory care of the critical care patient.

**RTT 220 Clinical Practice V**

5.00 Credits

*Prerequisite/Co requisite(s): RTT 212, RTT 213, RTT 218*

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, tracheostomy care, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

**RTT 222 Clinical Practice VI**

10.00 Credits

*Prerequisite(s): RTT 219*

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation; patient stabilization; critical care monitoring; hemodynamic measurement; hemodynamic evaluation; bronchial hygiene; weaning mechanics; extubation; arterial line sampling; and specialty rotation through pediatric/neonatal respiratory care, advanced diagnostics, and rehabilitation/home care.

**RTT 227 Rehabilitation and Home Care**

1.00 Credit

*Prerequisite/Co requisite(s): RTT 112*

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: rehabilitation concepts, rehabilitation procedures, rehabilitation equipment, home care concepts, home care procedures, and home care equipment.



**SCT 100 Introduction to Microcomputers**

3.00 Credits

*Prerequisite(s): Provisional admission*

Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.

**SOC 191 Introduction to Sociology**

5.00 Credits

*Prerequisite(s): Degree program admission level reading and English achievement.*

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, and social change.

**SPC 191 Fundamentals of Speech**

5.00 Credits

*Prerequisite(s): Degree program admission level language competency*

Introduces the fundamentals of oral communication. Topics include: Selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others.

**SUR 101 Introduction to Surgical Technology**

6.00 Credits

*Prerequisite(s): Program Admission*

Provides an overview of the Surgical Technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to Surgical Technology, asepsis and the surgical environment, basic instrumentation and equipment, principles of the sterilization process, and application of the sterilization principles.

**SUR 102 Principles of Surgical Technology**

5.00 Credits

*Prerequisite(s): SUR 101, SUR 108, PSY 101, SUR 109*

Provides continued study of surgical team participation by introducing basic care preparation/procedures, creation and maintenance of the sterile field. Topics include: basic case preparation and procedures, creation and maintenance of the sterile field, surgical supplies and accessory equipment, wound management, principles of surgery, minimal invasive surgery, and outpatient surgical procedures.

**SUR 108 Surgical Microbiology**

3.00 Credits

*Prerequisite(s): AHS 104, SCT 100, ENG 101, MAT 101**Co requisite(s): SUR 101, PSY 101*

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, cell structure and theory, microbial function, human and pathogen relationships, infectious process, bloodborne and airborne pathogens, defense microorganisms, infection control, and principles of microbial control and destruction.

**SUR 109 Surgical Patient Care**

3.00 Credits

*Prerequisite(s): MAT 101, PSY 101, SCT 100, ENG 101, AHS 101**Co requisite(s): SUR 101, SUR 108, AHS 104*

Introduces a complex diversity of surgical patients. Topics include: physiological diversities and needs, special patient needs, preoperative routine, intraoperative patient care, surgical emergencies, documentation and assessment skills, postoperative patient care, and care of the caregiver.

**SUR 110 Surgical Pharmacology**

3.00 Credits

*Prerequisite(s): SUR 101, 108, SUR 109, PSY 101**Co requisite(s): SUR 102, 109*

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administrations. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

**SUR 112 Intro-Surgical Practicum**

7.00 Credits

*Prerequisite(s): SUR 101, BIO 193**Co requisite(s): SUR 102*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; basic instrumentation; and environmental sanitation.

**SUR 203 Surgical Procedures I**

6.00 Credits

*Prerequisite(s): SUR 102, 109, 110, 112**Co requisite(s): SUR 113*

Continues introduction to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include: general surgery and special techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

**SUR 204 Surgical Procedures II**

6.00 Credits

*Prerequisite(s): SUR 203, 213**Co requisite(s): SUR 214*

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, orthopedic surgery, thoracic surgery, vascular surgery, cardiovascular surgery, and neurosurgery.

**SUR 213 Specialty Surgery Practicum**

8.00 Credits

*Prerequisite(s): SUR 102, 109, 110, 112, 203*

Emphasis is placed on routine procedures for general and specialty surgery. Students continue to demonstrate increased knowledge and advanced participation through the clinical experience. Topics include: aseptic technique, case preparation, application of surgical anatomy, surgical team employability skills, and demonstration of employability skills.

**SUR 214 Advanced Specialty Surgical Practicum**

8.00 Credits

*Prerequisite(s): SUR 203, 213**Co requisite(s): SUR 204*

Provides opportunity for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include: primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills.

**SUR 224 Seminar in Surgical Technology**

3.00 Credits

*Prerequisite(s): SUR 203, SUR 213*

*Prerequisite/Co requisite: SUR 204,SUR 214*

Prepares students for entry into careers as surgical technologists and enables them to effectively review for the national certification examination. Topics include: professional preparation, certification review, and test taking skills.

### **VCM136 Digital Photo Editing**

4.0 credits

*Prerequisite(s): SCT100*

Provides hands-on experience with major photo editing software. Topics include: digital input (scanners, digital cameras), resolution, color modes, layering and masking, input levels, filters, retouching, special effects.

### **WLD 100 Intro-Welding Technology**

6.00 Credits

*Prerequisite(s): None*

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety practices; tool and power machine operations; measurements; laboratory procedures; introduction to codes and standards welding career potentials and certification eligibility; basic electricity and power sources; and metals characteristics, preparation, and testing procedures. Laboratory demonstrations parallel class work.

### **WLD 101 Oxyfuel Cutting**

4.00 Credits

*Prerequisite(s): WLD 100*

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 oxyfuel cutting torch and flame cutting apparatus, metal heating and cutting techniques, cutting with manual and automatic cutting machines, and oxyfuel pipe cutting. Practice in the laboratory is provided.

### **WLD 102 Oxyacetylene Welding**

1.00 Credits

*Prerequisite(s)/Co-requisite(s): WLD 100*

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; brazing and soldering. Practice in the laboratory is provided.

**WLD 103 Blueprint Reading I**

3.00 Credits

*Prerequisite(s): WLD 100*

Introduces the knowledge and skills necessary for reading welding and related blue prints and sketches. Topics include: basic lines, sketches, basic views, notes and specification dimensions, structural shapes, isometrics, sectional views, joint design, and detail and assembly prints.

**WLD 104 Shielded Metal Arc Welding I**

6.00 Credits

*Prerequisite(s): WLD 100*

Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; SMAW theory: basic electrical principles; introduction to SMAW machines; equipment setup; identification and selections of low hydrogen, mild steel, and other common electrodes; joint design; selection and preparation of materials; and production of beads and joints in the flat position.

**WLD 105 Shielded Metal Arc Welding II**

6.00 Credits

*Prerequisite(s): WLD 104*

Introduces the major theory, safety practice, 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: SMAW safety and health practices; production of welds to uniform width and height; manipulation of electrodes to produce specification welds; horizontal joints; and uses of low hydrogen, mild steel, and other common electrodes in horizontal position welding.

**WLD 106 Shielded Metal Arc Welding III**

6.00 Credits

*Prerequisite(s): WLD 104*

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: SMAW safety and health practices: production of welds of uniform width and height; manipulation of electrodes to produce specification welds: vertical joints; and applications of low hydrogen, mild steel, and other common electrodes in vertical position welding.

**WLD 107 Shielded Metal Arc Welding IV**

6.00 Credits

*Prerequisite(s): WLD 104*

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; overhead joints; and applications of low hydrogen mild steel, and other common electrodes in overhead position welding.

**WLD 108 Blueprint Reading II**

3.00 Credits

*Prerequisite(s): WLD 103*

Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: weld symbols and abbreviations. Basic joints for weldment fabrications; fillet welds; groove welds; back or backing and melt-thru welds; plug and slot welds; surfacing welds; flash welds and upset welds; and flange, spot projection and seam welds.

**WLD 109 Gas Metal Arc Welding**

6.00 Credits

*Prerequisite(s): WLD 100*

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 setup; wire specifications; joint design; shielding gases; and production of GMAW beads, bead patterns, and joints in all positions.

**WLD 110 Gas Tungsten Arc Welding**

4.00 Credits

*Prerequisite(s): WLD 100*

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: safety and health practices; metals weldable using GTAW; shielding gases; metal cleaning procedures; GTAW machines and equipment setup; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints in all positions.

**WLD 112 Preparation for Industrial Qualification**

4.00 Credits

*Prerequisite(s): WLD 101, WLD 105, WLD 106, WLD 107, WLD 108, WLD 109, WLD 110*

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: qualification test methods and procedures, codes and standards, fillet and groove weld test specimens, and national industrial student preparation for qualification and job entry.

**WLD 150 Advanced Gas Tungsten Arc Welding**

5.00 Credits

*Prerequisite(s): WLD 110*

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding of pipe. Qualification test, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: joint preparation; backing gas; filler metal; hot pass; filler pass; and cover pass. Bead patterns and joints in all positions.

**WLD 151 Fabrication Practices**

5.00 Credits

*Prerequisite(s): WLD 107, WLD 108, WLD 109*

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

**WLD 152 Pipe Welding**

5.00 Credits

*Prerequisite(s): WLD 107, WLD 108*

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

**WLD 153 Flux Cored Arc Welding**

5.00 Credits

*Prerequisite(s): WLD 100*

Provides knowledge of theory, safety practices, equipment and techniques required for successful flux cored arc welding. Topics include: FCAW safety and health practices, FCAW theory, machine setup and operation, shielded gas selection, and FCAW joints in all positions.

**WLD 154 Plasma Cutting**

5.00 Credits

*Prerequisite(s): WLD 100, WLD 101*

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety principles and plasma torch and theory.

**WLD 156 Ornamental Iron Works**

5.00 Credits

*Prerequisite(s): WLD 100*

Ornamental Iron Works provides an introduction to ornamental ironworks with emphasis on safety practices, equipment, and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

**WLD 160 Half-Time Internship**

5.00 Credits

*Prerequisite(s): Completion of two full quarters with a GPA of 3.0 or better.*

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding and Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a "hands-on" situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.







# Personnel/Faculty Credentials



# Faculty Directory

## PRESIDENT'S OFFICE

**Glenn A. Deibert**  
Christa Herring

President  
Administrative Assistant

## ADMINISTRATIVE SERVICES

### Ron Carney

Vice President, Administrative Services

Libby Scully

Human Resource Manager

Jennifer Simpson

Payroll/Personnel Technician

Carol Peppers

Receptionist

Gary Aldridge

Maintenance Supervisor

David Bozeman

Maintenance Worker

Moses Cooper

Custodian

Pat Duncan

Custodian

Tony Duncan

Custodian

Michael Herring

Grounds

Robert Ranson

Grounds

Mary Alice Smith

Secretary

Henry Walden

Maintenance Worker

Tony Wilson

Maintenance Worker

Paul Roberts

Director, Accounting

Kay Hathaway

Accounting Technician

Lisa Weaver

Bookstore Manager

Sarah Wilson

Accountant

Steve McCoy

Director, Technology Services

Danny Mainprize

Technical Support Specialist

Robbi Morris

Technical Support Specialist

## ECONOMIC DEVELOPMENT

### Gary Pitts

Vice President, Economic Development

Ruby Barron

Administrative Assistant

Missy Pullen

Director, AHA Community Training Center

Flip Harper

Coordinator, AHA Community Training Center

## INSTITUTIONAL ADVANCEMENT

### Sheryl Sealy

Director, Institutional Advancement

Christina Keown

Assistant, Institutional Advancement

## INSTITUTIONAL EFFECTIVENESS

### Debbie Goodman

Vice President, Institutional Effectiveness

Don Kurtz

Coordinator, Institutional Research

**STUDENT AFFAIRS**

**Joyce Halstead**

Sandra Reeves  
 Chiquita Jones  
 Melissa Stanaland  
 Dale Aldridge  
 Mary Lou Branch  
 Susie Butler  
 LaDonna Delk  
 Charles Dillinger  
 Lynn Harris  
 Gloria Lowe  
 Ellen Terrell  
 Mary Lou Vonier  
 Deborah Gray  
 Mary Hopkins  
 Natalie Irvin  
 Natalie Morris  
 Kathy Jarosz  
 Tammy Drew  
 Wanda Hancock  
 Amy Scoggins  
 Beth Price  
 Jeanine Long  
 Daniel Cooper  
 Rick Horton  
 Marcus Nicolas  
 Mike Rayburn  
 Laura Jackson

Vice President, Student Affairs  
 Administrative Assistant  
 Education and Career Partnership Manager  
 Stay-In School Coordinator  
 Director, Adult Literacy  
 Adult Literacy Instructor  
 Adult Literacy Instructor  
 Adult Literacy Instructor  
 Adult Literacy Instructor  
 GED Specialist/Adult Literacy Secretary  
 Adult Literacy Specialist  
 Adult Literacy Transition Coordinator  
 Adult Literacy Instructor  
 Registrar  
 Receptionist/Data Entry  
 Specialist, Admissions  
 Specialist, Admissions  
 Director, Career Services  
 Receptionist  
 Admissions Coordinator  
 Retention Coordinator  
 Specialist, Retention  
 College Counselor  
 Tutoring Center  
 Tutoring Center  
 Recruiter  
 Director, Financial Aid  
 Specialist, Financial Aid

**ACADEMIC AFFAIRS**

**Annie McElroy**

Elaine Jones  
 Carla Barrow  
 Annie McElroy  
 Kevin Cronin  
 Joyce Mitchell  
 Cathy Myers  
 Robin Hale  
 Gail Roberts  
 Pam Johnson  
 Evelyn Kelly  
 Sue Stephenson

Interim Vice President, Academic Affairs  
 Administrative Assistant  
 GVTC Coordinator  
 Dean of Instruction  
 Secretary  
 Secretary  
 Dean of Instruction  
 Secretary  
 Director, Library/Media Services  
 Library Assistant  
 Library Assistant  
 Librarian

**Allied Health Education Faculty**

Kathy Allen	Pharmacy Technology
Barbara Barrineau	Practical Nursing
Megan Bivens	Associate Degree Nursing
Tamara Bryant	Practical Nursing
Joy Conger	Associate Degree Nursing
Ralph Fudge	Natural Sciences
Lillie Gregory	Radiologic Technology
Flip Harper	AHA Community Training Center
Terry Harper	Practical Nursing, Mitchell County
Jennifer Harrison	Associate Degree Nursing
Glenda Hatcher	Medical Assisting
Tom Hastings	Respiratory Care Technology
Karen Head	Patient Care Assisting
Kynthia James	Associate Degree Nursing
Florence McCutchen	Associate Degree Nursing
Richard Miller	Medical Laboratory Technology
Tammy Miller	Respiratory Care Technology
Deb Oram	Natural Sciences
Mary Perkins	Receptionist/Secretary, Mitchell County Campus
Missy Pullen	Paramedic Technology
Pam Smith	Gerontology
April Taylor	Surgical Technology
Wally Waldron	Radiologic Technology

**Business and Computer Technology Faculty**

Mary Jane Bacon	Business Office Technology
Patricia Christian	Business Office Technology
Charles Everett	Computer Information Systems
Ray Ingram	Accounting
Chris Parrish	Business/Administrative Office Technology
Dennis Lee	Management Supervisory Development
Howard Stephens	Computer Information Systems

**General Education Faculty**

Judi Bremer	Reading/English
Don Crews	Psychology
Marsha Faircloth	Math
Lee Fletcher	Math
Theresa Hawkins	English
Ron Rushing	Math
Travis Timmons	English

**Professional Services Faculty**

Jessica Barfield

Rosa Collins

Tamaira Cunningham

Karen Davis

Stephanie Joyner

Douglas Robinson

Early Childhood Care &amp; Education

Cosmetology

Criminal Justice Technology

Early Childhood Care &amp; Education

Cosmetology

Criminal Justice Technology

**Technical and Industrial Faculty**

Bobby Sharp

Chip Coffin

Chad Faircloth

Jeffrey Gilmore

Thomas Graham

Ralph Griffith

Sam Miller

Tim Robinson

Sonny Scully

Agricultural Technology

Instructor

Industrial Electrical Technology

Welding &amp; Joining Technology

Automotive Technology

Drafting Technology

Agricultural Technology

Air Conditioning Technology

Welding and Joining Technology

# Administration & Faculty Credentials

## Administration

### **Glenn A. Deibert (2006)**

*President*

Ed.D., Nova Southeastern University  
M.Ed., University of Georgia  
B.S., University of Georgia  
Diploma, Thomas Technical Institute

### **Ron Carney (1986)**

*Vice President, Administrative Services*

Ed.D., Nova Southeastern University  
M.B.A., Nova Southeastern University  
B.S., University of Richmond

### **Deborah L. Goodman (1993)**

*Vice President, Institutional Effectiveness*

Ed.D., Oklahoma State University  
M.S., Oklahoma State University  
B.S., Oklahoma State University  
Additional Graduate Studies: Central State University, Indiana University  
at Perdue University, Troy State University at Dothan

### **Joyce Halstead (1989)**

*Vice President for Student Affairs*

M.Ed., Valdosta State University  
B.A., Thomas University

### **Christa Herring (1999)**

*Administrative Assistant to the President*

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

### **Annie Laurie McElroy (1992)**

*Interim Vice President for Academic Affairs*

Ph.D., Georgia State University  
M.Ed., Valdosta State University  
B.S., Valdosta State University  
Diploma, Georgia Baptist College of Nursing



**Cathy Myers (2007)***Dean of Instruction*

M.Ed., Valdosta State University

B.A., St. Leo College

A.A., North Florida Junior College

**Gary Pitts (2005)***Vice President of Economic Development*

M.B.A., Valdosta State University

B.S., Valdosta State University

Professional in Human Resources Certification

**Sheryl Sealy (2003)***Director of Institutional Advancement*

M.S., Nova Southeastern University

B.S. Thomas College

A.A., Thomas College

**Full Time Faculty****Kathy Allen***Pharmacy Technology*

B.S., University of Georgia

**Mary Jane E. Bacon (1977)***Business & Office Technology*

M.Ed., Valdosta State University

B.S., University of Georgia

A.A., Abraham Baldwin Ag. College

MOUS Certification

**Jessica Barfield (2007)***Early Childhood Care & Education*

M.S., Valdosta State University

B.S., University of Georgia

**Barbara Barrineau (2004)***Practical Nursing*

A.D.N., Darton College

Diploma, Thomas Technical Institute

**Megan Bivens (2007)***Associate Degree Nursing*

M.S.N., Florida State University

B.S.N., Florida State University

A.S., Gulf Coast Community College

**Mary Lou Branch (1999)***Adult Literacy*

B.S., Florida State University

**Judi Bremer (2006)***Reading and Math Specialist*

M.S., Florida State University

B.S., Florida State University

**Tamara Lanae Bryant (1994)***Practical Nursing*

B.S.N., Brenau Women's College

Certificate, Swainsboro Technical College

**Susie Butler (1997)***Adult Literacy*

B.S., Thomas College

**Patricia D. Christian (1990)***Business & Office Technology*

M.Ed., Florida Agricultural and Mechanical University

B.S., Florida Agricultural and Mechanical University

Additional Graduate Studies: Valdosta State University

MOUS Certification

**Chip Coffin (2000)***College Success*

B.A., Emory and Henry College

**Rosa Collins (1995)***Cosmetology*

Diploma, South Georgia Technical College

**Joy Conger (2007)***Associate Degree Nursing*

M.S.N., Medical College of Georgia

B.S.N., Georgia Southwestern University

A.S.N., Abraham Baldwin College

**Daniel Cooper (2005)***Tutoring Center*

M.S., Georgia Southern University

B.S., Mercer University

**Donald E. Crews (1990)***Psychology*

M. Ed., Valdosta State University

B.S., Southern Illinois University

Additional Graduate Studies: Valdosta State University

**Tamaira Cunningham (2007)***Criminal Justice Technology*

M.P.A., Albany State University

B.S., Albany State University University

Additional Graduate Studies: Walden University

**Karen Davis (2004)***Early Childhood Care & Education*

Ed.S., Nova Southeastern University

M.Ed., Valdosta State University

B.S., Valdosta State University

Additional Graduate Studies: Argosy University

**LaDonna Delk (1994)***Adult Literacy*

M. Ed., Valdosta State University

B.S., Albany State College

A.S., Thomas College

A.A., Thomas College

**Charles Dillinger (2003)***Adult Literacy*

B.S., Florida State University

A.A., Tallahassee Community College

Additional Studies, Valdosta State University

**Charles Everett (1999)**

*Computer Information Systems*

M.Ed., Valdosta State University

B.S., Thomas College

MCSE Certification

A+ Certified Service Technician

CCNA and CCNP Certification

**Chad Faircloth (2005)**

*Industrial Electrical Technology*

A.A.T. Southwest Georgia Technical College

Diploma, Southwest Georgia Technical College

**Marsha T. Faircloth (1974)**

*Math*

M.Ed., Valdosta State University

B.S., Valdosta State University

Additional Graduate Studies: Valdosta State University

**Lee Fletcher (1985)**

*Math*

B.A., Catawba College

**Ralph Fudge (1999)**

*Natural Sciences*

M.A. Valdosta State University

B.S. Georgia Southern University

A.S. Southern Technical Institute

**Jeffrey Gilmore (2004)**

*Welding & Joining Technology*

Diploma, Valdosta Technical College

**Thomas L. Graham (1985)**

*Automotive Technology*

Diploma, Thomas Technical Institute

**Lillie R. Gregory (1987)**

*Radiologic Technology*

B.S., Valdosta State University

Diploma, Thomas Technical Institute

Diploma, Valdosta Technical Institute

Additional Graduate Studies: Valdosta State University

**Ralph Griffith (2005)***Drafting Technology*

A.A.S., Bainbridge College

Diploma, Southwest Georgia Technical College

**Flip Harper (2002)***Emergency Medical Technology*

A.S., Darton College

Certificate, Darton College

**Terry Harper (2000)***Practical Nursing*

B.S.N., University of Phoenix

A.D.N., Darton College

**Jennifer Harrison (2004)***Associate Degree Nursing*

M.S.N., University of Phoenix

B.S.N., Georgia Southwestern

A.S.N. Georgia Southwestern

**Tom Hastings (2006)***Respiratory Technology*

B.S., University of Florida

A.S., Valencia Community College

**Glenda H. Hatcher (1987)***Medical Assisting*

B.S.N., Valdosta State University

**Theresa H. Hawkins (1975)***English*

M.Ed., Florida A&amp;M University

B.A., Albany State College

Additional Graduate Studies: Florida A&amp;M University

**Karen Head (2004)***Patient Care Assisting*

B.S.N., Thomas University

Diploma, Georgia Baptist School of Nursing

**Ricky Horton (2001)***Tutoring Center*

M.S., Troy State University

B.S., Delta State University

**Ray Ingram (1981)***Accounting*

M.Ed., Valdosta State University

B.S., Valdosta State University

Additional Graduate Studies: Albany State College, Troy State Univ. at  
Dothan, Georgia Southwestern State University

MOUS Certification

**Kynthia James (2001)***Associate Degree Nursing*

M.S.N., University of Phoenix

B.S.N., Thomas University

A.D.N., Darton College

**Stephanie Joyner (2007)***Cosmetology*

Diploma, Thomas Technical Institute

**Dennis Lee (2005)***Management & Supervisory Development*

M.B.A., Valdosta State University

B.S., Georgia Tech

**Florence T. McCutchen (2005)***Associate Degree Nursing*

M.S.N., Florida State University

B.S.N., University of Pennsylvania

Diploma, Holy Name Hospital School of Nursing

**Richard Miller (1996)***Clinical Laboratory Technology*

Ph.D., Georgia State University

M.B.A., Albany State College

B.A., Mansfield State University of Pennsylvania

Certificate, Robert Packer Hospital School of Medical Technology

**Sam Miller (1993)***Agricultural Technology*

B.S.A., University of Georgia

A.S., Abraham Baldwin College

**Tammy Miller (1991)***Respiratory Technology*

M.Ed., Valdosta State University

B.S., Berry College

Diploma, Thomas Technical Institute

**Deborah Oram (2004)***Natural Sciences*

M.S., University of Georgia

B.S., University of Georgia

**Christine Parrish (2005)***Business Office Technology*

M.Ed., Valdosta State University

B.S., University of Georgia

**Missy Pullen (1998)***Paramedic Technology*

A.D.N., Darton College

EMT/Paramedic, Valdosta Technical College

**Douglas Robinson (2005)***Criminal Justice Technology*

M.S., Valdosta State University

B.S. Florida State University

Peace Officer Certification, Abraham Baldwin Regional Police Academy

**Tim Robinson (1996)***Air Conditioning Technology*

M.Ed., Valdosta State University

B.S., Valdosta State University

B.A. Valdosta State University

Diploma, Thomas Technical Institute

Additional Graduate Studies: Valdosta State University

**Ron Rushing (2004)***Math*

M.S., Clemson University

B.A., Troy State University

**James (Sonny) Scully (1997)***Welding & Joining Technology*

A.S., Thomas College

Diploma, Thomas Technical Institute

**Bobby Sharp (2005)***Agricultural Technology*

AAS, Southwest Georgia Technical College

**Pam Smith (2006)***Gerontology*

B.S., Valdosta State University

A.D.N., Abraham Baldwin Agriculture College

A.S., Abraham Baldwin Agriculture College

Certificate, Swainsboro Technical College

**M. Howard Stephens (1985)***Computer Information Systems*

M.Ed., Valdosta State University

B.S., University of Alabama

Additional Graduate Studies: Troy State University at Dothan

Novell Netware Certification

CISCO CCNA Certification

**April Taylor (2006)***Surgical Technology*

A.S., Darton College

Diploma, Thomas Technical Institute

**Travis Timmons (2007)***English*

M.A.; Florida State University (presently a candidate)

B.A., Patrick Henry College



**Mary Lou Vonier (1999)**

*Adult Literacy*

B.S., Valdosta State University

**Werner (Wally) Waldron (1989)**

*Radiologic Technology*

M.Ed., Valdosta State University

B.T., Appalachian State University

A.A.S., Tampa Technical Institute

Certificate, Morton F. Plant Hospital

**Adjunct Faculty****Claudia (Pauline) Ash**

M.S., Mississippi State University for Women

B.S., Mississippi State University for Women

B.S., Mississippi State for Women

**Lisa-jan Bailey**

M.S., University of South Alabama

B.S., Mobile College

**Del Bibles**

M.S., Georgia State University

**Dorothy Brown**

M.B.A., Albany State University

**Debra Bryant**

M.S., Valdosta State University

**Valerie Burton**

A.A.S., Pearl River Community College

**Betsy Caldwell**

B.S., Appalachian State University

**Hazel Caldwell**

M.S., Eastern Virginia Medical School  
B.A., Charleston College

**Barbara Cooper**

B.A., Albany State University

**Herb Cravey**

M.S., Medical College of Georgia  
B.S., Georgia Southwestern College  
A.S. Nursing, Abraham Baldwin Agricultural College

**Connie Currie**

A.D.N., Southwest Georgia Technical College

**Pamela Dean**

B.S., Georgia Southwestern University

**Phyllis Dearing**

B.S., Illinois State University

**Derek Evans**

Diploma, Southwest Georgia Technical College

**Betty Fox-Wind**

M.A., Texas Women's University  
B.F.A., Southern Methodist University

**Joy Gainous**

B.S., Valdosta State University  
A.S., Bainbridge College

**Sue Johnson**

Ed.D., Valdosta State University  
M.Ed., Valdosta State University  
B.S., Valdosta State University

**Betty Keel**

M.Ed., Valdosta State University  
B.A., Troy State University  
A.A., Enterprise Junior College

**Sandra Lofton**

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

**Christine Mayer**

M.A., Wheaton College  
B.A., Anderson University

**Tongila McIntyre**

A.A.T., Southwest Georgia Technical College

**Cynthia Miller**

M.S., Columbus State University  
B.A., Wichita State University

**Eleanor Moore**

M.S., Vanderbilt University  
B.S., Vanderbilt University  
A.A.S. Nursing, Baptist School of Nursing

**Linda Pack**

B.S. N., Valdosta State University; Diploma Nursing, Grady Hospital of Nursing

**Michelle Palmer**

B.S.N., Thomas University

**David Perry**

M.S., Albany State University  
B.S., Albany State University

**Victoria Poss**

M.S., Mississippi University for Women  
B.S., Mississippi University for Women

**William Reed, Jr.**

B.S., North Carolina A & T State University

**Paul Roberts**

B.S., Georgia Southwestern University  
B.S., Valdosta State University

**Debra Rogers**

Ph.D., Capella University  
M.S., University of Phoenix  
B.S., University of Phoenix  
A.A., University of Phoenix

**Debbie Sauls**

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

**Mark Scott**

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

**Georgia Vickie Smith**

B.S., Thomas University  
A.A.T., Southwest Georgia Technical College  
A.A.T., Southwest Georgia Technical College

**Neva Tamara Smith**

M.B.A. Albany State University  
B.S., Thomas University

**Wynette Suber**

Ed.S., Valdosta State University  
M.S., Valdosta State University  
B.S., Georgia State College for Women

**Frances Turner**

B.S., Thomas University  
A.S., Thomas University

**Cora Ann Walden**

Diploma, Southwest Georgia Technical College

**Renee Watters**

M.A., Western Illinois University

**Stuart Womble**

M.S., Florida State University  
B.S., Tennessee State University

**Ruth Wright**

M.S., Georgia State Univeristy  
B.S., Georgia State University

