



**2011-2012**  
**SWGTC Catalog &**  
**Student Handbook**  
*(Fall 2011 - Summer 2012)*  
*Addendum*

EOI



<b>Medical Assisting Main Campus</b>	<p>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).</p> <p>CAAHEP 1361 Park Street Clearwater, Florida 33756 Phone: 727-210-2350 <a href="http://www.caahep.org">http://www.caahep.org</a></p>	<i>Accredited</i>
<b>Nurse Aide</b>	<p><b>Georgia Medical Care Foundation</b></p> <p>1455 Lincoln Parkway Suite 800 Atlanta, GA 30346 Phone: 800-982-0411 Fax: 678-527-3001 <a href="http://www.gmcf.org">http://www.gmcf.org</a></p>	<i>Approved</i>
<b>Paramedicine Main Campus</b>	<p><b>Georgia Department of Human Resources</b></p> <p>Office of Emergency Medical Services 200 Skyland Drive - Lower Level Atlanta, GA 30319 Phone: 404-679-0547 <a href="http://ems.ga.gov">http://ems.ga.gov</a></p>	<i>Approved</i>

<b>Pharmacy Technology</b>  <b>Main Campus</b>	American Society of Health-System Pharmacists 7272 Wisconsin Avenue Bethesda, Maryland 20814 Phone: 301-657-3000 Fax: 301-664-8877 <a href="http://www.ashp.org">http://www.ashp.org</a>	<i>Accredited</i>
<b>Practical Nursing</b>  <b>Main Campus and Grady County site</b>	Professional Licensing Boards Division Georgia Board of Examiners of Licensed Practical Nursing 237 Coliseum Drive Macon, Georgia 31217-3858 Phone: 478-207-2440 <a href="http://sos.state.ga.us/plb/lpn">http://sos.state.ga.us/plb/lpn</a>	<i>Approved</i>
<b>Respiratory Care Technology</b>  <b>Main Campus</b>	Commission on Accreditation For Respiratory Care (CoARC) 1248 Harwood Road Bedford, Texas 76021-4244 Phone: 817-283-2835 <a href="http://www.coarc.com">http://www.coarc.com</a>	<i>Accredited</i>
<b>Surgical Technology</b>  <b>Main Campus</b>	Accreditation Review Council on Education in Surgical Technology and Surgical Assisting 6 West Dry Creek Circle, Suite 210 Littleton, Colorado 80120-8031 Phone: 303-694-9262 Fax: 303-741-3655 <a href="http://www.arcstsa.org">http://www.arcstsa.org</a>	<i>Accredited</i>
	CAAHEP 1361 Park Street Clearwater, Florida 33756 Phone: 727-210-2350 <a href="http://www.caahep.org">http://www.caahep.org</a>	<i>Accredited</i>

## **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.

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## Tuition and Fees

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### 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>.

# Allied Health Programs



## 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 16

#### 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 64

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

VETT	2210	Laboratory and Exotic Animals	4
VETT	2220	Veterinary Practice Management	3
VETT	2230	Veterinary Anesthesiology and Surg Proced	5
VETT	2300	Veterinary Technology Clinical Internship	12

**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**

<b>1. Basic Skills Courses</b>	<b>3</b>
MATH 1111 College Algebra	3
<b>2. Occupational Courses 25</b>	
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 Environ	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

<b>1. Occupational Courses</b>	<b>11</b>
MKTG 1161 Service Industry Business Environment	2
MKTG 1162 Customer Contact Skills	4
MKTG 1163 Computer Skills for Customer Service	2
MKTG 1164 Business Skills for the Customer	2
MKTG 1165 Personal Effectiveness in Customer Service	1

**Program 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

<b>1. General Education Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences</b> <b>and one of the following (3 hours)</b>	
ECON 2105 Macroeconomics	3
PSYC 1101 Introductory Psychology	(3)
SOC 1101 Introduction to Sociology	(3)
<b>Area III: Natural Sciences/Mathematics</b> <b>and one of the following (3 hours)</b>	
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

<b>1.</b>	<b>Basic Skills Courses</b>	<b>8</b>
	ENGL 1010 Fundamentals of English I	3
	EMPL 1000 Interpersonal Relations and Professional Dev	2
	<b>and one of the following (3 hours)</b>	
	MATH 1012 Foundations of Mathematics	3
	MATH 1013 Algebraic Concepts	(3)
	MATH 1015 Geometry and Trigonometry	(3)
<b>2.</b>	<b>Occupational Courses</b>	<b>48</b>
	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
	<b>and three of the following (9 hours)</b>	
	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	3
	<i>(as approved by program advisor)</i>	

**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

<b>1. Basic Skills Courses</b>	<b>5</b>
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations & Prof Develop	2
<b>2. Occupational Courses</b>	<b>20</b>
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

<b>1. Basic Skills Courses</b>	<b>8</b>
ENGL 1010 Fundamentals of English I	3
<b>and one of the following (2 hours)</b>	
EMPL 1000 Interpersonal Relations & Prof Develop	2
PSYC 1010 Basic Psychology	(3)
<b>and one of the following (3 hours)</b>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
<b>2. Occupational Courses</b>	<b>46</b>
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

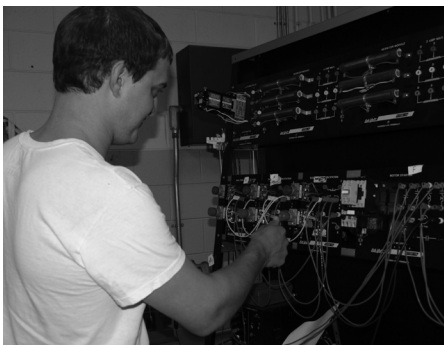
**AUTOMOTIVE TECHNOLOGY**  
Automotive Technology, Diploma  
Automotive Electrical/Electronic Systems Technician, TCC  
Automotive Engine Repair Technician, TCC  
Automotive Transmission/Transaxle Tech Specialist, TCC

**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
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##### Area II: Social/Behavioral Sciences

*and one of the following (3 hours)*

ECON	2105	Macroeconomics	3
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PSYC	1101	Introductory Psychology	(3)
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SOCI	1101	Introduction to Sociology	(3)
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##### Area III: Natural Sciences/Mathematics

*and one of the following (3 hours)*

MATH	1100	Quantitative Skills and Reasoning	3
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MATH	1111	College Algebra	(3)
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MATH	1112	College Trigonometry	(3)
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**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)** **3**

(as approved by program advisor)

**2. Occupational Courses** **51**

COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
FORS 1030	Dendrology	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
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 Technology, Associate of Applied Science.

**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

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

**15**

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.

**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.



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