# Program Accreditation

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting or Certifying Agency</th>
<th>Status</th>
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<tbody>
<tr>
<td>Air Conditioning Technology</td>
<td>HVAC Excellence</td>
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</tr>
<tr>
<td>Main Campus</td>
<td>1701 Pennsylvania Ave NW</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20006</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel: 800-394-5268</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: 800-546-3726</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.hvacexcellence.org/">http://www.hvacexcellence.org/</a></td>
<td></td>
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<tr>
<td>Associate of Science in</td>
<td>Georgia Board of Nursing</td>
<td>Approved</td>
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<tr>
<td>Nursing</td>
<td>237 Coliseum Drive</td>
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<tr>
<td>Main Campus and Wiregrass</td>
<td>Macon, Georgia 31217</td>
<td></td>
</tr>
<tr>
<td>Georgia</td>
<td>Phone: 478-207-1640</td>
<td></td>
</tr>
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<td><a href="http://sos.state.ga.us/plb/rn">http://sos.state.ga.us/plb/rn</a></td>
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<tr>
<td>Technical College (formerly</td>
<td>National League for Nursing</td>
<td>Accredited</td>
</tr>
<tr>
<td>Valdosta</td>
<td>Atlanta, Georgia, 30326</td>
<td></td>
</tr>
<tr>
<td>Technical College (formerly</td>
<td>Phone: 404-975-5000</td>
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</tr>
<tr>
<td>Georgia Technical College</td>
<td>Fax: 404-975-5020</td>
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</tr>
<tr>
<td>and Wiregrass site Georgia</td>
<td><a href="http://www.nlnac.org">http://www.nlnac.org</a></td>
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<tr>
<td>Automotive Technology</td>
<td>National Automotive Technicians Education Foundation, Inc.</td>
<td>Master</td>
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<tr>
<td>Main Campus</td>
<td>101 Blue Seal Drive, S.E., Suite 101</td>
<td>Certified</td>
</tr>
<tr>
<td></td>
<td>Leesburg, Virginia 20175</td>
<td></td>
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<tr>
<td></td>
<td>Phone: 703-669-6650</td>
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<tr>
<td></td>
<td>Fax: 703-669-6125</td>
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<td><a href="http://www.natef.org">http://www.natef.org</a></td>
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<tr>
<td>Clinical Laboratory Technology</td>
<td>National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</td>
<td>Accredited</td>
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<tr>
<td>Main Campus</td>
<td>5600 N. River Road, Suite 720</td>
<td></td>
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<tr>
<td></td>
<td>Rosemont, Illinois 60018-5119</td>
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<tr>
<td></td>
<td>Phone: 773-714-8880</td>
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<td></td>
<td>Fax: 773-714-8886</td>
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<td><a href="http://www.naacls.org">http://www.naacls.org</a></td>
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The SWGTC Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

CAAHEP
1361 Park Street
Clearwater, Florida 33756
Phone: 727-210-2350
http://www.caahep.org

Georgia Medical Care Foundation
1455 Lincoln Parkway
Suite 800
Atlanta, GA 30346
Phone: 800-982-0411
Fax: 678-527-3001
http://www.gmcf.org

Georgia Department of Human Resources
Office of Emergency Medical Services
200 Skyland Drive - Lower Level
Atlanta, GA 30319
Phone: 404-679-0547
http://ems.ga.gov
<table>
<thead>
<tr>
<th>Program</th>
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<tr>
<td>Pharmacy Technology</td>
<td>American Society of Health-System Pharmacists</td>
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<tr>
<td>Main Campus</td>
<td>7272 Wisconsin Avenue, Bethesda, Maryland 20814</td>
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<tr>
<td>Practical Nursing</td>
<td>Professional Licensing Boards Division Georgia Board of Examiners of Licensed Practical Nursing</td>
</tr>
<tr>
<td>Main Campus and Grady County site</td>
<td>237 Coliseum Drive, Macon, Georgia 31217-3858</td>
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<tr>
<td></td>
<td>Phone: 478-207-2440, <a href="http://sos.state.ga.us/plb/lpn">http://sos.state.ga.us/plb/lpn</a></td>
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<tr>
<td>Respiratory Care Technology</td>
<td>Commission on Accreditation For Respiratory Care (CoARC)</td>
</tr>
<tr>
<td>Main Campus</td>
<td>1248 Harwood Road, Bedford, Texas 76021-4244</td>
</tr>
<tr>
<td></td>
<td>Phone: 817-283-2835, <a href="http://www.coarc.com">http://www.coarc.com</a></td>
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<tr>
<td>Surgical Technology</td>
<td>Accreditation Review Council on Education in Surgical Technology and Surgical Assisting</td>
</tr>
<tr>
<td>Main Campus</td>
<td>6 West Dry Creek Circle, Littleton, Colorado 80120-8031</td>
</tr>
<tr>
<td></td>
<td>CAAHEP 1361 Park Street, Clearwater, Florida 33756</td>
</tr>
<tr>
<td></td>
<td>Phone: 727-210-2350, <a href="http://www.caahep.org">http://www.caahep.org</a></td>
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</table>
Special Programs/Opportunities

Articulation Agreements

Southwest Georgia Technical College has an articulation agreement with Thomas University for those students wanting to complete a baccalaureate degree in the following programs: Accounting, Business Administrative Technology, Business Management, Clinical Laboratory Technology, Criminal Justice Technology, Early Childhood Care and Education, Social Work Assistant, and Nursing. Articulation agreements are maintained on the College website.
Tuition and Fees

Expenses

All fees are payable at registration for each semester/term/course except as noted. Students with unpaid fees by the payment deadline will be purged from enrollment records for the term. **FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF ANY SEMESTER, OR COURSE.**

In keeping with the state-wide enrollment processing policy from the Technical College System of Georgia, Southwest Georgia Technical College has a three (3) instructional day drop, 100% refund period, and a seven (7) calendar day add period at the beginning of each semester. Students have the first three days of each semester to drop any or all of the courses they are registered for. If students drop course(s) during this period, they will receive a 100% refund of all tuition and applicable fees, will not earn a “W” grade in the class and not have any hours counted against their financial aid cap. If students drop any course(s) after the third instructional day of the semester, they will receive no refund, will earn a “W” grade and will have the credit hours count against their financial aid cap.
For more information about our graduation rates, the median debt of students who completed our programs, and other important information, please visit our website at http://southwestgatech.edu/disclosures.
HEALTH CARE ASSISTANT
   Health Care Assistant, TCC
   Health Care Science, TCC

CLINICAL LABORATORY TECHNOLOGY
   Clinical Laboratory Technology, AAS
   Clinic Assistant (Phlebotomy), TCC

HEALTH INFORMATION TECHNOLOGY
   Health Information Technology, AAS
   Health Information Coding, Diploma

MEDICAL ASSISTING
   Medical Assisting, AAS
   Medical Assisting, Diploma

NURSING
   Associate of Science in Nursing, A.S.N.
   Practical Nursing, Diploma
   Nurse Aide, TCC

PARAMEDIC TECHNOLOGY
   Paramedicine, AAS
   Paramedicine, Diploma
   Advanced Emergency Medical Technician, TCC
   Emergency Medical Technician, TCC

PHARMACY TECHNOLOGY
   Pharmacy Technology, AAS
   Pharmacy Technology, Diploma

RADIOLOGIC TECHNOLOGY
   Radiology Technology, AAS

RESPIRATORY CARE TECHNOLOGY
   Respiratory Care Technology, AAS

SURGICAL TECHNOLOGY
   Surgical Technology, AAS
   Surgical Technology, Diploma

VETERINARY TECHNOLOGY
   Veterinary Technology, AAS
   Veterinary Technician Assistant, TCC
Veterinary Technology

Associate of Applied Science Degree

Program Description: The Veterinary Technology program is a sequence of courses designed to prepare students for careers in the field of veterinary technology. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement. The curriculum is delivered in accordance with the American Veterinary Medical Association’s Committee on Veterinary Technician Education and Activities accreditation guidelines. Program graduates receive the Associate of Applied Science degree, are eligible to sit for the Veterinary Technician National Examination, and are qualified to apply for credentials as a Registered Veterinary Technician in the state of Georgia.

Length of Program: Six (6) Semesters

Entrance Dates: Spring Semester

Entrance Requirements: Refer to Admissions criteria.

Program Admission: Spring Semester Age: Applicant must be 18 years of age prior to first clinical course.

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: Physical Exam, Criminal Background Check, Drug Toxicology, Rabies Vaccination

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

1. General Education Courses

   Area I: Language Arts/Communication
   - ENGL 1101 Composition and Rhetoric 3

   Area II: Social/Behavioral Sciences
   and one of the following (3 hours)
   - ECON 2105 Macroeconomics 3
   - PSYC 1101 Introductory Psychology (3)
   - SOCI 1101 Introduction to Sociology (3)

   Area III: Natural Sciences/Mathematics
   - CHEM 1211 Chemistry I 3
   - CHEM 1211L Chemistry Lab I 1
   - MATH 1111 College Algebra 3

   Area IV: Humanities/Fine Arts
   and one of the following (3 hours)
   - ARTS 1101 Art Appreciation 3
   - ENGL 2130 American Literature (3)
   - HUMN 1101 Introduction to Humanities (3)
   - MUSC 1101 Music Appreciation (3)

2. Occupational Courses

   - BIOL 1111 Biology I 3
   - BIOL 1111L Biology Lab I 1
   - COMP 1000 Introduction to Computers 3
   - VETT 1000 Veterinary Medical Terminology 2
   - VETT 1010 Introduction to Veterinary Technology 1
   - VETT 1020 Veterinary Clinical Pathology I 3
   - VETT 1030 Veterinary Clinical Procedures I 4
   - VETT 1060 Animal Anatomy and Physiology 4
   - VETT 1070 Veterinary Diagnostic Imaging 3
   - VETT 1110 Veterinary Pathology and Diseases 4
   - VETT 2120 Veterinary Clinical Pathology II 4
   - VETT 2130 Veterinary Clinical Procedures II 5
   - VETT 2160 Pharmacology for Veterinary Technicians 3
Program Final Exit Point: Veterinary Technology, Associate of Applied Science.

Credits Required for Graduation: 80 minimum semester hour credits required for graduation

Veterinary Technician Assistant

Technical Certificate of Credit

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

Length of Program: Three (3) Semesters

Entrance Dates: Spring Semester

Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details.

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: Physical Exam, Criminal Background Check, Drug Toxicology, Rabies Vaccination
Curriculum Credits

1. Basic Skills Courses
   MATH 1111  College Algebra  3

2. Occupational Courses  25
   BIOL 1111  Biology I  3
   BIOL 1111L  Biology Lab I  1
   CHEM 1211  Chemistry I  3
   CHEM 1211L  Chemistry Lab I  1
   VETT 1000  Veterinary Medical Terminology  2
   VETT 1010  Introduction to Veterinary Technology  1
   VETT 1020  Veterinary Clinical Pathology I  3
   VETT 1030  Veterinary Clinical Procedures I  4
   VETT 1060  Animal Anatomy and Physiology  4
   VETT 1070  Veterinary Diagnostic Imaging  3

Program Final Exit Point: Veterinary Technician Assistant, Technical Certificate of Credit.

Credits Required for Graduation: 28 minimum semester hour credits required for graduation
Professional Services Programs

COSMETOLOGY
  Cosmetology, Diploma
  Shampoo Technician, TCC

CRIMINAL JUSTICE TECHNOLOGY
  Crime Scene Investigation Technology, AAS
  Criminal Justice Technology, AAS
  Criminal Justice Technology, Diploma
  Criminal Justice Specialist, TCC

EARLY CHILDHOOD CARE & EDUCATION
  Early Childhood Care and Education, AAS
  Early Childhood Care and Education, Diploma
  Child Development Specialist, TCC

E-LEARNING DESIGN & DEVELOPMENT
  E-Learning Design and Development Specialist, TCC

SOCIAL WORK ASSISTANT
  Social Work Assistant, AAS
  Social Work Assistant, Diploma
  Eligibility Determination 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.

Certified Warehousing & Distribution Specialist

Technical Certificate of Credit

Course Description: The Certified Warehousing and Distribution Specialist Technical Certificate of Credit provides instruction that will allow graduates to function safely and effectively in the warehouse environment. Topics include workforce skills, warehousing and distribution processes, technology skills, and representative warehousing skills.

Entrance Date: Varies

Entrance Requirements: Refer to Admissions criteria.

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. Occupational Courses                  10
   CWDS 1540 Working in the Warehousing Environment       2
   CWDS 1560 Warehousing Core and Workforce Skills         4
   CWDS 1580 Warehousing and Distribution Process          2
   CWDS 1600 Warehousing Technology Skills                  2

Program Final Exit Point: Certified Warehousing and Distribution Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 10 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.
Certified Customer Service Specialist

Technical Certificate of Credit

Course Description: The Certified Customer Service Specialist (CCSS) program provides training in the core interpersonal and technical skills required to deliver exceptional customer service in a broad range of customer contact jobs.

Entrance Date: Varies

Entrance Requirements: Refer to Admissions criteria.

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. Occupational Courses

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<td>Service Industry Business Environment</td>
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<td>MKTG 1162</td>
<td>Customer Contact Skills</td>
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<td>MKTG 1163</td>
<td>Computer Skills for Customer Service</td>
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<td>MKTG 1164</td>
<td>Business Skills for the Customer</td>
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<tr>
<td>MKTG 1165</td>
<td>Personal Effectiveness in Customer Service</td>
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Program Final Exit Point: Certified Customer Service Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 11 minimum semester hour credits required for graduation.
Social Work Assistant

Associate of Applied Science Degree

Course Description: The purpose of the Social Work Assistant Program is to prepare students to obtain entry-level employment in public and private social services agencies. The social work assistant is equipped with skills, values, and sensitivity to effectively serve human needs in a variety of community settings. Learning opportunities develop academic, occupational, and professional knowledge required for job acquisition, employment retention, and career advancement. Program graduates receive a Social Work Assistant Associate of Applied Science degree.

Length of Program: Five (5) semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 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: Physical Exam, Criminal Background Check and Drug Toxicology.

Note: Individuals who have been charged with a federal offense and/or certain types of misdemeanor offenses may be denied access to field practicum sites. Field Practicum is a program requirement; therefore, if a student is unable to meet this requirement, he or she will not complete the Social Work Assistant program.

Curriculum Credits

1. General Education Courses
   15
   Area I: Language Arts/Communication
       ENGL 1101 Composition and Rhetoric 3
   Area II: Social/Behavioral Sciences
       and one of the following (3 hours)
       ECON 2105 Macroeconomics 3
       PSYC 1101 Introductory Psychology (3)
       SOCI 1101 Introduction to Sociology (3)
   Area III: Natural Sciences/Mathematics
       and one of the following (3 hours)
       MATH 1100 Quantitative Skills and Reasoning 3
       MATH 1111 College Algebra (3)
       MATH 1112 College Trigonometry (3)
Area IV: Humanities/Fine Arts

and one of the following (3 hours)

- ARTS 1101 Art Appreciation 3
- ENGL 2130 American Literature (3)
- HUMN 1101 Introduction to Humanities (3)
- MUSC 1101 Music Appreciation (3)

and one additional course from Area II, III, or IV (3 hours)
(as approved by program advisor) 3

2. Occupational Courses 48

- COMP 1000 Introduction to Computers 3
- SOCW 2000 Introduction to Social Work 3
- SOCW 2010 Introduction to Case Management 3
- SOCW 2020 Human Behavior and the Social Environment 3
- SOCW 2030 Interviewing Techniques with Individuals 3
- SOCW 2040 Behavioral Health & Community Services 3
- SOCW 2050 Group Work Intervention 3
- SOCW 2060 Child & Adolescent Behaviors & Interventions 3
- SOCW 2070 Social Policies and Programs for the Aging 3
- SOCW 2080 Social Work Field Practicum I 6
- SOCW 2090 Social Work Field Practicum II 6

and three of the following (9 hours)

- SOCW 2100 Leadership and Community Service 3
- SOCW 2110 Case Management with Families 3
- SOCW 2120 Multicultural Issues 3
- Elec-Core Course from Area I, II, III or IV (as approved by program advisor) 3

Program Final Exit Point: Social Work Assistant, Associate of Applied Science.

Credits Required for Graduation: 63 minimum semester hour credits required for graduation.
Social Work Assistant

Diploma

Course Description: The purpose of the Social Work Assistant Program is to prepare students to obtain entry-level employment in public and private social services agencies. The program emphasizes a combination of Social Work theory and practical application. The social work assistant is equipped with skills, values, and sensitivity to effectively serve human needs in a variety of community settings. Learning opportunities develop academic, occupational, and professional knowledge required for job acquisition, employment retention, and career advancement. Program graduates receive a Social Work Assistant diploma.

Length of Program: Five (5) semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 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: Physical Exam, Criminal Background Check and Drug Toxicology.

Note: Individuals who have been charged with a federal offense and/or certain types of misdemeanor offenses may be denied access to field practicum sites. Field Practicum is a program requirement; therefore, if a student is unable to meet this requirement, he or she will not complete the Social Work Assistant program.
## Curriculum Credits

### 1. Basic Skills Courses
- ENGL 1010 Fundamentals of English I 3
- EMPL 1000 Interpersonal Relations and Professional Development 2
  **and one of the following (3 hours)**
  - MATH 1012 Foundations of Mathematics 3
  - MATH 1013 Algebraic Concepts (3)
  - MATH 1015 Geometry and Trigonometry (3)

### 2. Occupational Courses
- COMP 1000 Introduction to Computers 3
- SOCW 2000 Introduction to Social Work 3
- SOCW 2010 Introduction to Case Management 3
- SOCW 2020 Human Behavior and the Social Environment 3
- SOCW 2030 Interviewing Techniques with Individuals 3
- SOCW 2040 Behavioral Health & Community Services 3
- SOCW 2050 Group Work Intervention 3
- SOCW 2060 Child & Adolescent Behaviors & Interventions 3
- SOCW 2070 Social Policies and Programs for the Aging 3
- SOCW 2080 Social Work Field Practicum I 6
- SOCW 2090 Social Work Field Practicum II 6
  **and three of the following (9 hours)**
  - SOCW 2100 Leadership and Community Service 3
  - SOCW 2110 Case Management with Families 3
  - SOCW 2120 Multicultural Issues 3
  - SOCW 2130 Social Welfare and Community Service 3
  - Elec-Core Course from Area II, III, or IV (as approved by program advisor) 3

**Program Final Exit Point:** Social Work Assistant, Diploma.

**Credits Required for Graduation:** 56 minimum semester hour credits required for graduation
Eligibility Determination Specialist

Technical Certificate of Credit

Course Description: The Eligibility Determination Specialist TCC program prepares individuals to work under general supervision to coordinate or perform eligibility determinations and other related activities associated with Medicaid benefits for the aged, blind, and disabled. Additionally, eligibility determination specialists may serve as liaisons with community, state, and federal agencies to coordinate client benefits and services. Although the certificate program was developed in cooperation with the Georgia Division of Family and Children Services (DFCS), program graduates may also find employment in the private sector, providing consultation and technical assistance to nursing homes, hospitals, and rehabilitation services personnel and family members concerning eligibility requirements. The program emphasizes a combination of theory, social work procedures, and interviewing techniques. Students will learn about the economic support component of social work, including Family Medicaid, Food Stamps, and Temporary Assistance for Needy Families (TANF). Preceptors from DFCS will oversee students in the internship phase of the program.

Length of Program: Two (2) semesters

Entrance Date: Beginning of each semester

Entrance Requirements: Refer to Admissions criteria.

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.

Pending SACS:COC Approval
Curriculum Credits

1. Basic Skills Courses
   - ENGL 1010 Fundamentals of English I 3
   - EMPL 1000 Interpersonal Relations & Prof Develop 2

2. Occupational Courses
   - COMP 1000 Introduction to Computers 3
   - SOCW 2010 Introduction to Case Management 3
   - SOCW 2020 Human Behavior and the Social Environment 3
   - SOCW 2030 Interviewing Techniques with Individuals 3
   - SOCW 2081 Social Work Field Practicum I 8

Program Final Exit Point: Eligibility Determination Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 25 minimum semester hour credits required for graduation
Cosmetology

Diploma

**Course Description:** The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

**Length of Program:** One (1) Semester prerequisites (ENGL 1010, MATH 1012, COMP 1000, (PSYC 1010 or EMPL 1000)); Three (3) Semesters Occupational courses

**Entrance Date:** Prerequisite Courses open; however, all program prerequisite courses, with the exception of MATH 1012, must be successfully completed prior to the beginning of Occupational courses. MATH 1012 must be completed before or during the first term of occupational courses.

**Entrance Requirement:** Refer to Admissions criteria.

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

**Education:** High school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this diploma.

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

1. Basic Skills Courses
   
   - ENGL 1010 Fundamentals of English I 3
   - and one of the following (2 hours)
     - EMPL 1000 Interpersonal Relations & Prof Develop 2
     - PSYC 1010 Basic Psychology
   - and one of the following (3 hours)
     - MATH 1012 Foundations of Mathematics 3
     - MATH 1013 Algebraic Concepts (3)
     - MATH 1015 Geometry and Trigonometry (3)

2. Occupational Courses
   
   - COMP 1000 Introduction to Computers 3
   - COSM 1000 Introduction to Cosmetology Theory 4
   - COSM 1010 Chemical Texture Services 3
   - COSM 1020 Hair Care and Treatment 2
   - COSM 1030 Haircutting 3
   - COSM 1040 Styling 3
   - COSM 1050 Hair Color 3
   - COSM 1060 Fundamentals of Skin Care 3
   - COSM 1070 Nail Care and Advanced Techniques 3
   - COSM 1080 Cosmetology Practicum I 4
   - COSM 1090 Cosmetology Practicum II 4
   - COSM 1100 Cosmetology Practicum III 4
   - COSM 1110 Cosmetology Practicum IV 4
   - COSM 1120 Salon Management 3

Program Final Exit Point: Cosmetology, Diploma.

Credits Required for Graduation: 54 minimum semester hour credits required for graduation.
Technical & Industrial Programs

AIR CONDITIONING TECHNOLOGY
Air Conditioning Technology, Diploma
Air Conditioning System Maintenance Technician, TCC

AGRICULTURAL TECHNOLOGY
Agricultural Technology, AAS
Agricultural Technician, TCC

APPLIED TECHNICAL MANAGEMENT
Applied Technical Management, AAS

AUTOMOTIVE TECHNOLOGY
Automotive Technology, Diploma
Automotive Electrical/Electronic Systems Technician, TCC
Automotive Engine Repair Technician, TCC
Automotive Transmission/Transaxle Tech Specialist, TCC

DRAFTING TECHNOLOGY
Drafting Technology, AAS
Drafting Technology, Diploma
Advanced CAD Technician, TCC
CAD Operator, TCC
Drafter’s Assistant, TCC

ELECTRICAL SYSTEMS TECHNOLOGY
Electrical Systems Technology, Diploma
Residential Wiring Technician, TCC
Biomedical Electronics Technician, TCC

LAND, FOREST, WILDLIFE
MANAGEMENT TECHNOLOGY
Land, Forest, Wildlife Management Technology, AAS
Land, Forest, Wildlife Assistant, Diploma
Land, Forest, Wildlife Specialist, TCC

WELDING AND JOINING TECHNOLOGY
Welding and Joining Technology, Diploma
Basic Shielded Metal Arc Welder, TCC
Gas Metal Arc Welder, TCC
Vertical Shielded Metal Arc Welder Fabricator, TCC
Land, Forest, Wildlife Management Technology

Associate of Applied Science Degree

Program Description: The Land, Forest, Wildlife Management Technology program is a sequence of courses designed to prepare students for careers as managers at public and private wildlife preserves & plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

Program Length: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

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: Refer to Admissions criteria.

Curriculum Credits

1. General Education Courses

   Area I: Language Arts/Communication
   ENGL 1101 Composition and Rhetoric 3

   Area II: Social/Behavioral Sciences
   and one of the following (3 hours)
   ECON 2105 Macroeconomics 3
   PSYC 1101 Introductory Psychology (3)
   SOCI 1101 Introduction to Sociology (3)

   Area III: Natural Sciences/Mathematics
   and one of the following (3 hours)
   MATH 1100 Quantitative Skills and Reasoning 3
   MATH 1111 College Algebra (3)
   MATH 1112 College Trigonometry (3)
Area IV: Humanities/Fine Arts

_and one of the following (3 hours)_

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ARTS 1101</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>(3)</td>
</tr>
<tr>
<td>HUMN 1101</td>
<td>Introduction to Humanities</td>
<td>(3)</td>
</tr>
<tr>
<td>MUSC 1101</td>
<td>Music Appreciation</td>
<td>(3)</td>
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_and one additional course from Area II, III, or IV (3 hours)_

(as approved by program advisor)

2. Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 1100</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1030</td>
<td>Dendrology</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1160</td>
<td>Forest Surveying and Mapping</td>
<td>4</td>
</tr>
<tr>
<td>FORS 1210</td>
<td>GPS/GIS Aerial Photography</td>
<td>4</td>
</tr>
<tr>
<td>FORS 1260</td>
<td>Forest Measurements</td>
<td>2</td>
</tr>
<tr>
<td>FORS 1310</td>
<td>Silvics and Silviculture</td>
<td>4</td>
</tr>
<tr>
<td>FORS 2460</td>
<td>Forest Management</td>
<td>6</td>
</tr>
<tr>
<td>FWMT 1000</td>
<td>Introduction to Wildlife Management</td>
<td>3</td>
</tr>
<tr>
<td>FWMT 1010</td>
<td>Equipment Use</td>
<td>3</td>
</tr>
<tr>
<td>FWMT 1020</td>
<td>Wildlife Policy and Management</td>
<td>3</td>
</tr>
<tr>
<td>FWMT 1080</td>
<td>Plantation Operations</td>
<td>2</td>
</tr>
<tr>
<td>FWMT 2010</td>
<td>Wildlife Management Techniques</td>
<td>4</td>
</tr>
<tr>
<td>FWMT 2020</td>
<td>Habitat Manipulation</td>
<td>4</td>
</tr>
<tr>
<td>FWMT 2040</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>


Credits Required for Graduation: 66 minimum semester hour credits required for graduation
Land, Forest, Wildlife Management Assistant

Diploma

Program Description: The Land, Forest, Wildlife Management Assistant program is a sequence of courses designed to prepare students for careers as managers at public and private wildlife preserves & plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

Program Length: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

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: Refer to Admissions criteria.

Curriculum Credits

1. Basic Skills Courses

   ENGL 1010  Fundamentals of English I  3

   and one of the following (2 hours)
   
   EMPL 1000  Interpersonal Relations & Prof Develop  2
   PSYC 1010  Basic Psychology (3)

   and one of the following (3 hours)
   
   MATH 1012  Foundations of Mathematics  3
   MATH 1013  Algebraic Concepts (3)
   MATH 1015  Geometry and Trigonometry (3)

2. Occupational Courses  45

   COMP 1000  Introduction to Computers  3
   FORS 1160  Forest Surveying and Mapping  4
   FORS 1210  GPS/GIS Aerial Photography  4
   FORS 1260  Forest Measurements  2
   FORS 1310  Silvics and Silviculture  4
Technical & Industrial Programs

FORS 2460  Forest Management  6
FWMT 1000  Introduction to Wildlife Management  3
FWMT 1010  Equipment Use  3
FWMT 1020  Wildlife Policy and Management  3
FWMT 1080  Plantation Operations  2
FWMT 2010  Wildlife Management Techniques  4
FWMT 2020  Habitat Manipulation  4
FWMT 2040  Internship  3

Program Final Exit Point: Land, Forest, Wildlife Assistant, Diploma.

Credits Required for Graduation: 53 minimum semester hour credits required for graduation.

Land, Forest, Wildlife Management Specialist

Technical Certificate of Credit

Program Description: The Land, Forest, Wildlife Management Specialist program is a sequence of courses designed to prepare students for careers as managers at public and private wildlife preserves & plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

Program Length: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

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: Refer to Admissions criteria.
Curriculum Credits

1. Basic Skills Courses
   and one of the following (3 hours)
   - MATH 1012 Foundations of Mathematics (3)
   - MATH 1013 Algebraic Concepts (3)
   - MATH 1015 Geometry and Trigonometry (3)

2. Occupational Courses
   - FORS 1160 Forest Surveying and Mapping (4)
   - FWMT 1000 Introduction to Wildlife Management (3)
   - FWMT 1010 Equipment Use (3)
   - FWMT 1020 Wildlife Policy and Management (3)
   - FWMT 1080 Plantation Operations (2)

Program Final Exit Point: Land, Forest, Wildlife Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 18 minimum semester hour credits required for graduation.
Courses appearing in this document are courses that require editing. Courses not appearing in this document are unchanged.

**CWDS 1540 – Working in the Warehousing Environment**  
2.00 Credits  
Provides an introduction to the warehousing environment. Topics include distribution centers, business principles, plant safety, career success, work ethics, and managing change.

**CWDS 1560 – Warehousing Core and Workforce Skills**  
4.00 Credits  
Provides an overview of the core and workforce skills needed to succeed in the warehousing industry. Topics include powered industrial trucks, processing hazardous materials, palletizing, protecting materials and merchandise, waste recovery, containment, communication, team work, problem solving, image and interviewing.

**CWDS 1580 – Warehousing and Distribution Process**  
2.00 Credits  
Provides information on the warehousing and distribution processes used in the warehousing environment. Topics include key warehousing functions, measuring productivity, computational skills, and tools for excellence.

**CWDS 1600 – Warehousing Technology Skills**  
2.00 Credits  
Provides an overview and study of the technology used in the warehousing environment. Topics include data applications, scanners and data entry machines, handling systems, automation, and inventory management. A warehousing simulation and comprehensive assessment is also a part of this course.

DISCONTINUED
MKTG 1161 - Service Industry Business Environment
2.00 Credits
This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

MKTG 1162 - Customer Contact Skills
4.00 Credits
Pre/Co-requisite(s): MKTG 1161
This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

MKTG 1163 - Computer Skills for Customer Service
2.00 Credits
Pre/Co-requisite(s): MKTG 1162
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.

MKTG 1164 - Business Skills for the Customer
2.00 Credits
Pre/Co-requisite(s): MKTG 1163
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.

MKTG 1165 - Personal Effectiveness in Customer Service
1.00 Credits
Pre/Co-requisite(s): MKTG 1164
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.
FORS 1030 - Dendrology
3.00 Credits
Pre-requisite(s): Provisional Admission

Provides the basis for a fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include: tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.

FORS 1160 – Forest Surveying and Mapping
4.00 Credits
Pre-requisite(s): Program Admission
Pre/Co-requisite(s): MATH 1012

Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Topics include: surveying and mapping equipment, surveying, surveying and mapping methods, deed search and tract location.

FORS 1210 – GPS/GIS Aerial Photography
4.00 Credits
Pre-requisite(s): FORS 1160, MATH 1012

Focuses on application of the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying and area determination. Topics include: Global positioning systems (GPS), geographical information systems (GIS), area determination, developing maps, and aerial photography.

FORS 1260 – Forest Measurements
2.00 Credits
Pre-requisite(s): Program Admission
Pre/Co-requisite(s): MATH 1012

Emphasizes identification of primary and secondary forest products and their manufacturing processes and uses and fixed plot method of statistical sampling. Introduces the fundamental principles and practices of timber cruising. Topics include: history of forest products manufacturing, raw forest resource identification, importance of forest measurements, forest measurement tools and equipment, forest measurement methods, and cruising and scaling methods.
FORS 1310 – Silvics and Silviculture
4.00 Credits
Pre-requisite(s): Provisional Admission
Provides an overview of the activities that are involved in regeneration and maintenance of forest stands. Topics include: timber stand improvement methods, regeneration methods and environmental impact of silvicultural practices.

FORS 2460 – Forest Management
6.00 Credits
Pre/Co-requisite(s): FORS 1260, FORS 1310
Introduces the techniques of multiple-use forest resource management. Topics include: multiple-use management, prescribed burning, site preparation methods, logging, forest management plan, land ownership, and timber marking.

FWMT 1000 – Introduction to Wildlife Management
3.00 Credits
This course introduces the principles of wildlife management, including basic terminology, safety and orientation, and employment. Topics include compass and mapping techniques, first aid and CPR training, hunter safety and boating safety, organizations and agencies, and careers in natural resource management.

FWMT 1010 – Equipment Use
3.00 Credits
Pre-requisite(s): Program Admission
This course provides an introduction to equipment operation, safety, and maintenance as well as firearm use and safety. Topics include tractor and ATV operation and maintenance, power boat operation, the use of hand tools and power tools including chain saws. Upon completion, students should be able to safely operate equipment and perform routine maintenance and repair required in a career in wildlife management.
FWMT 1020 – Wildlife Policy and Law
3.00 Credits
This course includes laws, policies, and jurisdiction of natural resources. Topics include policy and law; game, non-game and endangered species; public relations and cultural aspects of natural resource management; and law enforcement procedures. Upon completion students should be able to describe and assess the influences of policies, laws, and society on natural resource management.

FWMT 1080 – Plantation Operations
2.00 Credits
This course provides a focus on operations for students interested in managing wildlife on private plantations in the Southeast. Topics include guiding techniques, facility and grounds maintenance, dog handling and kennel operations, hospitality, and interpersonal relations.

FWMT 2010 – Wildlife Management Techniques
4.00 Credits
This course takes an applied approach in covering the methods commonly used in wildlife population management. Topics include identification, measurement of population parameters, wildlife damage management, collection of age, sex, and reproductive data, radio telemetry, and investigations into causes of mortality. Upon completion students should understand and administer common population management techniques.

FWMT 2020 – Habitat Manipulation
4.00 Credits
This is an applied course covering habitat management practices beneficial to wildlife. Emphasis is placed on methods for increasing quality food production and cover, and developing and executing management plans. Upon completion students should develop, interpret, and execute management plans to establish, maintain, and improve quality habitat.
FWMT 2030 – Fish Pond Management
3.00 Credits
This course covers the management of fish ponds. Emphasis is placed on the techniques used to maintain a healthy and productive pond for sport and recreation fishing. Upon completion students should be familiar with pond management techniques.

FWMT 2040 - Internship
3.00 Credits
Focuses on the application and reinforcement of wildlife technology skills in a live work situation. Students are acquainted with occupational responsibilities through job training and are provided with insights into wildlife management applications. Emphasis is placed on problem solving, interpersonal skills, wildlife management, and professional development.

SOCW 2081 – Social Work Field Practicum I
5.00 Credits
The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families and/or communities. Students gain experience that prepares them to work under general supervision to coordinate or perform eligibility determinations and other related activities associated with Medicaid benefits for the aged, blind, and disabled. Students will learn about the economic support component of social work, including Family Medicaid, Food Stamps, and Temporary Assistance for Needy Families (TANF). Students will also learn how to serve as liaisons with community, state, and federal agencies to coordinate client benefits and services. Preceptors from DFCS will oversee students in the internship.
SOCW 2091 – Social Work Field Practicum II  
7.00 Credits  
Pre-requisite(s): SOCW 2081  

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families and/or communities. Students gain experience that prepares them to work under general supervision to coordinate or perform eligibility determinations and other related activities associated with Medicaid benefits for the aged, blind, and disabled. Students will learn about the economic support component of social work, including Family Medicaid, Food Stamps, and Temporary Assistance for Needy Families (TANF). Students will also learn how to serve as liaisons with community, state, and federal agencies to coordinate client benefits and services. Preceptors from DFCS will oversee students in the internship.

VETT 1000 – Veterinary Medical Terminology  
2.00 Credits  
Pre-requisite(s): Provisional Admission  

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: word origins, word building, abbreviations and symbols, terminology related to animal anatomy, terminology specific to veterinary medicine, and reading medical orders and reports.

VETT 1010 – Introduction to Veterinary Technology  
1.00 Credits  
Pre-requisite(s): Program Admission  

This course provides an introduction to the veterinary technology occupation. Emphasis is placed on legal, regulatory, ethical and professional issues. Other topics include: breeds, career choices, medical records, and animal identification.

VETT 1020 – Veterinary Clinical Pathology I  
3.00 Credits  
Pre-requisite(s): VETT 1010, VETT 1060  

Presents an introduction to the principles and procedures utilized in the veterinary practice diagnostic laboratory. Emphasis is placed on laboratory safety and management, technical skills in microscopy, microbiology, and parasitology. Topics include: microscopy and laboratory equipment; handling of laboratory specimens, laboratory safety, and quality control; parasitology; microbiology; and necropsy.
**VETT 1030 – Veterinary Clinical Procedures I**  
4.00 Credits  
*Pre-requisite(s): BIOL 1111, BIOL 1111L  
Pre/Co-requisite(s): VETT 1000, VETT 1010*

This course will provide an orientation to small and large animal patient care and technical procedures. Emphasis is placed on physical restraint, general patient assessment and care, sample collection, medication administration, instrumentation and supplies, and basic surgery and isolation room procedures.

**VETT 1060 – Animal Anatomy and Physiology**  
4.00 Credits  
*Pre-requisite(s): Program Admission  
Pre/Co-requisite(s): BIOL 1111, BIOL 1111L, VETT 1000, VETT 1010*

Provides an overview of the functional anatomy and physiology of domestic animals commonly encountered in veterinary medicine. Topics include: musculoskeletal system, digestive system, cardiovascular system, integumentary system, hematopoietic system, respiratory system, urogenital system, nervous system, endocrine system and the special senses.

**VETT 1070 – Veterinary Diagnostic Imaging**  
3.00 Credits  
*Pre-requisite(s): VETT 1000, VETT 1010, VETT 1060  
Pre/Co-requisite(s): VETT 1030*

Introduces the knowledge required to perform radiologic procedures applicable to veterinary care. Emphasis will be placed on the production of quality radiographs, and laboratory experiences will demonstrate the application of theoretical principles and concepts. Topics include: radiation safety, radiographic procedures, quality control, processing and record keeping, ultrasonography, alternate imaging, and maintenance.

**VETT 1110 – Veterinary Pathology and Diseases**  
4.00 Credits  
*Prerequisite(s): VETT 1060*

Presents a study of veterinary diseases and zoonoses. Emphasis is placed on the types of diseases and disease transmission. Topics include: classification of causes of disease; responses to injury; sources and transmission of agents; common diseases; toxicology and poisonous plants.
VETT 2120 – Veterinary Clinical Pathology II
4.00 Credits
Prerequisite(s): VETT 1020

Provides continued study in the principles and procedures for the veterinary practice diagnostic laboratory. Topics include: hematology, clinical chemistry, cytology, serology, and urinalysis.

VETT 2130 – Veterinary Clinical Procedures II
5.00 Credits
Prerequisite(s): VETT 1030

This course provides advanced instruction related to the care of both large and small animals. Emphasis is placed on collecting samples, medication administration and therapeutics, catheterization, bandaging techniques, dentistry and advanced patient care procedures.

VETT 2160 – Pharmacology for Veterinary Technicians
3.00 Credits
Prerequisite(s): Program Admission, CHEM 1211, MATH 1111, VETT 1030

Provides study in the area of veterinary drugs and medicines. Emphasis is placed on classes and actions of drugs, calculating dosages, proper administration, and dispensing of drugs. Topics include: general pharmacology, calculating dosages, pharmacy, and record keeping.

VETT 2210 – Laboratory and Exotic Animals
4.00 Credits
Prerequisite(s): VETT 1020, VETT 1030, VETT 1060

Provides an overview into the study of laboratory and exotic animals. Emphasis is placed on principles of animal research, maintaining human health and safety in a research environment, providing proper care and husbandry, nursing procedures and euthanasia. Topics include: principles of animal research, human safety and health considerations, animal care and husbandry, nursing procedures and euthanasia.

VETT 2220 – Veterinary Practice Management
3.00 Credits
Prerequisite(s): VETT 1000, VETT 1010

Provides an introduction to veterinary facility management. Emphasis is placed on office management and client relations.
VETT 2230 – Veterinary Anesthesiology and Surgical Procedures
5.00 Credits
Prerequisite(s): VETT 1030, VETT 2130
Pre/Co-requisite(s): VETT 2160

Provides study in surgical assisting, operative care and anesthesiology. Emphasis is placed on assisting in surgical procedures and administering and monitoring anesthesia. Topics include: surgical assisting, anesthesia, special equipment, and emergencies.

VETT 2300 – Veterinary Technology Clinical Internship
12.00 Credits
Prerequisite(s): VETT 2120, VETT 2130, VETT 2230

Introduces students to the application of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian or a registered veterinary technician. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary referral/teaching hospitals, private veterinary hospitals and clinics, research laboratories, and other facilities supervised by a veterinarian or a credentialed veterinary technician. Topics include, but are not limited to: office and hospital procedures, client relations and communications; pharmacy and pharmacology; nursing; anesthesia; surgical nursing; laboratory procedures; and imaging. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, and required on-the-job training.