

# Southwest Georgia TECHNICAL COLLEGE

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**2012-2013 Student  
Handbook and Catalog**

The information in this Catalog/Student Handbook accurately reflects policies in force at the time of publication. Students are admitted to the College under and are subject to the provisions of the Catalog/Student Handbooks for the term they initially enroll. Students in all programs are admitted under and are subject to the provisions of the Catalog/Student Handbook and applicable addendums for the term they are admitted to the program at Southwest Georgia Technical College. If for any reason, a break in enrollment of one or more academic terms occurs, students must reapply and satisfy the Catalog/Student Handbook requirements for the term of their re-entry to any program. The provisions of this catalog are not to be regarded as an irrevocable contract between Southwest Georgia Technical College and the student. The College reserves the right to change any provision or requirement at any time.

## THE PRESIDENT'S MESSAGE



Craig R. Wentworth, Ed.D.

On behalf of our faculty and staff, welcome to Southwest Georgia Technical College (SWGTC). As President of SWGTC, I congratulate you on your decision to further your education, and I hope that you will make SWGTC your first educational choice. For more than 65 years, the faculty and staff at Southwest Georgia Technical College have been committed to providing outstanding educational opportunities for its students. With locations in Thomas, Grady and Mitchell counties, we are strategically located to help our students prepare for the challenges they will face in the workplace by bringing the real world into the classroom. In this ever-changing job market, it is essential for one to acquire the knowledge and skills necessary for careers that are in demand now and for the future. Education and training from SWGTC will prepare you for those careers and will not only benefit you, but also the communities we serve. Our job placement rate for the past six years has exceeded 99%, proving our programs lead to the jobs that are most in demand by today's employers.

SWGTC offers many educational opportunities including degree, diploma, and certificate programs, customized training for business and industry, adult education, and continuing education courses. Additionally, the College offers numerous support services such as financial aid, advisement, career placement, and counseling.

The information in this Catalog/Student Handbook will provide you with helpful information on everything you need to know to make your educational experience at SWGTC a positive one. Information on the admissions process, scholarships, financial aid, student affairs, academic programs, clubs and student organizations, and campus policies and procedures can be found within these pages. Also, we urge you to visit our website often, as new information is updated constantly and is available to you with only a few clicks of your mouse. You can find us at [www.southwestgatech.edu](http://www.southwestgatech.edu).

We are proud of our tradition of delivering quality education and services to the citizens and communities of southwest Georgia. I wish you much success, and I thank you for selecting us to assist with your educational and training endeavors.

Sincerely,

A handwritten signature in black ink that reads "Craig R. Wentworth, Ed.D." The signature is written in a cursive, slightly slanted style.

Craig R. Wentworth, Ed.D.  
President

## Introduction

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### COLLEGE ACCREDITATION STATUS

Southwest Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwest Georgia Technical College.

*Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Southwest Georgia Technical College and not to the Commission's office. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. Please direct all questions to: Southwest Georgia Technical College, 15689 U.S. Highway 19 North, Thomasville, GA 31792, 229.225.5060, Fax 229.227.2666.*

Refer to the Program Accreditation section of the Catalog/Student Handbook for program accreditation status.

### WARRANTY STATEMENT

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

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

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

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**EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE**

Southwest Georgia Technical College is a unit of the Technical College System of Georgia. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System of Georgia shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

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

**Joyce Halstead**  
**Vice President, Student Affairs**  
**15689 Highway 19 N, Building A, Room 266**  
**Thomasville, GA 31792 (229) 225-5062**

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

**Alison Welch**  
**ADA Coordinator**  
**15689 Highway 19 N, Building A, Room 254**  
**Thomasville, GA 31792 (229) 227-2793**

## Introduction

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### TOBACCO FREE CAMPUS

Substantial evidence exists that smoking is unhealthy for those who smoke and for nonsmokers exposed to secondary smoke. Southwest Georgia Technical College developed this policy to establish a tobacco-free workplace. The regulations of this policy are as follows:

1. All Southwest Georgia Technical College campuses are tobacco-free environments. Tobacco use is prohibited inside and outside all buildings and parking lots and within any College vehicle or any vehicle operated by the College. Neither smoking nor the use of tobacco products are allowed on any SWGTC campus outside of a personal vehicle. Disposing of cigarette/cigar butts, other tobacco products, or tobacco residue in the parking lots or on any SWGTC property is not allowed. This policy applies to all persons while on campus.

2. Monetary fines and/ or sanctions will be levied for the violations as follows:

Disposing of tobacco products or residue on SWGTC property.	\$10.00
Smoking on campus or use of tobacco products on campus.	\$10.00
Second Offense within twelve months.	\$25.00
Third Offense within twelve months.	\$50.00

Fourth Offense within twelve months will be referred to the respective Vice President for appropriate disciplinary action which could include but is not limited to a fine of \$75.

3. This policy is communicated through various sources, including but not limited to new employee orientation, new student orientation, Catalog/Student Handbook, College policies, department meetings, employee newsletters, signage, and verbal communication.

4. Sidewalks, streets, and neighboring property are not to be used as tobacco use areas.

5. Employees are required to follow and support this policy and to work in a positive manner in influencing other employees, students, and visitors to refrain from any tobacco use.

Fines must be paid to Administrative Services within five days of the violation. Students who do not pay fines promptly will have accounting holds placed on their student accounts in the Banner Student System until such time as payment is made.

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## CATALOG AND STUDENT HANDBOOK

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

While the provisions of this Catalog/Student Handbook will ordinarily be applied as stated, Southwest Georgia Technical College reserves the right to change any provision listed in this Catalog/Student Handbook, including but not limited to entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the College calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Admissions Office. The most current version of the Catalog/Student Handbook and all College data may be found on the College website ([www.southwestgatech.edu](http://www.southwestgatech.edu)).

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

### PROJECT MANAGERS:

**Amy A. Maison**

Executive Director of Institutional Advancement and Marketing

**Kevin Cronin**

Program Specialist

**Joyce Halstead**

Vice President for Student Affairs

**Dr. Debbie Goodman**

Vice President of Institutional Effectiveness

**Dr. Annie Laurie McElroy**

Vice President for Academic Affairs

A special thanks to all other faculty and staff who contributed to this Catalog/Student Handbook.





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## General Information

## MISSION STATEMENT

Southwest Georgia Technical College(SWGTC), a unit of the Technical College System of Georgia, is a public two-year technical college with the mission to provide learner-centered and high-quality services, courses, and programs through traditional and distance delivery methods, at both on-campus and off-campus locations, serving primarily the citizens of Thomas, Grady, and Mitchell Counties. This mission is accomplished through college-wide services; credit courses leading to associate degree, diploma, and technical certificate of credit programs; adult education services; continuing education; customized business and organizational training; and economic development services. These services, courses, and programs develop individual skills and abilities; provide for intellectual, career, personal, and professional development; and meet the needs of business and industry. Achievement of this mission promotes economic growth and development and improves the quality of life for individuals and the community.

## VISION

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

## VALUES

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

## COMMITMENT

*as demonstrated by*

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

## INTEGRITY

*as demonstrated by*

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

## TEAM WORK

*as demonstrated by*

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

## **EXCELLENCE**

*as demonstrated by*

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

## **RESPECT FOR THE INDIVIDUAL**

*as demonstrated by*

- respecting and utilizing the multiple perspectives of our diverse population,
- interacting with students and staff in a courteous, professional manner,
- demonstrating respect by listening to others with a willingness to understand their points of view,
- incorporating the College Values in working with others, and
- exhibiting trust and confidence in the abilities of others.

## **PHILOSOPHY**

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

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

## HISTORY – CELEBRATING 65 YEARS!

Southwest Georgia Technical College is located in Thomasville, Georgia, within Thomas County at 15689 U.S. Highway 19 North. In addition, the College operates two off-campus sites: Southwest Georgia Technical College of Mitchell County, located at 44 South Ellis Street, Camilla, Georgia; and Southwest Georgia Technical College of Grady County, located at 1550 Highway 84 West, Cairo, Georgia. The College also holds classes at area high schools and at business and industry sites. The College currently serves primarily the citizens of Grady, Mitchell, and Thomas counties. Southwest Georgia Technical College bears a rich history that has evolved as the result of strong community interest and support in providing quality education to its citizens.

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

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

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

In 1958, Thomas County Vocational School received recognition at the state level and was designated as an official location. In July 1963, doors opened for students at two facilities: the Highway 19 Division and the Walton Division. Segregation was the issue that brought two divisions and the two facilities to Thomasville at a total cost of \$445,000. In 1965, the two area schools were combined to become a single institution, Thomas Area Technical School (Highway 19 and Walton divisions). The Walton Division is named in honor of the late Dr. M.L. Walton, prominent dentist and outstanding community leader.

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

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

In 1993 and 1994, Thomas Technical Institute was approved by the State Board to offer its first associate of applied technology degree programs and added a number of certificate level programs to complement existing diploma programs. Certificate programs require no less than 15 credit hours and no more than 59 credit hours. The first associate degree program to enroll students was Agricultural Technology. It began January 1994. Funding was obtained in 1993 to build an allied health education facility on the Highways 19 and 319 site. Groundbreaking for the Elsie P. Hand Allied Health Building was held on October 11, 1994, and the building was occupied in January 1997. Funding was obtained in 1996 to renovate and add space to the Sewell Building to house the Library/Media Services Center. The 8,770 square foot construction project was completed February

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## General Information

1998. Funding was obtained in 1998 for an off-campus site of Thomas Technical Institute in Camilla. Occupation of the Mitchell County Technical Education Center, a Division of Thomas Technical Institute, occurred January 1999.

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

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

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

On May 3, 2001, the State Board approved a new mission for the College which includes provisions for implementing web-based courses. The State Board also approved the renaming of the Mitchell County Technical Education Center to Southwest Georgia Technical College of Mitchell County. The State Board also approved the establishment of a Grady County site and named it Southwest Georgia Technical College of Grady County. The College hosted a COE substantive change committee December 2001 obtaining approval to operate the off-campus site, Southwest Georgia Technical College of Grady County. Approval was granted by COE February 25, 2002.

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

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

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

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

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

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

## General Information

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The State of Georgia completed the purchase of 2.3 acres of Highway 19 property on February 11, 2005. This property is located between two of the College's existing buildings, the Sewell Building and the Administrative and Classroom Building and contains a 12,037 sq. ft. one story building. The purchase of the property completes the property acquisition along Highway 19 as called for in the College's master plan and allows the College to have continuous Highway 19 frontage. The purchase of this property was approved by the Department of Technical and Adult Education at its meeting on July 8, 2004.

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

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

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

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

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

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

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

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

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

On September 1, 2006, Dr. Glenn A. Deibert became the President of Southwest Georgia Technical College. Renovations were completed on the Sewell Building (Building D) on December 13, 2006, and after installing equipment and furniture, classes began in the facility on April 4, 2007.

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

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

On May 13, 2008, Governor Sonny Perdue signed into law legislation that changed the state technical college system's official name from the Department of Technical and Adult Education (DTAE) to the Technical College System of Georgia (TCSG), effective July 1, 2008.

Governor Sonny Perdue signed into law House Bill 990 on May 14, 2008, which authorized Georgia's Fiscal Year 2009 Budget. Included in the budget was \$12.76 million in funding for the construction of the SWGTC Health Science Building. Construction of the building began April 8, 2010.

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## General Information

On July 22, 2008, construction began on a new Automotive Technology classroom on the Main Campus. The total cost was \$575,205. An open house was held April 15, 2009.

A new classroom building and a multipurpose building with a high bay area were opened on October 7, 2008 in Grady County. Programs that were selected to be offered at Southwest Georgia Technical College of Grady County included Practical Nursing, Criminal Justice Technology, Business Administrative Technology, and Early Childhood Care and Education.

On June 15, 2009, Grady County was recognized by Governor Sonny Perdue as a Certified Work Ready Community. This status was obtained after collaborative efforts between SWGTC's Economic Development department, Grady County Officials, and the education community.

On June 19, 2009, the Southern Association of Colleges and Schools: Commission on Colleges approved the College to offer the Technical Certificate of Credit program Law Enforcement Investigations Assistant at Baconton Community Charter School.

Southwest Georgia Technical College and Valdosta Technical College announced a collaborative to offer the College's Associate Degree Nursing Program at an additional location, Valdosta Technical College, beginning September 30, 2009.

On October 6, 2009, area legislators and Commissioner Ron Jackson joined President Deibert, the Board of Directors, the Foundation Trustees, students, faculty, and staff for the official groundbreaking for the 52,418 square foot Health Science Building.

On December 22, 2009, Mitchell County was recognized by Governor Sonny Perdue as a certified Work Ready Community. This status was obtained after collaborative efforts between SWGTC's Economic Development department, Mitchell County officials; and the education community.

The College received approval by the Southern Association of Colleges and Schools: Commission on Colleges on March 3, 2010, to offer credit programs at a new off-campus site, Cleaver Brooks, Inc. The programs approved for this site include: Management and Supervisory Development, Associate of Applied Science and Diploma; and Supervisory/Manager Specialist, Technical Certificate of Credit.

Additionally, on March 5, 2010, the Southern Association of Colleges and Schools: Commission on Colleges approved the College to offer Technical Certificate of Credit programs at high school locations as follows: Law Enforcement Investigations Assistant at Pelham High School and Patient Care Assisting at Mitchell County High School.

On May 27, 2010, Jessica Barfield, Instructor for the Early Childhood Care and Education program, was named the Technical College System of Georgia's Rick Perkins Award Winner for the State of Georgia. In this position, Ms. Barfield served the TCSG as an ambassador for technical education.

Dr. Glenn Deibert, SWGTC President, left the College May 31, 2010, to become the Executive Vice Chancellor of the Alabama Community College System in Montgomery, Alabama.

On June 1, 2010, Lorette M. Hoover, President of Altamaha Technical College, was named the College's Interim President by Ron Jackson, Commissioner of the Technical College System of Georgia. Ms. Hoover worked previously for SWGTC in vice presidential leadership positions and had previously served SWGTC as Interim President during an earlier presidential search.

On June 29, 2010, Thomas County was recognized by Governor Sonny Perdue as a Certified Work Ready Community. This status was obtained after collaborative efforts between SWGTC's Economic Development department, Thomas County Officials, and the education community.

## General Information

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On November 1, 2010 Commissioner Ron Jackson appointed Dr. Craig R. Wentworth to be the new President of SWGTC.

Fall Semester 2011 welcomed three new programs and seven new awards: Health Information Technology; Land, Forest, Wildlife Management; and Veterinary Technology.

On August 22, 2011, the Technical College System of Georgia and Southwest Georgia Technical College converted to the Semester System and opened the New Health Science Building for classes.

On September 27, 2011, area legislators and Commissioner Ron Jackson joined President Craig Wentworth, the Board of Directors, the Foundation Trustees, students, faculty, and staff for the official ribbon cutting ceremony for the new 52,000 square foot Health Science Building.

On October 25-27, 2011, SWGTC was reviewed by the Southern Association of College and School: On-Site Visiting Committee for the purpose of determining SWGTC compliance with requirements.

Spring Semester 2012 welcomed Paralegal Studies to SWGTC's list of program offerings.

Credit programs, the adult education classes, continuing education, and business and industry service programs contributed to the annual enrollment of 3,536 students in 1995; 3,743 in 1996; 4,434 in 1997; 6,356 in 1998; 7,316 in 1999; 4,935 in 2000; 5,790 in 2001; 5,436 in 2002; 5,559 in 2003; 6,062 in 2004; 5,890 in 2005; 4,835 in 2006; 5,377 in 2007; 4,956 in 2008; 5,460 in 2009; 5,048 in 2010, and 4,696 in 2011.

## LOCATION

Southwest Georgia Technical College is located in Thomasville, Georgia. The Main Campus is located at 15689 U.S. Highway 19 North. This is in the northern portion of the city at the intersection of Highways 19 and 319. The College is comprised of ten (10) academic buildings at three locations. The Classroom and Administration Building A, the Health Science Building B, the Elsie P. Hand Allied Health Building C, the Paul G. Sewell Building D, the Technical and Industrial Building E, and the Automotive Technology Building F are located on the Main Campus. Two buildings are occupied at Southwest Georgia Technical College of Mitchell County, located in Camilla, Georgia at 44 South Ellis Street, approximately 30 miles north of the Main Campus. Southwest Georgia Technical College also occupies two buildings at Southwest Georgia Technical College of Grady County located at 1550 Highway 84 West, Cairo, Georgia, approximately 18 miles west of the Main Campus. SWGTC also holds credit courses and provides services at area high schools and at business and industry sites. Adult education sites can be found in Grady, Mitchell, and Thomas counties.

## COLLEGE GOALS

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



## ROLE AND SCOPE

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

### GENERAL PROGRAMS/SERVICES

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

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

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

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

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

### STUDENT AFFAIRS

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

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

**Admissions** services include providing students with admission and testing information; assisting students in submitting admission applications; and making admissions decisions.

**High School** services include providing career development services, admissions testing and reporting, and Dual, Joint, ACCEL, and Move on When Ready (MOWR) enrollment opportunities.

**Financial Aid** provides students with information, application instructions, and assistance in applying for federal, state, and local grant and scholarship funds. Referrals may also be made to the Workforce Investment Act program.

**Retention** services provide students with resources that will assist them in completing their program of study and/or career objective. Retention activities include tutoring services, book loans, "Lunch and Learn" seminars, counseling services, and referral services based on individual need.

**The Tutoring Center** offers to all SWGTC students program-related tutorial services.

## General Information

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

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

**Student Records** provides students with schedules, grades, enrollment verification, and College transcripts through the student information system; processes transcript and transient letter requests; evaluates and transfers credits from previous colleges; processes Graduation Requests; and awards and distributes degrees, diplomas, and certificates.

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

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

## LEARNING SUPPORT SERVICES

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

**Adult Education** provides individuals a variety of locations and times to take advantage of assistance/training in the following areas: Beginning Adult Basic Education, Intermediate Adult Basic Education, Adult Secondary Education, English Literacy, and GED® Testing.

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

**PROGRAM ACCREDITATION**

<b>Program</b>	<b>Accrediting or Certifying Agency</b>	<b>Status</b>
<b>Air Conditioning Technology – Main Campus</b>	HVAC Excellence Home Office 1701 Pennsylvania Ave NW Washington, DC 20006 Tel: 800-394-5268 Fax: 800-546-3726 <a href="http://www.hvacexcellence.org/">http://www.hvacexcellence.org/</a>	<i>Accredited</i>
<b>Associate of Science in Nursing– Main Campus and Wiregrass Georgia Technical College Site</b>	Georgia Board of Nursing 237 Coliseum Drive Macon, Georgia 31217 Phone: 478-207-1640 <a href="http://sos.state.ga.us/plb/rn">http://sos.state.ga.us/plb/rn</a>	<i>Approved</i>
	National League for Nursing Accrediting Commission 3343 Peachtree Road, NE, Suite 850 Atlanta, Georgia 30326 Phone: 404-975-5000, 866-747-9965 Fax: 404-975-5020 <a href="http://www.nlnac.org">http://www.nlnac.org</a>	<i>Accredited</i>
<b>Automotive Technology – Main Campus</b>	National Automotive Technicians Education Foundation, Inc. 101 Blue Seal Drive, S.E., Suite 101 Leesburg, Virginia 20175 Phone: 703-669-6650 Fax: 703-669-6125 <a href="http://www.natef.org">www.natef.org</a>	<i>Master Certified</i>
<b>Nurse Aide</b>	Georgia Medical Care Foundation 1455 Lincoln Parkway Suite 800 Atlanta, Georgia 30346 Phone: 800-982-0411 Fax: 678-527-3001 <a href="http://www.gmcf.org">http://www.gmcf.org</a>	<i>Approved</i>
<b>Clinical Lab Technology - Main Campus</b>	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720 Rosemont, Illinois 60018-5119 Phone: 773-714-8880 Fax: 773-714-8886 <a href="http://www.naacls.org">http://www.naacls.org</a>	<i>Accredited</i>

## General Information

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<b>Medical Assisting – Main Campus</b>	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>
<p>SWGTC's 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>		
<b>Paramedic – Main Campus</b>	Georgia Department of Human Resources Office of Emergency Medical Services 2600 Skyland Drive - Lower Level Atlanta, Georgia 30319 Phone: 404-679-0547 <a href="http://ems.ga.gov">http://ems.ga.gov</a>	<i>Approved</i>
<b>Pharmacy Technology – 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 – Main Campus and Grady 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 – 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 – 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>

## CLASS SCHEDULE

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

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

## COLLEGE CALENDAR

**Entrance Dates:** The academic year at Southwest Georgia Technical College consists of three semesters- fall, spring and summer —with normal school holidays. A number of programs may be entered at the beginning of each semester. However, some programs begin on a twice per year or once per year cycle. Check with the admissions office to inquire about program start dates.

### Fall Semester 2012

Semester Begins	August 21
Drop Period Ends	August 23
Add Period Ends	August 27
Thanksgiving Holiday	November 22
Registration for Currently Enrolled Students Begins	November 28
Open Registration for New Students Begins	December 5
End of Classes	December 10
Final Exam Days	December 11 and 12
College Closed	December 24 - 27
New Year's Day Holiday	January 1

### Spring Semester 2013

Semester Begins	January 7
Drop Period Ends	January 9
Add Period Ends	January 14
Martin Luther King Holiday	January 21
Registration for Currently Enrolled Students Begins	April 10
Open Registration for New Students Begins	April 17
End of Classes	April 29
Final Exam Days	April 30 and May 1

### Summer Semester 2013

Semester Begins	May 20
Drop Period Ends	May 22
Add Period Ends	May 28
Memorial Day Holiday	May 27
Annual Planning (No Classes)	June 10
Registration for Currently Enrolled Students Begins	July 18
Open Registration for New Students Begins	July 25
End of Classes	August 5
Final Exam Days	August 6 and 7
Graduation for Summer/Fall/Spring Semester	June 6

The College Calendar is subject to change upon approval by the President.  
Please note that SWGTC is closed on Fridays, except the library.

## ADMINISTRATIVE ORGANIZATION

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

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

### STATE BOARD OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA

Officers: Commissioner Ronald W. Jackson

Mr. Paul Homes, Chair

Ms. Lynn Cornett, Vice Chair

First Congressional District	Mr. Ben I. Copeland, Sr.
Second Congressional District	Sandra B. Reed, M.D.
Third Congressional District	Mr. Frank S. Newman
Fourth Congressional District	Vacant
Fifth Congressional District	Vacant
Sixth Congressional District	Mr. Carl E. Swearingen
Seventh Congressional District	Mr. Michael L. Sullivan
Eighth Congressional District	Mr. L. McGrath Keen, Jr.
Ninth Congressional District	Ms. Dinah C. Wayne
Tenth Congressional District	Mr. Cedric J. Johnson
Eleventh Congressional District	Mr. Otis Raybon, Jr.
Twelfth Congressional District	Mr. Tommy David
Thirteenth Congressional District	Mr. John H. Bullock
Members at Large	Mr. Dean Alford
	Mr. Shaw Blackmon
	Ms. Lynn Cornett
	Ms. Mary Flanders
	Mr. Paul Homes
	Mr. Ronnie Rollins
	Ms. Sylvia E. Russell
	Ms. Shirley Smith
	Mr. Ben J. Tarbutton, Jr.

## LOCAL BOARD OF DIRECTORS

**Southwest Georgia Technical College** is supported and advised by a Board of Directors composed of seven members, who were nominated for their positions by area industry and educational officials. Each member was selected and approved by the State Board of the Technical College System of Georgia.

The Board's purpose is to: advise on program direction; serve as a check and balance for the development and implementation of College goals, objectives, policies and procedures; and advocate within the community issues of importance to the technical college system, and Georgia's workforce development efforts.

## SWGTC BOARD OF DIRECTORS

### Grady County:

Mr. Charles Stafford

### Mitchell County:

Mr. Ray Muggridge

Dr. Bonita Richter

### Thomas County:

Ms. Sabrina Boykins-Everett

Ms. Kha M. McDonald, Vice Chair

Mr. Don Sims

Mr. Zachariah P. Wheeler, Chair

## **FACULTY**

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

## **CURRICULUM**

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

## **ADVISORY COMMITTEES**

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

## **CREDENTIALS AWARDED**

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

## **HEALTH SERVICES**

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

## **HOUSING AND FOOD FACILITIES**

No housing facilities are provided by Southwest Georgia Technical College. It is recommended that students obtain information regarding housing through local newspaper advertisements and real estate agencies. A snack area is located in most facilities. Students may leave campus for lunch or dinner if they choose.



## BOOKSTORE

A bookstore is located in Building A. The bookstore is open daily from 8:00 a.m. to 6:00 p.m., Monday through Thursday. The bookstore is also open evening hours at the beginning of each semester and on an “as needed” basis thereafter as approved by the Vice President of Administrative Services.

## REFUND ON BOOKS

There are no refunds for used books. Books that are soiled, scratched, marked in, or altered in any way from new books are considered used. Book refunds are handled through the office where they were purchased. Requests for refunds must be made within 15 days of the date of purchase and the receipt showing proof of purchase is required. Books and other items that have been marked in cannot be returned to the bookstore.

## CAMPUS SECURITY

In concurrence with Public Law 101-542, annual crime statistics are compiled and distributed to students and employees each semester. Statistics are available upon request in the Admissions Office and on the College web site: [www.southwestgatech.edu](http://www.southwestgatech.edu). Policies and procedures for handling crime on campus have been developed and are available, upon request, in the Admissions Office.

## FREQUENTLY CALLED NUMBERS

Academic Affairs	225-5059	Classroom Building A	225-4096
Adult Education	225-5292	Classroom Building B	225-5280
Business Office	225-5204	Classroom Building C (Hand)	225-4078
Economic Development	227-2579	Classroom Building D (Sewell)	225-5030
Financial Aid	225-5036	Classroom Building E	227-2407
General Information	225-4096	Classroom Building F	225-5085
Marketing/Public Relations	225-3995	Cosmetology (Mitchell)	522-3679
Registrar	225-4087	Cosmetology (Thomas)	226-9647
Student Affairs	225-5060	Library (Thomas)	225-3958
SWGTC of Grady County	378-2901		
SWGTC of Mitchell County	522-3640		

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## STUDENT AFFAIRS

### ORIENTATION

In order that new students may be fully informed and aware of all phases of college life, an orientation program is provided upon enrollment. The orientation of new students at Southwest Georgia Technical College is accomplished in two (2) phases. The first phase is a group orientation program for all new students, which is held prior to the beginning of each semester at both on-campus and off-campus locations. Southwest Georgia Technical College staff members discuss financial aid and scholarships, career placement services, counseling services, the calendar of events for the semester, work ethics, student right to know, student activities, and other student support programs and services. Each student receives a "Student Planner", which contains a condensed version of the SWGTC Handbook, and has an opportunity to ask questions. Students are shown access to the SWGTC Catalog & Student Handbook, located on the College website. Students who are unable to attend the on-campus orientation sessions may view the orientation presentation online by accessing the College website.

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

### COUNSELING SERVICES

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

A College Counselor and Career Advisors are available to assist applicants and students in selecting a career. Career assessment programs are available to assist those who are undecided about a career or who wish to make a program change. Assessments may be accessed by contacting the College Counselor or by logging on to the Counseling page of the College website. Students may also stop by Student Affairs located in Building A or call (229) 227-2793 to schedule an appointment.

### DISABILITY SERVICES

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. Southwest Georgia Technical College strives to provide reasonable, quality services/accommodations based upon the nature of the disability. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program.

Services available may include: registration assistance, campus orientation, career exploration, test modification, recording/enlarging reading materials, accessible parking, information and referral to campus and community support services, counseling, special equipment, and architectural accessibility.

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

### CAREER PLACEMENT AND FOLLOW-UP

The objective of Career Services, a unit of Student Affairs, is to assist students, graduates, and alumni in locating gainful employment in the field for which they have been trained. The Director of Career Placement and Development maintains communication with employers and with employment resources to inform alumni/students of available employment opportunities. Career services are available to all students and alumni. Southwest Georgia Technical College will assist all students in every way possible to find employment. Assistance with resume and cover letter writing, interviewing techniques and job search strategies, and information on current job openings in the area are available. Computers with Internet access and other additional resources are available in the Career Center, located in Student Affairs (Building A). For more information, contact the Director of Career Placement and Development in Building A, Room 257, or call 227-2668 to schedule an appointment.

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

## **STUDENTS' RIGHT TO PRIVACY**

### **Student Records**

In accordance with provisions of the federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Southwest Georgia Technical College accords all the rights under the law to students. No one outside the College shall have access to any information from students' educational records without the written consent of students, except the following:

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

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

### **Directory Information**

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

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

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

## **CAMPUS VISITS**

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

## **STUDENT EMAIL**

Students are assigned SWGTC student email accounts. SWGTC student email is the official form of communication between the College and the student.

## VALIDATION OF LAWFUL PRESENCE

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at [http://law.ga.gov/vgn/images/portal/cit\\_1210/50/35/173461453Lists\\_of\\_states\\_that\\_verify\\_immigration\\_status\\_7\\_26\\_11.pdf](http://law.ga.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigration_status_7_26_11.pdf)
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable .
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

## ADMISSIONS POLICY

### NONDISCRIMINATION

Southwest Georgia Technical College (SWGTC) under the policy jurisdiction of the State Board of Technical and Adult Education assures equal access to programs and services and that the College does not discriminate against any eligible applicant on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

### ADMISSIONS PROCESS

Admission to SWGTC is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

SWGTC assures implementation of this policy to include consistent interpretation and administration of the following activities:

- recruitment;
- orientation to admission procedures, as needed;
- assessment of students;
- career counseling;
- financial aid counseling;
- procedures to assist persons with disabilities;
- program placement;
- placement into learning support courses or admission to a certificate/diploma/degree program on a provisional or regular basis; and
- advanced placement for program admission.

Activities shall encompass and support ancillary services including, but not limited to, financial aid, academic remediation, and job placement to assist students in attainment of their occupational objectives.

## ELIGIBLE APPLICANTS

1. Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies.
2. The President of SWGTC has the authority to waive the “16 years of age” requirement for secondary students who are participating in an articulated program of study.

## REQUIRED ACADEMIC CRITERIA

1) A General Education Diploma (GED) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to SWGTC, unless otherwise specified by the program’s standards. Home school students may follow an alternative path for admissions, described below. High school diplomas from unaccredited institutions, certificates of attendance, or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

2) The President of SWGTC has the authority to grant a waiver to the admissions requirement as it relates only to possessing a GED or high school diploma for those pursuing a GED who are otherwise eligible to enroll in a specific program of study or secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and SWGTC. However, prior to graduation from SWGTC, students in diploma, degree, and specified certificate programs must receive a GED or high school diploma.

3) In order to be accepted by SWGTC, the applicant must have been awarded a high school diploma from a secondary school that is on the TCSG approved accreditation agency list. Graduates of an unaccredited high school must have a GED.

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

- Submit a letter from the local superintendent’s office verifying that: (1) the parent or legal guardian notified the superintendent of intent to home school and (2) the parent or legal guardian submitted the required attendance reports to the superintendent’s office on a monthly basis as required by O.C.G.A. § 20-2-690.

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

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

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

- Submit SAT or ACT scores as required by SWGTC.

## ASSESSMENT

The ability of a student to succeed in a program is greatly determined by the math and language skills possessed by that student. SWGTC is committed to assisting each student to achieve at their maximum potential. All students applying for degree, diploma, and certificate programs must be assessed prior to acceptance to a program of study. Students will then be admitted in accordance with the academic standards applicable to that program.

SWGTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SWGTC accepts a student’s official entrance score on a validated assessment instrument (such as SAT, ACT), or Georgia High School Graduation Test (GHS GT) in English/Language Arts if the scores meet the College program’s required minimums.

## Student Affairs

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A 235 or higher score on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diplomas and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student's SAT, ACT, or GHSGT in English/Language Arts scores do not meet the College's program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of SWGTC's assessment instrument (ASSET or COMPASS).

## ADMISSIONS CATEGORIES

Minimum admissions requirements shall be established for each program.

Students shall be admitted to SWGTC in one of the following categories: Regular; Provisional; Learning Support; Special Admit; Transient; Dual; ACCEL; Joint; Move On When Ready; Audit; or Transfer.

Refer to Admissions Categories of the SWGTC Admissions Procedure for a detailed explanation for each of the categories above. (Page 32)

## ADMISSION APPEAL

Applicants have the right to appeal an admission decision to SWGTC. Appeals should be made in writing to the Vice President for Student Affairs of SWGTC within three (3) working days of receiving notification of the admission status. The written document must include specific details supporting the appeal.

## ADMISSIONS PROCEDURES

### I. ADMISSIONS INFORMATION

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

A. Admission to SWGTC is not a guarantee of admission to a degree, diploma, or certificate program. The admissions process encourages students to enter programs in which they have a reasonable expectation of success.

B. Admission to specific programs requires that the applicants have adequate education preparation, as measured by satisfactory admission placement scores, and have completed all admission requirements. When scores on the admission placement exam and/or evaluation of admission information indicate that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course or courses to provide the needed preparation. Information on entrance standards required for programs and other requirements unique to each program may be obtained in the Admissions Office.

Several of the College's programs in the School of Health Sciences have competitive admissions criteria including but not limited to: admissions scores, GPA, and weighted scoring combinations whereby the top ranked students are admitted to the program. Information on competitive admissions criteria and other requirements may be obtained in the Admissions Office.

C. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.

D. Credentials submitted become and remain the property of SWGTC and will not be returned to the applicant.



## II. APPLICATION PROCESS

A. Submit an application and \$20.00 application fee to the Admissions Office. This is a non-refundable, one-time fee and should be brought in, paid on line, via phone, or mailed to:

Admissions Office  
Southwest Georgia Technical College  
15689 U. S. Hwy 19 North  
Thomasville, Georgia 31792

B. Provide proof of age.

C. Submit an official high school or GED transcript and official transcripts from all colleges attended for credit.

D. Applicants who have not taken an Admissions Placement Exam (APE) within the last five (5) years may be required to do so. SWGTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SWGTC accepts a student's official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHSGT) in English/Language Arts if the scores meet the College program's required minimums. A 235 or higher score on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student's SAT, ACT, or GHSGT in English/Language Arts scores do not meet the College's program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months.

**Note:** Students or applicants who have successfully completed, with a "C" grade or better, transferable English and math course(s) from a regional or national accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant's chosen program of study. There is no time requirement on these courses for most programs. For all programs in the School of Health Sciences, there is a five (5) year time limit on transferrable math courses.

E. Students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Science must successfully complete with a "C" or higher all Health Science (ALHS), science and math courses within five (5) years and all prerequisites within two attempts. All academic history within the last (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts.

F. Official notification of acceptance (letter) is given to the applicant upon completion of all the above items.

G. Report for orientation when requested.

## III. ADDITIONAL REQUIREMENTS

A. Competitive Admissions: Several programs in the School of Health Sciences have competitive admissions criteria including but not limited to: admissions scores, GPA, and weighted scoring combinations whereby the top ranked students are admitted to the program. Applicants applying for one of these programs will need to complete a separate Competitive Admission Application by the posted program deadline date. Semester program deadline dates are listed on the bottom of the Competitive Admission Application. Applicants without a separate Competitive Admission Application on file will NOT be considered for competition. Applicants may contact the program advisor or Admissions Office for more details. Information on competitive admissions criteria and other requirements may be obtained in the Admissions Office.

Some programs have additional requirements or prerequisite courses that must be taken prior to taking technical courses or receiving official acceptance to the program. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with the applicants.

#### IV. ADMISSIONS CATEGORIES

- a. Regular Status
- b. Provisional Status
- c. Learning Support Status
- d. Special Admit Status
- e. Transient Status
- f. Dual Status
- g. ACCEL Status
- h. Joint Status
- i. Move on When Ready Status
- j. Audit Status
- k. Transfer Status

Minimum admissions requirements are implemented for each standard degree, diploma or certificate program.

**A. Regular Admission Requirements** – Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

1. Regular admission of students to a degree or diploma program is contingent upon their meeting statewide minimum admissions requirements and institutional requirements established for that specific program as outlined in the SWGTC catalog; completion of a high school diploma program or its equivalent; and proper completion of application and admission procedures.

2. Regular admission of students to a certificate program is based upon the admission requirements stated in the TCSG State Board approved Technical Certificate of Credit Program and proper completion of application and admission procedures.

3. Regular admission of transfer students to a program is contingent upon their meeting the following requirements:

- a. Regular admission and good standing at a regionally or nationally accredited college, university, or other postsecondary institution; and
- b. Proper completion of application and admission procedures.

**B. Provisional Admission Requirements** – Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisional admission of students to a program for which assessment is required is based on an evaluation of assessment instrument scores and upon proper completion of application and admission procedures. Provisionally admitted students may take Learning Support classes and certain specific occupational courses as long as class pre- and co-requisites are satisfied. All associate degree, diploma, and certificate program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and Learning Support course work in order to progress through the State Standard Curriculum.

**C. Learning Support Admission Requirements** – Applicants who score below the regular admit status in English, math, and reading are granted Learning Support admission status or referred to Adult Education. Students with Learning Support admission status may not take occupational courses until achieving Provisional status. Students with Learning Support admission status are not eligible for federal aid (i.e. Pell, SEOG, or Federal Work Study).

**D. Special Admit Admission Requirements (Non-Credential Seeking)**

1. The special admit admission category is designed to be an admissions method for non-award seeking students. The following specifics define the parameters of this status:

- a. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the admission requirements;
- b. May enroll in classes only on a space-available basis;
- c. Should adhere to the specific institutional prerequisite/co-requisite requirements when selecting courses; and
- d. Will not be eligible for any financial aid.

**NOTE:** All special admit students not seeking a degree, diploma, or certificate must submit only a completed application with the required fee. It is the responsibility of special admit students to select courses appropriate to their educational and career goals and objectives. Departmental approval in writing will be required for registration in advanced courses with prerequisites. Admission placement testing and guidance and counseling services are available upon request through the Admissions Office.

**E. Transient Admission Requirements** – A student in good standing at another accredited college may be permitted to enroll as a transient student on a space-available basis at SWGTC in order to complete work to be transferred back to the home college. A transient student should be advised in writing by the home college concerning recommended courses.

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

1. Submit an application for admission to SWGTC with a \$20 non-refundable fee.
2. Present a statement or transient agreement from the Registrar or Academic Dean of the home college stating that the student is in good standing and eligible to return to that college and list the courses the student is eligible to take. A current statement or transient agreement is required for each term of enrollment.
3. Pay scheduled fees.

SWGTC students wishing to be a transient student elsewhere must be in good standing at SWGTC and all prerequisite requirements for the course or courses must be met. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Any student dismissed from a program for the 2nd time due to academic deficiency will be ineligible to receive a letter of transience to attend another technical college as the student is not considered to be in good standing. Credit hours earned as a transient student cannot exceed seventy-five percent (75%) of the course work needed for graduation from any certificate, diploma, or degree at SWGTC.

**F. Dual Admission Requirements**  
(Certificate and Diploma Programs)

The purpose of Dual Enrollment is to offer additional educational opportunities for Georgia high school students. Students can earn credit both from high school and from SWGTC while still in high school. Tuition, fees, and books are available to eligible students enrolled in HOPE eligible programs. Those costs associated with the program, not covered by the HOPE Grant, will be covered by the College. If a high school chooses to follow this dual enrollment plan, the specified provisions must be followed. The course specified as Dual Enrollment-HOPE must be a required technical course within a technical certificate of credit or diploma program awarded by the College. Students may take only program specific courses that are not offered at their high school but have Georgia Department of Education aligned numbers.

High school students who enroll as Dual Enrollment-HOPE students must be 16 years of age, must have met all College admission requirements for the selected program of study, and must have the permission of the high school to participate. Dual enrollment students must meet all HOPE Grant eligibility requirements in order to receive HOPE Grant payment. The intent of the Dual Enrollment-HOPE Program is to offer new opportunities for secondary students rather than duplicate or supplant those programs already offered in the high school. Academic courses are not to be counted as Dual Enrollment-HOPE.

**G. ACCEL Admission Requirements**  
(Associate Degree Programs)

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

The ACCEL Program is administered by the Georgia Student Finance Commission. It is designed to provide participating high school students with financial assistance toward the cost of college coursework. In order to be eligible for ACCEL funds at SWGTC, a student must be 16 years of age, classified as a high school junior or senior, meet College admission requirements for the degree-level courses in the area of Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics,

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or Other General Education Courses, and have the permission of the high school to participate.

**H. Joint Enrollment Admission Requirements**  
(Diploma and Certificate Programs)

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

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

**I. Move on When Ready Admission Requirements**

Move on When Ready is a dual enrollment program that allows eligible high school juniors and seniors who spent the prior school year in attendance at a public high school in Georgia to take all of his or her courses at or through an eligible institution (college, university or public technical college) or a virtual course approved by the State Board of Education and receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements.

To be eligible for participation in Move on When Ready, a student must:

1. Be a high school junior or senior seeking a high school diploma from an eligible Georgia high school;
2. Be reported as enrolled in a public school for funding purposes during the preceding October and March full-time equivalent (FTE) program counts;
3. Be enrolled full time in an eligible college or university or public technical college as a dual credit student taking approved college-level courses;
4. Be a legal resident of Georgia;
5. Maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements; and

6. Meet all college admission and registration requirements.

**J. Audit**

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval. Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Credit is not awarded for courses taken on an audit basis. Courses taken on an audit basis will not be used for certification for Social Security or Veterans' Administration education benefits. Financial aid services are not available for courses being audited. Applicants requesting to audit a course(s) are not required to take the admissions placement exam or submit transcripts. Admission will be granted on a space available basis.

**K. Transfer Admissions Requirements**

1. Applicants to SWGTC who have been previously enrolled at a postsecondary college will be considered for admission under the following conditions:
  - a. Applicants who are in good standing at their previous college may be accepted in good standing.
  - b. Applicants who are on academic warning or academic probation at their previous college may be accepted only on academic probation. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first semester enrolled to continue the next semester.
  - c. Transfer students who are on academic suspension from their former institution are considered for admission to the College on the same basis as suspended students from SWGTC who apply on academic probation as indicated above. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first semester enrolled to continue the next semester.
2. Applicants for transfer admission must submit the following to the Admissions Office:

- a. Application for admission and \$20 non-refundable application fee;
- b. Proof of age;
- c. Official transcript(s) from all postsecondary institutions attended;
- d. Official high school or GED transcript if required for program admission;
- e. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.
- f. Applicants who have not taken an entrance assessment within the last five (5) years may be required to do so. SWGTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SWGTC accepts a student's official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHS GT) in English/Language Arts if the scores meet the College program's required minimums. A 235 or higher score on the ELA portion of the GHS GT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student's SAT, ACT, or GHS GT in English/Language Arts scores do not meet the College's program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of five years (60 months).

Note: Students or applicants who have successfully completed, with a "C" grade or better, transferable English and math course(s) from a regional or national accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the

entry-level English and math courses required in the applicant's chosen program of study. There is no time requirement on these courses for most programs. For all programs in the School of Health Sciences, there is a five (5) year time limit on transferrable math courses.

Students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must successfully complete with a "C" or higher all ALHS, science and math courses within five (5) years and all prerequisites within two attempts. All academic history within the last (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts.

## **V. ENTRANCE REQUIREMENTS FOR SELECT CREDIT PROGRAMS**

Entrance requirements vary and students should refer to the College catalog to obtain specific entrance requirement information.

A. Education: A high school diploma (to exclude diplomas marked as certificate of attendance or special education certificate) or GED is required for admission to all programs with the exception of certain certificate programs specified in Board approved program proposals. The President of SWGTC has the authority to grant a waiver to the admissions requirement as it relates only to possessing a GED or high school diploma for secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and the technical college. However, prior to graduation from SWGTC students in degree, diploma, and specified certificate programs must receive a high school diploma or GED.

B. Age: Applicants 16 years of age or older who seek access to quality instruction designed to develop or improve occupational competencies. The President of SWGTC has the authority to waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

C. Applicants who have not taken an entrance assessment within the last five (5) years may be

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required to do so. SWGTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SWGTC accepts a student's official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHSGT) in English/Language Arts if the scores meet the College program's required minimums. A 235 or higher score on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student's SAT, ACT, or GHSGT in English/Language Arts scores do not meet the College's program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months.

**Note:** Students or applicants who have successfully completed, with a "C" grade or better, transferable English and math course(s) from a regional or national accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant's chosen program of study. There is no time requirement on these courses for most programs. For all programs in the School of Health Science, there is a five (5) year time limit on transferrable math courses.

Students preparing to enter (taking courses for) a diploma or associate degree program in the School of Health Sciences must complete all ALHS and prerequisite courses within five (5) years and two attempts.

D. Health: Applicants must be physically able to attend school regularly and must meet the physical demands for the course in which they plan to enroll. Physical examinations for most applicants to the School of Health Sciences are required after official acceptance to the program. Physical forms will be issued at the proper time.

E. Criminal background checks: Required by most programs in the School of Health Sciences, Criminal Justice Technology, and Early Childhood Care and Education.

F. Competitive Admissions: Several programs in the School of Health Sciences are based on competitive admissions criteria. Applicants applying for one of these programs will need to complete a separate Competitive Admission Application by the posted program deadline date. Semester program deadline dates are listed on the bottom of the Competitive Admission Application. Applicants without a separate Competitive Admission Application on file will NOT be considered for competition. Applicants may contact the program advisor or admissions office for more details. Information on competitive admissions criteria and other requirements may be obtained in the Admissions Office.

Some programs have additional requirements or prerequisite courses that must be taken prior to taking technical courses or receiving official acceptance to the program. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with the applicants.

## VI. NON-CREDIT COURSES

Non-credit courses, such as workshops and seminars, are designed to meet the needs of residents, business, industries and agencies that are not met through credit programs. The courses vary in length, depending upon the objectives of the course. A course can be started whenever the need arises, but many are offered each semester. Bulletins containing courses and schedule information are published and distributed each semester.

## VII. READMISSION

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

### VIII. LEGAL RESIDENT – STATE OF GEORGIA

To be classified as an in-state student for tuition purposes, a student must meet the Georgia Residency Requirements of the Technical College System of Georgia (TCSG) for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. Determining a student's residency status is based on objective circumstances that indicate a student's intent to maintain a permanent presence or domicile in the State of Georgia. No single factor is conclusive. There is no set number of factors required to be met to document residence.

Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southwest Georgia Technical College service area (Jefferson, Leon, Gadsden) are not subject to out-of-state tuition.

### IX. OUT OF STATE APPLICANTS

Out of state applicants are encouraged to apply for admission to SWGTC. Every effort is made to accommodate as many students as possible.

### ADDITIONAL REQUIREMENTS

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

**Criminal Background Checks:** Required by most programs in the School of Health Sciences, Criminal Justice Technology, and Early Childhood Care and Education.

### ASSESSMENT POLICY

The ability of a student to succeed in a program at Southwest Georgia Technical College (SWGTC) is greatly determined by the math and language skills possessed by the student. SWGTC is committed to assist each student achieve at his/her maximum potential. It is the philosophy of the College that a student is not helped by admitting him/her to a program in which he/she does not possess the basic educational skills needed to succeed. Therefore, all students applying for diploma,

degree, and certificate programs with the exception of specified certificate programs must be assessed prior to acceptance to a program of study at the College. Students will then be admitted in accordance with the academic standards applicable to the program.

It is also the philosophy of SWGTC that assessment is far more comprehensive than the basic skills testing process. Assessment is the opportunity for and the responsibility of SWGTC to collect information about prospective students that is relevant to their educational experience. This information is used to assist each student to experience success in his/her educational endeavors.

I. SWGTC utilizes the state-approved assessment instruments (ASSET or COMPASS) to assess program readiness.

II. In lieu of the COMPASS or ASSET, SWGTC accepts a student's official score on validated assessment instruments (such as ACT or SAT) or Georgia High School Graduation Test (GHS GT) in English/Language Arts provided that the scores are not more than five years old and meet the minimum scores as follow:

#### Associate Degree

Minimum SAT: Verbal 480, Math 440  
Minimum ACT: English 20, Reading 17, Math 19  
Minimum GHS GT: N/A

#### Diploma/Certificate

Minimum SAT: Verbal 430, Math 400  
Minimum ACT: English 12, Reading 13, Math 17  
Minimum GHS GT:  
\*English/Language Arts (ELA) 235 or higher

\*A score of 235 or higher on the ELA portion of the GHS GT will ONLY exempt testing in writing and reading for placement into diplomas and technical certificate of credit programs. This will not exempt testing for degree seeking students.

III. Students or applicants may be reassessed. Students may choose one of two options prior to retesting: (1) utilize the SWGTC Tutoring Lab for eight (8) hours of short-term remediation; or (2) wait 30 days prior to retesting. Students may retest one time per section prior to enrolling in Learning Support courses. There will be an additional charge for all retests.

Degree seeking students enrolled in Learning Support course(s) must take an exit exam (ASSET

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or COMPASS) and achieve the appropriate entry level scores before being regularly admitted to their program of study. Prior to the end of the semester, scheduled dates and times are made available for currently enrolled Learning Support students to retest with the instructor's permission. All currently enrolled Learning Support students who achieve the appropriate level score when taking the exit exam must still complete that Learning Support course and obtain a 70% or higher grade in order to advance to the next level. Retest(s) are not allowed while students are currently enrolled in Learning Support course(s) without the instructor's permission. Students who have a final grade of less than 70% (C) are not allowed to retest and must retake Learning Support course(s). No retest fee is assessed to students who have instructor approved permission forms.

Students pursuing a diploma or certificate program who enroll and successfully complete Learning Support course(s) are not required to retest before being regularly admitted to their program of study

IV. Official transcripts from a college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U. S. Department of Education documenting degree and/or diploma equivalent program-level English and math coursework are used to document a student's basic education skills and may eliminate the need to complete that portion of the assessment instrument.

V. Assessment scores will be considered valid for placement purposes for a period of five years (60 months).

## ADVANCED PLACEMENT

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

It is the policy of this College to grant credit for previous education, training, or experience in the following areas:

1. Transfer of credit earned at a previously

attended college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education at the time the coursework was completed. Coursework and learning outcomes must be at the collegiate level, have the same content and quality, and are comparable to the College's own degree, diploma, or certificate programs. Credit is awarded that falls within the regular curricular offerings of SWGTC and related to the student's current educational goals. Full credit will be awarded for courses, subject to SWGTC assuring that the accreditation standards have been met.

Student must have passed the course with a minimum grade of "C." The faculty of the intended program and the Registrar will approve the amount of transfer credit. SWGTC reserves the right to test the proficiency of students for coursework to be transferred and reserves the right to disallow transfer of credit if the student cannot demonstrate acceptable proficiency. Transfer credit will be recorded on the student's SWGTC transcript with a grade designation of "TR", "TRA", "TRB", or "TRC". The third letter indicates the grade earned in the course and will not be calculated in the student's Academic GPA.

2. Transfer of credit earned at Foreign Institutions that have standing considered equivalent to regional accreditation in the U.S. Foreign transcripts, both secondary and post-secondary, must be evaluated by an Official Evaluation Service that holds membership in the National Association of Credential Evaluation Services, Inc. (NACES.) Acceptable evaluation services include, but are not limited to World Education Services and Josef Silny & Associates. Transfer credit from foreign institutions will be awarded under the same criteria as transfer credit from an institution within the United States or its territories.

3. Secondary Articulation credit earned under established Secondary Articulation Agreements may be awarded to recent high school graduates subject to validation of credit and enrollment at SWGTC within two years of high school graduation. SWGTC will validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated. Students must score 70 or above on the exam in order to receive articulated credit.



Articulated credit is only awarded if the student needs it to complete their program of study. Articulated credit will be recorded on the student's SWGTC transcript with a grade designation of "AC" and will not be calculated in the student's Academic GPA.

4. Standardized Examinations including but not limited to, College Level Examination Program (CLEP), Advanced Placement (AP) examinations, and International Baccalaureate (IB) credit. Credit for Standardized Examinations will be recorded on the student's SWGTC transcript with a grade designation of "TR" and will not be calculated in the student's Academic GPA.

5. Experiential Learning credit may be awarded for students who have extensive work experience or professional certificates in an area related to their current educational goals, subject to validation by written and/or performance examination. Experiential Learning credit will be recorded on the student's SWGTC transcript with a grade designation of "EX" and will not be calculated in the student's Academic GPA.

6. Military Training credit may be awarded for training received in the Armed Forces. The training should be certified by the Guide to the Evaluation of Education Experience in the Armed Services, published by the American Council on Education. Military training credit will be recorded on the student's SWGTC transcript with a grade designation of "EX" and will not be calculated in the student's Academic GPA.

7. Institutional Exemption Exams credit is available to applicants who have previous experience such as employment in the field, military training, corporate courses, or other similar experiences. Students must earn at least 70% on any institutional exemption exam to be awarded credit. Exemption Exam credit will be recorded on the student's SWGTC transcript with a grade designation of "EX" and will not be calculated in the student's Academic GPA.

8. Transient credit is available for SWGTC students needing a specific course or courses that are not available at SWGTC at a time that will meet the students' academic needs. SWGTC students wishing to be a transient student elsewhere must be in good standing at SWGTC and all prerequisite requirements for the course or courses must be met. Good standing is defined as having a 2.0

cumulative GPA and being eligible to continue the program. Any student dismissed from a program for the 2nd time due to academic deficiency will be ineligible to receive a letter of transience to attend another college as the student is not considered to be in good standing. Transient credit is recorded on the student's SWGTC transcript with the grade designation submitted by the host college but will not be calculated in the student's Academic GPA.

Students may earn no more than 75% of course work for a particular program of study through advanced placement or transient credit.

## **ADVANCED PLACEMENT PROCEDURE**

### **Transfer Credit**

1. Applicants to Southwest Georgia Technical College (SWGTC) who have been previously enrolled at a regionally or nationally accredited college, university, or other post-secondary institution may receive transfer credit for courses, subject to SWGTC assuring that accreditation requirements have been met, under the following conditions:

- a. Courses taken are essentially the same in content as those offered at SWGTC;
- b. An official transcript is on file in the registrar's office;
- c. A grade of "C" or higher has been earned for each course to be transferred;
- d. When requested by the Registrar's Office, approval is recommended by the faculty and/or the Vice President for Academic Affairs for the transfer credit. The final decision rests with the Registrar;
- e. There are no time limits on courses for most applicants/students in the areas of Humanities/ Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics and other General Education courses from the date of acceptance into the program. For applicants/students to the School of Health Sciences, there is a five (5) year time limit on courses in the areas of mathematics and science, and Health Science (ALHS) courses from the date of acceptance into the program. Students faced with the 5-year time rule may request an exemption exam to demonstrate proficiency and receive credit. There is a time limit for all applicants/students of five (5) years for courses in their major area; and

f. Credit hours assigned to transferred courses are the same as credit hours awarded at the sending institution when credits do not exceed the number of credit hours assigned for equivalent courses at SWGTC. The maximum hours of credit given shall not exceed the number of hours awarded for the same course at SWGTC.

2. Applicants to SWGTC who have completed post-secondary level course work at a foreign institution that has standing considered equivalent to regional accreditation in the U.S. may receive transfer credit for courses under the following conditions:

a. An official Educational Credential Evaluation is received from an Official Evaluation Service that holds membership in the National Association of Credential Evaluation Services, Inc. (NACES.) Acceptable evaluation services include, but are not limited to World Education Services and Josef Silny & Associates;

b. Courses taken are essentially the same in content as those offered at SWGTC;

c. A grade of "C" or higher has been earned for each course to be transferred;

d. When requested by the Registrar's Office, approval is recommended by the faculty and/or the Vice President for Academic Affairs for the transfer credit. The final decision rest with the Registrar;

e. There are no time limits on courses for most applicants/students in the areas of Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics, and other General Education courses from the date of acceptance into the program. For applicants/students to the School of Health Sciences, there is a five (5) year time limit on courses in the areas of mathematics, science, and Health Science (ALHS) courses, from the date of acceptance into the program. Students faced with the 5-year time rule may request an exemption exam to demonstrate proficiency and receive credit. There is a time limit for all applicants/students of five (5) years for courses in their major area; and

f. Credit hours assigned to transferred courses are the same as credit hours awarded at the sending institution when credits do not exceed the number of credit hours assigned for equivalent courses at SWGTC. The maximum hours of credit given shall

not exceed the number of hours awarded for the same course at SWGTC.

### 3. Secondary Articulation

SWGTC has established articulation agreements, which are reviewed and updated annually, with interested service area high schools to ensure that students receive course credit when established competencies have been achieved in selected courses. Students who enroll within two years of high school graduation are eligible for articulation credit.

Validation of Credit: SWGTC will validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated. Students must score 70 or above on the exam in order to receive articulated credit.

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

### 4. Standardized Exam Credit

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

1. CLEP – Credit may be awarded for successful completion of an appropriate CLEP (College Level Examination Program) subject area examination. (Time limits that apply to transfer credit apply to credit by exam.)

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

3. International Baccalaureate Credit – Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International

Baccalaureate (IB) Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.

5. Credit for Previous Training (Experiential Learning)

At SWGTC, faculty makes a recommendation for the awarding of credit for previous training, professional certificates, or experience to the Academic Affairs administrators. The appropriate administrator forwards the request to the Registrar, if he/she agrees with the faculty's recommendation. The Registrar determines whether or not credit will be awarded.

6. Military Training Credit

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

7. Credit by Examination (Exemption)

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

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

1. Be accepted or enrolled as a student at Southwest Georgia Technical College;
2. Present evidence which would indicate that previous education or training has been received or that work experience which is similar to that given in a course being challenged has been earned. A student may not request exemption examination for courses for which they have previously been enrolled, nor may they take an

exemption examination for a course more than once;

3. Submit a request to the faculty by the appropriate deadline for the exam to be taken. The normal deadline is 12:00 noon on the day the exam is scheduled;

4. The student must pay the exemption test fee of \$5.00 per credit hour for the test to be taken. This fee must be paid in advance at the Business Office and the receipt shown to the faculty administering the exemption examination. Students will not be allowed to take an exemption exam if they have not paid the exemption exam fee in advance. The advisor is responsible for reporting the course number, course title, and credit hours to the Registrar on a "Request for Credit for Previous Training" form; and

5. A student must make a minimum score of 70 to be exempted from taking the class. Credit is awarded only in areas that fall within the regular curricular offerings of SWGTC and must be related to the student's current educational goals; and the Registrar will record the exemption credit on the student's SWGTC transcript.

8. Transient Credit

SWGTC students wishing to be a transient student elsewhere must be in good standing at SWGTC and all prerequisite requirements for the course or courses must be met. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Any student dismissed from a program for the 2nd time due to academic deficiency will be ineligible to receive a letter of transience to attend another technical college as the student is not considered to be in good standing. Students wishing to take an online class through another College in the Technical College System of Georgia (TCSG) may register on the Georgia Virtual Technical Connection (GVTC) website and submit a transient request online. Students who wish to take a class at any college that is not part of TCSG or that is not an online course should make the request in writing to the SWGTC Registrar. SWGTC reserves the right to request additional information to assure that the requested transient class is essentially the same in content, quality, learning outcomes and degree, diploma, or certificate level as the course taught at SWGTC and that all accreditation standards have

## Student Affairs

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been met. Final approval of all transient requests rest with the Registrar. Transient credit is recorded on the student's SWGTC transcript with the grade designation submitted by the host college but will not be calculated in the student's Academic GPA.

### Residency Requirements

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

### Designation of Credit

1. Exemption credit awarded will be indicated by use of the letters "EX" on transcript/permanent records.
2. Transfer credit awarded will be indicated on transcript/permanent records by the use of the letters "TR", "TRA", "TRB", or "TRC."
3. Articulated credit awarded will be indicated on transcript/permanent records by use of the letters "AC."

## STUDENT STATUS

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

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

## DUAL MAJORS

SWGTC does not allow students to enroll in two different programs at the same time. Students must complete all requirements for one program before applying for and being accepted into another program.

## CHANGE OF MAJOR

Students have the privilege of changing their major from one program to another while enrolled in Southwest Georgia Technical College, provided they have the necessary qualifications and room is

available. Students desiring to change majors must complete an application/reapplication and meet all requirements to make the change by the published deadline. Students are encouraged to check with the Financial Aid office prior to changing their major to determine how their financial aid will be affected.

## GEORGIA RESIDENCY REQUIREMENTS

To be classified as an in-state student for tuition purposes, a student must meet the Georgia Residency Requirements of the Technical College System of Georgia (TCSG) for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. Determining a student's residency status is based on objective circumstances that indicate a student's intent to maintain a permanent presence or Domicile, in the State of Georgia. No single factor is conclusive. There is no set number of factors required to be met to document residency.

In order to qualify for certain types of financial aid, additional residency requirements may apply.

Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southwest Georgia Technical College service area (Jefferson, Leon, Gadsden) are not subject to out-of-state tuition.

**Dependent Students:** A dependent student is an individual under the age of 24 who receives financial support from a parent or court-appointed Legal Guardian whose federal or state income tax return lists the individual as "dependent".

- A dependent student meets the Georgia Residency Requirements if his or her parent or court-appointed Legal Guardian has established and maintained Domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which in-state tuition is sought; and
- The student graduated from an Eligible High School located in the State of Georgia; or
- The parent claimed the student as a dependent on the parent's most recent federal income tax return.

**Independent Students:** An independent student is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or court-appointed Legal Guardian who has ceased to provide support and right to that individual's care, custody and earnings.

- An independent student meets the Georgia Residency Requirements if he or she has established and maintained Domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which in-state tuition is sought.

## VALIDATION OF LAWFUL PRESENCE

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States.

The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at [http://law.ga.gov/vgn/images/portal/cit\\_1210/50/35/173461453Lists\\_of\\_states\\_that\\_verify\\_immigration\\_status\\_7\\_26\\_11.pdf](http://law.ga.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigration_status_7_26_11.pdf)
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully

present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

## OUT-OF-STATE APPLICANTS

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

## INTERNATIONAL STUDENTS

Southwest Georgia Technical College accepts international students who are not U.S. residents but have provided documentation that they have received a Georgia High School Diploma, Georgia G.E.D., or other documentation establishing they are legally in the country, such as a green card.

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

**Eligible Non Citizens:** An eligible non-citizen is a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or a holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee, or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

- An eligible non-citizen must meet the Georgia Residency Requirements listed above to receive the in-state tuition rate.
- Ineligible non-citizens cannot qualify for in-state tuition.

## 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.

### Veterans' Training

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

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

**NOTE:** Veterans are subject to the same rules, regulations, and policies governing non-veterans at Southwest Georgia Technical College. All students eligible and applying for the educational benefit must visit the Georgia Department of Veterans Service office to submit the necessary application to the V.A. The GA Dept. of Veterans Service office is located in the Courthouse Annex, 101 S. Broad Street, Thomasville, Georgia.

## STUDENT FINANCIAL AID

Financial aid is available to eligible students enrolled in Southwest Georgia Technical College. It is recommended that anyone desiring financial aid submit their application at least six to eight weeks prior to the time the aid will be needed. Information on how to apply is available in the Financial Aid Office. Call 229-225-5036 or visit the College website to apply online.

The financial aid program at Southwest Georgia Technical College (SWGTC) is designed to assist applicants and enrolled students who meet federal, state, and/or local eligibility requirements with their educational expenses.

### TYPES OF FINANCIAL AID

#### General Eligibility Requirements

In order to receive any kind of financial aid, students must meet these general requirements:

- Must be a United States citizen or eligible non-citizen.
- Must complete a Free Application for Federal Student Aid (FAFSA).
- Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid.
- Must maintain Satisfactory Academic Progress as defined below.
- Must be registered with the Selective Service Board (males only).

Additional eligibility requirements specific to each program are listed below.

#### Federal Pell Grant

This is a federal program that provides funds to students who meet certain income guidelines. Federal Pell Grants are not available to anyone who has received a Bachelor's degree or owes a refund to the Federal Pell Grant or any Title IV Aid Program or is in default on a Federal or State student loan. Degree, diploma and certain certificate programs qualify for Federal Pell Grant funds; please check with the Financial Aid Office to determine if your program is Pell eligible.

The amount of the Pell Grant depends on the level of federal funding, cost of education, enrollment status, and the student's eligibility based on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) for the current award year. Pell Grant payment amounts are based on the number of credit hours in which the student is enrolled. Students taking 12 or more credit hours are considered full-time; nine to eleven credit hours,  $\frac{3}{4}$  time; six to eight credit hours,  $\frac{1}{2}$  time; and less

than six credit hours, less than half time.

Effective July 1, 2012, students may receive the Pell Grant for the equivalent of twelve (12) semesters of full-time attendance at any institution.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

This federal grant is designed to assist those students who receive the Federal Pell Grant and who demonstrate exceptional financial need, as determined by their FAFSA information. Eligible students do not need to specifically request this award. SEOG funds are limited by the U.S. Department of Education and are awarded throughout the year on a first-come, first-served basis. Due to the limited funding, not all eligible students will receive this award.

### **Federal Work Study Program**

The Federal Work Study (FWS) program provides eligible students the opportunity to work part-time to help pay for the costs of their education. In order to be eligible for Federal Work Study, a student must have received a high school diploma or GED, be enrolled at Southwest Georgia Technical College, and be eligible for the Pell Grant.

Interested students must submit an application along with a current resume. Students should apply online through the Job Center link on the College website. Applicants are interviewed and placed in various departments around campus as openings become available. Work Study students are limited to how many hours they may work and how much money they can earn according to their financial need, as determined by their FAFSA and other financial aid information. Limited positions are available. Not all students who apply for FWS will be placed in a job. FWS positions are temporary part-time jobs. Job placements may be revoked due to fund limitations or poor job performance.

### **HOPE Programs for Georgia Residents**

The Financial Aid Office will administer the HOPE Grant, HOPE Scholarship, Zell Miller Scholarship, and HOPE GED Grant programs in accordance with regulations issued by Georgia Student Finance Commission (GSFC). Any changes to GSFC regulations and guidance will supersede the information below.

The HOPE Programs, including the HOPE Grant, HOPE Scholarship, Zell Miller Scholarship, and HOPE GED Voucher program, are funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission. They comprise a unique set of programs that reward eligible students seeking degrees, diplomas, and technical certificates of credit, with financial assistance for tuition charges.

The HOPE Grant and HOPE Scholarship will pay a percentage of the tuition charges at the standard tuition rate for eligible students. Eligible students enrolled in programs with a non-standard tuition rate will not receive any additional funds. No payment will be made for fees or books. The percentage of tuition payment will be set annually by Georgia Student Finance Commission.

In order to qualify for the HOPE Grant, HOPE Scholarship and Zell Miller Scholarship, students must meet the general Satisfactory Academic Progress (SAP) requirements described on page 50, as well as the program specific residency and eligibility requirements outlined below.

### **HOPE Residency Requirements**

Students who were legal residents of Georgia at the time of graduation from high school or a home study program or on their GED test date must meet the TCSG residency requirements (page 42) for at least 12 consecutive months immediately preceding the first day of classes of the term for which the HOPE Grant, HOPE Scholarship or Zell Miller Scholarship is sought. Students who were not legal residents of Georgia at the time of graduation from high school or a home study program or on their GED test date must meet the TCSG residency requirements for at least 24 consecutive months immediately preceding the first day of classes of the term for which the HOPE Grant, HOPE Scholarship or Zell Miller Scholarship is sought.

If the student is an active duty military service member or the spouse or dependent child of an active duty military service member and the active duty military service member is stationed in Georgia or lists Georgia as their home of record, then the student meets the residency requirements for HOPE Grant, HOPE Scholarship and the Zell Miller Scholarship.

Dual and Joint enrolled high school student must meet the TCSG residency requirements for 12 consecutive months immediately preceding the first day of the term for which the HOPE Grant is sought.

### **Bachelor's Degree Recipients**

Students who have received a Bachelor's Degree, its equivalent or higher, from any institution are ineligible for the HOPE Grant, HOPE Scholarship and Zell Miller Scholarship.

## **HOPE GRANT FOR DIPLOMA AND CERTIFICATE PROGRAMS**

### **Limits of Eligibility**

- Eligible students may receive HOPE Grant payment for a maximum of 63 semester or 95 quarter credit hours at all institutions.
- A student is ineligible to receive HOPE Grant payment once he or she reaches the Combined Paid-Hours Limit of 190 quarter or 127 semester credit hours from any combination of HOPE Scholarship Paid-Hours, plus Zell Miller Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus ACCEL Program Paid-Hours for credit hours taken at all institutions.

### **Credit Hour Checkpoints**

A student enrolled in a diploma or certificate program and receiving or seeking HOPE Grant must have earned a cumulative GPA of 3.0 at the end of the term in which he or she has attended 30 semester or 45 quarter credit hours towards a diploma or certificate for which he or she received HOPE Grant funds, starting with fall semester 2011. Students who have received HOPE Grant prior to fall semester 2011 must meet the GPA requirement at the end of the term in which they reach their next credit hour checkpoint.

### **Regaining HOPE Grant**

Students who have lost their HOPE Grant eligibility at the 30 credit hour checkpoint may regain it if their cumulative GPA is 3.0 or higher at the 60 credit hour checkpoint. Students may only regain HOPE Grant eligibility one time after losing it.

### **HOPE Grant GPA Calculation**

The Registrar is responsible for calculating students' GPA for HOPE Grant purposes. Students must submit official transcripts from all institutions at which they have received HOPE Grant payment in order to be evaluated for continued eligibility at the 30 credit hour checkpoint. Failure to provide all official transcripts will result in the student not being evaluated for HOPE Grant eligibility beyond 30 credit hours. The 30/45 credit hour checkpoint GPA will include all diploma or certificate credit courses for which the student received HOPE Grant payment. Learning Support and dual enrollment coursework while in high school are excluded from the HOPE Grant GPA and checkpoints. For students who lost HOPE Grant at the 30/45 credit hour checkpoint, the 60/90 credit hour checkpoint GPA will also include all diploma or certificate credit courses for which the student would have received HOPE Grant payment.

## **HOPE SCHOLARSHIP FOR DEGREE PROGRAMS**

Students are responsible for requesting a HOPE Scholarship Evaluation be conducted in order to receive HOPE Scholarship. The "Request for HOPE Scholarship Evaluation" form is available on the College website and in the Financial Aid Office.

### **Limits of Eligibility**

#### ***Combined Paid-Hours Limit for HOPE Scholarship***

An eligible student may receive HOPE Scholarship until he or she reaches the Combined Paid-Hours Limit of 127 semester or 190 quarter credit hours from any combination of HOPE Scholarship Paid-Hours, plus Zell Miller Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus ACCEL Program Paid-Hours for credit hours taken at all institutions.

#### ***Attempted Hours Limit for HOPE Scholarship***

A student is ineligible to receive HOPE Scholarship payment once he or she has attempted 127 semester or 190 quarter college level credit hours, regardless of how payment was made for those hours.



### ***Time Limit for HOPE Scholarship Eligibility***

Students who received HOPE Scholarship at any institution prior to the summer term 2011 will continue to be eligible for HOPE Scholarship until June 30, 2015, regardless of the date of their high school graduation or equivalent, provided they meet all other eligibility requirements.

Students who have not received HOPE Scholarship prior to summer term 2011, will be eligible for HOPE Scholarship until June 30 of the seventh academic year after their high school graduation or the equivalent. Students who graduated high school more than seven (7) years prior to the term in which they are seeking HOPE Scholarship and who have never previously received HOPE scholarship will not be eligible for the HOPE Scholarship at any time.

### **Credit Hour Checkpoints**

Students enrolled in a degree program and receiving or seeking HOPE Scholarship must have earned a cumulative GPA of 3.0 at the end of the terms in which they have attempted 30, 60, and 90 college-level semester credit hours in order to receive further HOPE Scholarship funds.

### **First-Tier Recipient and Three Term Checkpoint**

To be considered a First-Tier HOPE Scholar and receive HOPE Scholarship funds with zero credit hours attempted, a student must be a 1993 or later graduate of an eligible high school with a cumulative high school GPA of 3.0 for college preparatory curriculum or a cumulative 3.2 GPA for other curricula.

A first-tier recipient of HOPE Scholarship who is enrolled for less than 12 hours for each of his or her first three school terms must have a cumulative GPA of 3.0 at the end of his or her third term in order to continue eligibility for HOPE Scholarship beyond the third term.

### **End of Spring Checkpoint**

Students enrolled in a degree program seeking HOPE Scholarship must have earned a cumulative GPA of 3.0 at the end of each spring term, regardless of enrollment during spring term.

### **Regaining HOPE Scholarship Eligibility**

**Students who fail to earn a cumulative 3.0 GPA at any of the above checkpoints will lose their HOPE Scholarship.** Students may regain their HOPE Scholarship if their cumulative GPA is 3.0 or higher at a subsequent credit-hour checkpoint. Students may only regain HOPE Scholarship eligibility one time after losing it. Students who lose their HOPE Scholarship at the 90 semester credit hour checkpoint cannot regain it. No appeals are permitted for HOPE Scholarship GPA requirements. There is no warning period for HOPE Scholarship GPA requirements.

### **HOPE Scholarship GPA Calculation**

- **Students are responsible for requesting a HOPE Scholarship Evaluation be conducted in order to receive HOPE Scholarship.** The "Request for HOPE Scholarship Evaluation" form is available on the College website and in the Financial Aid Office.
- The Registrar is responsible for calculating students' GPA for HOPE Scholarship purposes. The HOPE Scholarship GPA is calculated to the hundredth decimal, for example 2.99.
- In order for a student's HOPE Scholarship eligibility to be initially evaluated or to be re-evaluated after re-enrollment, a student must submit to the Registrar's Office official copies of transcripts from ALL post-secondary institutions ever attended, regardless of the courses taken, grades received, or eligibility for transfer credit for any courses taken at previous institutions.
- Failure to provide the Registrar with ALL official transcripts will result in the student not being evaluated for HOPE Scholarship eligibility. Once a student's initial HOPE Scholarship eligibility is determined by the Registrar, the Financial Aid Office will track it each term, as long as the student remains enrolled.
- If the student changes his/her program of study to a non-degree program, and subsequently changes back to a degree program, he/she should request that his/her HOPE Scholarship Evaluation be updated.

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- Credit hours attempted as part of a diploma or certificate program of study are not included in the HOPE Scholarship GPA calculation unless those hours are accepted by any institution toward a degree program.
- Effective fall semester 2011, Learning Support or remedial courses are not included in the HOPE Scholarship calculation of attempted hours. Learning Support or remedial courses that were previously included in attempted hours will remain in the attempted hours calculation.
- Transfer students from any other post-secondary institution who wish to receive HOPE Scholarship should submit ALL official transcripts to the Registrar's Office and request a HOPE Scholarship evaluation from the Financial Aid Office.

## ZELL MILLER SCHOLARSHIP

The Zell Miller Scholarship is a new program designed to reward the highest achieving high school graduates with financial assistance for their tuition. The Zell Miller Scholarship will pay 100% of the tuition charges at the standard tuition rate, for eligible students. Students enrolled in programs with a non-standard tuition rate will not receive additional funds. No funds will be paid for fees or books.

**Georgia Student Finance Commission (GSFC) will identify students who are eligible for the Zell Miller Scholarship.** In order to be eligible for the Zell Miller Scholarship, a first tier student must meet all requirements for the HOPE Scholarship, as well as the following requirements:

- Have graduated from an eligible high school with a cumulative 3.7 GPA and have received a score of at least 1,200 combined critical reading score and math score on a single administration of the SAT or an ACT composite scale score of at least 26;
- Have graduated from an eligible high school as a valedictorian or salutatorian; or
- Have completed a home study program and have received a score of at least 1,200 combined critical reading score and math score on a single administration of the SAT or an ACT composite scale

score of at least 26. Eligible home study high school students will be eligible for retroactive payment for the Zell Miller Scholarship after they have attempted 30 semester credit hours and earned a cumulative GPA of at least 3.3.

- To remain eligible, Zell Miller Scholarship recipients must have a cumulative GPA of 3.3 at the end of the term in which they have attempted 30, 60, and 90 college-level semester credit hours.

### Three Term Checkpoint

A first-tier recipient of the Zell Miller Scholarship who is enrolled for less than 12 hours for each of his or her first three school terms must have a cumulative GPA of 3.3 at the end of his or her third term in order to continue eligibility for the Zell Miller Scholarship beyond the third term.

### End of Spring Checkpoint

Students enrolled in a degree program seeking the Zell Miller Scholarship must have earned a cumulative GPA of 3.3 at the end of each spring term, regardless of enrollment during spring term.

### Regaining Zell Miller Scholarship Eligibility

Students who fail to earn a cumulative 3.3 GPA at any of the above checkpoints will lose their Zell Miller Scholarship eligibility. A student whose GPA is below 3.3 but at least 3.0 will become eligible for the HOPE Scholarship. Students may regain their Zell Miller Scholarship if their cumulative GPA is 3.3 or higher at a subsequent credit-hour checkpoint. Students may only regain Zell Miller Scholarship eligibility one time after losing it. Students who lose their Zell Miller Scholarship at the 90 semester credit hour checkpoint cannot regain it. No appeals are permitted for Zell Miller Scholarship GPA requirements. There is no warning period for Zell Miller Scholarship GPA requirements.

### Zell Miller Scholarship GPA Calculation

The Registrar is responsible for calculating students' GPA for Zell Miller Scholarship purposes once they have been identified as eligible by GSFC. In order for a student's Zell Miller Scholarship eligibility to be evaluated

at a checkpoint, after re-enrollment, or after changing from a non-degree to a degree program, a student must submit official copies of transcripts from all post-secondary institutions ever attended, regardless of the courses taken, grades received, or eligibility for transfer credit for any courses taken at previous institutions. Failure to provide all official transcripts will result in the student not being evaluated for Zell Miller Scholarship eligibility. If the student changes his/her program of study to a non-degree program, and subsequently changes back to a degree program, he/she should request that his/her Zell Miller Scholarship Evaluation be updated.

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

## VERIFICATION

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

## WORKFORCE INVESTMENT ACT (WIA)

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

Students will be notified of their individual verification requirements as soon as possible after receipt of their ISIR (FAFSA) by the Financial Aid Office. If selected, the student must provide documentation that certain elements of the SAR or ISIR are accurate. Documentation may include, but is not limited to:

- Official IRS transcripts of student's, spouse's, and/or parents' Federal Income Tax Returns (Effective for the 2012-2013 award year, signed copies of tax returns will no longer be accepted.)
- W2 forms for student, spouse, and/or parents
- Verification Worksheet
- Student's or parent's Social Security Card
- Documentation of Child Support received
- Copy of divorce or separation document
- Student's birth certificate
- Proof of citizenship
- Other documents that provide proof of income or asset value
- Documentation to resolve any conflicting information

## SCHOLARSHIPS

Southwest Georgia Technical Foundation, Inc., awards scholarships based on academic excellence and financial need to eligible students. Information on available scholarships and eligibility requirements may be found on the College website and are available in the Financial Aid Office, along with scholarship application forms. Scholarship applications should be submitted to the SWGTC Foundation Office.

Any conflicting information in a student's financial aid file must be resolved in order to determine eligibility for financial aid.

## OTHER

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

Students who do not provide all requested documentation will not be considered eligible for the Federal Pell Grant or Title IV aid programs. Students who are unwilling or unable to complete the verification process for Federal Title IV aid may be awarded HOPE Grant, HOPE Scholarship or Zell Miller Scholarship, based on their eligibility, at their request.

## **DETERMINATION OF NEEDIEST STUDENTS**

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

## **FINANCIAL AID ACADEMIC REQUIREMENTS**

In accordance with the Higher Education Act of 1965, as amended, students receiving federal financial aid must be in good standing and making satisfactory progress. There exists a conceptual difference between good standing and satisfactory progress. Good standing means that a student is eligible to enroll or to re-enroll, while satisfactory progress means that a student is advancing toward fulfilling degree, diploma, or certificate requirements in a manner consistent with the prescribed policies of the College.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

All students seeking financial aid at Southwest Georgia Technical College (SWGTC) are required to maintain Satisfactory Academic Progress (SAP) in order to receive financial aid. SAP is evaluated at the end of each semester after final grades have been posted by the Registrar, prior to the disbursement of financial aid for the upcoming semester.

## **GPA REQUIREMENTS**

In order to receive financial aid, students must maintain a minimum cumulative grade point average (GPA) of 2.0.

All periods of enrollment at SWGTC are included when calculating GPA for SAP purposes, including terms in which the student did not receive financial aid. For repeated courses, only the grade for the most recent attempt will be included in the GPA calculation. Grades for Learning Support courses are not included in the GPA calculation for financial aid purposes. Incomplete grades, transfer credit, exemption exam credit, credit for previous experience, grades for audited courses, and articulated credit are NOT included in the financial aid GPA. Grades included in the GPA calculation for SAP purposes are: A, B, C, D, F, and WF. Grades that are NOT included are: A\*, B\*, C\*, D\*, F\*, W, W\*, I, I\*, IP, IP\*, TR, EX, AU, and AC. The financial aid GPA for SAP purposes is calculated after final grades have been posted by the Registrar at the end of each semester.

## **PACE OF PROGRESSION (COMPLETION RATE)**

In order to receive financial aid, students must successfully complete 67% of all credit hours attempted at SWGTC.

The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. Completion rate is calculated after final grades are posted by the Registrar at the end of each term.

All periods of enrollment at SWGTC are included when calculating completion rate, including terms in which the student did not receive financial aid. All attempts of repeated courses are considered attempted hours in the completion rate calculation. The credit hours for only the most recent attempt of a repeated course are counted as earned hours in the completion rate calculation, regardless of the grade received for earlier attempts. Credit hours for which a student earns a grade of "I", "IP", "W", and "WF", as well as all Learning Support credit hours are counted as hours attempted for SAP purposes. Incomplete grades, withdrawals, and failures are

considered unsuccessful completions. Transfers of credit from other institutions are counted as credit hours attempted and earned in the calculation of completion rate. Exemption exam credit, credit for previous experience, grades for audited courses, and articulated credit are NOT included in the completion rate calculation. Grades which are considered successful completions for financial aid SAP purposes are: A, B, C, D, A\*, B\*, C\*, D\*, TR. Grades which are considered unsuccessful completions for financial aid SAP purposes are: F, W, WF, I, IP, F\*, W\*, WF\*, I\*, IP\*. Grades of EX, AU, and AC are not included in the calculation of completion rate.

### **Maximum Time Frame for Federal Pell Grant and Title IV Aid Programs**

The purpose of the Federal Title IV financial aid programs is to assist students in meeting their educational expenses while they progress toward timely completion of their educational objectives. For that reason, federal regulations require that students must complete their educational objective within a maximum time frame of one and one-half times the length of the program in which they are enrolled. Program length is measured in credit hours and is determined by the number of credit hours required for completion of the program. For example, students enrolled in a diploma program that requires 90 credit hours to complete will be allowed no more than 135 attempted hours. Students in programs requiring 126 credit hours will be allowed no more than 189 attempted hours, etc. If it is determined that a student cannot mathematically complete his/her program of study within 150% of the program's length, then he/she will become ineligible for federal financial aid. Students who consistently meet the 67% completion rate requirement should also meet this requirement. Students who fail to meet the 67% completion rate requirement at any time risk exceeding the maximum time frame before completing their program.

All periods of enrollment are included when calculating maximum time frame, including terms in which the student did not receive financial aid. All attempts of repeated courses are included. Credit hours for which a student receives an Incomplete grade (I, I\*, IP, IP\*) are considered attempted hours. Transfer credit hours (TR) which are counted toward a student's program of

study are included in this calculation. Exemption exam credit (EX) and credit for previous work or life experience that is counted toward a student's program of study is also included in this calculation.

Once a student is found to have exceeded the maximum time frame allowed, he or she will be ineligible for all types of Title IV federal financial aid. HOPE eligible students who become ineligible for Title IV financial aid may still receive HOPE Grant and/or Scholarship until they reach the Paid or Attempted Hour Limits for the HOPE Programs. Students may appeal a loss of financial aid eligibility due to maximum time frame requirements if extenuating circumstances prevented them from completing their program within the specified time frame.

If a student graduates from one program and re-enrolls in another program, the maximum time frame will be reset. However, all previous credit hours attempted that count toward the new program will be included in the new time frame calculation. (For example, if a student graduates from the Accounting diploma program, and re-enrolls in the Accounting degree program, all previously taken Accounting courses that are counted toward both programs will be counted in the time frame calculation for the new program.)

### **FINANCIAL AID WARNING**

Students who fail to maintain either a 2.0 cumulative GPA or 67% cumulative completion rate will be placed on financial aid warning. Students on financial aid warning will continue to be eligible to receive financial aid for one term only. Students on financial aid warning must meet all SAP requirements by the end of their warning period in order to receive financial aid in subsequent terms. Students placed on financial aid warning who fail to raise their cumulative GPA to a 2.0 or higher and their completion rate to 67% or higher by the end of their next term of enrollment will be placed on financial aid suspension and will be ineligible for all forms of financial aid.

## **FINANCIAL AID SUSPENSION**

Students who fail to meet one or more SAP requirements for at least two consecutive terms of enrollment are placed on financial aid suspension and are not eligible for any form of financial aid. Students have the right to appeal a financial aid suspension if there are extenuating circumstances that have prevented them from meeting the SAP requirements.

## **FINANCIAL AID PROBATION**

Students who have failed to make SAP and have been placed on suspension may appeal the suspension if they believe they had extenuating circumstances that prevented them from meeting the SAP requirements. Students whose appeals are approved are placed on financial aid probation and are eligible to receive financial aid for one term only. In order to receive financial aid after the probation period, a student must meet all SAP requirements or meet all requirements of an Academic Plan that has been established for him/her by the Financial Aid Appeals Committee. Failure to meet SAP requirements or the requirements of an Academic Plan after one term on probation will result in the student being placed on financial aid suspension and losing eligibility for all forms of financial aid.

## **REINSTATEMENT OF AID**

A student who has been placed on financial aid suspension due to unsatisfactory progress will regain eligibility for financial aid when he/she has met the minimum cumulative requirements for Satisfactory Academic Progress.

## **NOTIFICATION OF SAP STATUS**

All students who fail to meet SAP requirements will be notified of their SAP status at the end of the term in which they failed to make SAP. SAP is evaluated each term after final grades have been posted by the Registrar. Students who appeal a financial aid suspension will be notified as soon as a decision is reached by the Financial Aid Appeals Committee regarding their status.

## **APPEALS**

Students have the right to appeal a finding that they are not making satisfactory progress if there are extenuating circumstances that have prevented them from meeting one or more of the SAP requirements, including GPA, completion rate, and maximum time frame. Appeals must be signed by the student and must be submitted in writing to the Financial Aid Office by the deadline specified in the student's suspension notification in order to be considered for the next term of enrollment. Appeals submitted after the deadline or with missing signatures or incomplete information may not be considered prior to the start of the next term of enrollment.

The Financial Aid Appeals Committee will review all appeals and their decision is FINAL. Appeals submitted after the Committee has met may not be considered.

Appeals will be considered for extenuating circumstances only, which may include, but are not limited to, the death of a family member, an injury or illness of the student or their immediate family member, or other special circumstances that are generally outside of the control of the student.

The appeal MUST include information explaining why the student failed to make SAP and what has changed in the student's situation that will allow him/her to make SAP within the next term of enrollment. All appeals should also include documentation of the extenuating circumstances that led to the student's suspension. Acceptable documentation may include, but is not limited to the following: medical records, birth or death certificates, obituaries, signed letters on official letterhead from third party sources not related to the student, etc. The Financial Aid Appeals Committee may reject and refuse to consider any appeals submitted without sufficient documentation.

If the Financial Aid Appeals Committee approves a student's appeal and determines that the student should be able to meet SAP requirements by the end of the next term, they may place the student on financial aid probation and reinstate the student's financial aid for one term only. If the Committee determines that it is not possible for the student to meet SAP by the end of the next term, and the Committee approves the student's appeal, the

Committee will develop an Academic Plan for the student, that if followed, will ensure that the student is able to meet SAP requirements by a specific point in time, as determined by the Committee. The student will be placed on financial aid probation and have his/her aid reinstated for one term only. The Financial Aid Appeals Committee may require a student on probation to fulfill any terms and conditions they choose, including but not limited to, taking a reduced course load, enrolling in specific courses, taking classes in a specific format, etc. The Committee may also deny an appeal, require that a student pay for classes and re-appeal after successful completion of one term, or make any other decision regarding an appeal that they feel is appropriate. The Committee may limit the number of times a student is allowed to appeal or set limits on how often a student may appeal. All appeals will be considered on a case by case basis. A student paying for his/her own tuition and fees or sitting out for one or more terms does not automatically reinstate the student's financial aid eligibility.

## **ACADEMIC PLANS**

Students who successfully appeal a financial aid suspension and are placed on probation may be required to follow an Academic Plan as determined by the Financial Aid Appeals Committee in order to continue receiving financial aid. Students on an Academic Plan are required to meet all requirements of the Plan each term. The fulfillment of these requirements will be evaluated at the end of each term. Failure to meet all requirements of the Academic Plan will result in the student being placed on financial aid suspension. A student has the right to appeal the financial aid suspension if there were extenuating circumstances that prevented him/her from meeting the requirements of the Plan.

Academic Plans will be developed for each student on an individual basis, but at a minimum will include the requirement that the student successfully complete all attempted courses with a grade of C or better. Other components of an Academic Plan may include any combination of the following, but are not limited to, a requirement to meet with the student's academic advisor and/or a member of Student Affairs Retention staff each term, a requirement not to take online classes, to enroll only part-time, to repeat a specific course, to take a particular course, to participate in a specific workshop on campus, or any other activity or

requirement that the Appeals Committee believes will enable the student to meet SAP requirements by a specific point in time and ultimately enable the student to successfully complete his/her program of study in a timely manner.

A student on probation and required to follow an Academic Plan who changes his/her program of study may have the Academic Plan revoked by the Appeals Committee and be placed back on suspension until he/she re-submits an appeal explaining how he/she will make SAP in the next term of enrollment with the new program of study. The Financial Aid Office will verify that all requirements of the Academic Plan have been met prior to posting aid for the next term.

## **LEARNING SUPPORT AND FINANCIAL AID**

Students who are accepted to the College under Learning Support admissions status are not eligible to receive financial aid from any of the Federal Pell Grant or Title IV aid programs until they reach the minimum of provisional admission status.

A student admitted in provisional status may not receive federal financial aid for more than one academic year's worth of credit hours of Learning Support coursework.

Students taking Learning Support courses under either Learning Support or Provisional admissions status may receive HOPE Grant if they meet the HOPE Grant eligibility requirements for the program they wish to enter. HOPE Scholarship and Zell Miller Scholarship funds will not be paid for Learning Support courses for any student.

## **TRANSFER STUDENTS**

Students transferring into a program from another technical college may be awarded credit for the courses taken at the original institution. All students must maintain satisfactory academic progress as described above to continue their financial aid eligibility. Refer to the section on SAP above for information on how transfer credit is treated for financial aid purposes. Students transferring from one program to another at SWGTC will carry their GPA from one program to another for financial aid purposes and all credits and grades will count in the cumulative GPA and completion rate calculations.

## COURSE REPEATS

If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements to maintain financial aid. Only the grade of the most recent attempt will be used in calculating the GPA for financial aid purposes.

## DETERMINATION OF OVERPAYMENTS

Fall and spring semester at SWGTC are each sixteen (16) weeks long. Summer semester is ten (10) weeks long. Federal Pell Grant and Title IV aid payments, with the exception of Federal Work Study, are disbursed to students' accounts within 14 days of the start of the term. Unused financial aid funds are refunded to students at the end of the fourth week of the term. Federal Pell Grant funds are awarded under the assumption that the student will attend school for the entire term. Students who withdraw after receiving a financial aid refund check may be found to have received an overpayment.

## RETURN OF TITLE IV FUNDS

If a recipient of Title IV funds totally withdraws from school after beginning attendance in a term, federal regulations require that his/her Pell Grant for the term be recalculated as follows: The number of calendar days attended during the term is divided by the total number of calendar days in the term. The resulting percentage is multiplied by the Pell award for the term. This is the new amount of Pell Grant the student has earned. If the student has received Pell Grant funds in excess of the new award amount, he/she may owe a balance. If the student has received a financial aid refund for the term or had charges in the bookstore against his/her financial aid awards, he/she will be notified by the Business Office of any amount to be repaid.

Any student who owes a balance due to a financial aid over award will be ineligible for further financial aid until he/she has repaid these funds.

If a student is receiving HOPE funds for the term, those funds will be applied to tuition charges before Pell Grant funds.

## ACCESS TO RECORDS

Access to individual student financial aid records is limited to staff members and outside agencies that have a right to know as determined by the Family Educational Rights and Privacy Act of 1974, as amended.

## CHANGES TO FEDERAL OR STATE REGULATIONS

Any changes to U.S. Department of Education, State of Georgia, Georgia Student Finance Commission or Technical College System of Georgia regulations or policies governing financial aid programs will supersede the above information.

## 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) day drop period, 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 for which they are registered. If a student drops 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 a student drops any course(s) after the third 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.



## APPLICATION FEE

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

## LATE REGISTRATION FEE

Any student who does not register and pay for classes by the designated time will be charged a late fee of \$45.00.

## REGISTRATION FEE

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

## BOOKS, TOOLS, AND UNIFORMS

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

**Tools:** Tools are required in some programs, particularly in the skilled and technical programs. The tools are the property of the student and are essential to the occupational field for which they are training. Total cost will vary among programs. Each student will be given a list of the necessary tools, equipment, and kits that will be required of them.

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

## TRANSCRIPT FEE

Students may receive official transcripts upon written request. Transcripts may require two business days to process. Transcripts will not be released until all "Holds" are removed. There is a \$5.00 charge for each transcript.

## DEGREE AND ENROLLMENT VERIFICATION

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

## SENIOR CITIZEN

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

## ADULT EDUCATION

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

## INSURANCE

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

### AAS, DIPLOMA AND TECHNICAL CERTIFICATE SEMESTER TUITION AND FEE SCHEDULE

Credit Hour	Tuition	Fees*	Instructional & Technology Fee	Total
1	\$75.00	\$69.00	\$55.00	\$199.00
2	\$150.00	\$69.00	\$55.00	\$274.00
3	\$225.00	\$69.00	\$55.00	\$349.00
4	\$300.00	\$69.00	\$55.00	\$424.00
5	\$375.00	\$69.00	\$55.00	\$499.00
6	\$450.00	\$69.00	\$55.00	\$574.00
7	\$525.00	\$69.00	\$55.00	\$649.00
8	\$600.00	\$69.00	\$55.00	\$724.00
9	\$675.00	\$69.00	\$55.00	\$799.00
10	\$750.00	\$69.00	\$55.00	\$874.00
11	\$825.00	\$69.00	\$55.00	\$949.00
12	\$900.00	\$69.00	\$55.00	\$1024.00
13	\$975.00	\$69.00	\$55.00	\$1099.00
14	\$1050.00	\$69.00	\$55.00	\$1174.00
15	\$1125.00	\$69.00	\$55.00	\$1249.00

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

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

#### ADDITIONAL FEES

Application (one time, non-refundable)	\$20.00
Health Science Liability Insurance *	\$14.50
EMT and Paramedicine Liability Insurance	\$62.00
Late Registration Fee	\$45.00
Return Check Fee	\$30.00
Graduation Fee (payable with last semester fees)	\$35.00
Diploma Replacement	\$25.00
Test Fee (per credit hour - Exemption Exam)	\$5.00
Retest Fee (per Admissions Placement Exam section)	\$15.00
Transcript Fee	\$5.00

\*Required for all Early Childhood Education, Cosmetology and Health Occupations students, except EMT, AEMT and Paramedicine students per year.

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

## LIABILITY INSURANCE

This fee is required of all students who are enrolled in an Early Childhood Education, Cosmetology or program in the School of Health Sciences, and will be attending practicum or clinical training at an affiliating practicum or clinical site. This fee is to provide for liability insurance. The fee is charged at registration for the semester in which practicum begins and each July thereafter.

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

## GRADUATION FEE

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

## REFUND POLICY

Effective April 1, 2008, in keeping with the new state-wide enrollment processing policy from the Technical College System of Georgia, Southwest Georgia Technical College implemented a three (3) day drop period, 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 as attempted hours for financial aid. If students drop any course(s) after the third day of the semester, they will receive no refund, will earn a "W" grade and will have the credit hours count as attempted hours for financial aid.

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

Refunds, when due, will be made within thirty (30) days of the following circumstances: (1) of the last day of attendance if written notification has been provided to the College by the student; or (2) from the date the College terminates the student or determines withdrawal by the student.

## STUDENT ACTIVITIES

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

## GOAL PROGRAM

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

### The objectives of the GOAL program are:

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

## NATIONAL TECHNICAL HONOR SOCIETY

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

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

### The qualifications for membership in NTHS are:

1. **Residence:** The student must have completed one full semester in attendance at Southwest Georgia Technical College and must have satisfactorily completed a minimum of 8 credit hours of course work.
2. **Academic:** The student must have a GPA of 3.75 for the semester in which he/she is nominated and a cumulative GPA of 3.30. All program requirements must also be met for the semester in which he/she is nominated. To maintain eligibility for membership, the student must maintain a cumulative GPA of 3.30.
3. **Attendance:** Attendance must be in accordance with Southwest Georgia Technical College's attendance policy. See page 183.

### Benefits of membership in the NTHS are:

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

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

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

## PHI BETA LAMBDA

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

### The specific goals of PBL are to:

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

## SKILLSUSA

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

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

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

## STUDENT COUNCIL

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

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

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

## ACADEMIC INFORMATION

### ACADEMIC ADVISEMENT PROCEDURES

The academic advisement program at Southwest Georgia Technical College is provided by the Academic Affairs faculty and staff. Each student is assigned to an advisor who will assist with academic counseling, course scheduling, and progress monitoring throughout the student's enrollment. It is the student's responsibility to be aware of courses required for graduation/completion of the chosen major, to meet all graduation/completion requirements, and to complete the registration process each semester. All students entering Southwest Georgia Technical College for their first semester are assigned an advisor.

#### **First Semester Students: Degree, Diploma, & Certificate Programs**

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

#### **Currently Enrolled Students**

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

#### **First Semester Students: Continuing Education**

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

#### **First Semester Students: Adult Education**

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

### Curriculum Changes

If a student withdraws and re-enters into a new curriculum, the student will be required to meet the requirements of the new curriculum. The previous transcript will be evaluated and equated to the new curriculum. Courses are subject to revision and/or cancellation without notice.

### WEB REGISTRATION & ADVISEMENT

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

### STUDENT ACCESS TO PART-TIME FACULTY

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

### LIBRARY

The library is located in the Paul G. Sewell Building (Building D) on the Thomasville campus. Additionally, Resource Centers are located at our Grady and Mitchell county sites. Library resources include: print and electronic books; scholarly online databases; periodicals; newspapers; audiovisuals; computer lab with scanners and printers; interlibrary loan; study rooms; typewriters; and ADA equipment. Library services include: Library orientations; instruction in computer use and computer research; test proctoring; transmitting and receiving documents via fax machine (229-225-3959); and text telephone for the hearing impaired (229-227-2655).

Also, students can obtain their SWGTC student ID from the Library with proof of current registration. Further information and current off-campus database passwords can be obtained by contacting the Thomasville campus Library staff at 229-225-3958 or email [Library@southwestgatech.edu](mailto:Library@southwestgatech.edu); the Grady County Learning Resource Center at 229-378-2910; or the Mitchell County Learning Resource Center at 229-522-3640.

## COURSE OFFERINGS

All courses are offered a minimum of once per year depending on the program. However, most courses in the School of Business and in the School of Industrial Technology are offered from 2 to 3 times per year. Most General Education courses are offered every semester. Courses are offered when enrollment demand and instructor availability make it feasible. SWGTC reserves the right to cancel or change scheduling elements of any course or program at any time.

## COURSE NUMBERING

Learning Support courses are numbered 0096 through 0099. General Education courses numbered 1000 through 1099 are Certificate and Diploma courses. General Education courses numbered 1101 and above are Associate Degree courses. Note: General Education courses found in certificate and diploma programs numbered 1000 through 1099 are not transferable as Associate Degree courses.

## ONLINE CREDIT COURSES

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

## CREDIT CAMPUS SITE LOCATIONS

Southwest Georgia Technical College offers credit courses at its main campus: 15689 US Highway 19 North in Thomasville and at two College-owned off-campus sites within its service area: SWGTC of Mitchell County at 44 South Ellis Street, Camilla, GA and SWGTC of Grady County at 1550 Highway 84, Cairo, GA. Additionally, SWGTC offers its associate of science in nursing program at Wiregrass Georgia Technical College (Valdosta, Georgia) and holds credit courses and provides services at area high schools and at local business/industry.

## STUDENT WITHDRAWAL FROM COLLEGE

Any student wishing to discontinue enrollment and/or attendance in any class at Southwest Georgia Technical College is responsible for formally withdrawing or dropping each class enrolled in by requesting to be withdrawn or dropped through his/her advisor (see To Drop/Add a course). Failure to do so may result in:

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

## TO DROP/ADD A COURSE

If the student should decide to drop a course(s) or withdraw from the College during the first three days of the semester, they may do so via BannerWeb or by contacting their advisor or Student Affairs. Students who officially withdraw from course(s) or the College may be entitled to a refund based on the refund policy. After the first three (3) days of the semester, students should contact their instructor(s) to officially withdraw from a course(s) program.

## GRADING

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

### System of Grade Assignment

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

An asterisk (\*) after the letter grade designates institutional credit. Learning support courses are considered institutional credit. Institutional credits are not calculated in the overall grade point average (GPA).

A grade of "IP" (in progress) may be issued to any student whose course is not complete by the end of the term. This grade designation is intended for self-paced courses that may begin at any point during the term and for courses that are scheduled to end after the standard end of term. Course work should be complete by the end of the following term. If a student receives a grade of "IP" in a course which is a prerequisite to other courses, a final grade must be earned in order to determine eligibility for the other course(s).

A grade of "I" (incomplete) may be issued to any student not completing all required course work by the end of the term. If the incomplete (I) is not removed by the tenth school day of the next term, it will be recorded as a failure (F) on the official transcript of the student. Under extenuating circumstances, a student may submit a Request for Extended Incomplete Grade form. Depending on the circumstances, an extension may be

granted. If a student received a grade of "I" in a course which is a prerequisite to other courses, a final grade must be earned in order to determine eligibility for the other course(s).

A grade of "W" indicates the student withdrew from school on or prior to midterm. A grade of "WF" indicates the student withdrew from school after midterm. A grade of "WF" will be calculated in the GPA as an "F."

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

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

### Program/Course Grade Requirements

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



### Grade Point Average

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

A = 4 Quality Points  
 B = 3 Quality Points  
 C = 2 Quality Points  
 D = 1 Quality Point  
 F = 0 Quality Points

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

**Example:**

Grades	Quality Pts.	Credits		
A	4 X	5	=	20
B	3 X	10	=	30
C	2 X	5	=	10
		20		60

60 Divided by 20 = 3.0 Semester Grade Point Average

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

The cumulative grade point average (GPA) is calculated in the same manner as the semester GPA above except all credits and all quality points for the entire length of enrollment are used.

Example: Divide cumulative quality points by cumulative credits to get cumulative grade point average (GPA). Courses taken through Learning Support will not affect GPA.

## ADULT EDUCATION & GENERAL EDUCATION DEVELOPMENT (GED)<sup>®</sup> DIPLOMA

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

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

## GENERAL EDUCATION DEVELOPMENT (GED) TESTING

Southwest Georgia Technical College is an official GED testing center. The GED Test is administered twice a month on Tuesday and Thursday evenings from 5:00 p.m. to 10:00 p.m. in Building E at Southwest Georgia Technical College - Main Campus. The GED Test is also scheduled and administered each semester on Saturdays at the off-campus site, SWGTC of Mitchell County, and the SWGTC-Grady County. Pre-registration and advance payment is required. If an individual wishes to take the GED, he/she must be at least 18 years old. Special permission must be secured from the Office of Adult Education in Atlanta, Georgia, for individuals 16 or 17 years of age. Each person's request is handled individually by the Adult Education Office. Additional information may be obtained by calling the Adult Education Office at 225-5292 from 8:00 a.m.-6:00 p.m.

The GED Test is a five-part test covering the following subject areas: writing, social studies, science, reading, and mathematics. These tests are designed to enable people who did not graduate from high school to demonstrate that they have acquired the knowledge and skills usually associated with the completion of a four-year high school program of study. To pass the GED an overall average score of 450 points per section is required.

Successful attainment of the General Education Development (GED) Diploma qualifies a person for admission to more advanced educational opportunities; helps a person meet educational requirements for employment or job promotion; and helps a person meet regulations of federal, state, and local boards of licensing. Industry, government, licensing board's technical colleges, colleges, and employers accept GED credentials as the equivalent of a high school education.

Transition into credit programs at the college is encouraged for all GED graduates. Assistance with the enrollment process is provided in the Adult Education Career Transition Office in Building E. For more information call the Career Transition Office at 229-225-5066.

## FREQUENTLY ASKED QUESTIONS CONCERNING THE ADULT EDUCATION PROGRAM

### What can adult education classes offer?

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

### Who should attend adult education classes?

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

### Where do classes meet and how do I enroll in classes?

- Classes are held in Grady, Mitchell, and Thomas counties. Please contact the Adult Education Office for a complete listing of class sites and schedules.
  - o Thomas County - Main Campus, Building E - 229-225-5292
  - o Grady County - SWGTC - 229-377-5448
  - o Mitchell County - SWGTC of Mitchell County - 229-522-3641
- Take a free placement test to determine your starting point.

### Is there a charge to participate in the graduation ceremony?

- There is a \$35 graduation fee (payable one month prior to graduation).



Southwest Georgia Technical College offers a variety of continuing education courses that include computer training, health and safety training, professional development, customized training, and personal enrichment.

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**Economic Development**

## **PROGRAMS AND SERVICES**

### **CONTINUING EDUCATION UNITS**

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

### **PROFESSIONAL LEARNING UNITS**

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

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

### **PROFESSIONAL ENRICHMENT TRAINING**

Topics include, but are not limited to: Supervisory Skills, Communication Skills, Computer Training, Customer Service, Team Building exercises, and Workplace Spanish.

### **PERSONAL ENRICHMENT**

Topics include, but are not limited to: Genealogy, Piano for Hopelessly Busy People, Photography, Beginning Crochet, Defensive Driving, Driver's Education, and Photoshop.

### **FREQUENCY OF OFFERINGS**

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

### **ADMISSIONS PROCEDURES**

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

### **FEES AND REGISTRATION**

The Economic Development registration fee must be paid in advance of class start date. Cash, Check, MasterCard, VISA and Company Billing are accepted. You are officially enrolled and your name placed on the roster as soon as we receive your registration form and payment. Students may be accepted on the first day of class on a space-available basis only.

Waiver of fees for senior citizens does not apply to Economic Development Program offerings.

### **SEMINAR CANCELLATION**

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

### **REFUND POLICY FOR NON-CREDIT PROGRAMS**

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

## **FACILITY RENTAL**

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

## **COMPUTER TRAINING CENTER**

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

## **CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY**

SWGTC is your limitless resource for training. Customized Training is specifically designed to meet your company's unique needs, when you need it! It can include, but is not limited to, training consultation, training analysis, training development, and instruction. The costs of training vary depending on seminars taught. Customized, on-site training is available for most of our offerings. Whether it is technical skills, industrial skills and safety, supervisory development, or computer training, we can provide training with a custom fit.

## **HEALTH AND SAFETY TRAINING**

SWGTC is an American Heart Association Community Training Center. Topics include, but are not limited to: First Aid, CPR, Basic Life Support for Health Care Providers, Advanced Cardiovascular Life Support, Pediatric Advanced Life Support, Basic Life Support Instructor Course, Medical Records Coding and more.

## **GEORGIA WORK READY CERTIFICATE**

Earning the Georgia Work Ready Certificate enhances employability by indicating skill and knowledge levels to potential employers. The certificate shows job applicants have the portable skills—reasoning, reading, and basic math—to serve as a foundation for training. It also tells employers that you are ready, willing, and able to work and learn. You can earn this certificate by taking the assessments at SWGTC.

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

## **INDUSTRIAL AND OSHA TRAINING**

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

## **QUICK START**

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

### **THE RETRAINING TAX CREDIT**

The Retraining Tax Credit is available to employers who provide retraining for employees for a tax credit up to 50% of the costs of retraining each full-time employee up to \$500 each. The credit amount shall not exceed \$1,250 per year per full-time employee who has successfully completed more than one approved retraining program. The training must enhance the skills of employees otherwise unable to function effectively on new equipment, be approved by the Technical College System of Georgia (Southwest Georgia Technical College is your liaison), and be provided at no cost to the employee.

# Southwest Georgia TECHNICAL COLLEGE

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## Academic Programs

## 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 their respective fields.

## COURSE OFFERINGS

All courses are offered a minimum of once per year depending on the program. However, most courses in the School of Business and in the School of Industrial Technology are offered from 2 to 3 times per year. Most General Education courses are offered every semester. Courses are offered when enrollment demand and instructor availability make it feasible. SWGTC reserves the right to cancel or change scheduling elements of any course or program at any time.

## GAINFUL EMPLOYMENT

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>.

## WORK ETHICS

The Technical College System of Georgia (TCSG) instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethics coursework, students are required to complete the WKET 1000 course and a WKET 2000 level Work Ethics course prior to graduation. WKET 1000 will be offered in conjunction with an entry level occupational course appropriate for their program and must be completed in order to progress. WKET 2000 level courses are offered in conjunction with a capstone occupational course appropriate for their program and must be completed in order to graduate. For more information, please see the Distance Education Coordinator or your Advisor.

Work Ethic Learning Outcome: Students will successfully pass a work ethics assessment which will demonstrate knowledge of personal characteristics in demand in the workplace which are reflected in the College's work ethics initiative. Those characteristics include: appearance, attendance, attitude, character, communication, cooperation, organization skills, productivity, respect, and teamwork. These characteristics have been included in each program of study and will be assessed as a part of the School of Business, School of Health Sciences, School of Industrial Technology, and the School of Professional Services.



# Southwest Georgia TECHNICAL COLLEGE

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**School of Arts & Sciences**

## GENERAL EDUCATION

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

SWGTC students with associate degrees and diplomas are required to demonstrate to what extent he/she has mastered appropriate General Education competencies.

Diploma programs offered through the College also include a required component of 8 semester hours of Basic Skills courses providing background in one Language Arts/Communication course, one Social/Behavioral Sciences course, and one Natural Science/Mathematics course.

### Diploma Level Student Learning Outcomes:

- Students will think critically.
- Students will write an organized and grammatically correct document.
- Students will add, subtract, multiply, and divide decimal numbers.
- Students will solve linear equations.

Courses offered within the Basic Skills area for Diploma programs are:

### Language Arts/Communication

ENGL 1010	Fundamentals of English I	3
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### Social/Behavioral Sciences Course

EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	3

### Natural Science/Mathematics

MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

\*The Paramedicine – Diploma program does not include a social science course.

## LEARNING SUPPORT

Courses numbered 0090 to 0099 are classified as learning support. The purpose of learning support courses are:

### Learning Support Level Student Learning Outcomes:

- Students will construct a basic paragraph.
- Students will construct an extended paragraph.
- Students will identify basic comprehension components.
- Students will add, subtract, multiply, and divide whole numbers.
- Students will solve linear equations using the addition principles, the multiplication principle, and both principles together.

**Area III: Natural Science/Mathematics**

The College requires a minimum of 15 semester credit hours of General Education core courses for the associate degree. These semester hours are to be selected as follows: A minimum of at least one course each from Area I (Language Arts/Communication), Area II (Social/Behavioral Sciences), Area III (Natural Science/Mathematics), and Area IV (Humanities/Fine Arts).

**Degree Level Student Learning Outcomes:**

- Students will think critically.
- Students will write an organized and grammatically correct document.
- Students will solve quadratic equations.
- Students will use statistics to describe a set of data.

**Student Learning Outcomes for the Natural Sciences:**

- Students will identify the major organs/structures of the endocrine, digestive, respiratory, and urinary systems when presented with body diagrams.
- Students will match viral diseases to their corresponding etiological agent.

**Area I: Language Arts/Communication**

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
SPCH 1101	Public Speaking	3

**Area II: Social/Behavioral Sciences**

ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
SOCI 1101	Introduction to Sociology	3

**Natural Science Courses**

BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
CHEM 1151	Survey of Inorganic Chemistry I	3
CHEM 1151L	Survey of Inorganic Chemistry Lab I	1
CHEM 1152	Survey of Organic Chemistry and Biochemistry	3
CHEM 1152L	Survey of Organic Chemistry and Biochemistry Lab	1
PHYS 1111	Intro to Physics I	3
PHYS 1111L	Intro to Physics Lab I	1
PHYS 1112	Intro to Physics II	3
PHYS 1112L	Intro to Physics Lab II	1

**Mathematics Courses**

MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1127	Intro to Statistics	3
MATH 1131	Calculus I	4

**Area IV: Humanities/Fine Arts**

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

## DISTANCE EDUCATION

The goal of Distance Education at Southwest Georgia Technical College (SWGTC) is to provide our students the opportunity to access quality instruction anytime, anywhere. Such access is desired to facilitate a barrier-free delivery of instruction through technology. Southwest Georgia Technical College offers a quality technology-based learning environment that is not bound by traditional time and space limitations that provides access for students and meets the education and training needs of the publics it serves.

### SMARTERMEASURE

SmarterMeasure is a tool provided by SWGTC to help students understand their online strengths and weaknesses to determine their level of readiness for taking online courses.

### SMARTHINKING

SWGTC students are offered access to the SmarThinking online tutoring service. Focusing on the unique needs of each student, SmarThinking provides student-centered, active learning. Tutors and students work together on Smarthinking's proprietary interactive whiteboard in an encouraging and collaborative learning environment. SmartThinking current tutors SWGTC students in the following areas: Reading, Writing, Math (non-medical), Computer Technology.

### PROCTORING

Collegiate accreditation requires that all online courses validate the identity of the students completing the course work. In order to comply with this requirement, all students enrolled in online courses are required to have at least one proctored event (a major exam or assignment). The Distance Education program at SWGTC serves as the central contact point for facilitating this requirement whether as the proctoring center or coordinating with other proctoring centers. Students are required to submit the proper documentation two weeks prior to the event and may do so through our website.

### OTHER RESOURCES

SWGTC provides a variety of other services to our distance education students through our website, including but not limited to: the College Bookstore, college orientation presentations, and the SWGTC Library and their online resources.

### GEORGIA VIRTUAL TECHNICAL CONNECTION (GVTC)

Southwest Georgia Technical College is a member of the Georgia Virtual Technical Connection (GVTC). GVTC delivers courses and programs through the Internet and is an innovation of the Technical College System of Georgia.

# Southwest Georgia TECHNICAL COLLEGE

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**School of Business**

## PROGRAMS IN THE SCHOOL OF BUSINESS

### ACCOUNTING

Accounting, AAS  
Accounting, Diploma  
Payroll Accounting Specialist, TCC

### BUSINESS ADMINISTRATIVE TECHNOLOGY

Business Administrative Technology, AAS  
Business Administrative Technology, Diploma  
Administrative Support Assistant, TCC  
Medical Billing Clerk, TCC  
Medical Language Specialist, TCC  
Technical Specialist, TCC  
Unit Secretary, TCC

### BUSINESS MANAGEMENT

Business Management, AAS  
Business Management, Diploma  
Applied Technical Management, AAS  
Human Resources Management Specialist, TCC  
Management and Leadership Specialist, TCC  
Operations Management Specialist, TCC  
Service Sector Management Specialist, TCC  
Small Business Management Specialist, TCC  
Technical Management Specialist, TCC  
Supervisor/Management Specialist, TCC

### COMPUTER INFORMATION SYSTEMS

Computer Support Specialist, AAS  
Computer Support Specialist, Diploma  
Networking Specialist, AAS  
Networking Specialist, Diploma  
CISCO Network Specialist, TCC  
CompTIA A+ Certified Technician Preparation, TCC  
Microsoft Network Administrator, TCC  
PC Repair and Network Technician, TCC

## ACCOUNTING

### Associate of Applied Science Degree

**Program Description:** The Accounting Associate Degree program is a sequence of courses that prepares students for a variety of careers in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Associate of Applied Science Degree in Accounting.

**Student Learning Outcomes:**

- Students will produce a computerized, in balance, set of books.
- Students will analyze financial statements.
- Students will journalize and post various payroll transactions from information provided.

**Length of Program:** 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.

**Program Final Exit Point:** Accounting, Associate of Applied Science.

**Credits Required for Graduation:** 64 Minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>	<b>49</b>
ACCT 1100   Financial Accounting I	4
ACCT 1105   Financial Accounting II	4
ACCT 1110   Managerial Accounting	3
ACCT 1115   Computerized Accounting	3
ACCT 1120   Spreadsheet Applications	4
ACCT 1125   Individual Tax Accounting	3
ACCT 1130   Payroll Accounting	3
ACCT Elec   Accounting Electives	9
BUSN 1440   Document Production	4
COMP 1000   Introduction to Computers	3
Elec-ACCT   Elective- Occupational Courses	6
Elec Open   Open Elective – Any approved TCSG credit	3

## ACCOUNTING

### Diploma

**Program Description:** The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting Diploma.

**Length of Program:** Three (3) 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.

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

**Credits Required for Graduation:** 42 Minimum semester hour credits required for graduation.

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

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>8</b>
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>34</b>
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT Elec	Accounting Electives	3
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3
Elec-ACCT	Elective- Occupational Courses	3



## PAYROLL ACCOUNTING SPECIALIST

### Technical Certificate of Credit

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

**Length:** Two (2) Semesters

**Entrance Date:** Beginning of each semester.

**Entrance Requirements:** Refer to Admission criteria.

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

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

**Program Final Exit Point:** Payroll Accounting Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 17 minimum semester hour credits required for graduation.

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

## CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>		<b>17</b>
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
COMP 1000	Introduction to Computers	3

## BUSINESS ADMINISTRATIVE TECHNOLOGY

### Associate of Applied Science Degree

**Program Description:** The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualifications and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

**Student Learning Outcomes:**

- Students will create documents using a variety of software applications.
- Students will create Mail Merge documents including letters, envelopes, and labels.

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

**Entrance Date:** Beginning of each semester

**Entrance Requirements:** Refer to Admission 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.

**Program Final Exit Point:** Business Administrative Technology, Associate of Applied Science Degree.

**Credits Required for Graduation:** 64 minimum semester hour credits required for graduation.

### CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>	<b>49</b>
BUSN 1190   Digital Technologies in Business	2
BUSN 1240   Office Procedures	3
BUSN 1400   Word Processing Applications	4
BUSN 1410   Spreadsheet Concepts and Applications	4
BUSN 1420   Database Applications	4
BUSN 1430   Desktop Publishing and Presentation Applications	4
BUSN 1440   Document Production	4
BUSN 2160   Electronic Mail Applications	2
BUSN 2190   Business Document Proofreading and Editing	3
BUSN 2210   Applied Office Procedures	3
COMP 1000   Introduction to Computers	3
Elec         Guided Electives	6
MGMT 1100   Principles of Management	3
<i>and one of the following (4 hours)</i>	
ACCT 1100   Financial Accounting I	4
BUSN 2200   Office Accounting	(4)

## BUSINESS ADMINISTRATIVE TECHNOLOGY Diploma

**Program Description:** The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualifications. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology Diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant

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

**Entrance Date:** Beginning of each semester.

**Entrance Requirements:** Refer to Admission 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.

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

**Credits Required for Graduation:** 50 minimum semester hour credits required for graduation.

## 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 Dev	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>18</b>
BUSN 1400 Word Processing Applications	4
BUSN 1440 Document Production	4
BUSN 2190 Business Document Proofreading and Editing	3
COMP 1000 Introduction to Computers	3
<b>and one of the following (4 hours)</b>	
ACCT 1100 Financial Accounting I	4
BUSN 2200 Office Accounting	(4)
<b>and one of the following specializations (24 - 26 hours)</b>	
<b>Business Specialization 24</b>	
BUSN 1190 Digital Technologies in Business	2
BUSN 1240 Office Procedures	3
BUSN 1410 Spreadsheet Concepts and Applications	4
BUSN 1430 Desktop Publishing and Presentation Applications	4
BUSN 2160 Electronic Mail Applications	2
BUSN 2210 Applied Office Procedures	3
Elec Guided Electives	6
<b>Medical Specialization 26</b>	
ALHS 1011 Anatomy and Physiology	5
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BUSN 2340 Medical Administrative Procedures	4
BUSN 2370 Medical Office Billing/Coding/Insurance	3
MAST 1120 Human Pathological Conditions in the Medical Office	3
Elec Guided Electives	9

## ADMINISTRATIVE SUPPORT ASSISTANT Technical Certificate of Credit

**Program Description:** The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to microcomputers, word processing, and office procedures.

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

**Entrance Date:** Beginning of each semester.

**Entrance Requirements:** Refer to Admission criteria.

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

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

**Program Final Exit Point:** Administrative Support Assistant, Technical Certificate of Credit.

**Credits Required For Graduation:** 20 minimum semester hour credits required for graduation.

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

### CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>	<b>20</b>
BUSN 1240 Office Procedures	3
BUSN 1400 Word Processing Applications	4
BUSN 1440 Document Production	4
Elec Guided Electives	6
COMP 1000 Introduction to Computers	3

## MEDICAL BILLING CLERK Technical Certificate of Credit

**Program Description:** The Medical Billing Clerk program provides instruction in medical insurance and medical billing for reimbursement purposes.

**Student Learning Outcomes:**

- Students will assign ICD-9 and CPT codes to identify diagnoses and physician services and procedures using simulated patient records and coding manuals.

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

**Entrance Date:** Beginning of each semester.

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

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

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

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

**Program Final Exit Point:** Medical Billing Clerk, Technical Certificate of Credit.

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

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

### CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>	<b>5</b>
ALHS 1011 Anatomy and Physiology	5
<b>2. OCCUPATIONAL COURSES</b>	<b>17</b>
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BUSN 1440 Document Production	4
BUSN 2370 Medical Office Billing/Coding/Insurance	3
COMP 1000 Introduction to Computers	3
Elec-BUSN Occupational guided elective	2
Elec Elective	3

## MEDICAL LANGUAGE SPECIALIST

### Technical Certificate of Credit

**Program Description:** The Medical Language Specialist program includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

#### Student Learning Outcomes:

- Students will transcribe medical documents from dictated medical reports.

**Length of Program:** Three (3) 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.

**Program Final Exit Point:** Medical Language Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 32 minimum semester hour credits required for graduation.

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

## TECHNICAL SPECIALIST

### Technical Certificate of Credit

**Program Description:** The purpose of this certificate is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

**Length of Program:** Three (3) Semesters

**Entrance Date:** Beginning of each term.

**Entrance Requirements:** Refer to Admission 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.

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

**Credits Required for Graduation:** 36 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1.</b>	<b>BASIC SKILLS COURSES</b>	<b>8</b>
	ENGL 1010 Fundamentals of English I	3
	ALHS 1011 Anatomy and Physiology	5
<b>2.</b>	<b>OCCUPATIONAL COURSES</b>	<b>24</b>
	ALHS 1090 Medical Terminology for Allied Health Sciences	2
	BUSN 1440 Document Production	4
	BUSN 2320 Medical Document Processing/Transcription	4
	BUSN 2330 Adv Medical Document Processing/Transcription	4
	COMP 1000 Introduction to Computers	3
	MAST 1120 Human Pathological Conditions in the Medical Office	3
	Elec-BUSN Occupational guided elective	4

## CURRICULUM CREDITS

1. **GENERAL EDUCATION COURSES**
  - Area I: Language Arts/Communication (3 Hours)
 

**Required Course(s):**  
ENGL 1101 Composition and Rhetoric
  - Area II: Social/Behavioral Sciences (6 Hours)
  - Area III: Natural Sciences/Mathematics (3 Hours)
 

**Required Course(s):**  
One Mathematics Course
  - Area IV: Humanities/Fine Arts (6 Hours)
 

*and two additional course from Area I, II, III, or IV (6 hours) (as approved by program advisor)*

*\*General Education courses and electives for the Associate level can be found on p. 73.*
2. **OCCUPATIONAL COURSES**
  - Elec-Occup      Occupationally Guided Elective
  - COMP 1000      Introduction to Computers

## UNIT SECRETARY

### Technical Certificate of Credit

- 24
- 3 **Program Description:** The Unit Secretary technical certificate of credit provides training in medical terminology, keyboarding, computer usage, and English skills. Students learn to function in the center of the communication hub found in a hospital unit. Desirable traits of a unit secretary include strong communication skills, flexibility, professionalism, and responsibility.
  - 6
  - 3
  - Student Learning Outcomes:**
    - Students will transcribe medical documents from dictated medical reports.
  - 6
  - 6 **Length of Program:** Three (3) Semesters
  - 6 **Entrance Date:** Beginning of each semester.
  - Entrance Requirements:** Refer to Admissions criteria
  - Age:** Applicant must be 16 years of age or older.
  - 12
  - 9 **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.
  - 3
  - Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
  - Program Final Exit Point:** Unit Secretary, Technical Certificate of Credit.
  - Credits Required for Graduation:** 21 minimum semester hour credits required for graduation.
  - Note:** Credits from this program may be applied to a degree or a diploma program.

## CURRICULUM CREDITS

1.	<b>OCCUPATIONAL COURSES</b>	<b>21</b>
	ALHS 1040      Introduction to Health Care	3
	ALHS 1090      Medical Terminology for Allied Health Sciences	2
	BUSN 1440      Document Production	4
	BUSN 2320      Medical Document Processing/Transcription	4
	BUSN 2340      Medical Administrative Procedures	4
	BUSN 2380      Medical Administrative Assistant Internship I	4

**BUSINESS MANAGEMENT**  
Associate of Applied Science Degree

**Program Description:** The Business Management program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Small Business Management, Service Sector Management, Operations Management, or Human Resource Management.

**Student Learning Outcomes:**

- Students will create a business presentation.
- Students will evaluate scenarios and indicate if sexual harassment has occurred.
- Students will identify ethical theories used in decision making.

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

**Program Final Exit Point:** Business Management, Associate of Applied Science.

**Credits Required for Graduation:** 64 minimum semester hour credits required for graduation.

**CURRICULUM CREDITS**

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>

**Area III: Natural Sciences/Mathematics (3 Hours)**      **3**

*Required Course(s):*

One Mathematics Course

**Area IV: Humanities/Fine Arts (3 Hours)**      **3**

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

*\*General Education courses and electives for the Associate level can be found on p. 73.*

**2. OCCUPATIONAL COURSES**      **49**

ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Law	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Project Management	3
Elec- MGMT	Guided Elective(s)	6

**3. and one of the following specializations (9 hours)**

*General Management Specialization*      9

Elec- MGMT	Elec- MGMT	3
Elec- MGMT	Elec- MGMT	3
Elec- MGMT	Elec- MGMT	3

*Human Resources Specialization*      9

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2210	Project Management	3

*Operations Specialization*      9

MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3

*Service Sector Specialization*      9

MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3
MGMT 2205	Service Sector Management	3

*Small Business Specialization*      9

MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3

## BUSINESS MANAGEMENT

### Diploma

**Program Description:** The Business Management program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Business Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a management and supervisory development diploma.

**Length of Program:** 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.

**Program Final Exit Point:** Business Management, Diploma.

**Credits Required for Graduation:** 48 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>	<b>8</b>
ENGL 1010      Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000      Interpersonal Relations & Prof Dev	2
PSYC 1010      Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012      Foundations of Mathematics	3
MATH 1013      Algebraic Concepts	(3)
MATH 1015      Geometry and Trigonometry	(3)
 <b>2. OCCUPATIONAL COURSES</b>	 <b>40</b>
ACCT 1100      Financial Accounting I	4
COMP 1000      Introduction to Computers	3
MGMT 1100      Principles of Management	3
MGMT 1105      Organizational Behavior	3
MGMT 1110      Employment Law	3
MGMT 1115      Leadership	3
MGMT 1120      Introduction to Business	3
MGMT 1125      Business Ethics	3
MGMT 2115      Human Resource Management	3
MGMT 2125      Performance Management	3
MGMT 2215      Project Management	3
Elec- MGMT      Elective- Business Management	3
Elec- MGMT      Elective- Business Management	3



**APPLIED TECHNICAL MANAGEMENT****Associate of Applied Science Degree**

**Program Description:** The AAS in Applied Technical Management allows a student to complete a diploma in a TCSG program area and to continue to this AAS. In addition to the skills and knowledge obtained in the diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

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

**Entrance Date:** Any semester

**Entrance Requirements:** Refer to Admission 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.

**Program Final Exit Point:** Applied Technical Management, Associate of Applied Science.

**Credits Required for Graduation:** 68 minimum semester hour credits required for graduation.

**CURRICULUM CREDITS**

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>	<b>53</b>
ACCT 1100 Financial Accounting I	4
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 1110 Employment Law	3
MGMT 2125 Performance Management	3
ATM Spec Applied Technical Diploma Specialization	37

## HUMAN RESOURCES MANAGEMENT SPECIALIST

### Technical Certificate of Credit

**Program Description:** This certificate serves as a concentrated study emphasizing the knowledge needed by human resource managers.

**Length of Program:** 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:** A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. 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.

**Program Final Exit Point:** Human Resources Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

## MANAGEMENT AND LEADERSHIP SPECIALIST

### Technical Certificate of Credit

**Program Description:** This certificate serves as an expanded overview in the field of management.

**Length of Program:** 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.

**Program Final Exit Point:** Management and Leadership Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

### CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>		<b>18</b>
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Law	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3

### CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>		<b>18</b>
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 1110	Employment Law	3
MGMT 1115	Leadership	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3

## OPERATIONS MANAGEMENT SPECIALIST

### Technical Certificate of Credit

**Program Description:** This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

**Length of Program:** 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.

**Program Final Exit Point:** Operations Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

## SERVICE SECTOR MANAGEMENT SPECIALIST

### Technical Certificate of Credit

**Program Description:** This certificate is designed to emphasize management skills needed in a service environment.

**Length of Program:** 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.

**Program Final Exit Point:** Service Sector Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

### CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		18
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3

### CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		18
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3
MGMT 2205	Service Sector Management	3

## SMALL BUSINESS MANAGEMENT SPECIALIST

### Technical Certificate of Credit

**Program Description:** This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

**Length of Program:** 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.

**Program Final Exit Point:** Small Business Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 19 minimum semester hour credits required for graduation.

### CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>	<b>19</b>
ACCT 1100 Financial Accounting I	4
COMP 1000 Introduction to Computers	3
MGMT 1110 Employment Law	3
MGMT 2125 Performance Management	3
MGMT 2140 Retail Management	3
MGMT 2150 Small Business Management	3

## SUPERVISOR/MANAGEMENT SPECIALIST

### Technical Certificate of Credit

**Program Description:** This certificate serves as an introduction to the basics of supervision and/or management.

**Length of Program:** One (1) semester

**Entrance Date:** Beginning of each semester.

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

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

**Education:** A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

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

**Program Final Exit Point:** Supervisor/Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

### CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>	<b>12</b>
MGMT 1100 Principles of Management	3
MGMT 1110 Employment Law	3
MGMT 1115 Leadership	3
MGMT 2115 Human Resources Management	3

## TECHNICAL MANAGEMENT SPECIALIST

### Technical Certificate of Credit

**Program Description:** This certificate is designed to allow integration of management knowledge and other areas of technical training.

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

**Entrance Date:** Beginning of every 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.

**Program Final Exit Point:** Technical Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 24 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1.</b>	<b>OCCUPATIONAL COURSES</b>	<b>24</b>
	COMP 1000    Introduction to Computers	3
	MGMT 1100    Principles of Management	3
	MGMT 1110    Employment Law	3
	MGMT 2115    Human Resource Management	3
	Elec- MGMT    Occupationally Guided Elective	12

## COMPUTER SUPPORT SPECIALIST

Associate of Applied Science Degree

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

**Student Learning Outcomes:**

- Students will design and configure a new desktop computer.

**Length of Program:** 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.

**Program Final Exit Point:** Computer Support Specialist, Associate of Applied Science.

**Credits Required for Graduation:** 62 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1.</b>	<b>GENERAL EDUCATION COURSES</b>	<b>15</b>
	<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
	<i>Required Course(s):</i>	
	ENGL 1101    Composition and Rhetoric	
	<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
	<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
	<i>Required Course(s):</i>	
	One Mathematics Course	
	<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
	<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>
	<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2.</b>	<b>OCCUPATIONAL COURSES</b>	<b>47</b>
	COMP 1000    Introduction to Computers	3
	CIST 1001    Computer Concepts	4
	CIST 1122    Hardware Installation and Maintenance	4
	CIST 1305    Program Design and Development	3
	CIST 1601    Information Security Fundamentals	3
	CIST 2921    IT Analysis, Design, and Project Management	4
	CIST DB    CIST Database Elective	4
	CIST Prod    Guided Office Productivity Course	3
	Elec -CIST    Elective- CIST	12
	Elec- OS    Elective CIST Operating System Course	3
	<b>and one of the following (4 hours)</b>	
	CIST 1401    Computer Networking Fundamentals	4
	CIST 2441    Cisco Networking for Home & Sm. Bus.	(4)

## COMPUTER SUPPORT SPECIALIST

### Diploma

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

**Length of Program:** 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.

**Program Final Exit Point:** Computer Support Specialist, Diploma.

**Credits Required for Graduation:** 55 minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to a degree 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 & Prof Dev	2
	MATH 1012      Foundations of Mathematics	3
<b>2.</b>	<b>OCCUPATIONAL COURSES</b>	<b>47</b>
	COMP 1000      Introduction to Computers	3
	CIST 1001      Computer Concepts	4
	CIST 1122      Hardware Installation and Maintenance	4
	CIST 1305      Program Design and Development	3
	CIST 1601      Information Security Fundamentals	3
	CIST 2921      IT Analysis, Design, and Project Management	4
	CIST DB      CIST Database Elective	4
	CIST Prod      Guided Office Productivity Course	3
	Elec -CIST      Elective- CIST	12
	Elec- OS      Elective CIST Operating System Course	3
	<i>and one of the following (4 hours)</i>	
	CIST 1401      Computer Networking Fundamentals	4
	CIST 2441      Cisco Networking for Home & Sm. Bus.	(4)

**NETWORKING SPECIALIST****Associate of Applied Science Degree**

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

**Student Learning Outcomes:**

- Students will setup, troubleshoot, and maintain a complex local area network (LAN).

**Length of Program:** 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.

**Program Final Exit Point:** Networking Specialist, Associate of Applied Science.

**Credits Required for Graduation:** 61 minimum semester hour credits required for graduation.

**Area II: Social/Behavioral Sciences (3 Hours) 3**

**Area III: Natural Sciences/Mathematics (3 Hours) 3**

**Required Course(s):**

One Mathematics Course

**Area IV: Humanities/Fine Arts (3 Hours) 3**

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

*\*General Education courses and electives for the Associate level can be found on p. 73.*

**2. OCCUPATIONAL COURSES 46**

COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
Elec- CIST	Elective CIST	9
Elec-OS	Elective CIST Operating System Course	3
Elec-Sec	CIST Security Course	3

**and one of the following (4 hours)**

CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home & Sm. Bus.	(4)

**3. and one of the following specializations (16 hours)****CISCO Discovery Specialization 16**

CIST 2442	Working at a Small-to-Medium Business or ISP	4
CIST 2443	CISCO Routing and Switching	4
CIST 2444	Designing and Supporting Computer Networks	4

**and one of the following (4 hours)**

CIST 2441	Networking for Home and Small Bus.	4
Elec-CIST	Elective CIST	(4)

**Microsoft Specialization 16**

CIST 2411	Microsoft Client	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator	4
CIST MS	CIST Microsoft Course	4

**CURRICULUM CREDITS**

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
Area I: Language Arts/Communication (3 Hours)	3
<b>Required Course(s):</b>	
ENGL 1101 Composition and Rhetoric	



## NETWORKING SPECIALIST

### Diploma

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

**Length of Program:** 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.

**Program Final Exit Point:** Networking Specialist, Diploma.

**Credits Required for Graduation:** 54 minimum semester hour credits required for graduation.

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

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>8</b>
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	2
MATH 1012	Foundations of Mathematics	3
<b>2. OCCUPATIONAL COURSES</b>		<b>46</b>
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
Elec- CIST	Elective CIST	9
Elec-OS	Elective CIST Operating System Course	3
Elec-Sec	CIST Security Course	3
<b>and one of the following (4 hours)</b>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home & Sm. Bus.	(4)
<b>3. and one of the following specializations (16 hours)</b>		
<i>CISCO Discovery Specialization</i>		<b>16</b>
CIST 2442	Working at a Small-to-Medium Business or ISP	4
CIST 2443	CISCO Routing and Switching	4
CIST 2444	Designing and Supporting Computer Networks	4
<b>and one of the following (4 hours)</b>		
CIST 2441	Networking for Home and Small Bus.	4
Elec-CIST	Elective CIST	(4)
<i>Microsoft Specialization</i>		<b>16</b>
CIST 2411	Microsoft Client	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator	4
CIST MS	CIST Microsoft Course	4

## COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION

### Technical Certificate of Credit

**Program Description:** The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

#### Student Learning Outcomes:

- Students will design and configure a new desktop computer.
- Students will configure an operating system.

**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:** A high school diploma or its 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.

**Program Final Exit Point:** CompTIA A+ Certified Technician Preparation, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required.

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

## CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>	<b>18</b>
COMP 1000 Introduction to Computers	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
Elec- CIST Elective- CIST Course	4
Elec- OS Elective- CIST Operating System Course	3

## CISCO NETWORK SPECIALIST

### Technical Certificate of Credit

**Program Description:** The Cisco Network Specialist program teaches how to build, maintain and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

#### Student Learning Outcomes:

- Students will setup, troubleshoot, and maintain a complex local area network (LAN).

**Program Length:** Three (3) Semesters.

**Entrance Date:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria. Applicants must have CIST 1122, a CIS Degree, or Diploma from a regionally accredited college or university, two years experience in field, or receive the approval of the advisor for admission. Special admission is not allowed.

**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.

**Program Final Exit Point:** Cisco Network Specialist, Technical Certificate of Credit. Eligible to apply to take the exam for national CCNA exam.

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

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

## CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>	<b>16</b>
<i>CISCO Discovery Specialization</i>	
CIST 2441 Networking for Home and Small Bus	4
CIST 2442 Working at a Small-to-Medium Business or ISP	4
CIST 2443 CISCO Routing and Switching	4
CIST 2444 Designing and Supporting Computer Networks	4

**MICROSOFT NETWORK ADMINISTRATOR**  
**Technical Certificate of Credit**

**Program Description:** The Microsoft Network Service Technician certificate provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking Infrastructure. This certificate prepares the student to sit for the Microsoft Certified IP Professional (MCITP) networking exam. Hands-on labs provide students with real world simulations.

**Length of Program:** Three (3) 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.

**Program Final Exit Point:** Microsoft Network Administrator, Technical Certificate of Credit.

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

**CURRICULUM CREDITS**

<b>1. OCCUPATIONAL COURSES</b>		<b>16</b>
CIST 2411	Microsoft Client	4
CIST 2412	Windows Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator	4

**PC REPAIR AND NETWORK TECHNICIAN**  
**Technical Certificate of Credit**

**Program Description:** The PC Repair and Network Technician certificate prepares the student with the skills needed to perform personal computer troubleshooting and repair.

**Student Learning Outcomes:**

- Students will configure an operating system.

**Length of Program:** 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:** A high school diploma or its 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.

**Program Final Exit Point:** PC Repair and Network Technician, Technical Certificate of Credit. Eligible to apply to take the exam for national certification.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation plus prerequisites.

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

**CURRICULUM CREDITS**

<b>1. OCCUPATIONAL COURSES</b>		<b>18</b>
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
COMP 1000	Introduction to Computers	3
Elec-OS	CIST Operating System Course	3
<b>and one of the following (4 hours)</b>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Networking for Home and Small Bus	(4)

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# Southwest Georgia TECHNICAL COLLEGE

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**School of Health Sciences**

## PROGRAMS IN THE SCHOOL OF HEALTH SCIENCES

### 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

### PARAMEDICINE

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

### PHARMACY TECHNOLOGY

Pharmacy Technology, AAS  
Pharmacy Technology, Diploma

### RADIOLOGIC TECHNOLOGY

Radiologic Technology, AAS

### RESPIRATORY CARE

Respiratory Care, AAS

### SURGICAL TECHNOLOGY

Surgical Technology, AAS  
Surgical Technology, Diploma

### VETERINARY TECHNOLOGY

Veterinary Technology, AAS  
Veterinary Technician Assistant, TCC

## TECHNICAL STANDARDS FOR HEALTH SCIENCE

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

1. Working in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule or vial and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 pounds).
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.
7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.
8. Criminal background checks and drug toxicology are required of all medical programs. Due to results of these checks, some students may be ineligible to participate in the clinical component of the program. Cost associated with these screenings will be paid for by the student.

## DOCUMENTATION OF STANDARDS

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

\*Item 6 is documented by satisfactory completion of ENGL 1101 (Literature and Composition) for degree level students or by satisfactory completion of ENGL 1010 (Fundamentals of English I) for diploma level students.

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

\*Item 8 is documented by satisfactory criminal background checks and drug toxicology, as appropriate for the selected program.

## HEALTH CARE SCIENCE

### Technical Certificate of Credit

**Program Description:** Health Care Science is a three (3) semester technical certificate of credit that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

#### Student Learning Outcomes:

- Students will be able to perform one of the following items dependent on their concentration.
- A.S.N.: Students will maintain a sterile field throughout a procedure.
- Pharmacy: Students will interpret prescription/ medication orders.
- Radiologic Technology: Students will position individuals to perform radiographic procedures related to the abdominal cavity in a laboratory environment.
- Respiratory Care: Students will deliver Oxygen Therapy using accepted protocols.
- Surgical Technology: Students will demonstrate a fundamental knowledge of preoperative routine care of the surgical patient by scoring 80% or higher on the Preoperative Routine Exam.

**Length of Program:** 3 Semesters

**Entrance Dates:** Beginning of each semester.

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

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

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

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

**Additional Requirements:** Students will be expected to attain an American Heart Healthcare Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Healthcare Science Concentration Courses

or before completing the competitive admissions process for other allied health programs of study.

**Program Final Exit Point:** Health Care Science, Technical Certificate of Credit.

**Credits Required for Graduation:** 36 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
PSYC 1101 Introductory Psychology	
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>	<b>3</b>
COMP 1000 Introduction to Computers	3
<b>3. CONCENTRATION SPECIFIC COURSE (Select one track)</b>	<b>18-21</b>
<b>Associate of Science in Nursing (Generic)</b>	<b>19</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
RNSG 1910 Health Assessment Through the Lifespan	2
RNSG 1920 Theoretical and Technical Foundations for Nursing Practice	5



<b><i>Associate of Science in Nursing (Bridge)</i></b>	<b>18</b>	<b><i>Surgical Technology</i></b>	<b>19</b>
BIOL 2113 Anatomy and Physiology I	3	ALHS 1040 Introduction to Health Care	3
BIOL 2113L Anatomy and Physiology I Lab	1	ALHS 1090 Medical Terminology for AHS	2
BIOL 2114 Anatomy and Physiology II	3	BIOL 2113 Anatomy and Physiology I	3
BIOL 2114L Anatomy and Physiology II Lab	1	BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2117 Introductory Microbiology	3	BIOL 2114 Anatomy and Physiology II	3
BIOL 2117L Introductory Microbiology Lab	1	BIOL 2114L Anatomy and Physiology II Lab	1
RNSG 1910 Health Assessment Through the Lifespan	2	SURG 1010 Introduction to Surgical Technology	6
RNSG 1960 Transition to Associate Degree Nursing	4		
<b><i>Pharmacy Technology</i></b>	<b>21</b>		
ALHS 1090 Medical Terminology for AHS	2		
BIOL 2113 Anatomy and Physiology I	3		
BIOL 2113L Anatomy and Physiology I Lab	1		
BIOL 2114 Anatomy and Physiology II	3		
BIOL 2114L Anatomy and Physiology II Lab	1		
PHAR 1000 Pharmaceutical Calculations	4		
PHAR 1010 Pharmacy Technology Fundamentals	3		
PHAR 1040 Pharmacology	4		
<b><i>Radiologic Technology</i></b>	<b>21</b>		
ALHS 1090 Medical Terminology for AHS	2		
BIOL 2113 Anatomy and Physiology I	3		
BIOL 2113L Anatomy and Physiology I Lab	1		
BIOL 2114 Anatomy and Physiology II	3		
BIOL 2114L Anatomy and Physiology II Lab	1		
RADT 1010 Introduction to Radiology	4		
RADT 1030 Radiographic Procedures I	3		
RADT 1320 Clinical Radiography I	4		
<b><i>Respiratory Care Technology</i></b>	<b>19</b>		
ALHS 1126 Health Science Physics	4		
ALHS 1127 Health Sciences Chemistry	4		
BIOL 2113 Anatomy and Physiology I	3		
BIOL 2113L Anatomy and Physiology I Lab	1		
BIOL 2114 Anatomy and Physiology II	3		
BIOL 2114L Anatomy and Physiology II Lab	1		
RESP 1120 Introduction to Respiratory Therapy	3		

## HEALTH CARE ASSISTANT

### Technical Certificate of Credit

**Program Description:** Health Care Assistant is a three (3) semester technical certificate of credit that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

**Student Learning Outcomes:**

- Students will be able to perform one of the following items dependent on their concentration.
- Pharmacy: Students will interpret prescription/ medication orders.
- demonstrate a fundamental knowledge of preoperative routine care of the surgical patient by scoring 80% or higher on the Preoperative Routine Exam.

**Length of Program:** 3 Semesters

**Entrance Dates:** Beginning of each semester.

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

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

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

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

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

**Program Final Exit Point:** Health Care Assistant, Technical Certificate of Credit.

**Credits Required for Graduation:** 31 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>9</b>
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>3</b>
COMP 1000	Introduction to Computers	3
<b>3. CONCENTRATION SPECIFIC COURSE</b>		<b>19-21</b>
<i>(Select one track)</i>		
<b>Pharmacy Technology</b>		<b>21</b>
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for AHS	2
ALHS 1011	Anatomy and Physiology	5
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	3
PHAR 1040	Pharmacology	4
<b>Surgical Technology</b>		<b>19</b>
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for AHS	2
ALHS 1011	Anatomy and Physiology	5
SURG 1010	Introduction to Surgical Technology	6
SURG 1120	Surgical Technology Clinical I	3

## CLINICAL LABORATORY TECHNOLOGY

Associate of Applied Science Degree

**Program Description:** Clinical Laboratory Technology is a 7 semester associate of applied science degree program. Students learn to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take a national certification examination which is necessary for clinical employment.

This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences. National Accreditation Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Rd., Suite 720, Rosemont, IL 60018; Phone: 773-714-8880 Ext. 4181; Fax: 773-714-8886; Website: www.naacls.org

### Student Learning Outcomes:

- Students will evaluate patient body fluid samples for suitability for testing.
- Students will perform testing of body fluids using proper test procedures and protocols.
- Students will report laboratory test results in the proper format.

**Length of Program:** Seven (7) Semesters

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

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

**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:** American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, Drug Toxicology, up-to-date immunizations, Eye Test for Color Blindness

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

**Program Final Exit Point:** Clinical Laboratory Technology, Associate of Applied Science. Eligible to apply for the ASCP Board of Certification exam.

**Credits Required for Graduation:** 86 minimum semester hour credits required for graduation

## CURRICULUM CREDITS

1.	<b>GENERAL EDUCATION COURSES</b>	<b>23</b>
	<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
	<i>Required Course(s):</i>	
	ENGL 1101    Composition and Rhetoric	
	<b>Area II: Social/Behavioral Sciences (6 Hours)</b>	<b>6</b>
	<i>Required Course(s):</i>	
	PSYC 1101    Introductory Psychology	
	<b>Area III: Natural Sciences/Mathematics (11 Hours)</b>	<b>11</b>
	<i>Required Course(s):</i>	
	CHEM 1211    Chemistry I	
	CHEM 1211L    Chemistry I Lab	
	CHEM 1211    Chemistry II	
	CHEM 1212L    Chemistry II Lab	
	MATH 1111    College Algebra	
	<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>

*\*General Education courses and electives for the Associate level can be found on p. 73.*

2. OCCUPATIONAL COURSES

ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
COMP 1000	Introduction to Computers
CLBT 1010	Intro to Clinical Laboratory Tech
CLBT 1030	Urinalysis/Body Fluids
CLBT 1040	Hematology/Coagulation
CLBT 1050	Serology/Immunology
CLBT 1060	Immunochemistry
CLBT 1070	Clinical Chemistry
CLBT 1080	Microbiology
CLBT 2090	Clinical Phlebotomy, Urinalysis, and Serology Practicum
CLBT 2100	Clinical Immunochemistry Practicum
CLBT 2110	Clinical Hematology/Coagulation Practicum
CLBT 2120	Clinical Microbiology Practicum
CLBT 2130	Clinical Chemistry Practicum
CLBT 2200	CLT Certification Review

63 **CLINIC ASSISTANT (PHLEBOTOMY)  
Technical Certificate of Credit**

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

**Student Learning Outcomes:**

- Students will collect appropriate specimens for testing in the Clinical Laboratory.

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

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

**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:** American Heart Healthcare Provider CPR Certification, Physical Exam, Drug Toxicology, Criminal Background Check.

**Program Final Exit Point:** Clinic Assistant, Technical Certificate of Credit. Eligible to apply for the Phlebotomy Technician exam.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation

**CURRICULUM CREDITS**

1.	<b>OCCUPATIONAL COURSES</b>	<b>11</b>
	ALHS 1058 Laboratory Screening and Monitoring	3
	PHLT 1030 Introduction to Venipuncture	3
	PHLT 1050 Clinical Practice	5

## HEALTH INFORMATION TECHNOLOGY

### Associate of Applied Science Degree

**Program Description:** The Health Information Technology program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

#### Student Learning Outcomes:

- Students will monitor and update electronic patient records.
- Students will assign CPT/HCPCS Codes.
- Students will recall legal policies, regulations, and industry standards, used in handling patient information.

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

**Entrance Date:** Any semester

**Entrance Requirements:** Refer to Admission 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:** A Criminal background check and drug toxicology may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with your advisor.

**Program Final Exit Point:** Health Information Technology, Associate of Applied Science.

**Credits Required for Graduation:** 64 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>		<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>		<b>3</b>
<b>Required Course(s):</b>		
ENGL 1101	Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>		<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>		<b>3</b>
<b>Required Course(s):</b>		
One Mathematics Course		
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>		<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>		<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>		
<b>2. OCCUPATIONAL COURSES</b>		<b>49</b>
ALHS 1090	Medical Terminology for Allied Health	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
COMP 1000	Introduction to Computers	3
HIMT 1100	Introduction to Health Information Technology	3
HIMT 1150	Computer Applications in Healthcare	2
HIMT 1200	Legal Aspects of Healthcare	2
HIMT 1250	Health Record Content and Structure	2
HIMT 1350	Pharmacotherapy	2
HIMT 1400	Coding and Classification I – ICD Coding	4
HIMT 1410	Coding and Classification II – ICD Advanced	3
HIMT 2150	Healthcare Statistics	2
HIMT 2200	Performance Improvement	2
HIMT 2300	Healthcare Management	3
HIMT 2400	Coding and Classification System III	3
HIMT 2410	Revenue Cycle Management	2
HIMT 2460	Health Information Technology Practicum	3
MAST 1120	Human Pathological Conditions in the Med Off	3

**HEALTH INFORMATION CODING****Diploma**

**Program Description:** Health Information Coding prepares students to be medical coders and billers to classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

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

**Entrance Date:** Beginning of every semester.

**Entrance Requirements:** Refer to Admission 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:** A Criminal background check and drug toxicology may be required for Internship/ Externship and/or Employer. Results will affect employment options and will need to be discussed with your advisor.

**Program Final Exit Point:** Health information Coding, Diploma.

**Credits Required for Graduation:** 48 minimum semester hour credits required for graduation

**CURRICULUM CREDITS**

<b>1. BASIC SKILLS COURSES</b>		<b>8</b>
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>40</b>
ALHS 1011	Anatomy and Physiology	5
ALHS 1090	Medical Terminology for Allied Health	2
COMP 1000	Introduction to Computers	3
HIMT 1100	Introduction to Health Information Technology	3
HIMT 1150	Computer Applications in Healthcare	2
HIMT 1200	Legal Aspects of Healthcare	2
HIMT 1250	Health Record Content and Structure	2
HIMT 1350	Pharmacotherapy	2
HIMT 1400	Coding and Classification I – ICD Coding	4
HIMT 1410	Coding and Classification II – ICD Advanced	3
HIMT 2400	Coding and Classification System III	3
HIMT 2410	Revenue Cycle Management	2
HIMT 2500	Certification Seminar	4
MAST 1120	Human Pathological Conditions in the Med Off	3

## MEDICAL ASSISTING

### Associate of Applied Science Degree

**Program Description:** Medical Assisting is a five (5) semester degree program that trains the student for administrative and clinical duties, primarily in physicians' offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician. Administrative skills include answering phones, scheduling appointments, transcription, filing medical and insurance reports, and arranging for hospital admissions and laboratory services.

#### Student Learning Outcomes:

- Students will schedule appointments.
- Students will open a sterile package maintaining sterility.
- Students will administer an intramuscular injection.

**Length of Program:** Two (2) Semesters of prerequisite courses and Three (3) Semesters of occupational courses

**Entrance Date:** Beginning of each term for general education courses; however, all prerequisite courses (BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology Lab I, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology Lab II, MATH 1111 – College Algebra, and ALHS 1090 – Medical Terminology for AHS) must be successfully completed prior to beginning certain cohort occupational courses.

**Program Admission:** Spring Semester for Occupational Courses.

**Entrance Requirements:** Refer to Admissions criteria. Contact Advisor or Admissions for details.

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

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

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

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, First Aid Certification, Physical Exam, Current Immunizations, Drug Toxicology and Criminal Background Check.

**Program Final Exit Point:** Medical Assisting, Associate of Applied Science.

**Credits Required for Graduation:** 70 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>

*\*General Education courses and electives for the Associate level can be found on p. 73.*

## 2. OCCUPATIONAL COURSES

ALHS 1040	Introduction to Healthcare
ALHS 1090	Medical Terminology
BIOL 2113	Anatomy & Physiology I
BIOL 2113L	Anatomy & Physiology I Lab
BIOL 2114	Anatomy & Physiology II
BIOL 2114L	Anatomy & Physiology II Lab
BUSN 1440	Document Production
COMP 1000	Introduction to Computers
MAST 1010	Legal & Ethical Concerns in the Med Office
MAST 1030	Pharmacology in the Medical Office
MAST 1060	Medical Office Procedures
MAST 1080	Medical Assisting Skills I
MAST 1090	Medical Assisting Skills II
MAST 1100	Medical Insurance Management
MAST 1110	Administrative Practice Management
MAST 1120	Human Path Conditions in the Med Office
MAST 1170	Medical Assisting Externship
MAST 1180	Medical Assisting Seminar

## MEDICAL ASSISTING

## Diploma

55

**Program Description:** Medical Assisting is a five (5) semester diploma program that trains the student for administrative and clinical duties, primarily in physicians' offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician. Administrative skills include answering phones, scheduling appointments, transcription, filing medical and insurance reports, arranging for hospital admissions and laboratory services. The Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**Length of Program:** Two (2) semesters of prerequisite courses and Three (3) semesters of occupational courses

**Entrance Date:** Beginning of each term for general education courses; however, all prerequisite courses (ALHS 1011 – Anatomy and Physiology, MATH 1012 – Foundations of Mathematics, and ALHS 1090 – Medical Terminology for AHS) must be successfully completed prior to beginning certain cohort occupational courses.

**Program Admission:** Spring Semester for Occupational Courses.

**Entrance Requirements:** Refer to Admissions criteria. Contact Advisor or Admissions for details.

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

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

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

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, First Aid Certification, Drug Toxicology, Physical Exam, Current Immunizations, Criminal Background Check.



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

In order for a student to graduate, he/she must sit for the Certified Medical Assistant Exam prior to graduation.

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

**Credits Required for Graduation:** 61 minimum semester hour credits required for graduation.

The Southwest Georgia Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street, Clearwater, FL, 33756; Phone: 1-727-210-2350; web site: [www.caahep.org](http://www.caahep.org).

**Note:** Certain Credits from this program may be applied to the Medical Assisting degree program.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>9</b>
ENGL 1010	Fundamentals of English I	3
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>52</b>
ALHS 1040	Introduction to Healthcare	3
ALHS 1090	Medical Terminology	2
ALHS 1011	Anatomy & Physiology	5
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3
MAST 1010	Legal & Ethical Concerns in the Med Office	2
MAST 1030	Pharmacology in the Medical Office	4
MAST 1060	Medical Office Procedures	4
MAST 1080	Medical Assisting Skills I	4
MAST 1090	Medical Assisting Skills II	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Path Conditions in the Med Office	3
MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3

## ASSOCIATE OF SCIENCE IN NURSING

### Associate of Science

**Program Description:** The Associate of Science in Nursing program supports Southwest Georgia Technical College's commitment to serve the citizens of Grady, Mitchell, Lowndes, and Thomas counties, the state of Georgia, and the southeast region. The A.S.N. nursing program accepts the challenge to respond to societal health care needs by offering two options leading to the associate of science in nursing: the Generic Option and the L.P.N.-A.S.N. Bridge Option.

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

#### Student Learning Outcomes:

- Students will maintain a sterile field throughout a procedure.
- Students will insert an IV catheter.
- Students will respond to changes in the health assessment of the client with proper nursing care actions.

#### Length of Program:

**Generic Option:** 2 semester of prerequisite courses, 4 semesters of general education and occupational courses.

**LPN- A.S.N. Bridge:** 3 semesters of prerequisite courses, 3 semesters of general education and occupational courses.

**Entrance Date:** Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (which are listed as follows) must be successfully completed prior to competitive program admission deadline.

**Generic Option:** BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology I Lab, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology II Lab,, ENGL 1101 – Composition & Rhetoric, MATH 1111 – College Algebra.

**Bridge Option:** BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology I Lab, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology II Lab, BIOL 2117 – Introductory Microbiology, BIOL 2117L – Introductory Microbiology Lab, ENGL 1101 – Composition and Rhetoric, MATH 1111 – College Algebra, PSYC 1101 – Introductory Psychology, COMP 1000 – Introduction to Computers, one Humanities Elective, and one additional General Education Elective.

**Generic Option Admission – Main Campus:** Spring & Fall.

**L.P.N. – A.S.N. Bridge Option Admission – Main Campus:** Spring.

All materials to be considered for the Spring Generic Option must be completed by the end of Summer semester. All materials to be considered for the Fall Generic Option must be completed by the end of Spring semester. All materials to be considered for the Spring L.P.N. – A.S.N. Bridge Option must be completed by the end of Summer semester.

**Entrance Requirements:** Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. The generic option must be completed within 3 years of successful completion of RNSG 1920. The bridge option must be completed within 2 years of successful completion of RNSG 1960.

**General Information:** Students who are unsuccessful in RNSG 1920 may apply for readmission to RNSG 1920 (limited to one readmission). Students who are unsuccessful in RNSG 1960 must apply for the Generic Option and are not eligible for the Bridge Option.

Students will not be eligible to apply for admission to the Generic A.S.N. program if they have failed out of any A.S.N., A.D.N., or B.S.N. program at another institution. Students will be considered for admission to the Generic A.S.N. program five (5) years after the last nursing course failure. However, the student who completes a P.N. program does not have to wait five (5) years before applying for the L.P.N. Bridge Option.

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

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

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

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

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

## CURRICULUM CREDITS

### GENERIC OPTION

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

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

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
PSYC 1101   Introductory Psychology	
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
MATH 1111   College Algebra	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b><i>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</i></b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>	<b>57</b>
BIOL 2113   Anatomy & Physiology I	3
BIOL 2113L   Anatomy & Physiology I Lab	1
BIOL 2114   Anatomy & Physiology II	3
BIOL 2114L   Anatomy & Physiology II Lab	1
BIOL 2117   Introductory Microbiology	3
BIOL 2117L   Introductory Microbiology Lab	1
COMP 1000   Introduction to Computers	3
RNSG 1910   Health Assessment Through the Lifespan	3
RNSG 1920   Theoretical and Technical Foundations for Nursing Practice	5
RNSG 1930   Introduction to Nursing Principles of Pharmacy	3
RNSG 1940   Life Transitions I: Intro to Promotion of Health	6
RNSG 1950   Life Transitions II: Promotion of Mental Health	5
RNSG 2910   Life Transitions III: Obstetrics	4
RNSG 2920   Life Transitions IV: Pediatrics	4
RNSG 2930   Life Transitions V: Medical Surgical 2	6
RNSG 2940   Life Transitions VI: Clinical Decision Making Virtual Hospital Experience)	6

**L.P.N.-A.S.N. BRIDGE OPTION**

**Note:** Upon successful completion of RNSG 1960, 11 additional semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

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

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

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
PSYC 1101   Introductory Psychology	
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
MATH 1111   College Algebra	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<i>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</i>	<b>3</b>

*\*General Education courses and electives for the Associate level can be found on p. 73.*

<b>2. OCCUPATIONAL COURSES</b>	<b>46</b>
BIOL 2113     Anatomy & Physiology I	3
BIOL 2113L   Anatomy & Physiology I Lab	1
BIOL 2114     Anatomy & Physiology II	3
BIOL 2114L   Anatomy & Physiology II Lab	1
BIOL 2117     Introductory Microbiology	3
BIOL 2117L   Introductory Microbiology Lab	1
COMP 1000    Introduction to Computers	3
RNSG 1910    Health Assessment Through the Lifespan	3
RNSG 1930    Introduction to Nursing Principles of Pharmacy	3
RNSG 1960    Transition to Associate Degree nursing (Bridge Option Student only)	5
RNSG 2910    Life Transitions III: Obstetrics	4
RNSG 2920    Life Transitions IV: Pediatrics	4
RNSG 2930    Life Transitions V: Medical Surgical 2	6
RNSG 2940    Life Transitions VI: Clinical Decision Making Virtual Hospital Experience)	6

## PRACTICAL NURSING

### Diploma

**Course Description:** The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

#### Student Learning Outcomes:

- Students will maintain a sterile field during a procedure.
- Students will take and record patient vital signs (blood pressure, temperature, pulse, and respirations) in the clinical setting.
- Students will provide safe nursing care in various clinical settings.

**Length of Program:** One (1) semester prerequisites, Four (4) semesters occupational courses.

**Entrance Dates:** Beginning of each term for general education courses; however, applicants must attain an acceptable score on the Test of Essential Academic Skills (TEAS V) and successfully complete all prerequisite courses (ALHS 1011 – Anatomy and Physiology, ALHS 1060 – Diet and Nutrition for Allied Health Sciences, COMP 1000 – Introduction to Computers, ENGL 1010 – Fundamentals of English I, MATH 1012 – Foundations of Mathematics, PSYC 1010 – Basic Psychology, PNSG 2010 – Introduction to Pharmacology and Clinical Calculations) prior to beginning certain cohort occupational courses.

**Program Admission:** Main Campus admits students to occupational courses during the Fall Semester. Grady Campus admits students to occupational courses during the Spring Semester.

**Entrance Requirements:** Refer to Admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 18 months of successful completion of PNSG 2030.

**Age:** Applicant must be 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:** Standardized achievement tests will be given. All students are required to participate in the standardized evaluation process. Failure to participate will result in failure of the course. American Heart Healthcare Provider CPR Certification, Physical Exam, Dental exam, Drug Toxicology, and Criminal Background Check are required.

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

**Credits Required for Graduation:** 60 minimum semester hour credits required for graduation

**Note:** A bridge program to an Associate of Science in Nursing program exists.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>9</b>
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>2. OCCUPATIONAL COURSES</b>		<b>51</b>
ALHS 1011	Anatomy & Physiology	5
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4
PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2310	Medical-Surgical Nursing Clinical I	2
PNSG 2320	Medical-Surgical Nursing Clinical II	2
PNSG 2330	Medical-Surgical Nursing Clinical III	2
PNSG 2340	Medical-Surgical Nursing Clinical IV	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

## NURSE AIDE

### Technical Certificate of Credit

**Program Description:** The Nurse Aide Technical Certificate of Credit prepares students with classroom training and laboratory practice ;as well as, the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the Georgia State Nurse Aide registry.

**Student Learning Outcomes:**

- Students will exhibit safe and effective client care through satisfactory technical skill performance.

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

**Entrance Date:** Beginning of each semester.

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

**Age:** Applicant must be 17 years of age or older.

**Education:** A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. 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:** American Heart Healthcare Provider CPR and First Aid Certification (Provided in NAST 1100), Physical Exam, Dental Exam, Drug Toxicology, and Criminal Background Check.

**Program Final Exit Point:** Nurse Aide, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation

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

*\* Upon successful completion of NAST 1100, Students may apply to the National Nurse Aide Assessment Program (NNAAP) which determines competency to be enrolled in the Georgia State Nurse Aide registry.*

## CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>		<b>13</b>
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

## PARAMEDICINE

### Associate of Applied Science Degree

**Program Description:** The Paramedicine associate of applied science degree program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine degree program prepares students for employment in paramedic positions in today's health services field. The Paramedic degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

#### Student Learning Outcomes:

- Students will perform a patient assessment on a simulated trauma patient with no critical errors.
- Students will establish a working IV within three attempts or six minutes with no critical errors.
- Students will spinal immobilize a supine patient without critical error.
- Students, using American Heart Association's guidelines, will manage a cardiac arrest scenario with no critical errors.

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

**Entrance Date:** Beginning of each term for general education courses; however, all prerequisite courses (BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology Lab I, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology Lab II, and MATH 1111 – College Algebra) must be successfully completed prior to beginning certain cohort occupational courses.

**Program Admission:** Spring Semester

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

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

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

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

**Additional Requirements:** Applicants for the Paramedicine Program MUST have completed an approved EMT program and possess a valid state license as an EMT, EMT-I, or Advanced EMT by Georgia, another state, or the NREMT. American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

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

**Program Final Exit Point:** Paramedicine, Associate of Applied Science Degree. Eligible to apply for the National Registry of Paramedic State Boards. The state of Georgia recognizes the National Registry.

**Credits Required for Graduation:** 70 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>

*\*General Education courses and electives for the Associate level can be found on p. 73.*

**2. OCCUPATIONAL COURSES**

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
COMP 1000	Introduction to Computers	3
EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Mod of Cardiovascular Care	3
EMSP 2320	Therapeutic Mod of Medical Care	5
EMSP 2330	Therapeutic Mod of Trauma Care	4
EMSP 2340	Therapeutic Mod for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic - I	2
EMSP 2520	Clinical Applications for the Paramedic - III	2
EMSP 2530	Clinical Applications for the Paramedic - III	2
EMSP 2540	Clinical Applications for the Paramedic - IV	1
EMSP 2550	Clinical Applications for the Paramedic - V	1
EMSP 2560	Clinical Applications for the Paramedic - VI	1
EMSP 2570	Clinical Applications for the Paramedic - VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Appl for the Paramedic	3

**PARAMEDICINE**

**Diploma**

**Program Description:** The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

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

**Entrance Date:** Beginning of each term for general education courses; however, all prerequisite courses (ALHS 1011 – Anatomy and Physiology and MATH 1012 – Foundations of Mathematics) must be successfully completed prior to beginning certain cohort occupational courses.

**Program Admission:** Spring Semester

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

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

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



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

**Additional Requirements:** Applicants for the Paramedicine Program **MUST** have completed an approved EMT program and possess a valid state license as an EMT, EMT-I, or Advanced EMT by Georgia, another state, or the NREMT. American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

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

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

**Credits Required for Graduation:** 60 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>6</b>
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>2. OCCUPATIONAL COURSES</b>		<b>54</b>
ALHS 1011	Anatomy and Physiology	5
ALHS 1090	Medical Terminology	2
COMP 1000	Introduction to Computers	3
EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Mod of Cardiovascular Care	3
EMSP 2320	Therapeutic Mod of Medical Care	5
EMSP 2330	Therapeutic Mod of Trauma Care	4
EMSP 2340	Therapeutic Mod for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic - I	2
EMSP 2520	Clinical Applications for the Paramedic - III	2
EMSP 2530	Clinical Applications for the Paramedic - III	2
EMSP 2540	Clinical Applications for the Paramedic - IV	1
EMSP 2550	Clinical Applications for the Paramedic - V	1
EMSP 2560	Clinical Applications for the Paramedic - VI	1
EMSP 2570	Clinical Applications for the Paramedic - VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Appl for the Paramedic	3

## ADVANCED EMERGENCY MEDICAL TECHNICIAN

### Technical Certificate of Credit

**Program Description:** The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

**Length of Program:** One (1) Semester

**Entrance Date:** Day Evening Admit - Summer Semester;  
Day Admit - Fall Semester.

**Entrance Requirements:** Refer to Admissions criteria. Documentation of current certification and/or licensure as an EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course) is required. Proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, AND EMSP 1160 may be accepted in place of current certification and/or licensure.

**Advanced Placement:** Prospective students who are already certified as an EMT wishing to enter the program at the advanced level will also be required to take a comprehensive exam at the EMT level. Students not scoring successfully on the exam will not be allowed in the program.

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

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

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

**Additional Requirements:** Physical Exam, Criminal Background Check, American Heart Healthcare Provider CPR Certification, and Drug Toxicology.

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

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

**Credits Required for Graduation:** 10 Minimum semester hour credits required.

## CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>	<b>10</b>
EMSP 1510      Advanced Concepts for the AEMT	3
EMSP 1520      Advanced Patient Care for the AEMT	3
EMSP 1530      Clinical Applications for the AEMT	1
EMSP 1540      Clinical and Practical Applications for the AEMT	3

## EMERGENCY MEDICAL TECHNICIAN

### Technical Certificate of Credit

**Program Description:** The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMB1 Emergency Medical Technician (Basic) technical certificate of credit.

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

**Entrance Date:** Day Evening Admit - Fall Semester; Day Admit - Spring Semester.

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

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

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

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

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

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

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

**Credits Required for Graduation:** 16 Minimum semester hour credits required.

### CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	16
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1

## PHARMACY TECHNOLOGY

### Associate of Applied Science Degree

**Program Description:** The Pharmacy Technology degree is designed to provide an individual with the entry level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and replacement. Graduates are prepared to function as pharmacy technicians in positions requiring preparations of medications according to prescription under the supervision of a pharmacist.

**Student Learning Outcomes:**

- Students will interpret prescription/medication orders.
- Students will prepare an IV admixture by reconstituting a powdered medication.
- Students will create and present a Patient Care and Education project on a disease state and the medications used in treatment.

**Length of Program:** Two (2) semesters of prerequisite courses found in the Health Care Science, TCC; Three (3) semesters of occupational courses.

**Entrance Dates:** Prerequisite Courses open; however, the prerequisite course (MATH 1111 – College Algebra) must be successfully completed prior to competitive program admission deadline.

**Program Admission:** Spring Semester

**Entrance Requirements:** Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive 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:** American Heart Healthcare Provider CPR Certification, a complete physical examination, drug toxicology, and criminal background check prior to clinical education component of the Pharmacy Technology program. (At student's expense)

**Note:** Before participating in clinical rotations, pharmacy technology students must register as a pharmacy technician with the Georgia Board of Pharmacy.

Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to participate in clinical rotations and take the national certification.

**Program Final Exit Point:** Pharmacy Technology, Associate of Applied Science. Eligible to sit for the national certification exam given by the Pharmacy Technician Certification Board.

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

### 1. GENERAL EDUCATION COURSES

#### Area I: Language Arts/Communication (3 Hours)

##### Required Course(s):

ENGL 1101 Composition and Rhetoric

#### Area II: Social/Behavioral Sciences (3 Hours)

#### Area III: Natural Sciences/Mathematics (3 Hours)

##### Required Course(s):

One Mathematics Course

#### Area IV: Humanities/Fine Arts (3 Hours)

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

*\*General Education courses and electives for the Associate level can be found on p. 73.*

### 2. OCCUPATIONAL COURSES

ALHS 1040	Introduction to Health Care
ALHS 1090	Medical Terminology for AHS
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
COMP 1000	Introduction to Computers
PHAR 1000	Pharmaceutical Calculations
PHAR 1010	Pharmacy Technology Fundamentals
PHAR 1020	Principles of Dispensing Medications
PHAR 1030	Principles of Sterile Medication Preparation
PHAR 1040	Pharmacology
PHAR 1050	Pharmacy Technology Practicum
PHAR 2060	Advanced Pharmacy Technology Principles
PHAR 2070	Advanced Pharmacy Technology Practicum

## PHARMACY TECHNOLOGY

### Diploma

**Program Description:** The Pharmacy Technology Diploma is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as an entry level pharmacy technician.

**Length of Program:** One (1) semester of prerequisite courses found in the Health Care Assistant, TCC; Three (3) semesters of occupational courses.

**Entrance Dates:** Prerequisite Courses open; however, the prerequisite course (MATH 1012 – Foundations of Mathematics) must be successfully completed prior to competitive program admission deadline.

#### Program Admission: Spring Semester

**Entrance Requirements:** Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive 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:** American Heart Healthcare Provider CPR Certification, a complete physical examination, drug toxicology, and criminal background check prior to clinical education component of the Pharmacy Technology program. (At student's expense).

**Note:** Before participating in clinical rotations, pharmacy technology students must register as a pharmacy technician with the Georgia Board of Pharmacy.

Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to participate in clinical rotations and take the national certification.

**Program Final Exit Point:** Pharmacy Technology, Diploma. Eligible to sit for the national certification exam given by the Pharmacy Technician Certification Board.

**Credits Required for Graduation:** 54 minimum semester hour credits required for graduation

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>9</b>
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>45</b>
ALHS 1011	Anatomy & Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for AHS	2
COMP 1000	Introduction to Computers	3
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	3
PHAR 1020	Principles of Dispensing Medications	4
PHAR 1030	Principles of Sterile Medication Preparation	4
PHAR 1040	Pharmacology	4
PHAR 1050	Pharmacy Technology Practicum	5
PHAR 2060	Advanced Pharmacy Technology Principles	3
PHAR 2070	Advanced Pharmacy Technology Practicum	5

## RADIOLOGIC TECHNOLOGY

### Associate of Applied Science Degree

**Program Description:** The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Successful completion of the program will enable students to sit for the Radiography examination administered by the American Registry of Radiologic Technologists.

#### Student Learning Outcomes:

- Students will perform a chest X-ray to ARRT standards.
- Students will perform a lumbar spine X-ray to ARRT standards.
- Students will perform a trauma shoulder X-ray to ARRT standards.

**Length of Program:** Two (2) semesters of prerequisite courses found in the Healthcare Science, TCC, Five (5) semester of occupational courses

**Entrance Date:** Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (ALHS 1090 – Medical Terminology, BIOL 2113 - Anatomy & Physiology I, BIOL 2113L - Anatomy & Physiology Lab I, BIOL 2114 - Anatomy & Physiology II, BIOL 2114L - Anatomy & Physiology Lab II, ENGL 1101 - Composition and Rhetoric, MATH 1111 - College Algebra, and COMP 1000 - Introduction to Computers) must be successfully completed prior to competitive program admission deadline.

**Program Admission:** Fall Semester

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Policy.

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

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

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

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

**Note:** Individuals who have been convicted of a felony offense may be denied licensure or certification. Applications for state licensure are reviewed by the designated governing body or certification by the A.R.R.T.. Licensure/Certification requirements may vary by state. Graduates of the program will submit application to The American Registry of Radiologic Technologists during the final semester of the program.

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

**Credits Required for Graduation:** 93 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1.</b>	<b>GENERAL EDUCATION COURSES</b>	<b>15</b>
	<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
	<i>Required Course(s):</i>	
	ENGL 1101    Composition and Rhetoric	
	<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
	<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
	<i>Required Course(s):</i>	
	MATH 1111    College Algebra	
	<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
	<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>

*\*General Education courses and electives for the  
Associate level can be found on p. 73.*

<b>2.</b>	<b>OCCUPATIONAL COURSES</b>	<b>78</b>
	ALHS 1090    Medical Terminology	2
	BIOL 2113    Anatomy and Physiology I	3
	BIOL 2113L    Anatomy and Physiology I Lab	1
	BIOL 2114    Anatomy and Physiology II	3
	BIOL 2114L    Anatomy and Physiology II Lab	1
	COMP 1000    Introduction to Computers	3
	RADT 1010    Introduction to Radiology	4
	RADT 1030    Radiographic Procedures I	3
	RADT 1060    Radiographic Procedures II	3
	RADT 1070    Principles of Imaging I	6
	RADT 1160    Principles of Imaging II	6
	RADT 1200    Principles of Radiation Biology and Protect	3
	RADT 1320    Clinical Radiography I	4
	RADT 1330    Clinical Radiography II	7
	RADT 2090    Radiographic Procedures III	2
	RADT 2190    Radiographic Pathology	2
	RADT 2260    Radiologic Technology Review	3
	RADT 2340    Clinical Radiography III	6
	RADT 2350    Clinical Radiography IV	7
	RADT 2360    Clinical Radiography V	9



## RESPIRATORY CARE

### Associate of Applied Science Degree

**Program Description:** The Respiratory Care program is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in areas such as pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates receive an Associate of Applied Science degree in Respiratory Care. Completion of the program qualifies the graduate to sit for the credentialing examinations to become a Registered Respiratory Therapist (RRT). Graduates must successfully complete the Entry Level Certification Examination administered by the National Board for Respiratory Care, to obtain Certification as a Certified Respiratory Therapist (CRT). Upon obtaining the CRT credential, the graduate is eligible, and must successfully complete the written, and clinical simulation, sections of the advanced registry examination(s) to obtain the Registered Respiratory Therapist Credential (RRT). The NBRC requires continued competency through re-credentialing and continuing education on a five-year cycle, and licensure requirements vary by state.

#### Student Learning Outcomes:

- Students will design a model of a pulmonary rehab program for COPD patients.
- Students will maintain airway patency in patients using emergency airway protocols.
- Students will complete Arterial Blood Gas Analysis.
- Students will deliver Oxygen Therapy using accepted protocols.

**Length of Program:** Two (2) semesters of prerequisite courses found in the Healthcare Science, TCC, Five (5) semesters of occupational courses.

**Entrance Date:** Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology Lab I, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology Lab II, and MATH 1111 – College Algebra) must be successfully completed prior to competitive program

admission deadline.

**Program Admission:** Fall Semester

**Entrance Requirements:** Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive 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:** American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

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

**Note:** CRT to registry requires all sections 1 & 2 in curriculum and RESP#'s 1193, 2130, 2140, 2150, 2160, 2170, 2220. Graduates of a diploma-level respiratory care program prior to 1997, who hold the Advanced RRT Credential, must complete Sections 1, 2, and 3, to obtain the A.A.S. Degree.

**Program Final Exit Point:** Respiratory Care, Associate of Applied Science. Eligible to apply for National Board for Respiratory Care certification and registry exams.

**Note:** Hospitals may require RRT credential for employment.

**Credits Required for Graduation:** 92 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<p><b>1. GENERAL EDUCATION COURSES</b> <span style="float: right;"><b>15</b></span></p> <p><b>Area I: Language Arts/Communication (3 Hours)</b> <span style="float: right;"><b>3</b></span></p> <p style="padding-left: 20px;"><i>Required Course(s):</i></p> <p style="padding-left: 40px;">ENGL 1101    Composition and Rhetoric</p> <p><b>Area II: Social/Behavioral Sciences (3 Hours)</b> <span style="float: right;"><b>3</b></span></p> <p><b>Area III: Natural Sciences/Mathematics (3 Hours)</b> <span style="float: right;"><b>3</b></span></p> <p style="padding-left: 20px;"><i>Required Course(s):</i></p> <p style="padding-left: 40px;">MATH 1111    College Algebra</p> <p><b>Area IV: Humanities/Fine Arts (3 Hours)</b> <span style="float: right;"><b>3</b></span></p> <p><b><i>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</i></b> <span style="float: right;"><b>3</b></span></p> <p style="padding-left: 40px; margin-top: 20px;"><i>*General Education courses and electives for the Associate level can be found on p. 73.</i></p>	<b>2.</b>	<p><b>OCCUPATIONAL COURSES</b> <span style="float: right;"><b>77</b></span></p> <p>BIOL 2113    Anatomy and Physiology I <span style="float: right;">3</span></p> <p>BIOL 2113    Anatomy and Physiology I Lab <span style="float: right;">1</span></p> <p>BIOL 2114    Anatomy &amp; Physiology II <span style="float: right;">3</span></p> <p>BIOL 2114L    Anatomy &amp; Physiology II Lab <span style="float: right;">1</span></p> <p>BIOL 2117    Introductory Microbiology <span style="float: right;">3</span></p> <p>BIOL 2117L    Introductory Microbiology Lab <span style="float: right;">1</span></p> <p>CHEM 1211    Chemistry I <span style="float: right;">3</span></p> <p>CHEM 1211L    Chemistry Lab I <span style="float: right;">1</span></p> <p>COMP 1000    Introduction to Computers <span style="float: right;">3</span></p> <p>PHYS 1110    Conceptual Physics <span style="float: right;">3</span></p> <p>PHYS 1110L    Conceptual Physics Lab <span style="float: right;">1</span></p> <p>RESP 1110    Pharmacology <span style="float: right;">3</span></p> <p>RESP 1120    Introduction to Respiratory Therapy <span style="float: right;">3</span></p> <p>RESP 1130    Respiratory Therapy Lab I <span style="float: right;">4</span></p> <p>RESP 1193    Cardiopulmonary Anatomy and Physiology <span style="float: right;">7</span></p> <p>RESP 2090    Clinical Practices I <span style="float: right;">2</span></p> <p>RESP 2100    Clinical Practices II <span style="float: right;">2</span></p> <p>RESP 2110    Pulmonary Disease <span style="float: right;">3</span></p> <p>RESP 2120    Critical Respiratory Care <span style="float: right;">3</span></p> <p>RESP 2130    Mechanical Ventilation and Airway Management <span style="float: right;">4</span></p> <p>RESP 2140    Advanced Critical Care and Monitoring <span style="float: right;">1</span></p> <p>RESP 2150    Pulmonary Function Testing <span style="float: right;">1</span></p> <p>RESP 2160    Neonatal Pediatric Respiratory Care <span style="float: right;">3</span></p> <p>RESP 2170    Advanced Respiratory Care Seminar <span style="float: right;">3</span></p> <p>RESP 2180    Clinical Practice III <span style="float: right;">2</span></p> <p>RESP 2190    Clinical Practice IV <span style="float: right;">2</span></p> <p>RESP 2200    Clinical Practice V <span style="float: right;">3</span></p> <p>RESP 2220    Clinical Practice VI <span style="float: right;">7</span></p> <p>RESP 2270    Rehabilitation and Home Care <span style="float: right;">1</span></p>
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## SURGICAL TECHNOLOGY

### Associate of Applied Science Degree

**Program Description:** The Surgical Technology, Degree program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Degree program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology degree and are qualified for employment as surgical technologists.

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

#### Student Learning Outcomes:

- Students will identify and maintain correct safety practices within the operating room.
- Students will identify wound care and types of suture to use on different layers of body tissues in wound management.
- Students will enter into the OR and function with proper aseptic techniques.
- Students will pass instruments in the OR in assisting the surgical team.
- Students will maintain patient safety in the OR with minimal or no assistance.

Length of Program: Two (2) semesters of prerequisite courses found in the Health Care Science, TCC, Three (3) semesters of occupational courses.

**Entrance Date:** Prerequisite Courses open; however, all prerequisite/competitive admission courses (ALHS 1040 – Intro to Allied Health, ALHS 1090 – Medical Terminology for Allied Health, BIOL 2113 – Anatomy & Physiology I, BIOL 2113L – Anatomy & Physiology Lab I, BIOL 2114 – Anatomy & Physiology II, BIOL 2114L – Anatomy & Physiology Lab II, COMP 1000 – Introduction to Computers, ENGL 1101 – Composition and Rhetoric, MATH 1111 – College Algebra, one humanities, one social science, and one general education elective) must be successfully completed with a minimum grade of a “C”, prior to competitive program admission deadline.

**Program Admission:** Spring Semester

**Entrance Requirements:** Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Criteria.

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

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

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

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology. All may be required to be successfully passed, as prescribed by the clinical institutions.

**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 certification examination. Surgical Techs seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification.

**Program Final Exit Point:** Surgical Technology, Associate of Applied Science. Eligible to apply for a national certification examination.

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

## CURRICULUM CREDITS

### 1. GENERAL EDUCATION COURSES

#### Area I: Language Arts/Communication (3 Hours)

##### Required Course(s):

ENGL 1101 Composition and Rhetoric

#### Area II: Social/Behavioral Sciences (3 Hours)

#### Area III: Natural Sciences/Mathematics (3 Hours)

##### Required Course(s):

One Mathematics Course

#### Area IV: Humanities/Fine Arts (3 Hours)

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

*\*General Education courses and electives for the Associate level can be found on p. 73.*

### 2. OCCUPATIONAL COURSES

ALHS 1040	Introduction to Health Care
ALHS 1090	Medical Terminology for AHS
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
COMP 1000	Introduction to Computers
SURG 1010	Introduction to Surgical Technology
SURG 1020	Principles of Surgical Technology
SURG 1100	Surgical Pharmacology
SURG 1120	Surgical Technology Clinical I
SURG 1130	Surgical Technology Clinical II
SURG 2030	Surgical Procedures I
SURG 2040	Surgical Procedures II
SURG 2120	Surgical Technology Clinical III
SURG 2130	Surgical Technology Clinical IV
SURG 2140	Surgical Technology Clinical V
SURG 2150	Surgical Technology Clinical VI
SURG 2240	Seminar in Surgical Technology

## SURGICAL TECHNOLOGY

### Diploma

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**3 Program Description:** The Surgical Technology, Diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Diploma program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

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

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**3 Length of Program:** One (1) semester of prerequisite courses found in the Health Care Assistant, TCC, Three (3) semesters of occupational courses.

**1 Entrance Dates:** Prerequisite Courses open; however, all prerequisite/competitive admission courses (ALHS 1011 – Anatomy and Physiology, ALHS 1040 – Intro to Allied Health, ALHS 1090 – Medical Terminology for Allied Health, COMP 1000 – Introduction to Computers, ENGL 1010 – Fundamentals of English I, MATH 1012 – Foundations of Mathematics, PSYC 1010 – Basic Psychology) must be successfully completed with a minimum grade of a “C”, prior to competitive program admission deadline.

**3 Program Admission:** Spring Semester

**4 Entrance Requirements:** Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Criteria.

**2 Age:** Applicant must be 18 years of age prior to first clinical course.

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

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

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the certification examination. All may be required to be successfully passed, as prescribed by the clinical institutions.

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

**Credits Required for Graduation:** 64 minimum semester hour credits required for graduation.

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

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>8</b>
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>56</b>
ALHS 1011	Anatomy & Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for AHS	2
COMP 1000	Introduction to Computers	3
SURG 1010	Introduction to Surgical Technology	6
SURG 1020	Principles of Surgical Technology	5
SURG 1080	Surgical Microbiology	2
SURG 1100	Surgical Pharmacology	2
SURG 1120	Surgical Technology Clinical I	3
SURG 1130	Surgical Technology Clinical II	3
SURG 2030	Surgical Procedures I	4
SURG 2040	Surgical Procedures II	4
SURG 2120	Surgical Technology Clinical III	3
SURG 2130	Surgical Technology Clinical IV	3
SURG 2140	Surgical Technology Clinical V	3
SURG 2150	Surgical Technology Clinical VI	3
SURG 2240	Seminar in Surgical Technology	2

**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 program has applied for accreditation from the American Veterinary Medical Association (AVMA) accreditation committee on Veterinary Education and Activities (CVTEA). Program graduate receive the Associate of Applied Science degree.

**Student Learning Outcomes:**

- Students will locate and report from multiple sources specified categories of information on animal diseases.
- Students will perform an intravenous catheterization of a canine or feline cephalic vein using proper veterinary medical procedures.
- Students will perform a jugular venipuncture of a bovine or equine using proper veterinary medical procedures.
- Students will obtain and record patient history from the client using acceptable medical and client communication skills.

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

**Entrance Date:** Fall 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.

**Additional Requirements:** Physical Exam, Criminal Background Check, Drug Toxicology. Rabies Vaccination is strongly encouraged.

**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.

**Program Final Exit Point:** Veterinary Technology, Associate of Applied Science.

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

**CURRICULUM CREDITS**

<b>1. GENERAL EDUCATION COURSES</b>	<b>16</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101      Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (7 Hours)</b>	<b>7</b>
<i>Required Course(s):</i>	
CHEM 1211      Chemistry I	
CHEM 1211L    Chemistry I Lab	
MATH 1111      College Algebra	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>

*\*General Education courses and electives for the Associate level can be found on p. 73.*

## VETERINARY TECHNICIAN ASSISTANT

### Technical Certificate of Credit

#### 2. OCCUPATIONAL COURSES

BIOL 1111	Biology I
BIOL 1111L	Biology I Lab
COMP 1000	Introduction to Computers
VETT 1000	Veterinary Medical Terminology
VETT 1010	Introduction to Veterinary Technology
VETT 1020	Veterinary Clinical Pathology I
VETT 1030	Veterinary Clinical Procedures I
VETT 1060	Animal Anatomy and Physiology
VETT 1070	Veterinary Diagnostic Imaging
VETT 1110	Veterinary Pathology and Diseases
VETT 2120	Veterinary Clinical Pathology II
VETT 2130	Veterinary Clinical Procedures II
VETT 2160	Pharmacology for Veterinary Technicians
VETT 2210	Laboratory and Exotic Animals
VETT 2220	Veterinary Practice Management
VETT 2230	Veterinary Anesthesiology and Surg Proced
VETT 2300	Veterinary Technology Clinical Internship

**64 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.

**3 Length of Program:** Three (3) Semesters

**4 Entrance Date:** Fall Semester

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

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

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

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

**Additional Requirements:** Physical Exam, Criminal Background Check, Drug Toxicology. Rabies Vaccination is strongly encouraged.

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

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

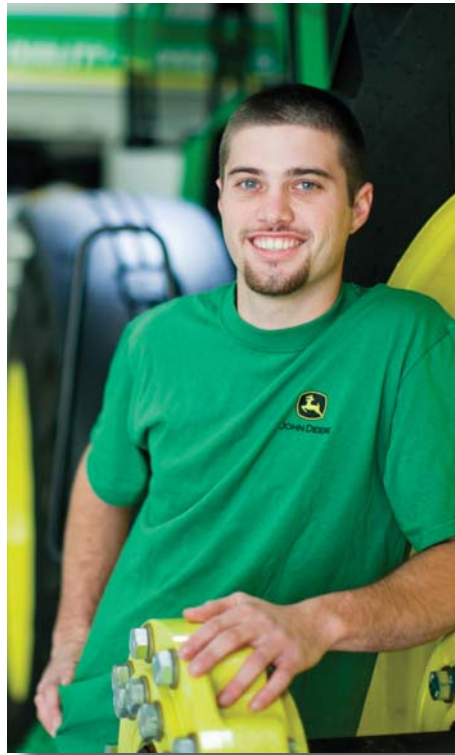
## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>3</b>
MATH 1111	College Algebra	3
<b>2. OCCUPATIONAL COURSES</b>		<b>25</b>
BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
VETT 1000	Veterinary Medical Terminology	2
VETT 1010	Introduction to Veterinary Technology	3
VETT 1020	Veterinary Clinical Pathology I	4
VETT 1030	Veterinary Clinical Procedures I	4
VETT 1060	Animal Anatomy and Physiology	4
VETT 1070	Veterinary Diagnostic Imaging	3



# Southwest Georgia TECHNICAL COLLEGE

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**School of Industrial Technology**

## PROGRAMS IN THE SCHOOL OF INDUSTRIAL TECHNOLOGY

### AGRICULTURAL TECHNOLOGY

Agricultural Technology, AAS

### AIR CONDITIONING

Air Conditioning Technology, Diploma

Air Conditioning System Maintenance Technician, TCC

### 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

Land, Forest, Wildlife Management Technology, AAS

Land, Forest, Wildlife Management Assistant, Diploma

Land, Forest, Wildlife Management 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

## AGRICULTURAL TECHNOLOGY

### Associate of Applied Science Degree

**Program Description:** Agricultural Technology is an Associate Degree program. It is a combination of classroom and cooperative education training. The classroom and related instruction was designed jointly with industry to provide the student with theoretical, technical, and general academic knowledge needed to succeed in the agricultural equipment servicing industry. The cooperative work phase of the program requires students to be employed full-time in supervised John Deere dealerships to receive on-the-job experience. The cooperative work phase will be supervised and evaluated. Graduates will receive an Associate of Applied Science Degree and may be employed as technicians, parts managers, or sales and service personnel.

#### Student Learning Outcomes:

- Students, using the Service Advisor computer software, will troubleshoot John Deere tractor problems.
- Students will solve electrical/electronic problems presented on John Deere Equipment or simulators.
- Students will solve hydraulic problems presented on John Deere equipment or simulators.

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

**Entrance Date:** Fall 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:** Applicants must secure the sponsorship of an authorized John Deere dealership. Contact the Admissions Office (229)225-5060 to receive a complete Agricultural Technology admissions packet.

**Program Final Exit Point:** Agricultural Technology, Associate of Applied Science.

**Credits Required for Graduation:** 67 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>	<b>52</b>
AGRI 1110   Service Technician Fundamentals	3
AGRI 1120   Basic Diesel Engines	3
AGRI 1130   Basic Power Trains	2
AGRI 1140   Basic Hydraulics	2
AGRI 1150   Basic Electrical/Electronics	2
AGRI 1160   Air Conditioning Systems	2
AGRI 1170   Harvesting Equip & AMS Equip Set-up	3
AGRI 2110   Advanced Engines & Diagnostics	2
AGRI 2120   Advanced Hydraulics & Diagnostics	2
AGRI 2130   Advanced Electrical/Electronics	2
AGRI 2140   Advanced Power Trains and Diagnostic	2
AGRI 2210   Dealer Internship I	12
AGRI 2220   Dealer Internship II	12
COMP 1000   Introduction to Computers	3

## AIR CONDITIONING TECHNOLOGY

### Diploma

**Program Description:** The Air Conditioning Technology Diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualification of an air conditioning technician.

#### Student Learning Outcomes:

- Students will wire a basic air conditioning system.
- Students will identify electrical problems in a nonfunctioning heat pump system.
- Students will identify mechanical problems in a nonfunctioning heat pump system.

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

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a 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.

**Program Final Exit Point:** Air Conditioning Technology, Diploma.

**Credits Required for Graduation:** 51 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>8</b>
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>43</b>
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4
AIRC 1060	Air Conditioning Systems Applications and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4
COMP 1000	Introduction to Computers	3

## AIR CONDITIONING SYSTEM MAINTENANCE TECHNICIAN

### Technical Certificate of Credit

**Program Description:** The Air Conditioning System Maintenance Technician certificate program is a series of courses designed to prepare students for entry level positions in the HVACR industry. Topics include refrigeration fundamentals, refrigeration principles and practices, electrical fundamentals, and industrial safety procedures.

**Length of Program:** One (1) Semester.

**Entrance Date:** This program is self-paced. Students may be admitted at the beginning of any semester.  
**Entrance Requirements:** Refer to Admissions criteria.

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

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

**Program Final Exit Point:** Air Conditioning Systems Maintenance, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 Minimum semester hour credits required for graduation.

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

### CURRICULUM CREDITS

<b>1.</b>	<b>OCCUPATIONAL COURSES</b>	<b>12</b>
	AIRC 1005 Refrigeration Fundamentals	4
	AIRC 1010 Refrigeration Principles and Practices	4
	AIRC 1030 HVACR Electrical Fundamentals	4

## AUTOMOTIVE TECHNOLOGY

### Diploma

**Program Description:** The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as entry-level technicians.

**Student Learning Outcomes:**

- Students will record diagnostic trouble codes.
- Students will diagnose the cause of parasitic draw.
- Student will perform a cylinder cranking compression test.
- Students will inspect transmission lines and fittings.

**Length of Program:** Five (5) Semesters.

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester and any day during the semester, contingent on course hours and time remaining in the semester.

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

**Age:** Applicant must be 16 years of age or older and have a valid driver’s license

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

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Technology, Diploma.

**Credits Required for Graduation:** 55 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>	<b>8</b>
ENGL 1010      Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000      Interpersonal Relations & Prof Dev	2
PSYC 1010      Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012      Foundations of Mathematics	3
MATH 1013      Algebraic Concepts	(3)
MATH 1015      Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>	<b>47</b>
AUTT 1010      Automotive Technology Introduction	2
AUTT 1020      Automotive Electrical Systems	7
AUTT 1030      Automotive Brake Systems	4
AUTT 1040      Automotive Engine Performance	7
AUTT 1050      Automotive Suspension and Steering Systems	4
AUTT 1060      Automotive Climate Control Systems	5
AUTT 2010      Automotive Engine Repair	6
AUTT 2020      Automotive Manual Drive Train and Axles	4
AUTT 2030      Automotive Automatic Transmissions and Transaxles	5
COMP 1000      Introduction to Computers	3

## AUTOMOTIVE ELECTRICAL / ELECTRONIC SYSTEMS TECHNICIAN

### Technical Certificate of Credit

**Program Description:** This certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

Length of Program: One (1) Semester.

**Entrance Date:** This program is self-paced. Students may be admitted any day during the term contingent on course hours and time remaining in the semester.

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

**Age:** Applicant must be 16 years of age or older and possess a valid driver's license.

**Education:** A high school graduate or the equivalent (GED) is not necessary for application or admission, but must be received prior to awarding of this certificate. College transcripts will be evaluated on an individual basis.

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Electrical/Electronic Systems Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation

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

## CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>		<b>9</b>
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7

## AUTOMOTIVE ENGINE REPAIR TECHNICIAN

Technical Certificate of Credit

### CURRICULUM CREDITS

**Program Description:** The Automotive Engine Repair Technician certificate program provides the student with entry level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

**Length of Program:** Two (2) Semesters.

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester and any day during the semester, contingent on course hours and time remaining in the semester.

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

**Age:** Applicant must be 16 years of age or older and have a valid driver's license

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

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Engine Repair Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 15 minimum semester hour credits required for graduation.

<b>1. OCCUPATIONAL COURSES</b>	<b>15</b>
AUTT 1010      Automotive Technology Introduction	2
AUTT 1020      Automotive Electrical Systems	7
AUTT 2010      Automotive Engine Repair	6



## AUTOMOTIVE TRANSMISSION / TRANSAXLE TECH SPECIALIST

### Technical Certificate of Credit

**Program Description:** The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

**Length of Program:** Two (2) Semesters.

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester and any day during the semester, contingent on course hours and time remaining in the semester.

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

**Age:** Applicant must be 16 years of age or older and have a valid driver's license.

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

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Transmission/Transaxle Tech Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	18
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

## DRAFTING TECHNOLOGY

Associate of Applied Science Degree

**Program Description:** The Drafting Technology Associate of Applied Science degree program prepares students for employment in the drafting field. The program's occupational courses are delivered utilizing self-paced instructional techniques that allow students to start any semester and to progress at their own rate. Classes may meet days and evenings three semesters per year. Students receive an excellent academic foundation with core courses in English, algebra, geometry and trigonometry, and psychology. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

### Student Learning Outcomes:

- Students will construct a working set of drawings, to scale, of a given assembly.
- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.

**Length of Program:** Six (6) Semesters.

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a 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.

**Program Final Exit Point:** Drafting Technology, Associate of Applied Science.

**Credits Required for Graduation:** 60 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (6 Hours)</b>	<b>6</b>
<i>Required Course(s):</i>	
MATH 1111   College Algebra	
and either MATH 1112 or MATH 1113	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>	<b>45</b>
COMP 1000   Introduction to Computers	3
DFTG 1101   CAD Fundamentals	4
DFTG 1103   Technical Drawing I	4
DFTG 1105   3D Mechanical Modeling	4
DFTG 1107   Technical Drawing II	3
DFTG 1109   Technical Drawing III	4
DFTG 1111   Technical Drawing IV	4
DFTG 1113   Technical Drawing V	4
<i>Students must complete a minimum of fifteen (15) credit hours of occupational electives. These hours may be selected from the following list. Additional courses may be selected if approved by the student's advisor.</i>	
DFTG 1125   Architectural Fundamentals	4
DFTG 1127   Architectural 3D Modeling	4
DFTG 1129   Residential Drawing I	4
DFTG 1131   Residential Drawing II	4
DFTG 1133   Commercial Drawing I	4
DFTG 2130   Manual Drafting Fundamentals	2

**DRAFTING TECHNOLOGY****Diploma**

**Program Description:** The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field. The program's occupational courses are delivered utilizing self-paced instructional techniques that allow students to start any semester and to progress at their own rate. Classes may meet days and evenings three semesters per year. Students receive an excellent academic foundation with core courses in English, algebra, geometry and trigonometry, and psychology. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software

**Length of Program:** Five (5) Semesters.

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a 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.

**Program Final Exit Point:** Drafting Technology, Diploma.

**Credits Required for Graduation:** 50 minimum semester hour credits required for graduation.

**CURRICULUM CREDITS**

<b>1. BASIC SKILLS COURSES</b>		<b>11</b>
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1015	Geometry and Trigonometry	3
DFTG 1015	Practical Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>39</b>
COMP 1000	Introduction to Computers	3
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Technical Drawing I	4
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Technical Drawing II	3
DFTG 1109	Technical Drawing III	4
DFTG 1111	Technical Drawing IV	4
DFTG 1113	Technical Drawing V	4
<i>Students must complete a minimum of nine (9) credit hours of occupational electives. These hours may be selected from the following list. Additional courses may be selected if approved by the student's advisor.</i>		
DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4
DFTG 1131	Residential Drawing II	4
DFTG 1133	Commercial Drawing I	4
DFTG 2130	Manual Drafting Fundamentals	2

## ADVANCED CAD TECHNICIAN

### Technical Certificate of Credit

**Program Description:** The Advanced CAD Technician certificate program provides students with specific skills necessary to produce architectural drawings and designs. Students utilize Computer Aided Drafting hardware and software to design and create working drawings for residential and commercial structures. Students also receive instruction in estimating mechanical systems for architecture to further enhance their knowledge of building and construction practices in the architectural field.

**Student Learning Outcome:**

- Students will develop a complete set of construction plans, to scale, for a 2-story residential home.

**Length of Program:** Three (3) Semesters.

**Entrance Dates:** This course is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

**Entrance Requirements:** Refer to Admissions criteria. Applicants must be graduates of the Drafting Technology, A.A.S. or Diploma program, or possess equivalent training and experience (as deemed appropriate by the advisor).

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

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

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

**Program Final Exit Point:** Advanced CAD Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 34 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>	<b>3</b>
<i>and one of the following (3 hours)</i>	
MATH 1013 Algebraic Concepts	(3)
MATH 1111 College Algebra	(3)
<b>2. OCCUPATIONAL COURSES</b>	<b>31</b>
COMP 1000 Introduction to Computers	3
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Technical Drawing I	4
DFTG 1125 Architectural Fundamentals	4
DFTG 1127 Architectural 3D Modeling	4
DFTG 1129 Residential Drawing I	4
DFTG 1131 Residential Drawing II	4
DFTG 1133 Commercial Drawing I	4

## CAD OPERATOR

### Technical Certificate of Credit

**Program Description:** All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

**Length of Program:** Two (2) Semesters.

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

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

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

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

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

**Program Final Exit Point:** CAD Operator, Technical Certificate of Credit.

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

### CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>	<b>22</b>
COMP 1000 Introduction to Computers	3
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Technical Drawing I	4
DFTG 1105 3D Mechanical Modeling	4
DFTG 1107 Technical Drawing II	3
DFTG 1109 Technical Drawing III	4

## DRAFTER'S ASSISTANT

### Technical Certificate of Credit

**Program Description:** The Drafter's Assistant certificate program will enable students to begin career laddering in the drafting profession. This certificate would provide entry level skills for graduates to work in drafting establishments or architectural firms working as assistants, aides, or runners.

**Length of Program:** One (1) Semester.

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

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

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

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

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

**Program Final Exit Point:** Drafter's Assistant, Technical Certificate of Credit.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation.

### CURRICULUM CREDITS

<b>1. OCCUPATIONAL COURSES</b>	<b>11</b>
COMP 1000 Introduction to Computers	3
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Technical Drawing I	4

## ELECTRICAL SYSTEMS TECHNOLOGY

### Diploma

**Program Description:** The Electrical Systems Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Systems Technology with a specialization in residential or industrial applications.

#### Student Learning Outcomes:

- Students will wire a three phase motor to current National Electrical Code (NEC).
- Students will wire an electrical panel following current National Electrical Code.
- Students will program a stop light using RS Logics.

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

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a 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.

**Program Final Exit Point:** Electrical Systems Technology, Diploma.

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

## 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 Dev	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>47</b>
COMP 1000      Introduction to Computers	3
ELTR 1020      Electrical Systems Basics I	3
ELTR 1060      Electrical Prints, Schematics, and Symbols	3
ELTR 1080      Commercial Wiring I	5
ELTR 1090      Commercial Wiring II	5
ELTR 1110      Electric Motors	4
ELTR 1120      Variable Speed/Low Voltage Controls	2
ELTR 1180      Electrical Controls	3
IDFC 1007      Industrial Safety Procedures	2
IDFC 1011      Direct Current I	3
<b>and one of the following specializations (12 hours)</b>	
<b>Electrical Construction and Maintenance Specialization</b>	
ELTR 1205      Residential Wiring I	4
ELTR 1210      Residential Wiring II	4
ELTR XXXX      Advisor Approved ELTR Electives	4
<b>Industrial Electrical Technology Specialization</b>	
ELTR 1220      Industrial PLCs	4
ELTR 1250      Diagnostic Troubleshooting	2
ELTR 1260      Transformers	3
ELTR 1270      National Electrical Code Industrial Appl	3

## BIOMEDICAL ELECTRONICS TECHNICIAN

### Technical Certificate of Credit

**Program Description:** The purpose of the Biomedical Electronics Technician program is to provide additional and advanced opportunities for Electronic Technology students who wish to specialize in electronics applications in the medical field. The program is designed for students with an Electronics Technology associate degree, diploma, or documented appropriate work experience will be considered.

#### Student Learning Outcomes:

- Students perform preventive maintenance tasks on medical devices: Patient Monitors.
- Students perform preventive maintenance tasks on medical devices: Life Support Devices.
- Students perform corrective maintenance tasks on medical devices: Patient Monitors and Life Support Devices.

**Length of Program:** Three (3) 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.

**Program Final Exit Point:** Biomedical Electronics Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 23 minimum semester hour credits required for graduation.

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

## CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	23
ALHS 1011	Anatomy and Physiology	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BMET 1231	Medical Equipment Function and Operation I	4
BMET 1232	Medical Equipment Function and Operation I Internship	4
BMET 2242	Medical Equipment Function and Operation II	4
BMET 2243	Medical Equipment Function and Operation II Internship	4

## RESIDENTIAL WIRING TECHNICIAN

### Technical Certificate of Credit

**Program Description:** The Residential Wiring Technical Certificate of Credit prepares students for employment in the construction industry as qualified residential wiring technicians. Topics include NEC regulations, blueprint reading, principles of direct and alternating current, and residential wiring procedures and practices.

**Length of Program:** Two (2) Semesters.

**Entrance Date:** This program is self-paced . Students may be admitted any day during the semester; however, all prerequisite courses (MATH 1012 – Foundations of Mathematics & IDFC 1005 – Principles of Electricity II) must be successfully completed prior to beginning occupational courses.

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

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

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

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

**Program Final Exit Point:** Residential Wiring Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 19 minimum semester hour credits required for graduation.

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

## CURRICULUM CREDITS

<b>1.</b>	<b>OCCUPATIONAL COURSES</b>	<b>19</b>
	IDFC 1007      Industrial Safety Procedures	2
	IDFC 1011      Direct Current I	3
	ELTR 1020      Electrical Systems Basics I	3
	ELTR 1060      Electrical Prints, Schematics, and Symbols	3
	ELTR 1205      Residential Wiring I	4
	ELTR 1210      Residential Wiring II	4



**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 and plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

**Student Learning Outcomes:**

- Students will develop a Plantation Facility Management Plan for a hunting plantation.
- Students will develop a Conceptual Management Plan for a selected property.

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

**Entrance Date:** Beginning of each semester.

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

**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. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

**Program Final Exit Point:** Land, Forest, Wildlife Technology, Associate of Applied Science.

**Credits Required for Graduation:** 68 minimum semester hour credits required for graduation.

**CURRICULUM CREDITS**

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b><i>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</i></b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>	<b>53</b>
COMP 1000   Introduction to Computers	3
MGMT 1100   Principles of Management	3
FORS 1030   Dendrology	3
FORS 1210   GPS/GIS Aerial Photography	3
FORS 1260   Forest Measurements	4
FORS 1310   Silvics and Silviculture	4
FORS 2460   Forest Management	4
FWMT 1000   Introduction to Wildlife Management	6
FWMT 1010   Equipment Use	3
FWMT 1020   Wildlife Policy and Management	3
FWMT 1080   Plantation Operations	3
FWMT 2010   Wildlife Management Techniques	4
FWMT 2020   Habitat Manipulation	4
FWMT 2030   Pond Management	3
FWMT 2040   Internship	3

**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 and plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

**Length of Program:** 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. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

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

**Credits Required for Graduation:** 55 minimum semester hour credits required for graduation.

**CURRICULUM CREDITS**

<b>1. BASIC SKILLS COURSES</b>	<b>8</b>
ENGL 1010      Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000      Interpersonal Relations & Prof Dev	2
PSYC 1010      Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012      Foundations of Mathematics	3
MATH 1013      Algebraic Concepts	(3)
MATH 1015      Geometry and Trigonometry	(3)
 <b>2. OCCUPATIONAL COURSES</b>	 <b>47</b>
COMP 1000      Introduction to Computers	3
FORS 1210      GPS/GIS Aerial Photography	3
FORS 1260      Forest Measurements	4
FORS 1310      Silvics and Silviculture	4
FORS 2460      Forest Management	4
FWMT 1000      Introduction to Wildlife Management	6
FWMT 1010      Equipment Use	3
FWMT 1020      Wildlife Policy and Management	3
FWMT 1080      Plantation Operations	3
FWMT 2010      Wildlife Management Techniques	4
FWMT 2020      Habitat Manipulation	4
FWMT 2030      Pond Management	3
FWMT 2040      Internship	3

## 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 and plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

**Length of Program:** 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. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

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

**Credits Required for Graduation:** 19 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>3</b>
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>16</b>
FWMT 1000	Introduction to Wildlife Management	3
FWMT 1010	Equipment Use	3
FWMT 1020	Wildlife Policy and Management	3
FWMT 1080	Plantation Operations	3
FWMT 2010	Wildlife Management Techniques	4

**WELDING & JOINING TECHNOLOGY****Diploma**

**Program Description:** The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

**Student Learning Outcomes:**

- Students will weld to AWS/ASME standards on carbon steel base metal. The welding processes used will be Shielded Metal Arc Welding and Gas Metal Arc Welding.
- Students will set-up, make specific cuts, and shut-down a manual torch assembly.
- Students will setup and operate a shielded metal arc welding machine to make specific weldments in the flat and horizontal position.

**Length of Program:** Three (3) Semesters

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a 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.

**Program Final Exit Point:** Welding and Joining Technology, Diploma.

**Credits Required for Graduation:** 50 minimum semester hour credits required for graduation.

**CURRICULUM CREDITS**

<b>1. BASIC SKILLS COURSES</b>		<b>8</b>
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>42</b>
COMP 1000	Introduction to Computers	3
WELD 1000	Introduction to Welding Technology	3
WELD 1010	Oxyfuel Cutting	3
WELD 1030	Blueprint Reading for Welding Technology	3
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	3
Elec-Occup	Elective – Occupational Course	3

**BASIC SHIELDED METAL ARC WELDER**  
**Technical Certificate of Credit**

**Program Description:** The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

**Length of Program:** One (1) Semester

**Entrance Date:** This program is self-paced. Students may be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

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

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

**Education:** A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation. 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.

**Program Final Exit Point:** Basic Shielded Metal Arc Welder, 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 diploma program.

**GAS METAL ARC WELDER**  
**Technical Certificate of Credit**

**Program Description:** This certificate program is designed to prepare students for careers in gas metal arc welding. The certificate program is composed of 13 credit hours within the Welding and Joining Technology curriculum.

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

**Entrance Date:** This program is self-paced. Students may be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

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

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

**Education:** A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation. 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.

**Program Final Exit Point:** Gas Metal Arc Welder, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation.

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

**CURRICULUM CREDITS**

<b>1. OCCUPATIONAL COURSES</b>	<b>10</b>
WELD 1000 Introduction to Welding Technology	3
WELD 1010 Oxyfuel Cutting	3
WELD 1040 Flat Shielded Metal Arc Welding	4

**CURRICULUM CREDITS**

<b>1. OCCUPATIONAL COURSES</b>	<b>13</b>
WELD 1000 Introduction to Welding Technology	3
WELD 1010 Oxyfuel Cutting	3
WELD 1090 Gas Metal Arc Welding	4
Elec-Occup Elective – Occupational Course	3

## VERTICAL SHIELDED METAL ARC WELDER FABRICATOR

### Technical Certificate of Credit

**Program Description:** The Vertical Shielded Metal Arc Welding Fabricator technical certificate of credit prepares students for careers in shielded metal arc welding fabrication.

**Length of Program:** One (1) Semester

**Entrance Date:** Course is individualized. Students may be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

**Entrance Requirements:** Refer to Admissions criteria. Applicant must be a graduate of the Basic Shielded Metal Arc Welder TCC or possess equivalent courses.

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

**Education:** A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation. 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.

**Program Final Exit Point:** Vertical Shielded Metal Arc Welder, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

## CURRICULUM CREDITS

<b>1.</b>	<b>OCCUPATIONAL COURSES</b>	<b>12</b>
	WELD 1050     Horizontal Shielded Metal Arc Welding	4
	WELD 1060     Vertical Shielded Metal Arc Welding	4
	WELD 1070     Overhead Shielded Metal Arc Welding	4

# Southwest Georgia TECHNICAL COLLEGE

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**School of Professional Services**

## PROGRAMS IN THE SCHOOL OF PROFESSIONAL SERVICES

### **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 AND EDUCATION**

Early Childhood Care and Education, AAS  
Early Childhood Care and Education, Diploma  
Child Development Specialist, TCC

### **E-LEARNING DESIGN and DEVELOPMENT**

E-Learning Design and Development Specialist, TCC

### **PARALEGAL STUDIES**

Paralegal Studies, AAS

### **SOCIAL WORK ASSISTANT**

Social Work Assistant, AAS  
Social Work Assistant, Diploma  
Eligibility Determination Specialist, TCC



## COSMETOLOGY

### Diploma

**Program 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.

#### Student Learning Outcomes:

- Students will perform proper shampooing and conditioning techniques.
- Students will demonstrate proficiency in Set Up & Client Protection, Thermal Curling, Haircutting, Chemical Waving, Hair Lightening/Hair Coloring, Chemical Relaxing, Basic Facial, and Sculptured Nail.
- Students will recall knowledge of Cosmetology Sciences: Anatomy & Chemistry; The Professional Business of Cosmetology; and General Facts of Hair, Skin, & Nails.

**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:** 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.

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

**Credits Required for Graduation:** 54 minimum semester hour credits required for graduation.

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>	<b>8</b>
ENGL 1010      Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000      Interpersonal Relations & Prof Dev	2
PSYC 1010      Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
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

## SHAMPOO TECHNICIAN

### Technical Certificate of Credit

## CURRICULUM CREDITS

**Program Description:** The Shampoo Technician Technical Certificate of Credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, hair treatments and manipulations, hair styling, artificial hair, braiding/ intertwinning hair, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

**Length of Program:** One(1) semester

**Entrance Date:** Beginning of each semester in which COSM1000 is taught.

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

**Age:** Applicants must be 16 years 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.

**Program Final Exit Point:** Shampoo Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation.

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

<b>1. OCCUPATIONAL COURSES</b>		<b>11</b>
EMPL 1000	Interpersonal Relations and Professional Development	2
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1020	Hair Care and Treatment	2
COSM 1120	Salon Management	3

## CRIME SCENE INVESTIGATION TECHNOLOGY

### Associate of Applied Science Degree

**Program Description:** The Crime Scene Investigation Technology associate of applied science degree program is a sequence of courses that prepares students for work in the forensic laboratories of the modern criminal justice system. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice and Forensic Laboratory theory and practical application necessary for successful employment. Program graduates receive a Crime Scene Investigation Technology associate of applied science degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the laboratory facilities attached to any modern investigative facility, civil or private.

#### Student Learning Outcomes:

- Students will perform testing of body fluids using proper test procedures and protocols.
- Students will recover deleted files and data remnants.
- Student will identify elements of a legal search.

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

**Entrance Dates:** 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.

**Note:** Students who intend to work with a civil investigative facility should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

**Additional Requirements:** A Criminal background check and drug toxicology may be required for Internship/ Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

**Program Final Exit Point:** Crime Scene Investigation Technology, Associate of Applied Science.

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

Students with a current Basic Peace Officer Certification may be eligible to receive 9 credit hours corresponding to the following courses: CRJU 1010 Introduction to Criminal Justice, CRJU 1040 Principles of Law Enforcement, and CRJU 1062 Methods of Criminal Investigations.

## CURRICULUM CREDITS

<p><b>1. GENERAL EDUCATION COURSES</b> <b>15</b></p> <p><b>Area I: Language Arts/Communication (3 Hours)</b> <b>3</b></p> <p><i>Required Course(s):</i></p> <p>ENGL 1101 Composition and Rhetoric</p> <p><b>Area II: Social/Behavioral Sciences (3 Hours)</b> <b>3</b></p> <p><b>Area III: Natural Sciences/Mathematics (3 Hours)</b> <b>3</b></p> <p><i>Required Course(s):</i></p> <p>One Mathematics Course</p> <p><b>Area IV: Humanities/Fine Arts (3 Hours)</b> <b>3</b></p> <p><b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b> <b>3</b></p> <p><i>*General Education courses and electives for the Associate level can be found on p. 73</i></p>	<p><b>2. OCCUPATIONAL COURSES</b> <b>48</b></p> <p>COMP 1000 Introduction to Computers 3</p> <p>CRJU 1010 Introduction to Criminal Justice 3</p> <p>CRJU 1040 Principles of Law Enforcement 3</p> <p>CRJU 1062 Methods of Criminal Investigation 3</p> <p>CRJU 1063 Crime Scene Processing 3</p> <p>CRJU 1072 Introduction to Forensic Science 3</p> <p>CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice 3</p> <p>CRJU 2050 Criminal Procedure 3</p> <p><b>AND ONE OF THE FOLLOWING SPECIALIZATIONS (25-27 HOURS)</b></p> <p><b>Computer Forensics</b> <b>24</b></p> <p>CIST 1001 Computer Concepts 4</p> <p>CIST 1122 Hardware Installation and Maintenance 4</p> <p>Elec- OS Elective CIST Operating System Course 3</p> <p>CIST 1401 Computer Networking Fundamentals 4</p> <p>CIST 1601 Information Security Fundamentals 3</p> <p>CIST 1602 Security Policies and Procedures 3</p> <p>CIST 2630 Computer Forensics &amp; Data Identification 3</p> <p><b>Laboratory Forensics</b> <b>27</b></p> <p>BIOL 2113 Anatomy and Physiology I 3</p> <p>BIOL 2113L Anatomy and Physiology I Lab 1</p> <p>BIOL 2114 Anatomy and Physiology II 3</p> <p>BIOL 2114L Anatomy and Physiology II Lab 1</p> <p>CHEM 1211 Chemistry I 3</p> <p>CHEM 1211 Chemistry I Lab 1</p> <p>CLBT 1030 Urinalysis/Body Fluids 2</p> <p>CLBT 1050 Serology/Immunology 3</p> <p>CLBT 1060 Immunohematology 5</p> <p>CLBT 1070 Clinical Chemistry 5</p>
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## CRIMINAL JUSTICE TECHNOLOGY

### Associate of Applied Science Degree

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

#### Student Learning Outcomes:

- Students will describe how Constitutional Law affects the criminal justice system.
- Students will identify the correct elements of felony and misdemeanor crimes in Georgia.
- Students will identify elements of a legal search.

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

**Entrance Dates:** 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.

**Note:** Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant “shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.” This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

**Additional Requirements:** A Criminal background check and drug toxicology may be required for Internship/ Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

**Program Final Exit Point:** Criminal Justice Technology, Associate of Applied Science.

**Credits Required for Graduation:** 60 minimum semester hour credits required for graduation.

Students with a current Basic Peace Officer Certification may be eligible to receive 12 semester credit hours corresponding to the following courses: CRJU 1010 Introduction to Criminal Justice, CRJU 1040 Principles of Law Enforcement, CRJU 1050 Police Patrol Operations, and CRJU 1062 Methods of Criminal Investigations. These semester credit hours may be applied to either the Diploma or the Associate Degree.

Students with a current Basic Corrections Officers Certification may be eligible to receive 6 semester credit hours corresponding to the following courses: CRJU 1030 Corrections and one three semester credit hour occupational elective. These semester credit hours may be applied to either the Diploma or the Associate Degree.

## CURRICULUM CREDITS

### 1. GENERAL EDUCATION COURSES

#### Area I: Language Arts/Communication (3 Hours)

**Required Course(s):**

ENGL 1101 Composition and Rhetoric

#### Area II: Social/Behavioral Sciences (3 Hours)

#### Area III: Natural Sciences/Mathematics (3 Hours)

**Required Course(s):**

One Mathematics Course

#### Area IV: Humanities/Fine Arts (3 Hours)

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

*\*General Education courses and electives for the Associate level can be found on p. 73.*

### 2. OCCUPATIONAL COURSES

COMP 1000	Introduction to Computers
CRJU 1010	Introduction to Criminal Justice
CRJU 1030	Corrections
CRJU 1040	Principles of Law Enforcement
CRJU 1068	Criminal Law for Criminal Justice
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice
CRJU 2020	Constitutional Law for Criminal Justice
CRJU 2050	Criminal Procedure
CRJU 2070	Juvenile Justice
Elec-CRJU	Elective- 15 hours of CRJU Courses

**and one of the following (3 hours)**

CRJU 2090	Criminal Justice Practicum
CRJU 2100	Criminal Justice Externship

## CRIMINAL JUSTICE TECHNOLOGY

### Diploma

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

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

**Entrance Dates:** 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.

**CURRICULUM CREDITS**

**Note:** Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant “shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.” This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

**Additional Requirements:** A Criminal background check and drug toxicology may be required for Internship/ Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

**Program Final Exit Point:** Criminal Justice Technology, Diploma

**Credits Required for Graduation:** 48 minimum semester hour credits required for graduation.

Students with a current Basic Peace Officer Certification may be eligible to receive 12 semester credit hours corresponding to the following courses: CRJU 1010 Introduction to Criminal Justice, CRJU 1040 Principles of Law Enforcement, CRJU 1050 Police Patrol Operations, and CRJU 1062 Methods of Criminal Investigations. These semester credit hours may be applied to either the Diploma or the Associate Degree.

Students with a current Basic Corrections Officers Certification may be eligible to receive 6 semester credit hours corresponding to the following courses: CRJU 1030 Corrections and one three semester credit hour occupational elective. These semester credit hours may be applied to either the Diploma or the Associate Degree.

<b>1. BASIC SKILLS COURSES</b>		<b>9</b>
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
<b>2. OCCUPATIONAL COURSES</b>		<b>39</b>
COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
Elec-CRJU	Elective- 9 hours of CRJU Courses	9
<i>and one of the following (3 hours)</i>		
CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	(3)

## CRIMINAL JUSTICE SPECIALIST

### Technical Certificate of Credit

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

**Length of Program:** Two (2) semesters.

**Entrance Dates:** Beginning of each semester.

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

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

**Education:** A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

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

**Note:** Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant “shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.” This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council has other requirements for certification. See program advisor for this additional information.

**Program Final Exit Point:** Criminal Justice Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 15 minimum semester hour credits required for graduation.

Students with a current Basic Peace Officer Certification may be eligible to receive 6 semester credit hours corresponding to the following courses: CRJU 1010 Introduction to Criminal Justice, CRJU 1040 Principles of Law Enforcement.

Students with a current Basic Corrections Officers Certification may be eligible to receive 3 semester credit hours corresponding to the following courses: CRJU 1030 Corrections.

## CURRICULUM CREDITS

<b>1.</b>	<b>OCCUPATIONAL COURSES</b>	<b>15</b>
	CRJU 1010 Introduction to Criminal Justice	3
	CRJU 1030 Corrections	3
	CRJU 1040 Principles of Law Enforcement	3
	CRJU 1068 Criminal Law for Criminal Justice	3
	CRJU 2020 Constitutional Law for Criminal Justice	3



## EARLY CHILDHOOD CARE AND EDUCATION

### Associate of Applied Science Degree

**Program Description:** The Early Childhood Care and Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions.

#### Student Learning Outcomes:

- Students will create a developmentally appropriate thematic unit.
- Students will teach using Developmentally Appropriate Practices (DAP).
- Students will create a Behavior and Management Resource File.

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

**Note:** Students with Child Development Associate (CDA) credential, current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECCE 1101, ECCE 1103, and ECCE 1105.

**Criminal Background Check:** The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.

**Program Final Exit Point:** Early Childhood Care and Education, Associate of Applied Science.

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

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>		<b>18</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>		<b>3</b>
<i>Required Course(s):</i>		
ENGL 1101	Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>		<b>3</b>
<i>Required Course(s):</i>		
PSYC 1101	Introductory Psychology	
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>		<b>3</b>
<i>Required Course(s):</i>		
One Mathematics Course		
MATH 1111	College Algebra	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>		<b>3</b>
<b>And two additional courses from Area I, II, III, or IV (6 hours) (as approved by program advisor)</b>		<b>6</b>
	<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. OCCUPATIONAL COURSES</b>		<b>54</b>
COMP 1000	Introduction to Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12
ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practice	3

**EARLY CHILDHOOD CARE AND EDUCATION  
Diploma**

**Program Description:** The Early Childhood Care and Education Diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

**Length of Program:** 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.

**Note:** Students with Child Development Associate (CDA), current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECCE 1101, ECCE 1103, and ECCE 1105.

**Criminal Background Check:** The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other “covered crime” will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.

**Program Final Exit Point:** Early Childhood Care and Education, Diploma.

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

**CURRICULUM CREDITS**

<b>1. BASIC SKILLS COURSES</b>	<b>8</b>
ENGL 1010      Fundamentals of English I	3
EMPL 1000      Interpersonal Relations & Prof Dev	2
MATH 1012      Foundations of Mathematics	3
<b>2. OCCUPATIONAL COURSES</b>	<b>45</b>
COMP 1000      Introduction to Computers	3
ECCE 1101      Introduction to Early Childhood Care and Education	3
ECCE 1103      Child Growth and Development	3
ECCE 1105      Health, Safety and Nutrition	3
ECCE 1112      Curriculum and Assessment	3
ECCE 1113      Creative Activities for Children	3
ECCE 1121      Early Childhood Care and Education Practicum	3
ECCE 2115      Language and Literacy	3
ECCE 2116      Math and Science	3
ECCE 2202      Social Issues and Family Involvement	3
ECCE 2203      Guidance and Classroom Management	3
ECCE 2240      Early Childhood Care and Education Internship	12

## CHILD DEVELOPMENT SPECIALIST

### Technical Certificate of Credit

**Program Description:** The Early Childhood Care and Education Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

**Length of Program:** One (1) semester

**Entrance Date:** Beginning of each semester.

**Entrance Requirements:** Refer to the Admissions criteria.

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

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

**Program Exit Point:** Child Development Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 14 minimum semester hours credits required for graduation.

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

**Criminal Background Check:** The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.

## CURRICULUM CREDITS

<b>2. OCCUPATIONAL COURSES</b>		<b>14</b>
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
<i>and one of the following (2-3 hours)</i>		
EMPL 1000	Interpersonal Relations and Professional Development	2
ECCE 1121	Early Childhood Care and Education Practicum	(3)

## E-LEARNING DESIGN & DEVELOPMENT SPECIALIST

### Technical Certificate of Credit

**Program Description:** The E-Learning Design and Development Specialist certificate program provides entry-level training to obtain skills required to teach in an e-learning environment. This program was developed locally by faculty of Southwest Georgia Technical College (SWGTC), and is still the only program of its kind offered in Georgia. SWGTC offers the E-Learning Design & Development Specialist program for:

**Educators** – at any level, who want to learn how to convert and organize their instructional content used in a traditional face-to-face setting into a format which is conducive to learning by students at a distance via the Internet. Georgia Certified Teachers can earn up to 11 PLU Credits while completing this program!

**Administrators** – who want to gain a better understanding of how instructional and/or informative content can be delivered effectively in an e-learning environment, and

**Business and industry trainers and professionals** – who want to learn how to effectively communicate their instruction or informational message to customers at a distance via the Internet.

#### Student Learning Outcomes:

- Students will identify instructional strategies appropriate for achieving specific course competencies in an e-learning environment.
- Students will identify instructional technologies appropriate for encouraging and facilitating learner engagement needed for achieving specific course competencies.
- Students will create and upload course content items (including informational elements, Instructional Objects, Assignments, and Assessments) into an approved course management system.

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

**Program Exit Point:** E-Learning Design and Development Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 11 minimum semester hours credits required for graduation.

## CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	11
	ELGD 1010 Introduction to E-Learning	1
	ELGD 1110 E-Learning Instructional Design	3
	ELGD 1150 E-Learning Design and Delivery Tools	4
	ELGD 1210 E-Learning Instructional Design	3

## PARALEGAL STUDIES

### Associate of Applied Science Degree

**Program Description:** The Paralegal Studies associate degree program is a sequence of courses that prepares students for a wide variety of professional positions in the legal field. Additionally, this program provides a practical course of undergraduate legal study for students interested in becoming an attorney. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include a comprehensive study of substantive law including ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills possessed by Legal Assistants in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Science degree and are eligible to sit for the National Association of Legal Assistants' Examination; graduates who pass the exam become Certified Legal Assistants and are awarded the credentials C.L.A. (Certified Legal Assistant).

#### Student Learning Outcomes:

- Students will conduct legal research using both print and electronic resources.
- Students will research and develop a case from intake to trial.
- Students will identify legal and ethical obligations imposed upon attorneys and legal assistants.

**Length of Program:** Five (5) semesters.

**Entrance Dates:** Beginning of each semester.

**Program Admission:** Any 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:** A Criminal background check and drug toxicology may be required for Internship/ Externship.

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

**Program Final Exit Point:** Paralegal Studies, Associate of Applied Science.

**Credits Required for Graduation:** 69 minimum semester hour credits required for graduation. Program graduates receive a Paralegal Studies Associate of Applied Science degree and are eligible to sit for the National Association of Legal Assistants' Examination; graduates who pass the exam become Certified Legal Assistants and are awarded the credentials C.L.A. (Certified Legal Assistant).

## CURRICULUM CREDITS

<b>1. GENERAL EDUCATION COURSES</b>		<b>18</b>
<b>Area I: Language Arts/Communication (6 Hours)</b>		<b>6</b>
<i>Required Course(s):</i>		
ENGL 1101	Composition and Rhetoric	
SPCH 1101	Public Speaking	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>		<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>		<b>3</b>
<i>Required Course(s):</i>		
One Mathematics Course		
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>		<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>		<b>3</b>
 <i>*General Education courses and electives for the Associate level can be found on p. 73.</i>		
<b>2. OCCUPATIONAL COURSES</b>		<b>51</b>
COMP 1000	Introduction to Computers	3
PARA 1100	Introduction to Law and Ethics	3
PARA 1105	Legal Research and Legal Writing I	3
PARA 1110	Legal Research and Legal Writing II	3
PARA 1115	Family Law	3
PARA 1120	Real Estate Law	3
PARA 1125	Criminal Law and Criminal Procedure	3
PARA 1130	Civil Litigation	3
PARA 1135	Wills, Trusts, Probate, and Administration	3
PARA 1140	Tort Law	3
PARA 1145	Law Office Management	3
PARA 1150	Contracts, Commercial Law and Business	3
PARA 2210	Paralegal Internship I	6
 <i>and nine (9) credit hours of the following:</i>		
PARA 1200	Bankruptcy / Debtor-Creditor Relations	3
PARA 1205	Constitutional Law	(3)
PARA 1210	Legal and Policy Issues in Healthcare	(3)
PARA 1215	Administrative Law	(3)
PARA 2205	Advanced Legal Research and Writing	(3)
PARA 2215	Paralegal Internship II	(6)

**SOCIAL WORK ASSISTANT**  
Associate of Applied Science Degree

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

**Program 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.

**Student Learning Outcomes:**

- Students will develop a client case file from intake to termination.
- Students will interview clients using ethical interviewing techniques and attending behaviors.
- Students will demonstrate skill in the client intake process of a social services program.

**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.

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

**CURRICULUM CREDITS**

<b>1. GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
ENGL 1101   Composition and Rhetoric	
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<i>Required Course(s):</i>	
One Mathematics Course	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</b>	<b>3</b>
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
<b>2. 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 nine (9) credit hours of the following:</b>	
SOCW 2100   Leadership and Community Service	3
SOCW 2110   Case Management with Families	(3)
SOCW 2120   Multicultural Issues	(3)
Elec-Core    Course from Area II, III or IV (as approved by program advisor)	(3)



**SOCIAL WORK ASSISTANT****Diploma**

**Program 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.

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

**Credits Required for Graduation:** 56 minimum semester hour credits required for graduation.

**CURRICULUM CREDITS**

<b>1. BASIC SKILLS COURSES</b>		<b>8</b>
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof 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. 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 nine (9) credit hours of the following:</b>		
SOCW 2100	Leadership and Community Service	3
SOCW 2110	Case Management with Families	(3)
SOCW 2120	Multicultural Issues	(3)
Elec-Core	Course from Area II, III or IV (as approved by program advisor)	(3)

## ELIGIBILITY DETERMINATION SPECIALIST

### Technical Certificate of Credit

**Program 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.

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

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

## CURRICULUM CREDITS

<b>1. BASIC SKILLS COURSES</b>		<b>5</b>
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	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

# Southwest Georgia

TECHNICAL COLLEGE

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## Student Handbook

## GENERAL PROCEDURES

### SAFETY

Students should exercise all safety precautions given by the instructor regarding the use of equipment in the laboratory. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur, but should an accident occur, regardless of how minor, students should report it to their instructor immediately. All students are covered by an accident insurance policy. However, any medical expenses incurred will be the student's responsibility. Instructors will submit an accident report to their supervisor in the event of an accident. Students are also taught proper safety procedures as related to hazardous materials, and blood-borne and airborne pathogens. A policy concerning these subjects is in place and strictly enforced.

Please help in maintaining a safe campus by notifying your instructor of any dangerous conditions that exist or of any unsafe practice being conducted.

### STUDENT EMAIL

Students are assigned SWGTC student email accounts. SWGTC student email is the official form of communication between the College and the student.

### HEPATITIS B VACCINE

Any student wishing to participate in the Hepatitis B vaccine program may do so by contacting the Thomas County Health Department. The vaccine is administered at the Health Department, and a nominal fee is charged to the student. Students in health programs will receive Blood and Airborne Pathogen training.

### EYE PROTECTION

Each department has a specific policy regarding eye protection which is appropriate to that department. This policy is reviewed every semester during program orientation and in the presentation of the safety program to students. In certain programs with a higher risk of eye injury, written and/or performance exams may be used and documented. All necessary safety equipment for eye protection for faculty, staff, students, and visitors shall be furnished when observing or participating in certain courses of instruction.

### EMERGENCY PROCEDURES

Classroom instructors have emergency procedures and evacuation maps in each classroom near the classroom door. Students are required to follow the directions of the classroom instructor during all emergency drills or an actual emergency situation. Emergency procedures include intruder alerts, evacuation drills (fire, bomb, and chemical), and natural disaster (tornado, earthquakes, and hurricanes).

Emergency drills will be conducted so that the faculty and students become thoroughly familiar with the correct alert notifications (sounds) and procedures. The drills will enhance the probability that the appropriate procedures will be taken during an authentic emergency.

### FIRE

Upon the sounding of the fire alarm, follow the verbal directions provided by your classroom instructor and expeditiously evacuate the building. Each student must remain with his/her classroom instructor until released by a College administrator.

### SEVERE WEATHER

Upon the sounding of the alarm (weather), follow the verbal directions provided by your classroom instructor and relocate immediately to the designated disaster protection area in the building.

## **CAMPUS SECURITY AND SAFETY**

Southwest Georgia Technical College is committed to providing a campus which is free from any kind of criminal activity or violence that could result in injury to employees or students or destruction of State property. It is also Southwest Georgia Technical College's policy to maintain a Safety and Security Committee to be responsible for gauging the potential for threats and developing procedures to guard against these threats.

Southwest Georgia Technical College has a Threats Management Procedure and maintains a "no-tolerance" policy concerning threatening or hostile behaviors on College property. No weapons of any kind will be allowed on College property.

It is the responsibility of all employees and students having knowledge of any threat or potential violence to report it immediately to their supervisor, instructor or member of the Safety and Security Committee. In the unlikely event of a life threatening situation, employees and students are empowered to contact 911 and to notify proper law enforcement authorities.

## **EMERGENCY COMMUNICATIONS**

To ensure that students and College employees are notified of emergencies or other important information in a timely manner, Southwest Georgia Technical College has implemented a rapid communication system. This system allows College administrators to keep personnel affiliated with the College updated quickly and efficiently with messages via telephone. Students and College employees with caller identification will be able to quickly discern emergency calls from routine calls. Calls will display 411 000 0000 on caller identification devices.

In addition, students may review the College's web site in the event of an emergency. An appropriate message box will be displayed on the home page whenever important information must be communicated to students and College employees.

## **ACCIDENT INSURANCE**

In all classes at Southwest Georgia Technical College, safety is stressed; however, should a student be involved in an accident, regardless of how minor it may be, he/she must report the accident to his/her instructor. All students enrolled at Southwest Georgia Technical College are covered by an accident insurance policy. In the event a claim is filed, this insurance will only pay a portion of the expenses and the student is responsible for any balance not paid by the accident insurance policy.

## **COMMUNICABLE DISEASE**

Any student suffering from a contagious infection may be asked to provide medical documentation that the contagious phase has passed prior to continuing in class. This is to insure a minimum risk to others.

## UNIFORMS

Students enrolled in Health Occupations, Automotive Technology, Agricultural Technology, and Cosmetology classes are required to wear uniforms. These are usually ordered in the first semester so they can be on hand for the second semester. Each department has regulations and requirements as to what constitutes a “full uniform,” the time frame for ordering, and the uniform appearance and condition. The Southwest Georgia Technical College uniform codes are given below:

### Agricultural Technology

- Approved shirt and pants

### Associate of Science in Nursing

- 2 pair white nursing hose (female students)
- 1 watch w/ second hand
- 1 pair white clinical shoes
- 2 name tags
- A.S.N. nursepack
- 1 pair seal blue scrubs
- 2 regulation uniforms w/ student patch on left shoulder
- 1 white lab coat w/student patch on left shoulder

### Automotive Technology

- Approved automotive shirt

### Clinical Laboratory Technology\*\*

- 2 regulation tops w/ student patch on left shoulder
- 1 pair white clinical shoes
- 2 pairs of light blue scrubs with student patch
- 2 name tags
- 1 note pad w/ black ink pen
- 1 watch w/sweep hand
- Wedding rings and small post earrings permitted
- Hair neat, long hair pulled back

### Cosmetology

- Black pants (professionally casual)
- Blouse or shirt (professionally casual)
- Black or white leather shoes (closed-toe with good support)
- Socks or stockings
- 2 Smocks (solid or print; no aprons, vests, or lab jackets)
- Female students are to wear make-up and have hair styled. A minimal amount of jewelry may be worn. Male students are to have hair, beards, and moustaches well-groomed. All students are expected to wear appropriate dress.

### Criminal Justice Technology

- Polo shirt with SWGTC logo and Criminal Justice embroidered
- Dress slacks

### Emergency Medical Technician and AEMT

- Class adopted shirt
- Student name tag
- Black dress slacks
- Black shoes
- Black belt
- Safety vest
- Hair neat, long hair pulled back
- Wedding rings and one pair of small post earrings permitted
- Tattoos may not be visible during clinical rotations

### Medical Assisting\*\*

(Unless otherwise requested by affiliate)

- 2 regulation uniforms w/student patch on left shoulder
- 2 pairs of white hose or socks
- 1 pair white clinical shoes
- 1 lab coat with student patch on left shoulder
- 2 name tags
- 1 stethoscope
- 1 watch w/sweep hand
- 1 clinical competency check-off manual
- 1 note pad with black ink pen
- Clear nail polish only
- Hair neat, long hair pulled back.
- Wedding rings and small post earrings permitted.

### Nurse Aide

- 1 pair of white pants
- 1 stethoscope and blood pressure cuff
- 1 white scrub top with student patch on left shoulder
- 1 watch with second hand
- 1 pair of white clinical shoes
- SWGTC name tag
- No jewelry, no nail polish, and no artificial nails. Hair must be worn off the collar. Wedding rings, school pins, and small stud earrings worn in the ears are permitted.

**Pharmacy Technology**

- 1 pair navy blue solid scrubs
- 1 white lab coat w/ student patch on left shoulder
- SWGTC name tag
- Clean neat street clothes—no jeans
- Conservative jewelry
- Hair neat, long hair pulled back

**Paramedicine**

- Class adopted shirt
- Black boots
- 1 pair black or navy blue EMS slacks
- 1 pair hunter green scrubs
- Black belt
- Hair neat, long hair pulled back
- SWGTC name tag
- Safety vest
- Wedding rings and one pair of small post earrings permitted
- Tattoos may not be visible during clinical rotations

**Practical Nursing\*\***

- 2 pair white nursing hose or socks
- 1 watch w/sweep hand
- 1 pair white clinical shoes
- SWGTC name tag
- 1 stethoscope
- 1 white lab coat
- No jewelry, no nail polish, hair off collar
- 1 pair turquoise scrubs
- 2 regulation uniforms w/student patch on left shoulder
- 1 hemostat
- 1 polo shirt (any color)
- 1 pair of pants (khaki, navy, or black)

**Radiologic Technology\*\***

- 3 regulation uniforms with patch on left shoulder
- 3 pair white socks (Male Students)
- 3 pairs of white dress slacks
- 1 pair white clinical shoes
- 1 name tag
- 1 lab coat or jacket (optional)
- 1 film badge
- Dark blue or white sweaters permitted
- Hair neat, long hair pulled back
- Wedding rings, school pins, and small earrings permitted

**Respiratory Care\*\***

- Wine-colored solid scrubs
- Wine-colored scrub jacket
- 1 Littman stethoscope
- 1 analog wristwatch
- 1 clinical competency check-off manual
- 1 note pad with black ink pen
- Hair neat, long hair pulled back
- Wedding rings and small post earrings permitted
- Bandage scissors
- Small hemostats
- Protective eyewear (if student does not wear eyeglasses)
- Student patches for scrub jacket with patches permanently sewn on jacket.
- 1 pair athletic or clinical shoes (white, black, or brown)

**Surgical Technology\*\***

- 2 pair of scrubs
- 1 lab coat with student patch on left shoulder
- 1 pair white nursing shoes or white/black athletic shoes
- 2 name tags
- No jewelry
- Each student is required to purchase the quantity of each item as specified above. Additional items may be purchased; however, financial aid programs may not be billed for the additional items as they are not required.

**Veterinary Technology\*\***

- 2 pair of scrubs in specified color with a SWGTC patch on the left shoulder
- 1 lab coat with student patch on left shoulder
- 1 pair clean shoes (closed toe and back, low-heeled, professional style)
- 1 pair Wellington style rubber or leather boots
- 2 name tags
- 1 Black pen and 1 Black permanent marker
- 1 Watch with second hand
- 1 Hemostat
- 1 Pen Light
- 1 Dual head stethoscope
- 1 Dosimetry badge

**\*\*Note: Those students on clinical affiliation will adhere to the following:**

1. No hospital scrub clothes are to be worn or taken outside the hospital.
2. Fingernails are to be kept clean and reasonably short.
3. Undergarments are to be worn and should be of a neutral color and design.
4. No heavy make-up or perfume should be worn.
5. Neat, clean street clothing (no jeans) are to be worn at any time the health education students are representing Southwest Georgia Technical College at a clinical affiliate.
6. Programs which permit small post earrings allow only one set at a time, and these earrings may be worn in the ears only. Any other visible body pierced jewelry, including tongue piercing, are not acceptable.
7. Cell phones and beepers are not allowed at any clinical site.
8. All tattoos must be covered and not visible.
9. No unnatural hair color (bright red, purple, blue, green), no rattails or spiked hairdos. The emphasis is to have hair styled in a neat, conservative manner reflecting good taste.

## CLEANLINESS IN WORK HABITS

A portion of each instructional day is set aside for cleaning the laboratories. The area must be cleaned daily. Students are expected to carry out this responsibility in a businesslike manner. All students are expected to keep tools, equipment, and work area clean at all times, as well as to assist in the general cleaning mentioned above.

**Note:** The classrooms and shops will be cleaned by the students under the supervision of the instructors.

## SCHOOL CLOSING DUE TO HAZARDOUS WEATHER CONDITIONS

Announcements concerning the closing of Southwest Georgia Technical College due to hazardous weather conditions will be made on all local radio stations and on TV stations Channel 6 WCTV (Tallahassee) and Channel 10 WALB (Albany).

## LICENSURE AND REGISTRY

The graduates of the following programs have the opportunity to apply for state or national licensure/registry or board examinations: Associate of Science in Nursing, Clinical Laboratory Technology, Cosmetology, EMT, Medical Assisting, Paramedicine, Nurse Aide, Practical Nursing, Respiratory Care, Radiologic Technology, and Surgical Technology. It is recommended that students graduating from these programs take the respective examinations in order to have greater employment opportunities.

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

## WORK ETHIC POLICY

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethics



coursework, students are required to complete the WKET 1000 course and a WKET 2000 level Work Ethics course prior to graduation. WKET 1000 will be offered in conjunction with an entry level occupational course appropriate for their program and must be completed in order to progress. WKET 2000 level courses are offered in conjunction with a capstone occupational course appropriate for their program and must be completed in order to graduate.

## RECEIVING OF FLOWERS/GIFTS

The offices of Southwest Georgia Technical College will not receive flowers or gifts to be delivered to students.

## SCHOOL ORGANIZATIONS POLICY

Worthy organizations may be established and operate within the school; however, it is the policy of Southwest Georgia Technical College that the guidelines below are adhered to:

1. All organizations functioning within any division of Southwest Georgia Technical College will operate under the sanction, knowledge, advisement, and approval of the Vice President for Academic Affairs, the Vice President for Student Affairs, and the President.
2. No organization will be allowed to affect administrative or operational policies; however, organizations may function in an advisory capacity and their suggestions will be given due considerations.
3. All organizations shall function under the direct supervision of a faculty sponsor/advisor approved by the administration.
4. Frequency and scheduling of meetings and fundraising projects of approved organizations must be cleared through the faculty sponsor. The faculty sponsor will seek approval from the President.
5. Fundraising projects must follow the guidelines outlined under the "Student Fund Raising Policy."

## STUDENT FUNDRAISING

### Fundraising for Student Activities

Fundraising projects by student organizations shall be related to the purpose/mission of the College. All student fund raising projects shall have prior approval from the President or the President's designee and shall be in compliance with sound business practices.

## STUDENT STATUS/LOAD

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

Full-time student status is obtained by registering for a minimum of twelve (12) or more credits for a program per semester. However, considerably more credits must be taken per semester to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per semester may create scheduling difficulties and further delay graduation and/or financial aid.

Students may register for up to twenty-one (21) credit hours per semester. Written permission from the Vice President for Academic Affairs is required for any credit hours above twenty-one (21).

It is strongly recommended that students adhere closely to their advisors' recommended course load per semester.

## ATTENDANCE POLICIES

Dependable and punctual employees are vital for a business to operate efficiently. Southwest Georgia Technical College assumes the responsibility of instilling good attendance habits as a part of the instructional program. The following guidelines are set forth with this objective in mind.

1. It is the responsibility of each student to maintain satisfactory attendance once enrolled in a program of study. Students are expected to be in class and on time each day. In cases of unavoidable absences, it is the student's responsibility to contact his/her instructor to make up all work and/or assignments.

2. A student will be issued an attendance deficiency notice by his/her instructor upon the accumulation of absences equal to 5% of the scheduled class time during the term in any class/course. The student must report to his/her advisor/instructor and get the notice **signed and receive counseling prior to** continuing class. Upon the accumulation of absences equal to (10% of the scheduled class time), the student will be dismissed from school. Students dismissed may appeal for readmission in writing through the Dean for Academic Affairs. Students who accumulate 20% of the scheduled class time of absences during a term will be dismissed with no appeal available. Students dismissed due to absences may reapply for admission at the beginning of the next term.

In extenuating circumstances, the Vice President for Academic Affairs or Dean for Academic Affairs may grant excused leave. Excused leave requests must be requested in advance by the student's advisor and may be requested at any time regardless of the number of absences.

Appeals made for readmission through the Dean for Academic Affairs must be made timely as each class missed puts the student further behind in class work and jeopardizes possible readmission. Students dismissed due to absences may attend class while an appeal is pending.

The Dean for Academic Affairs will act promptly upon receipt of the student's appeal for readmission. The student will be allowed to continue in class only if the appeal is successful. The Dean for Academic Affairs will consider such factors as work ethics, attitude, academic status, and circumstances relevant to each appeal.

Students dismissed due to absences may reapply for admission in the following term but may be placed on probation for that term.

3. Tardies and partial day absences will be shown as hours missed and will accumulate during the term. Persons reporting to class after their designated time of arrival will be charged one hour for each hour and/or partial hour of tardiness. Students leaving early will be charged only for the actual time missed providing the instructor is notified prior to leaving.

4. In the online classroom environment, attendance is demonstrated through active participation.

Active participation is defined as consistent and timely:

- Involvement on course discussion board (including student-instructor and/or student-student communications)
- Submission and/or completion of course assignments (including all homework, quizzes, tests/exams)
- Contribution and/or completion of course projects (including collaborative)
- Connection to assignment links, and/or
- Communication with course instructor
- Logging into the course site does not constitute attendance.
- A student accumulating non-attendance of two weeks, whether consecutive and/or nonconsecutive (the equivalent of 20% of the course), will be withdrawn from the class.

5. It is the responsibility of the student to notify his/her instructor if he/she must leave school before his/her designated school day ends. **A student who must leave class early must sign out with their instructor. Re-entry to a class will not be allowed until counseling (attendance deficiency notice issued) has occurred and approval has been secured from the administration.**

6. Students will not be excused from class to complete forms, papers, or to tend to financial aid matters. This should be done during lunch, break, or after school.

## ATTENDANCE MAKE-UP POLICIES FOR COURSES WITH HOUR REQUIREMENTS

### Associate of Science in Nursing

Participation in all scheduled clinical experiences is required. Excused absences will be granted only in extenuating circumstances. Proof of extenuating circumstances such as illness or death in the immediate family must be provided. Clinical experience missed due to extenuating circumstances will be made up at the discretion of the instructor. The student must contact the instructor within one week of the absence to arrange for a makeup assignment. All clinical experience makeup work must be completed prior to final exams for that semester. An unexcused absence of more than one clinical day in any course may result in a WF.

**Clinical Laboratory Technology**

All clinical hours missed must be made up prior to graduation. Prior approval of the program director and clinical supervisor must be secured by the student prior to making up missed time.

**Practical Nursing**

Required number of hours: 685 Classroom Hours  
   485 Clinical Hours  
   1170 TOTAL

All clinical make-up time must be completed prior to graduation. Practical Nursing students are required by the State Board of Nursing to perform 485 hours of clinical practice. Any time missed must be made up.

**Radiologic Technology**

All clinical time that is missed must be made up prior to the end of the semester in which the student is absent. This make-up time is to be scheduled with the clinical coordinator. Failure to make up the time by the end of the semester will result in an incomplete grade in clinical practice for the semester. If the time is not made up within 10 days after the next semester begins, the student will receive an "F" in clinical practice.

**Respiratory Care**

Students enrolled in the Respiratory Care program are required to complete all scheduled clinical rotations in order to meet the program requirements for graduation. Clinical rotations are coordinated with the clinical affiliate hospitals by the program clinical coordinator. Students are not allowed to change their clinical schedule, unless they are granted prior approval by the program faculty.

Students are allowed two absences from the semester clinical schedule. Documentation of clinical participation, in the clinical notebook, and daily evaluations documented by the instructors, at the clinical sites, account for 100% of the clinical grade. Therefore, after the second absence from clinical, additional absences will have the following impact on the clinical course grade:

- 3rd Absence: Reduction to a clinical grade of "B"
- 4th Absence: Reduction to a clinical grade of "C"
- 5th Absence: Reduction of the clinical grade to "F" resulting in program withdrawal.

Students with documented extenuating circumstances may follow the college procedure for obtaining excused extended leave. It is the responsibility of the student to notify the clinical instructor of the extenuating circumstances and to meet with the program faculty to obtain the required forms for requesting excused leave. Final approval of the extended leave request must be granted by the Dean of Academic Affairs.

**Surgical Technology**

All clinical hours missed must be made up prior to the end of the semester in which the student is absent. The student is responsible for making prior arrangements with the instructor and the operating room supervisor for make-up time. Make-up time must not interfere with routine assignments of the student in question or of other students. Hour requirements will be determined by the guidelines of the specific clinical course in which the student is enrolled.

**GRADUATION**

To graduate from Southwest Georgia Technical College, a student must complete the following items:

1. Students must earn a "C" or greater in all required courses and no less than a "D" in elective course(s).
2. It is the candidate's responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline. Graduation applications are located on the College website. Students may choose to participate in the ceremony or graduate in absentia. A fee is applied to students who participate in the ceremony.
3. Students must satisfy all financial obligations to Southwest Georgia Technical College prior to participating in the commencement exercise and before a degree, diploma, or certificate transcript will be issued.
4. The administration will review the student's records and will approve the student for graduation if all academic and other requirements have been met.

To learn more about commencement exercises, please refer to Student Affairs on the SWGTC website.

## **PRESIDENT’S LIST**

At the completion of each semester, Southwest Georgia Technical College publishes a President’s List honoring those students who have demonstrated outstanding achievement. The requirements for the President’s List are as follows:

1. A full-time student (enrolled in 12 hours or more). (Full-time status does not include learning support or transient coursework.)
2. Earn a grade of “A” in all course work attempted.

## **LOST AND FOUND**

Lost and found items are located in the Admissions Office. Items will be kept for only thirty days.

## **TUTORING CENTER**

The Tutoring Center offers tutorial services for all SWGTC students at no charge. While the Center focuses its attention on mathematics, tutoring services are readily available for many subject areas. Students in need of tutorial services for other subject areas not listed above are encouraged to contact the Tutoring Center by telephone at 225-5003 to make additional arrangements. Students interested in becoming tutors are also encouraged to apply. The DOL REACH grant provides a tutor for programs in the School of Health Sciences. The REACH grant tutor may be reached by telephone at 227-2568.

## **STUDENTS’ RIGHTS, RESPONSIBILITIES AND CONDUCT CODE**

Southwest Georgia Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College and each member of the College community have reciprocal rights and obligations. It is the obligation of the College to insure orderly operation, to preserve academic freedom, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to impose disciplinary action where conduct adversely affects the College’s pursuit of its educational objectives.

The Vice President for Student Affairs has jurisdiction over the enforcement procedures of the Code of Conduct.

Membership in the College community confers upon students certain rights and requires certain responsibilities which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to insure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

### **STUDENT RIGHTS**

Students shall, upon their request, have a right through Student Affairs to be heard in matters which affect their rights and responsibilities.

Students shall have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt College operations or interfere with the rights of others.

Students shall have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

College authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Council and all student organizations approved by the College administration may meet on College premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space. Only the Student Council and student organizations approved by the College administration have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The President of the College or the authorized representative may cancel a speaker's reservation where there is clear and present danger that the appearance would threaten the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the College or to any person outside the College without the express written consent of the student involved except under legal compulsion.

Students shall have the right to due process when accused of any violations of College regulations or conduct code as outlined in this Catalog-Handbook.

## **STUDENT CONDUCT CODE**

Part of the mission of Southwest Georgia Technical College (SWGTC) is to provide learner-centered and high-quality services, courses, and programs through

both traditional and distance delivery methods at both on-campus and off-campus locations. In so doing, SWGTC provides opportunities for intellectual, emotional, social, and physical growth. SWGTC students assume an obligation to act in a manner compatible with the College's commitment to student success. SWGTC recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, SWGTC establishes this Student Code of Conduct.

### **Article I: Definitions**

1. Appellate Board: as defined in the SWGTC Student Disciplinary Procedure.
2. Faculty Member: any person hired by SWGTC to conduct teaching, service, or research activities.
3. Judicial Body: as defined by the SWGTC Student Disciplinary Procedure.
4. Member of the College community: any person who is a student, faculty member, contractors, College official or any other person(s) involved with SWGTC or the community or employed by the College.
5. Policy: the written regulations of SWGTC as found in, but not limited to, the Student Code of Conduct, SWGTC Catalog and Student Handbook(s), the Southwest Georgia Technical College Policy Manual, and the State Board Policy Manual.
6. Student: all persons taking courses at SWGTC, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with SWGTC are considered "Students."
7. Student Disciplinary Officer: as defined in the SWGTC Student Disciplinary Procedure.
8. Technical College Official: any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
9. Technical College Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SWGTC (including adjacent streets and sidewalks).

**Article II: Prescribed Conduct**

**Academic**

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

1. Aiding and Abetting Academic Misconduct
  - a. Knowingly helping, procuring, or encouraging another person to engage in academic misconduct.
2. Cheating
  - a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
  - b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
  - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
  - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
  - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
  - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
  - g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
  - h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by College Officials, College administrator or faculty member.
3. Fabrication
  - a. The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism
  - a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
  - b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
  - c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

**Non-Academic**

**Jurisdiction of SWGTC**

Generally, SWGTC jurisdiction and discipline shall be limited to conduct which occurs on SWGTC premises; at off-campus class sites; or at activities or functions sponsored by SWGTC, the SWGTC Foundation, Inc., or student organizations; or which adversely affects the SWGTC community and/or the pursuit of its objectives.

**Conduct Rules and Regulations**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the SWGTC Student Disciplinary Procedure:

1. Behavior:
  - a. Indecent Conduct: SWGTC prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
  - b. Violence: SWGTC prohibits mental or physical abuse of any person (including sex offenses) on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the College, its facilities, or persons engaged in the business of the College.

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

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

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

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

## 2. Professionalism:

a. Personal Appearance: Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

SWGTC trains for professions, therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of

the person's longest fingertip when arms are extended to the side. The wearing of distracting clothing including but not limited to: showing of undergarments, clothing with cut outs, tank-top style shirts, mesh shirts (see-through), halter tops, tube tops, or shirts with offensive, obscene, or abusive language is not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed and all shirts/blouses must be tucked in if designed for such. The students at all times are observing generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinicals, and co-ops.

## 3. Use of Technical College Property:

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

b. Occupation or Seizure: SWGTC prohibits occupation or seizure in any manner of College property, College premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. Presence on Technical College Premises: SWGTC prohibits unauthorized possession, duplication or use of keys to SWGTC premises and unauthorized entry into College premises or a portion thereof which has been restricted in use; unauthorized presence in College premises after closing hours; or furnishing false information to gain entry upon the College premises.

d. Children under age 16: Children under the age of 16 are not permitted on campus.

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

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

g. Obstruction: SWGTC prohibits obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

4. Drugs, Alcohol, and Other Substances:

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

a. Alcohol: Georgia Law and the College prohibit possession or use of alcoholic beverages on College premises unless used for educational purposes or a religious ceremony. Alcohol is also prohibited by the College at college-sponsored or supervised functions unless permitted by the College President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility, and all provisions of the State Board policy II.C.6. Use of Alcohol must be followed. The College further prohibits students being in a state of intoxication on College premises or at College-sponsored or supervised functions (including off-campus functions) or in a College-owned vehicle. Any influence which may be attributed to the use of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

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

c. Food: SWGTC prohibits eating or drinking inside any area or building other than designated or otherwise authorized areas. Students are expected to clean their own tables by disposing of refuse in garbage receptacles.

d. Tobacco: Please Refer to page 4 of this Catalog to review the policy.

5. Use of Technology:

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

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

c. Harassment: SWGTC prohibits the use of computer technology to harass another student or College official by sending obscene, harassing or intimidating messages, jokes, or material.

d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or College official. This includes the unauthorized use of another individual's identification and password. SWGTC prohibits any additional violation to the State Board policy II. C. 4. Acceptable Computer and Internet Use.

6. Weapons:

SWGTC is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/



or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on College premises, within the designated school safety zone, or at any College sanctioned function in a manner contrary to state or federal law (State Board policy II.C.10. Firearms, Weapons, and Explosives Policy and SWGTC Firearms, Weapons, and Explosives Procedure).

7. Gambling:

SWGTC prohibits the violation of federal, state or local gambling laws on College premises or at College sponsored or supervised activities.

8. Parking:

Parking permits are required on all students' cars. Permits will be issued to each student and registered in the Business Office. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares or in the rear of buildings is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe these parking rules will result in a fine being levied or the vehicle being towed away at the owner's expense.

9. Financial Irresponsibility:

SWGTC prohibits failure to meet any and all financial obligations to the College. All tuition and fees must be paid prior to the first day of class.

10. Violation of Technical College Policy:

Violation of published State Board or SWGTC policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.

11. Aiding and Abetting:

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

12. Violation of Law:

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

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

c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

13. Abuse of the Student Judicial Process is defined to include but not limited to:

a. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board or Technical College Official.

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

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

d. Initiating a judicial proceeding knowingly without cause.

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

process.

f. Attempting to influence the impartiality of a Student Disciplinary Officer, a member of a Judicial Body, or a member of an Appellate Board prior to, and/or during the course of, the judicial proceeding.

g. Harassment (verbal or physical) and/or intimidation of a Student Disciplinary Officer, member of a Judicial Body, or member of an Appellate Board prior to, during, and/or after a judicial proceeding.

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

## STUDENT DISCIPLINARY PROCEDURE

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

### Definitions

1. Academic Misconduct: includes but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.

2. Appellate Board: any person or persons designated by the President to consider an appeal from a Judicial Body's determination that a student has violated the Student Code of Conduct, other regulations, or from the sanctions imposed. The President may serve as the Appellate Board.

3. Business Days: weekdays that the College administrative offices are open.

4. Continuing Relationship: any person who has been enrolled as a student and may enroll in the

future as a student at SWGTC.

5. Faculty Member: any person hired by SWGTC to conduct teaching, service, or research activities.

6. Judicial Advisor: a College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code of Conduct. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of SWGTC is the Student Disciplinary Officer.

7. Judicial Body: any person or persons authorized by the President of SWGTC to consider a Student's appeal of a decision by the Student Disciplinary Officer.

8. Member of the College Community: any person who is a student, faculty member, college official or any other person(s) involved with SWGTC or the College community or employed by SWGTC.

9. Policy: the written regulations of SWGTC as found in, but not limited to, the Student Code of Conduct, SWGTC Catalog and Student Handbook, SWGTC Policy Manual, and the Policy Manual approved by the State Board of Technical and Adult Education.

10. Student: all persons taking courses at SWGTC, both full-time and part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."

11. Student Disciplinary Officer: the person designated by the President to administer this procedure. This person may be the same as the Judicial Advisor.

12. Student Organization: any number of persons who have complied with the formal requirements for SWGTC recognition.

13. System: the Technical College System of Georgia.

14. Technical College: Southwest Georgia Technical College.

15. College Official: any person employed by SWGTC, performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.

16. College premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SWGTC (including adjacent streets and sidewalks).

#### **A. Filing a Complaint**

1. Any member of the College community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee. The Executive Director of Adult Education will serve as the Student Disciplinary Officer for all Adult Education students.

2. Academic Misconduct is handled through Academic Affairs and does not use this procedure. Academic Misconduct includes, but is not limited to: (1) aiding and abetting academic misconduct; (2) cheating, (3) fabrication; and/or (4) plagiarism. It is the policy of SWGTC that students who engage in any form of academic misconduct receive a zero (0) on the presented material or activity. A second occurrence of academic misconduct will result in the dismissal of the student from the class with a corresponding failing grade. The College requires students to refrain from Academic Misconduct. NOTE: The process for Grade and Other Academic Appeals can be found in the SWGTC Student Handbook.

3. Investigation and Decision:

a. Within five (5) business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer

or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

b. The student shall have 5 business days from the date contacted by the Student Disciplinary Officer to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Student Disciplinary Officer within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer will consider the available evidence without student input and make a determination.

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

d. If the Student Disciplinary Officer or his/her designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

#### **B. Disciplinary Sanctions**

1. After a determination that a student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:

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

b. Reprimand – A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to

the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the College community, and that any further violation may result in more serious sanctions.

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

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

e. Failing or Lowered Grade – In cases of academic misconduct, it is the policy of SWGTC that students who engage in any form of academic misconduct receive a zero (0) on the presented material or activity. A second occurrence of academic misconduct will result in the dismissal of the student from the class with a corresponding failing grade.

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

g. Disciplinary Expulsion – Removal and exclusion from the College, College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her

designee.

h. Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other college-related activities.

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

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

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

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

c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. The College will

cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### 3. Conditions of Disciplinary Suspension and Expulsion

- a. A student who has been suspended or expelled from the College shall be denied all privileges afforded a student and shall be required to vacate SWGTC premises at a time determined by the Student Disciplinary Officer or his/her designee.
- b. In addition, after vacating the SWGTC premises, a suspended or expelled student may not enter upon SWGTC premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the SWGTC premises for a limited, specified purpose.
- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the student's request to enter the SWGTC premises for that specified purpose.
- d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the SWGTC premises for the duration of that hearing.

### C. Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within 5 business days of notification of the decision.
2. The student will then have the right to appear

in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Judicial Body may consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of SWGTC. The standard of proof in all hearings shall be a preponderance of the evidence. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The SWGTC President or his/her designee will notify the student in writing of the Judicial Body's decision and the opportunity to appeal directly to the President.

3. The student shall have 5 business days after receiving written notification of the Judicial Body's decision from the President or his/her designee to request in writing an appeal with the Appellate Board. The Student shall ensure that all relevant information is included with this request.

4. The Appellate Board review shall be in writing and shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The Appellate Board shall deliver his/her decision to the Student within 10 business days. The decision of the Appellate Board shall be final and binding.

### D. Document Retention

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

## GRADE AND OTHER ACADEMIC APPEALS

A student may appeal a final grade or other academic decision. The student may appeal to the faculty member who awarded the grade or made the academic decision. Absent extraordinary circumstances, a written appeal to the faculty member must be filed within two weeks from the date the student learned or reasonably should have learned of the grade. The faculty member will provide the student with a written decision.

If the consultation with the faculty member does not resolve the appeal, a student may submit a written request for review of the appeal to the Dean for Academic Affairs. Absent extraordinary circumstances, the request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the faculty member. The Dean for Academic Affairs will provide the student with a written decision.

If the student is not satisfied with the decision of the Dean, the student may submit a written request for review to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the Dean for Academic Affairs. The Vice President for Academic Affairs will provide the student with a written decision. The decision of the Vice President for Academic Affairs shall be final.

## STUDENT GRIEVANCES

Southwest Georgia Technical College maintains a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the State Board Procedure: Unlawful Harassment and Discrimination of Students.

1. **Informal Complaint Procedure.** Student complaints should be resolved on an informal basis without the filing of a formal grievance.

- a. A student has 10 business days from the

date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.

- b. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

2. **Formal Complaint Procedure.** Where a student cannot resolve their complaint informally, they may use the formal grievance procedure.

- a. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:

- i. Name,
- ii. Date,
- iii. Brief description of incident being grieved,
- iv. Remedy requested
- v. Signed, and
- vi. Informal remedy attempted by student and outcome

- b. If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.

- c. The VPSA, or his designee, will investigate the matter and supply a written response to the student within 15 business days.

- d. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the State Board Procedure: Unlawful Harassment and Discrimination of Students.

- e. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.

- f. The VPSA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

3. **Appeal of Staff Response:** If a student is

unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the College. The College staff has no right to appeal.

- a. A student shall file a written appeal to the President within 5 business days of receiving the response.
- b. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he has provided all relevant documents with his appeal.
- c. At the President's sole discretion, grievance appeals may be held in one of the following two ways:
  - i. The President may review the information provided by the student and administration and make the final decision; or
  - ii. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
  - iii. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.

**4. Whichever process is chosen by the President, the decision of the grievance appeal is final.**

Retaliation against a student for filing a grievance is strictly prohibited.

**UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS**

Southwest Georgia Technical College follows the State Board policy and procedure as related to unlawful harassment and discrimination. A complete copy of the policy and procedure is available upon request from the Admissions Office.

I. Purpose:

- A. It is the policy of the Technical College System of Georgia that all students shall be provided an environment free of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation.
- B. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct.
- C. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion.
- D. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.
- E. The Department will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any student or employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal or expulsion.
- F. Any student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including, dismissal.

II. Applicability:

This procedure shall uniformly apply to all Department employees, technical college students, and other persons conducting business with the Department. This procedure applies to all interactions between staff and students, and between students, whether or not the interaction occurs during class or on or off campus.

III. Related Authority:

- Title IX of the Educational Amendments of 1972
- Titles VI and VII of the Civil Rights Act of 1964
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Procedure: Student Grievances

IV. Definitions:

For purposes of this procedure, the words listed below are defined as follows:

A. Unlawful Harassment (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment does one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment, or
2. Has the purpose or effect of unreasonably interfering with an individual's academic or work performance.

B. Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment):

Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the work place.

This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

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

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

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

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

D. Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:

1. Physical touching;
2. Sexual comments of a provocative or suggestive nature;
3. Suggestive looks or gestures;
4. Jokes, printed material or innuendoes intended for and directed to another employee;
5. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors).

This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

E. Discrimination: The denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, national origin, gender, sexual orientation, political affiliation, or handicap and disability.

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

V. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally.

- a. Allegations or suspicions of unlawful harassment



or unlawful retaliation may be reported by the complainant to any college employee, the President of the technical college, Legal Services at (404)679-1605, the Commissioner's Office at (404)679-1601, the Deputy Commissioner's Office at (404)679-1706, or by email at UnlawfulHarassment@dtae.org.

b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.

#### VI. Investigations

1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly.
2. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.
3. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.
4. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.
5. The local investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.
6. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

#### VII. Review and Disposition

1. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within 5 business days of receipt of the completed investigation.

2. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.

3. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).

4. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

#### VIII. Appeal by Complainant

1. If the complainant wishes to appeal the recommendation by the president that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the president's recommendation.

2. The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director, Legal Services  
1800 Century Place NE, Suite 400  
Atlanta, Georgia 30345-4304  
(404) 679-1615 (facsimile)  
UnlawfulHarassment@dtae.org

3. The Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment/retaliation/discrimination.

4. If the facts do support a finding of unlawful harassment/retaliation/discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.

5. If the facts do not support a finding of unlawful harassment/retaliation/discrimination, the matter will be closed.

6. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.

#### IX. RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

### STUDENT PROBATION OR SUSPENSION

A student may be issued a notice placing him/her on a probationary status for any of the following reasons:

- Unsatisfactory Progress
- Irregularity in Attendance
- Poor Conduct or Misconduct

The length of probation is determined by the gravity of deficiency. Continued violation of probationary status while on probation may result in suspension.

A student on academic probation, who also becomes deficient in attendance, may be suspended from Southwest Georgia Technical College and may not reapply for one (1) full semester.

Students who are deficient in attendance or conduct during a quarter may be placed on probation for a specified length of time. Students on probation must correct the deficiency during the probationary period or further disciplinary action will result. Students suspended from Southwest Georgia Technical College may not reapply for admission until after waiting one (1) full semester

### INTELLECTUAL PROPERTY

Southwest Georgia Technical College (SWGTC) is dedicated to fostering an environment that permits the development of intellectual property that improves the productivity of the College and enhances the teaching/learning environment. In order for the College to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the College and anyone providing work for the use of the College represents and warrants that such

works:

- A. Do not violate any law;
- B. Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- C. Do not libel, defame, or invade the privacy of any person or firm. For the purpose of this document, "intellectual property" includes materials which may be copyrighted, patented, and/or trademarked.

#### Ownership

The ownership of intellectual property will be determined according to the conditions described below.

- A. Ownership of intellectual property—when produced as a result of an assigned duty or with substantial use of College resources, facilities, or funds, or when release time is provided by the College specifically for the purpose of development—shall reside with Southwest Georgia Technical College.
- B. Ownership of intellectual property shall reside with the originator provided that there is no significant use of College/State resources.
- C. Ownership of materials developed by a student in fulfillment of a course requirement remains with the student creator. Neither the College nor a faculty or staff member may publish, copyright, sell, or otherwise infringe on the legal ownership of a student's intellectual property without the expressed, written permission of the student.
- D. Destruction or damaging of intellectual property created for the College (as outlined in section A. above) is considered to be theft or vandalism and will be dealt with as such.

Any employee of Southwest Georgia Technical College must obtain the express approval of the President prior to the development of intellectual property in whole or in part on College time which will not be exclusively owned by Southwest Georgia Technical College. (State Policy II.E.1)

**Copyrighted Material**

Literary works, textbooks, works of art, maps, computer software, musical and dramatic works, motion pictures and sound recordings, and other original works of authorship may be copyrighted. In order to be covered by copyright laws, the work must be in some tangible form, and it must be the product of original creative authorship. Ownership of copyrightable works must be consistent with the United States Copyright Law. The burden of obtaining the copyright, patent, license, and/or trade secret rights, including cost, is that of the owner.

**Revenue**

Revenue derived from the development of college-owned intellectual property is distributed to college revenue funds as determined by the Vice President for Administrative Services.

In the event that intellectual property is licensed to the originator, the full rights for the copyright, patent, or trademark, and any resulting royalties or profits, shall remain with the originator.

All cases in which questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, shall be referred to the Academic Affairs Committee for consideration, interpretation of policy, and decision. Appeal of a committee decision shall be to the Vice President for Administrative Services, then to the President, and finally to the Technical College System of Georgia (TCSG). Appeals within the College must be made in writing within thirty days of written notice of a final decision. Appeals to the TCSG shall be made in accordance with State Board policy.

**SATISFACTORY ACADEMIC STANDING/  
ACADEMIC PROBATION/DISMISSAL**

Students must maintain a minimum 2.0 cumulative GPA to be in satisfactory academic standing. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic semester. The semester GPA must be 2.0 or above at the end of the probationary semester to maintain satisfactory status. Failure to maintain satisfactory status during a probationary semester will result in dismissal. A student

dismissed due to academic deficiency may reapply for admission after waiting one (1) full semester. Upon readmission, the student must make a 2.0 or above each semester to maintain satisfactory standing or will be dismissed. Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program, but may apply for any other program at the College. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

Overall GPA must be 2.0 or better before students can graduate. Graduation grade point average is calculated on all courses attempted at SWGTC. When a course is taken more than once, the final grade only will be used in calculating the grade point average for graduation.

**HEALTH SCIENCE ACADEMIC REQUIREMENTS**

To fulfill the academic requirements of all programs in the School of Health Sciences, a minimum grade of "C" is required for progress from specified courses to more advanced courses. The grading system of all programs in the School of Health Sciences established passing grades that document student achievement of course competencies at levels acceptable for job entry. Students not attaining the minimum grades referenced above will be required to repeat the course(s) and achieve the minimum prior to continuing in the curriculum.

Students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must successfully complete with a grade of "C" or higher all ALHS, science and math courses within five (5) years and all prerequisites within two attempts. All academic history within the last five (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts. Anyone failing to meet this criteria will be counseled to apply to a program that does not require the failed ALHS or prerequisite(s). Any student accepted into a program in the School of Health Sciences who fails to attain a minimum grade of "C" in any occupationally or technically specific course will be required to repeat the course. Any student in the School of Health Sciences admitted to a program who fails to attain a minimum grade of "C" in an occupationally or technically specific course in two separate courses

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will be withdrawn from the program and will not be allowed to re-apply to that program in the School of Health Sciences. Two block failures in Practical Nursing prevents readmission to the Practical Nursing program at SWGTC. (One Block Failure equals failure in both a PNSG course and its matching PNSG clinical course.) This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other college. However, the student may apply to another program in the School of Health Sciences. A student returning for a second attempt in a program in the School of Health Sciences will be admitted based on seat availability and meeting competitive admissions requirements. Please be aware that programs in the School of Health Science may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

**Dismissal from the School of Health Sciences due to Critical Incident/ Sentinel Event:** any student dismissed from a program in the School of Health Sciences due to a critical incident / sentinel event will not be allowed to enter any other program in the School of Health Sciences. They will be counseled for another career field. Students will be made aware of the definition of Critical Incident / Sentient Event by program Faculty.

## DEMERITS SYSTEMS

### Clinical Demerit System for the School of Health Sciences

Students enrolled in select programs in the School of Health Sciences at Southwest Georgia Technical College will be subject to the following additional academic policies while in any clinical affiliate.

#### Assignment of Demerits

Instructors are provided the discretion to assign one to three demerits for the following behavior, with an increase in the assigned demerits for repeated offenses:

- failure to notify instructor/supervisor of absence or extended tardy
- failure to comply with uniform code (each department's uniform code will differ)
- performance of previously acquired competencies at less than accept able standards (as indicated by competency check-

offs)

- unprofessional conduct

Gross Misbehavior, including carelessness regarding patient care or equipment use, may prompt a committee review for the assignment of three or more demerits. The committee review may consist of the following individuals: Program Faculty, Program Clinical Adjuncts, the Dean for Academic Affairs, and a Representative from the Clinical Affiliate where the Gross Misbehavior occurred.

#### Dismissal due to Demerits

An accumulation of nine (9) or more demerits will result in automatic dismissal from the program. Any action that results in the assignment of three (3) or more demerits will result in the loss of one (1) letter grade in the respective course. Demerits assigned to students are cumulative through the length of the program (being retained from semester to semester)

### Automotive Technology Demerit System

Students enrolled in the Automotive Technology Program at Southwest Georgia Technical College will be subject to a demerit system. The following infractions will result in the listed number of demerits being earned. The following list is not inclusive as other violations may be unique to the situation or may qualify as unprofessional behavior. Demerits will be subtracted from the final average for the course(s) during which the demerits were earned.

- Failure to call in when absent/late 2
- Failure to bring books, tools, supplies 2
- Vehicle, equipment, college facilities abuse 2
- Failure to complete clean-up assignment 3
- Failure to store equipment/tools 3
- Unprofessional behavior 5
- Failure to complete lab activity 5
- Use of college computers not related to automotive studies 10
- Safety violation 10

## WELLNESS

We are pleased to provide you with an introduction to the concept of wellness. Wellness as a life-style seeks to enrich and promote activities that enhance complete well-being and thus increase the power students have available to accomplish educational and life goals. Living a life of relative equilibrium requires physical, mental, emotional, and social well-being. The contents of this Wellness Guide are designed to serve as your introduction to wellness. We hope you will find this guide useful and worth keeping for future reference. SWGTC sponsors special events throughout the year that provide information to the student body relating to personal wellness. The events are free and open to all students.

## LIFE SKILLS

### Stress/Time Management

Stress is a general description for our physical and emotional responses to changes or demands in our lives. The changes do not have to be negative to be stressful. Starting a new job can be just as stressful as being fired. Some of the changes we experience are “bombs,” major stresses like the death of a good friend. However, minor stresses are currently thought to have a larger cumulative effect on us than do the “bombs.”

Under stress, your heart beats faster, you breathe faster, your blood pressure goes up, and other metabolic changes occur. Psychologically you may feel rushed, nervous, or irritable; have difficulty concentrating; feel fatigued; and feel time pressured. Stress can also produce various physical symptoms like headaches and muscle tension, sleeplessness, and appetite changes.

Each of us has a unique stress profile. What is stressful for you may not be so for someone else. The same can be said for stress relievers; what works for you may not work for someone else. However, we can make certain generalizations. Good basic nutrition, coupled with regular exercise, regular rest, and regular involvement in an activity that you enjoy, help build up resistance to stress. It also appears that having one or more close friends with whom you can and do confide is important.

Finally, instruction in time management, stress management and relaxation techniques may be appropriate depending on your individual situation. If you feel stressed out, check out some of the relevant sections in this guide.

### Fitness

We have learned a great deal lately about the value of physical fitness. The strength, stamina, suppleness, and positive attitude that result from regular exercise play key roles in helping us achieve satisfaction in work and school, relationships, recreation and health. Conversely, lack of exercise has been associated with obesity, back problems, fatigue and perhaps most important, a weakened cardiovascular system which may be more susceptible to heart disease.

#### *There are many benefits to regular exercise.*

1. You'll feel better physically. Your heart will be stronger, heart and lungs will work more efficiently, and you will have more energy.
2. You'll feel better emotionally. People who exercise regularly report a positive sense of well-being. Exercise is a stress reducer, and there is evidence exercise helps relieve depression and insomnia.
3. You'll look better. Muscle tone will increase and a percentage of body fat will decrease. In addition to burning calories, exercise aids in decreasing your appetite.

A good fitness program should address three important areas: endurance, muscle strength, and flexibility. Remember, an exercise program is only beneficial if you stick with it. Be sure to choose exercises you enjoy. Once you have developed a well-rounded program, start slowly, work up gradually, and enjoy feeling great.

## PREVENTIVE HEALTH CARE

### Nutrition

Proper diet is the ultimate source of good health. Throughout life, it is nutrition gained through eating that builds the body up and

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gives it strength to repair itself. Once the diet is consumed, the body is very good at picking and choosing just the right nutrients for the different areas and systems to insure proper functioning. If the diet lacks some essential ingredients, the body has no way to get it.

To insure a proper diet, nutritionists say to eat a variety of foods. The building blocks which provide the body's needs are: water, vitamins, minerals, protein, carbohydrates, and fats. Most guides on this subject suggest you eat foods from these four groups daily:

1. Milk Group—milk (2 glasses daily), cheese, or other milk-source foods;
2. Meat Group—fish, meat, poultry (2 servings daily); dried beans, nuts and peanut butter are alternatives;
3. Vegetable & Fruit Group—dark garden vegetables or deep yellow fruits (for vitamin A), citrus fruit and tomatoes (for vitamin C) (4 servings daily); and
4. Bread & Cereal Group—enriched or whole grain (4 servings daily).

These 4 groups are the foundation for a balanced diet. The number of servings of food recommended from each group is based on the amounts of leader nutrients you need and the amounts that are in the foods. In addition to balancing among the basic four food groups, it is well to avoid too much sugar, salt (sodium), fat, saturated fats, and cholesterol while increasing your intake of complex carbohydrates (fruits and vegetables) and fiber.

Good eating habits will also help you to avoid tooth decay. Decay causing bacteria thrive on sugar, so try to stay away from sticky sweet foods that linger in your mouth and promote tooth decay.

### Weight Reduction

Present estimates are that 40 to 80 million Americans fall into the overweight category. Twenty million Americans are “clinically obese”—one person in ten. Hundreds of fad diets hit the market each year, and each diet is advertised as the latest sure-cure for obesity. However, experience shows that short term restrictive diets produce short-lived successes. No wonder

Americans go on an average of 1.4 diets per person per year!

We have perhaps been too successful at developing work-saving devices that require less and less expenditure of human energy. Eating has become a socially preferred and culturally conditioned activity. We have grown up in the midst of plenty, so we eat plenty. These are some of the reasons we are fat, but they are also poor excuses.

How can you begin to balance your energy needs and your eating? You've got to begin with a belief in your own ability to control your eating.

Develop sound nutritional habits. That means eating foods from all four food groups (see Nutrition) and eating reasonable portions. Junk foods like soft drinks, candy, chips, pies, cakes, and cookies are loaded with sugar, fats and calories. They are best avoided. Eating well-balanced meals, including breakfast, will prevent the munchies and get you off to a good start.

Increase your energy expenditure through daily exercise and recreation. This burns calories and also helps maintain muscle tone. Take the stairs, or ride your bike instead of driving. Weather in the area makes it easy for you to be active outdoors all year. Start these changes slowly and work up, making it a regular part of your daily routine.

Do you eat when you are bored or when you study, even if you are not hungry? Do you eat too fast or too much before you know it? Try to be aware of your eating behavior, and try to be responsive to your body's needs.

If need be, get involved in changing your eating habits either through joining a weight reduction program or by beginning to manage your weight problem on your own.

### Drug Use and Abuse

Many people use and abuse drugs and don't realize it. They don't think that foods and drinks contain drugs. Here is some information on different drugs you may encounter. If you determine you have a drug dependency problem or just want more information, please contact a

counselor located in the Admissions Office.

**Alcohol:** Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

**Aspirin:** This is one of the most commonly abused drugs. However, it is also one of the most useful medicines. It has three functions:

1. analgesia (pain relieving);
2. anti-inflammatory (reduces redness and swelling); and
3. antipyretic (reduces fever).

With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries, and illnesses. Aspirin should be avoided if you have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

**Caffeine:** The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

**Marijuana:** Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "a motivational syndrome,"—loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

**Narcotics:** This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

**Psychedelic Drugs:** The major psychedelics are Mescaline, Psilocybin, and LSD. These

drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be disastrous. There is a great danger of bodily injury to self and others.

**Sedatives:** Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. However, they are physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

**Stimulants:** The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are harmful. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at anytime, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

**Tobacco:** Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one voluntary health risk. Tobacco use increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse—smoke-less tobacco—is just as dangerous and addicting as smoking. The greatest risk is oral

cancer, but it also causes dental problems— tooth decay, bad breath, discolored teeth, and gum disease.

## ALCOHOL

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice—to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent—it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drowning, and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions, and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. “Blackouts,” or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.
5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently—more than four times a year.
8. Injuring oneself or someone else while intoxicated.
9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don’t be afraid to talk to him or her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Our counselors can help by referring individuals with drinking problems to the appropriate agency or support group. Drug and/or alcohol counseling, treatment, and rehabilitation programs are available at:

### ***Archbold Northside Center***

401 Albany Road  
Thomasville, GA 31792  
Phone: (229) 228-8100

If other assistance is necessary, contact a counselor in Student Affairs or call (229) 225-5060. Other important numbers you may need are:

### ***Alcohol Hotline***

1-800-ALCOHOL (252-6465)

### ***The Haven Battered Women’s Shelter Inc.***

1-800-273-4823

### ***Battered Women/Domestic Violence Hotline***

1-800-334-2836

### ***Thomas County/Thomasville Narcotics/Vice Division***

(229) 225-3305

### ***Georgia Pines Crisis Line (Mental Health, Mental Retardation, and Substance Abuse)***

1-800-531-1936

Georgia Pines has three centers for non-crisis calls dealing with Substance Abuse and Mental Health

### ***Halcyon Home, Inc. (Domestic Violence/Shelter)***

(229) 226-6666

1-800-284-9980

### ***Mitchell County Mental Health Center***

339 Pride Street  
Pelham, Georgia 31779-1508  
(229) 294-6509

### ***Grady County Mental Health Center***

130 1st St. N.E.  
Cairo, Georgia 31728  
(229) 377-5700



**Psychiatrists**

Darin Drury, MD  
 Behavioral & Psychiatric Care  
 401 Albany Road  
 Thomasville, GA 31792  
 229-228-8100

Henry A. Engenio, MD  
 602 Victoria Place  
 Thomasville, GA 31792  
 229-225-9050

Kenneth Fuller, MD  
 Angela Fuller, MS  
 116 Hansell Street  
 Thomasville, GA 31792  
 229-226-7060

**IMMUNIZATIONS**

ALL STUDENTS ARE STRONGLY ENCOURAGED TO SEEK IMMUNIZATION FOR PREVENTABLE DISEASES—ESPECIALLY MEASLES, MUMPS, AND RUBELLA.

**Diphtheria and Tetanus:** Routine immunization against diphtheria, tetanus, and pertussis (whooping cough) in childhood has been common practice in the United States for the past 30 years. If you didn't get your "baby shots," primary immunization can be done as an adult in a series of three shots. It is recommended that all persons who have had primary immunization receive booster doses every 10 years. Under certain conditions, such as treatment of a puncture wound or an unclean wound, more frequent injections may be indicated.

**Measles (Rubeola) Vaccine:** Rubella is a common childhood rash disease, and childhood cases are often overlooked or misdiagnosed because signs and symptoms vary. The most common features of rubella include enlarged lymph nodes, joint pain, and a transient rash usually with low fever. Rubella vaccine has been available since 1969, and it is recommended that everyone receive a vaccination, not so much to prevent the benign illness as to provide protection for women of childbearing age. If a woman becomes infected during the first three months of pregnancy, there is a risk of serious birth defects. It is recommended that you check your vaccination record, and if in doubt, we recommend a blood test for rubella antibodies. If the blood test indicates that antibodies are not present, you are susceptible to rubella; and immunization will be offered after contraception counseling. With rubella, as with other live-virus vaccines, there is a theoretical risk to the fetus if a woman is vaccinated during pregnancy.

**Mumps Vaccine:** Live-virus mumps vaccine was first introduced in 1967. The vaccine produces a subclinical (mild or no symptoms) non-communicable (non "catching") infection with very few side effects. On the other hand, mumps itself can be serious in adults, so it is important to have immunity. Mumps virus vaccine is available to anyone without history of the disease or of effective vaccination.

**Hepatitis:** Hepatitis is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment and the outcome of Hepatitis B is variable and can be lethal. 5 - 10% of infected persons become carriers.

Vaccination is strongly recommended. The vaccine is safe, immunogenic and effective in preventing Hepatitis B. The vaccine is produced in yeast cells and is purified by chemical and physical methods and is free of human blood products.

The vaccine series is given in three (3) doses, I M only into the deltoid muscle. The three (3) doses are given as follows: a. first dose; b. second dose, one month later; and c. third dose, six months after the first dose.

**Varicella (Chickenpox) Vaccine:** Chickenpox is a disease caused by infection with the varicella zoster virus, which causes fever and an itchy rash. It is highly contagious and spread by coughing, sneezing, direct contact, and aerosolization of virus from skin lesions. Varicella vaccine can prevent this disease. Currently, two doses of vaccine are recommended for children and adults.

**Rabies Vaccine:** Rabies is an acute and deadly disease caused by a viral infection of the central nervous system. The rabies virus is most often spread by a bite and saliva from an infected (Rabid) animal. The first rabies vaccine was developed in the early 1960's. All rabies vaccines currently available for humans are made from killed rabies virus.

Pre-exposure rabies vaccines are administered by a series of three (3) injections as follows: a. first dose; b. second dose, seven (7) days later; and c. third dose, 21 or 28 days after the first dose. Booster doses are recommended every two years for those individuals who continue to be at increased risk of contracting rabies to maintain protective antibody levels.



## Course Descriptions

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### **ACCT 1100 – Financial Accounting I**

4.00 Credits

*Pre-requisite(s): Program Admission or Advisor Approval*

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

### **ACCT 1105 – Financial Accounting II**

4.00 Credits

*Pre-requisite(s): ACCT 1100 (For Provisional Students: Advisor Approval and ACCT 1100)*

Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.

### **ACCT 1110 – Managerial Accounting**

3.00 Credits

*Pre-requisite(s): ACCT 1105*

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

### **ACCT 1115 – Computerized Accounting**

3.00 Credits

*Pre-requisite(s): ACCT 1100, COMP 1000*

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

### **ACCT 1120 – Spreadsheet Applications**

4.00 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

### **ACCT 1125 – Individual Tax Accounting**

3.00 Credits

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

### **ACCT 1130 – Payroll Accounting**

3.00 Credits

*Pre-requisite(s): ACCT 1100*

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

**ACCT 2100 – Accounting Internship I**

4.00 Credits

*Pre/Co-requisite(s): Must be taken last semester before graduation*

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

**ACCT 2105 – Accounting Internship II**

8.00 Credits

*Pre/Co-requisite(s): Must be taken last semester before graduation*

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

**ACCT 2110 – Accounting Simulation**

3.00 Credits

*Pre-requisite(s): ACCT 1105, ACCT 1120  
Pre/Co-requisite(s): ACCT 1115*

Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

**ACCT 2145 – Personal Finance**

3.00 Credits

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

**ACCT 2150 – Principles of Auditing**

3.00 Credits

*Pre-requisite(s): ACCT 1105*

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

## Course Descriptions

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### **ACCT 2155 – Principles of Fraud Examination**

3.00 Credits

*Pre-requisite(s): Program Admission*

Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

### **AGRI 1110 – Service Technician Fundamentals**

3.00 Credits

Provides instruction on the proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Safety and proper operation of pullers and presses will be demonstrated and practiced. Also included will be setup of equipment using specifications provided by the manufacturer so that it is field ready. Proper use of shop tools and shop equipment is emphasized including proper torquing of attaching hardware. Further study of the John Deere Service ADVISOR program will be covered and students will learn how to navigate and use all of the functions of program and to incorporate it while diagnosing problems.

### **AGRI 1120 – Basic Diesel Engines**

3.00 Credits

Course deals with basic physical principles, operation, and construction of two- and four-stroke cycle engines. It includes ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines.

### **AGRI 1130 – Basic Power Trains**

2.00 Credits

Provides instruction on the theory of power transmissions from engine to traction wheels. Includes function and operation of gears, chains, clutches, planetary gears, drivelines, differentials, and transmissions. Complete disassembly, inspection, and reassembly of clutches, 2-speed planetaries, differentials, final drives, mechanical front-wheel drive, power take-offs, and transmissions. Proper set-up and adjustment of differentials and final drives using bearing pre-loads, shimming, rolling drag, etc. will be covered as well.

### **AGRI 1140 – Basic Hydraulics**

2.00 Credits

Hydraulic theory emphasizing pressure and flow relationship, comparison between open-center and closed-center hydraulics systems, and discussion and tear-down of hydraulic components such as variable and fixed displacement pumps, motors, control valves, relief valves, flow control valves, cylinders, filters, reservoirs, lines, and fittings. Simple pressure and flow test and the study of JIC schematics will prepare the student for advanced hydraulics.

### **AGRI 1150 – Basic Electrical/Electronics**

2.00 Credits

Basic electrical principles and applications of magnetism, electromagnetism, and electromagnetic induction, voltage, current, and resistance using ohm's law will be discussed. Basic operation and diagnostics of charging systems, starting circuits, series and parallel circuits, and batteries will be covered as well. The theory of operation of electrical and electronic components will be discussed as well as basic computer and controller circuits as they relate to John Deere equipment.

**AGRI 1160 – Air Conditioning Systems**

2.00 Credits

The theory of operation, component function, and diagnosis of both manual and automatic temperature control systems will be studied. The students will use refrigerant recovery machines for R-134a refrigerant and will learn the proper procedures and guidelines for retrofitting systems from R-12 to R-134a. Heavy emphasis will be put diagnosing air conditioning problems with the proper tools and equipment.

**AGRI 1170 – Harvesting Equipment & AMS Equipment Set-up**

3.00 Credits

*Pre-requisite(s): AGRI 1130, AGRI 1140, AGRI 1150*

This course covers the theory, design, principles of operation and adjustment, trouble shooting and repair of harvesting equipment including combines, cotton pickers, and hay equipment. Heavy emphasis will be put on crop flow through the machine and initial field preparation adjustments. Students must have a basic understanding of power trains, electrical systems, and hydraulics for successful completion. The installation and set-up of AMS equipment will also be covered.

**AGRI 2110 – Advanced Engines & Diagnostics**

2.00 Credits

*Pre-requisite(s): AGRI 1120, AGRI 1150*

Course deals with the theory of operation and diagnostics and repair of all John Deere fuel systems, electronic engine controls, and current emissions regulations and components. Heavy emphasis will be put on engine diagnostics using John Deere software as well as on board machine diagnostics. Proper repair and replacement procedures for fuel system components using proper tools and equipment will also be covered.

**AGRI 2120 – Advanced Hydraulics & Diagnostics**

2.00 Credits

Course deals with more machine specific hydraulic systems on current production machines. The theory of operation of complete hydraulic systems will be studied as well as in depth diagnostic procedures and methods according to the appropriate technical manuals. Students will enroll and take the online John Deere hydraulic systems overview courses and complete the online final assessment.

**AGRI 2130 – Advanced Electrical/Electronics**

2.00 Credits

*Pre-requisite(s): AGRI 1110, AGRI 1150*

Course deals with more advanced electrical/electronic systems consisting of multiple electronic controller circuits and control functions. In depth study of these systems and how they interact and function with other electronic controllers and the machine will be covered. Students will also enroll and take the online John Deere electrical systems courses and complete the online final assessment. Heavy emphasis will be placed on diagnostic methods and procedures.

**AGRI 2140 – Advanced Power Trains and Diagnostics**

2.00 Credits

*Pre-requisite(s): AGRI 1110, AGRI 1130, AGRI 1150*

This course provides an in-depth study of power trains with diagnosis and repair of problems encountered in everyday use. Students will use manuals and specifications in determining time, parts, and total cost in the repair of projects. Specialty tools will be introduced and their use, care, and importance stressed.

## Course Descriptions

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### **AGRI 2210 – Dealer Internship I**

12.00 Credits

During the dealer internship/co-operative work experience, the student gains the practical knowledge necessary for optimum job performance. The student will be required to function in the sponsoring dealership's work environment under the supervision of the dealership management personnel or co-op training coordinator.

### **AGRI 2220 – Dealer Internship II**

12.00 Credits

During the dealer internship/co-operative work experience, the student gains the practical knowledge necessary for optimum job performance. The student will be required to function in the sponsoring dealership's work environment under the supervision of the dealership management personnel or co-op training coordinator.

### **AIRC 1005 – Refrigeration Fundamentals**

4.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

### **AIRC 1010 – Refrigeration Principles and Practices**

4.00 Credits

*Pre/Co-requisite(s): AIRC 1005*

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

### **AIRC 1020 – Refrigeration Systems Components**

4.00 Credits

*Pre/Co-requisite(s): AIRC 1050*

This course provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

### **AIRC 1030 – HVACR Electrical Fundamentals**

4.00 Credits

*Pre-requisite(s): Provisional Admission*

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

### **AIRC 1040 – HVACR Electrical Motors**

4.00 Credits

*Pre/Co-requisite(s): AIRC 1030*

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

### **AIRC 1050 – HVACR Electrical Components and Controls**

4.00 Credits

*Pre/Co-requisite(s): AIRC 1030*

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.



**AIRC 1060 – Air Conditioning Systems Applications and Installation**

4.00 Credits

*Pre/Co-requisite(s): AIRC 1010, AIRC 1030*

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

**AIRC 1070 – Gas Heat**

4.00 Credits

*Pre-requisite(s): AIRC 1030*

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

**AIRC 1080 – Heat Pumps and Related Systems**

4.00 Credits

*Pre-requisite(s): AIRC 1010, AIRC 1030*

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

**AIRC 1090 – Troubleshooting Air Conditioning Systems**

4.00 Credits

*Pre-requisite(s): AIRC 1010, AIRC 1030*

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

**ALHS 1011 – Anatomy and Physiology**

5.00 Credits

*Pre-requisite(s): Program Admission*

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

**ALHS 1040 – Introduction to Health Care**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

**ALHS 1058 – Laboratory Screening and Monitoring**

3.00 Credits

*Pre-requisite(s): PHLT 1030*

Introduces students to specific patient care techniques and to point of care testing. Topics include: lab equipment function and troubleshooting, and quality assurance and control.

**ALHS 1060 – Diet and Nutrition for Allied Health Sciences**

2.00 Credits

*Pre-requisite(s): Program Admission*

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education. This course is the equivalent of PNSG 1030 – Clinical Nutrition and PNSG 2010 – Diet and Nutrition for Allied Health Sciences.

## Course Descriptions

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### **ALHS 1090 – Medical Terminology for Allied Health Sciences**

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: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

### **ARTS 1101 – Art Appreciation**

3.00 Credits

*Pre/Co-requisite(s): ENGL 1101*

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

### **AUTT 1010 – Automotive Technology Introduction**

2.00 Credits

*Pre/Co-requisite(s): Provisional Admission*

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

### **AUTT 1020 – Automotive Electrical Systems**

7.00 Credits

*Pre/Co-requisite(s): AUTT 1010*

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

### **AUTT 1030 – Automotive Brake Systems**

4.00 Credits

*Pre/Co-requisite(s): AUTT 1010*

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

### **AUTT 1040 – Automotive Engine Performance**

7.00 Credits

*Pre/Co-requisite(s): AUTT 1020*

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

### **AUTT 1050 – Automotive Suspension and Steering Systems**

4.00 Credits

*Pre/Co-requisite(s): AUTT 1010*

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

**AUTT 1060 – Automotive Climate Control Systems**

5.00 Credits

*Pre/Co-requisite(s): AUTT 1020*

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

**AUTT 1070 – Automotive Technology Internship**

4.00 Credits

*Pre/Co-requisite(s): AUTT 1010, AUTT 1020, AUTT 1030*

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the semester to receive credit for this course.

**AUTT 2010 – Automotive Engine Repair**

6.00 Credits

*Pre/Co-requisite(s): AUTT 1010*

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

**AUTT 2020 – Automotive Manual Drive Train and Axles**

4.00 Credits

*Pre/Co-requisite(s): AUTT 1010*

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

**AUTT 2030 – Automotive Automatic Transmissions and Transaxles**

5.00 Credits

*Pre/Co-requisite(s): AUTT 1020*

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

## Course Descriptions

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### **BIOL 1111 – Biology I**

3.00 Credits

*Pre-requisite(s): Program Admission*

*Pre/Co-requisite(s): BIOL 1111L*

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

### **BIOL 1111L – Biology Lab I**

1.00 Credit

*Pre-requisite(s): Program Admission*

*Pre/Co-requisite(s): BIOL 1111*

Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

### **BIOL 1112 - Biology II**

3.00 Credits

*Pre-requisite(s): BIOL 1111, BIOL 1111L*

*Pre/Co-requisite(s): BIOL 1112L*

Provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

### **BIOL 1112L - Biology Lab II**

1.00 Credits

*Pre-requisite(s): BIOL 1111, BIOL 1111L*

*Pre/Co-requisite(s): BIOL 1112*

Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

### **BIOL 2113 – Anatomy and Physiology I**

3.00 Credits

*Pre-requisite(s): Program Admission*

*Pre/Co-requisite(s): BIOL 2113L, ENGL 1101*

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

### **BIOL 2113L – Anatomy and Physiology Lab I**

1.00 Credits

*Pre/Co-requisite(s): BIOL 2113*

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

### **BIOL 2114 – Anatomy and Physiology II**

3.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L*

*Pre/Co-Requisite(s): BIOL 2114L*

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

### **BIOL 2114L – Anatomy and Physiology Lab II**

1.00 Credit

*Pre-requisite(s): BIOL 2113, BIOL 2113L*

*Pre/Co-Requisite(s): BIOL 2114*

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2117 – Introductory Microbiology**

3.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L*

*Pre/Co-Requisite(s): BIOL 2117L*

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

**BIOL 2117L – Introductory Microbiology Lab**

1.00 Credit

*Pre-requisite(s): BIOL 2113, BIOL 2113L*

*Pre/Co-Requisite(s): BIOL 2117*

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

**BMET 1231 – Medical Equipment Function and Operation I**

4.00 Credits

*Pre-requisite(s): ALHS 1011*

This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

**BMET 1232 – Medical Equipment Function and Operation I Internship**

4.00 Credits

*Pre/Co-Requisites: BMET 1231*

This course challenges the online study with hands-on electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

**BMET 2242 – Medical Equipment Function and Operation II**

4.00 Credits

*Pre-requisite(s): BMET 1231*

Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

**BMET 2243 – Medical Equipment Function and Operation II Internship**

4.00 Credits

*Pre/Co-Requisites: BMET 2242*

Continues the hands-on study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

**BUSN 1100 – Introduction to Keyboarding**

3.00 Credits

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

**BUSN 1190 – Digital Technologies in Business**

2.00 Credits

*Pre-requisite(s): COMP 1000*

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

## Course Descriptions

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### **BUSN 1240 – Office Procedures**

3.00 Credits

*Pre-requisite(s): COMP 1000*

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

### **BUSN 1400 – Word Processing Applications**

4.00 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

### **BUSN 1410 – Spreadsheet Concepts and Applications**

4.00 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

### **BUSN 1420 – Database Applications**

4.00 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.

### **BUSN 1430 – Desktop Publishing and Presentation Applications**

4.00 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

### **BUSN 1440 – Document Production**

4.00 Credits

*Pre-requisite(s): Demonstrated ability to key at least 25 wpm on a 3-minute timing with no more than 3 errors.*

*Pre/Co-requisite(s): COMP 1000*

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

**BUSN 2160 – Electronic Mail Applications**

2.00 Credits

*Pre-requisite(s): Program Admission, COMP 1000*

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

**BUSN 2190 – Business Document Proofreading and Editing**

3.00 Credits

*Pre-requisite(s): ENGL 1010 or ENGL 1101*

*Pre/Co-requisite(s): BUSN 1440*

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreader’s marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

**BUSN 2200 – Office Accounting**

4.00 Credits

*Pre-requisite(s): Program Admission*

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

**BUSN 2210 – Applied Office Procedures**

3.00 Credits

*Pre-requisite(s): BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440*

*Pre/Co-Requisite(s): BUSN 2190, (ACCT 1100 or BUSN 2200)*

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

**BUSN 2240 – Business Administrative Assistant Internship I**

4.00 Credits

*Pre-requisite(s): Must be in the last semester of the program.*

Provides student work experience in a professional office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2300 – Medical Terminology**

2.00 Credits

*Pre-requisite(s): Program Admission*

Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

## Course Descriptions

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### **BUSN 2310 – Anatomy and Terminology for the Medical Administrative Assistant**

3.00 Credits

*Pre-requisite(s): Program Admission*

Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

### **BUSN 2320 – Medical Document Processing/Transcription**

4.00 Credits

*Pre-requisite(s): BUSN 1440, (BUSN 2300 or ALHS 1090), (BUSN 2310 or ALHS 1011), ENGL 1010*

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

### **BUSN 2330 – Adv Medical Document Processing/Transcription**

4.00 Credits

*Pre-requisite(s): BUSN 2320*

Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

### **BUSN 2340 – Medical Administrative Procedures**

4.00 Credits

*Pre-requisite(s): BUSN 1440, (BUSN 2300 or ALHS 1090), (BUSN 2310 or ALHS 1011), COMP 1000*

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

### **BUSN 2370 – Medical Office Billing/Coding/Insurance**

3.00 Credits

*Pre-requisite(s): (ALHS 1011 or BUSN 2310) & (ALHS 1090 or BUSN 2300)*

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.



**BUSN 2380 – Medical Administrative Assistant Internship I**

4.00 Credits

*Pre-requisite(s): Must be in the last semester of the program.*

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

**CHEM 1211 – Chemistry I**

3.00 Credits

*Pre-requisite(s): MATH 1111**Pre/Co-requisite(s): CHEM 1211L*

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

**CHEM 1211L – Chemistry Lab I**

1.00 Credit

*Pre-requisite(s): MATH 1111**Pre/Co-requisite(s): CHEM 1211*

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

**CHEM 1212 – Chemistry II**

3.00 Credits

*Pre-requisite(s): CHEM 1211, CHEM 1211L, MATH 1111**Pre/Co-requisite(s): CHEM 1212L*

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

**CHEM 1212L – Chemistry Lab II**

1.00 Credit

*Pre-requisite(s): CHEM 1211, CHEM 1211L, MATH 1111**Pre/Co-requisite(s): CHEM 1212*

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

**CHEM 1151 - Survey of Inorganic Chemistry**

3.00 Credits

*Pre-requisite(s): MATH 1101 OR MATH 1111**Pre/Co-requisite(s): CHEM 1151L*

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1151L - Survey of Inorganic Chemistry Lab**

1.00 Credits

*Pre-requisite(s): MATH 1101 OR MATH 1111**Pre/Co-requisite(s): CHEM 1151*

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

## Course Descriptions

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### **CHEM 1152 - Survey of Organic Chemistry and Biochemistry**

3.00 Credits

*Pre-requisite(s): CHEM 1151, CHEM 1151L*

*Pre/Co-requisite(s): CHEM 1152L*

Provides an introduction to organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides; the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as, intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

### **CHEM 1152L - Survey of Organic Chemistry and Biochemistry Lab**

1.00 Credits

*Pre-requisite(s): CHEM 1151, CHEM 1151L*

*Pre/Co-requisite(s): CHEM 1152*

Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

### **CIST 1001 – Computer Concepts**

4.00 Credits

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

### **CIST 1122 – Hardware Installation and Maintenance**

4.00 Credits

*Pre-requisite(s): Program Admission*

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

### **CIST 1130 – Operating Systems Concepts**

3.00 Credits

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

### **CIST 1180 – Advanced Topics in Operating Systems**

3.00 Credits

*Pre-requisite(s): CIST 1130 or Advisor Approval*

Provides an in-depth study of operating system functions, utilities, and commands across multiple platforms. Topics include: Command Line interface (CLI), file systems and directory structures, boot sequence, temp files, swap files, page files, memory dumps, registry, .ini files, system configuration files, and the recycle bin.

**CIST 1220 – Structured Query Language**

3.00 Credits

*Pre-requisite(s): (CIST 1001, CIST 1305, COMP 1000) or Advisor Approval*

Includes basic database design concepts and solving database retrieval and medication problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

**CIST 1305 – Program Design and Development**

3.00 Credits

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

**CIST 1401 – Computer Networking Fundamentals**

4.00 Credits

*Pre-requisite(s): Program Admission*

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

**CIST 1601 – Information Security Fundamentals**

3.00 Credits

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

**CIST 1602 – Security Policies and Procedures**

3.00 Credits

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

**CIST 2120 – Supporting Application Software**

4.00 Credits

*Pre-requisite(s): COMP 1000 or Advisor Approval*

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

## Course Descriptions

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### **CIST 2122 – A+ Preparation**

4.00 Credits

*Pre-requisite(s): CIST 1122 or Advisor Approval*

This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

### **CIST 2127 – Comprehensive Word Processing Techniques**

4.00 Credits

This course provides students with knowledge in word processing software. Word processing topics include: creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

### **CIST 2128 – Comprehensive Spreadsheet Techniques**

3.00 Credits

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include: creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

### **CIST 2129 – Comprehensive Database Techniques**

4.00 Credits

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, data integration concepts, and troubleshooting and supporting databases.

### **CIST 2411 – Microsoft Client**

4.00 Credits

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

### **CIST 2412 – Microsoft Server Directory Services**

4.00 Credits

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft Directory Services.

### **CIST 2413 – Microsoft Server Infrastructure**

4.00 Credits

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft network infrastructure.

### **CIST 2414 – Windows Server Administrator**

4.00 Credits

Provides Students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

**CIST 2441 – Networking for Home and Small Businesses**

4.00 Credits

*Pre-requisite(s): Program Admission*

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

**CIST 2442 – Working at a Small-to-Medium Business or ISP**

4.00 Credits

*Pre-requisite(s): CIST 2441 or Advisor Approval*

This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

**CIST 2443 – Cisco Routing and Switching**

4.00 Credits

*Pre/Co-requisite(s): CIST 2442 or Advisor Approval*

The students will be familiarized with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

**CIST 2444 – Designing and Supporting Computer Networks**

4.00 Credits

*Pre-requisite(s): CIST 2443 or Advisor Approval*

This course introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role laying exercises that students complete while developing their network upgrade proposals.

**CIST 2630 – Computer Forensics & Data Identification**

3.00 Credits

*Pre-requisite(s): CIST 1122, CIST 1130, CIST 1180 or Advisor Approval*

Provides a study of computer forensic techniques that will teach the techniques needed to harvest, identify, and analyze data while maintaining the legal and ethical standards needed to produce evidence that is admissible in court. Topics include: Computer Forensics, Ethical practices, Sterile Media, Computer Forensic Tools, Evidence Collection, Evidence Analysis, and Documentation.

**CIST 2921 – IT Analysis, Design, and Project Management**

4.00 Credits

*Pre-requisite(s): CIST 1305 or Advisor Approval*

IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

## Course Descriptions

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### **CLBT 1010 – Introduction to Clinical Laboratory Technology**

3.00 Credits

*Pre-requisite(s): Program Admission*

Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

### **CLBT 1030 – Urinalysis/Body Fluids**

2.00 Credits

*Pre/Co-requisite(s): BIOL 2113, BIOL 2113L, CLBT 1010*

Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

### **CLBT 1040 – Hematology/Coagulation**

5.00 Credits

*Pre/Co-requisite(s): ALHS 1090, BIOL 2113, BIOL 2113L, CLBT 1010*

Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dyscrasias, safety and quality control, and process improvement.

### **CLBT 1050 – Serology/Immunology**

3.00 Credits

*Pre/Co-requisite(s): CLBT 1010*

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math, common serological techniques, safety and quality control, and process improvement.

### **CLBT 1060 - Immunohematology**

5.00 Credits

*Pre-requisite(s): CLBT 1050*

Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

### **CLBT 1070 – Clinical Chemistry**

5.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, CHEM 1211, CHEM 1211L*

*Pre/Co-requisite(s): CLBT 1010, CHEM 1212, CHEM 1212L*

Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

**CLBT 1080 - Microbiology**

6.00 Credits

*Pre-requisite(s): CLBT 1010*

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

**CLBT 2090 – Clinical Phlebotomy, Urinalysis, and Serology Practicum**

3.00 Credits

*Pre-requisite(s): CLBT 1010, CLBT 1030, CLBT 1050*

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**CLBT 2100 – Clinical Immunohematology Practicum**

4.00 Credits

*Pre-requisite(s): CLT 1060*

Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen processing; slide and tube Immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**CLBT 2110 – Clinical Hematology/Coagulation Practicum**

4.00 Credits

*Pre-requisite(s): CLBT 1040*

Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

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## Course Descriptions

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### **CLBT 2120 – Clinical Microbiology Practicum**

4.00 Credits

*Pre-requisite(s): CLBT 1080*

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

### **CLBT 2130 – Clinical Chemistry Practicum**

4.00 Credits

*Pre-requisite(s): CLBT 1070*

Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immuno chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

### **CLBT 2200 - CLT Certification Review**

2.00 Credits

*Pre-requisites: CLBT 1030, CLBT 1040, CLBT 1050, CLBT 1060, CLBT 1070, CLBT 1080*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

### **COMP 1000 – Introduction to Computers**

3.00 Credits

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

### **COSM 1000 – Introduction to Cosmetology Theory**

4.00 Credits

*Pre-requisite(s): Program Admission*

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.



**COSM 1010 – Chemical Texture Services**

3.00 Credits

*Pre/Co-requisite(s): COSM 1000*

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

**COSM 1020 – Hair Care and Treatment**

2.00 Credits

*Pre/Co-requisite(s): COSM 1000*

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

**COSM 1030 – Haircutting**

3.00 Credits

*Pre/Co-requisite(s): COSM 1000*

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

**COSM 1040 - Styling**

3.00 Credits

*Pre/Co-requisite(s): COSM 1000*

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

**COSM 1050 – Hair Color**

3.00 Credits

*Pre/Co-requisite(s): COSM 1000*

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

**COSM 1060 – Fundamentals of Skin Care**

3.00 Credits

*Pre/Co-requisite(s): COSM 1000*

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

## Course Descriptions

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### **COSM 1070 – Nail Care and Advanced Techniques**

3.00 Credits

*Pre/Co-requisite(s): COSM 1000*

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

### **COSM 1080 – Cosmetology Practicum I**

4.00 Credits

*Pre-requisite(s): COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1060*

*Pre/Co-requisite(s): COSM 1050, COSM 1070*

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

### **COSM 1090 – Cosmetology Practicum II**

4.00 Credits

*Pre/Co-requisite(s): COSM 1080*

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

### **COSM 1100 – Cosmetology Practicum III**

4.00 Credits

*Pre/Co-requisite(s): COSM 1090*

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**COSM 1110 – Cosmetology Practicum IV**

4.00 Credits

*Pre/Co-requisite(s): COSM 1100*

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

**COSM 1120 – Salon Management**

3.00 Credits

*Pre/Co-requisite(s): COSM 1000*

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

**CRJU 1010 – Introduction to Criminal Justice**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

**CRJU 1030 - Corrections**

3.00 Credits

*Pre-requisite(s): Program Admission*

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

**CRJU 1040 – Principles of Law Enforcement**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

**CRJU 1062 – Methods of Criminal Investigation**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

## Course Descriptions

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### **CRJU 1063 – Crime Scene Processing**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

### **CRJU 1072 – Introduction to Forensic Science**

3.00 Credits

*Pre-requisite(s): Program Admission*

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

### **CRJU 1065 – Community-Oriented Policing**

3.00 Credits

*Pre-requisite(s): Program Admission*

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

### **CRJU 1075 – Report Writing**

3.00 Credits

*Pre-requisite(s): Program Admission*

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

### **CRJU 1068 – Criminal Law for Criminal Justice**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

**CRJU 1400 – Ethics and Cultural Perspectives for Criminal Justice**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

**CRJU 2020 – Constitutional Law for Criminal Justice**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

**CRJU 2050 – Criminal Procedure**

3.00 Credits

*Pre-requisite(s): Program Admission*

Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Law Enforcement/Overview of Constitutional Law.

**CRJU 2060 - Criminology**

3.00 Credits

*Pre-requisite(s): Program Admission*

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

**CRJU 2070 – Juvenile Justice**

3.00 Credits

*Pre-requisite(s): Program Admission*

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

**CRJU 2090 – Criminal Justice Practicum**

3.00 Credits

*Pre-requisite(s): Completion of all required program courses.*

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

**CRJU 2100 – Criminal Justice Externship**

3.00 Credits

*Pre-requisite(s): Completion of all required program courses.*

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

## Course Descriptions

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### **CRJU 2110 – Homeland Security**

3.00 Credits

*Pre-requisite(s): Program Admission*

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

### **DFTG 1015 – Practical Geometry and Trigonometry for Drafting Technology**

3.00 Credits

*Pre-requisite(s): MATH 1013 or MATH 1111*

This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

### **DFTG 1101 – CAD Fundamentals**

4.00 Credits

*Pre-requisite(s): Provisional Admission*

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

### **DFTG 1103 – Technical Drawing I**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1101*

Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

### **DFTG 1105 – 3D Mechanical Modeling**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1101*

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

### **DFTG 1107 – Technical Drawing II**

3.00 Credits

*Pre/Co-requisite(s): DFTG 1103*

Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

### **DFTG 1109 – Technical Drawing III**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1107*

Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

### **DFTG 1111 – Technical Drawing IV**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1109*

This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

**DFTG 1113 – Technical Drawing V**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1111*

Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

**DFTG 1125 – Architectural Fundamentals**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1103*

Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1127 – Architectural 3D Modeling**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1125*

In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1129 – Residential Drawing I**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1125*

Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduced to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1131 – Residential Drawing II**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1129*

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1133 – Commercial Drawing I**

4.00 Credits

*Pre/Co-requisite(s): DFTG 1127*

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

## Course Descriptions

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### **DFTG 2130 – Manual Drafting Fundamentals**

2.00 Credits

*Pre-requisite(s): Provisional Admission*

This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction techniques.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

### **ECCE 1101 – Introduction to Early Childhood Care and Education**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

### **ECCE 1103 – Child Growth and Development**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

### **ECCE 1105 – Health, Safety, and Nutrition**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

### **ECCE 1112 – Curriculum and Assessment**

3.00 Credits

*Pre/Co-requisite(s): ECCE 1103*

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

### **ECCE 1113 – Creative Activities for Children**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.



**ECCE 1121 – Early Childhood Care and Education Practicum**

3.00 Credits

*Pre/Co-requisite(s): ECCE 1105*

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

**ECCE 2115 – Language and Literacy**

3.00 Credits

*Pre/Co-requisite(s): ECCE 1103*

Develops knowledge, skills, and abilities in supporting young children’s literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

**ECCE 2116 – Math and Science**

3.00 Credits

*Pre/Co-requisite(s): ECCE 1103*

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

**ECCE 2201 - Exceptionalities**

3.00 Credits

*Pre-requisite(s): ECCE 1103*

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

**ECCE 2202 – Social Issues and Family Involvement**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Enables the student to value the complex characteristics of children’s families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children’s development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher/family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

## Course Descriptions

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### **ECCE 2203 – Guidance and Classroom Management**

3.00 Credits

*Pre/Co-requisite(s): ECCE 1103*

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

### **ECCE 2240 – Early Childhood Care and Education Internship**

12.00 Credits

*Pre-requisite(s): ECCE 1101, ECCE 1103*

*Pre/Co-requisite(s): ECCE 1105*

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

### **ECCE 2310 - Paraprofessional Methods and Materials**

3.00 Credits

*Pre/Co-requisite(s): ECCE 1103*

Develops skills to enable the student to work as a paraprofessional in a program for pre-Kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

### **ECCE 2312 - Paraprofessional Roles and Practice**

3.00 Credits

*Pre/Co-requisite(s): ECCE 1103*

Develops skills to enable the student to work as a paraprofessional in a program for pre-Kindergarten through elementary age children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

### **ECON 1101 - Principles of Economics**

3.00 Credits

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

### **ECON 2105 – Macroeconomics**

3.00 Credits

*Pre-requisite(s): Program Admission*

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

### **ECON 2106 - Microeconomics**

3.00 Credits

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

**ELGD 1010 Introduction to E-Learning**

1.00 Credits

*Pre-requisite(s): Program admission*

This course is an overview of e-learning and explores the theory and practice of online teaching and learning. This course is primarily geared towards professionals wishing to conduct teaching and learning using web-based technologies with learners. Emphasis is placed on preparing the instructor for online teaching and learning.

**ELGD 1110 E-Learning Instructional Design**

3.00 Credits

*Pre/Co-requisite(s): ELGD 1010*

This course introduces instructional design principles and relates the principles to the development of online courses. Participants will discuss concepts, ideas and strategies that lead to the effective design of an online course.

**ELGD 1150 E-Learning Design and Delivery Tools**

4.00 Credits

*Pre-requisite(s): ELGD 1010*

This course explores some of the technology tools used to build and deliver online courses. Emphasis is placed on introducing issues concerning the use of technology in academia and its economical, technological, and pedagogical pros and cons. Participants will learn how to choose what technologies to integrate into their online course based on sound pedagogical decisions.

**ELGD 1210 E-Learning Practicum**

3.00 Credits

*Pre-requisite(s): ELGD 1010, ELGD 1110*

*Pre/Co-requisite(s): ELGD 1150*

This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques utilized when developing an online course. This clinical practicum allows the student to develop an online course that incorporates a course content mapping process utilizing a learning management system (LMS) and the development of the following course materials: syllabus, course assignments, communication methods, and course assessments.

**ELTR 1020 – Electrical Systems Basics I**

3.00 Credits

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

**ELTR 1060 – Electrical Prints, Schematics, and Symbols**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

**ELTR 1080 – Commercial Wiring I**

5.00 Credits

*Pre/Co-requisite(s): ELTR 1020*

This course introduces commercial wiring practices and procedures. Topics include industrial safety procedures, the National Electrical Code, and commercial load calculations.

**ELTR 1090 – Commercial Wiring II**

5.00 Credits

*Pre/Co-requisite(s): ELTR 1080*

This course is a continuation of the study in commercial wiring practices and procedures. Topics include transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts

**ELTR 1110 – Electric Motors**

4.00 Credits

*Pre-requisite(s): ELTR 1020*

Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

## Course Descriptions

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### **ELTR 1120 – Variable Speed/Low Voltage Controls**

2.00 Credits

*Pre/Co-requisite(s): ELTR 1110*

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

### **ELTR 1180 – Electrical Controls**

3.00 Credits

*Pre-requisite(s): ELTR 1020*

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

### **ELTR 1205 – Residential Wiring I**

4.00 Credits

Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, and wiring materials.

### **ELTR 1210 – Residential Wiring II**

4.00 Credits

*Pre/Co-requisite(s): ELTR 1205*

Provides additional instruction on wiring practices in accordance with National Electrical Code. Topics include: hand and power tools, branch circuits/ feeders, residential single family load calculations, residential multifamily service calculations and installations, and equipment installations.

### **ELTR 1220 – Industrial PLCs**

4.00 Credits

*Pre/Co-requisite(s): ELTR 1110, ELTR 1180*

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on pic programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

### **ELTR 1250 – Diagnostic Troubleshooting**

2.00 Credits

*Pre-requisite(s): Advisor's Approval*

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

### **ELTR 1260 - Transformers**

3.00 Credits

*Pre/Co-requisite(s): ELTR 1080, ELTR 1090*

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

### **ELTR 1270 – National Electrical Code Industrial Applications**

3.00 Credits

*Pre/Co-requisite(s): ELTR 1080, ELTR 1090*

Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

**EMPL 1000 – Interpersonal Relations and Professional Development**

2.00 Credits

*Pre-requisite(s): Program Admission*

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

**EMSP 1110 – Introduction to the EMT Profession**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

**EMSP 1120 – EMT Assessment/Airway Management and Pharmacology**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

**EMSP 1130 – Medical Emergencies for the EMT**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

**EMSP 1140 – Special Patient Populations**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

## Course Descriptions

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### **EMSP 1150 – Shock and Trauma for the EMT**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

### **EMSP 1160 – Clinical and Practical Applications for the EMT**

1.00 Credits

*Pre-requisite(s): Program Admission*

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

### **EMSP 1510 – Advanced Concepts for the AEMT**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

### **EMSP 1520 – Advanced Patient Care for the AEMT**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; and Integration of Medical/Trauma Assessments.

### **EMSP 1530 – Clinical Applications for the AEMT**

1.00 Credits

*Pre-requisite(s): Program Admission*

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

### **EMSP 1540 – Clinical and Practical Applications for the AEMT**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

**EMSP 2110 – Foundations of Paramedicine**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course introduces the student to the role of the paramedic in today’s healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

**EMSP 2120 – Applications of Pathophysiology for Paramedics**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

**EMSP 2130 – Advanced Resuscitative Skills for Paramedics**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

**EMSP 2140 – Advanced Cardiovascular Concepts**

4.00 Credits

*Pre-requisite(s): Program Admission*

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

**EMSP 2310 – Therapeutic Modalities of Cardiovascular Care**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

**EMSP 2320 – Therapeutic Modalities of Medical Care**

5.00 Credits

*Pre-requisite(s): Program Admission*

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

## Course Descriptions

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### **EMSP 2330 – Therapeutic Modalities of Trauma Care**

4.00 Credits

*Pre-requisite(s): Program Admission*

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies

### **EMSP 2340 – Therapeutic Modalities for Special Patient Populations**

4.00 Credits

*Pre-requisite(s): Program Admission*

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

### **EMSP 2510 – Clinical Applications for the Paramedic - I**

2.00 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is the first course in a series of courses including EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

### **EMSP 2520 – Clinical Applications for the Paramedic - II**

2.00 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is the second course in a series of courses including EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

### **EMSP 2530 – Clinical Applications for the Paramedic - III**

2.00 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is the third course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.



**EMSP 2540 – Clinical Applications for the Paramedic - IV**

1.00 Credits

*Pre-requisite(s): None*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is the fourth course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2550 – Clinical Applications for the Paramedic - V**

1.00 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is the fifth course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2560 – Clinical Applications for the Paramedic - VI**

1.00 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is the sixth course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2570 – Clinical Applications for the Paramedic - VII**

1.00 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is the last course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2710 – Field Internship for the Paramedic**

2.00 Credits

*Pre-requisite(s): Program Admission*

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

**EMSP 2720 – Practical Applications for the Paramedic**

3.00 Credits

*Pre-requisite(s): Program Admission*

Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

**ENGL 0096 – English I**

3.00 Credits

*Pre-requisite(s): Appropriate Placement Test Score*

Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.

## Course Descriptions

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### **ENGL 0097 – English II**

3.00 Credits

*Pre-requisite(s): ENGL 0096*

Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, basic mechanics, spelling, and writing skills.

### **ENGL 0098 – English III**

3.00 Credits

*Pre-requisite(s): ENGL 0097*

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

### **ENGL 1010 – Fundamentals of English I**

3.00 Credits

*Pre-requisite(s): ENGL 0097, READ 0097 or Entrance exam reading and writing scores in accordance with approved TCSG admission score levels.*

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

### **ENGL 1012 – Fundamentals of English II**

3.00 Credits

*Pre-requisite(s): ENGL 1010 or Entrance exam reading and writing scores in accordance with approved TCSG admission score levels*

Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

### **ENGL 1101 – Composition and Rhetoric**

3.00 Credits

*Pre-requisite(s): ENGL 0098, READ 0098 and/or Entrance exam reading and writing scores in accordance with approved TCSG admission score levels.*

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

### **ENGL 1102 – Literature and Composition**

3.00 Credits

*Pre-requisite(s): ENGL 1101.*

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

### **ENGL 2130 – American Literature**

3.00 Credits

*Pre-requisite(s): ENGL 1101*

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

**FORS 1030 - Dendrology**

3.00 Credits

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 1210 – GPS/GIS Aerial Photography**

4.00 Credits

*Pre/Co-requisite(s): MATH 1012 or MATH 1111*

Focuses on application of the fundamental principles and practices of mapping and the use of 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**

4.00 Credits

*Pre/Co-requisite(s): MATH 1012*

Emphasizes identification of primary and secondary forest products and their manufacturing processes and uses and methods 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: ecological principles, population dynamics, predator-prey relationships, and habitat management.

**FWMT 1010 – Equipment Use**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course provides an introduction to equipment operation, safety, and maintenance. 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.

## Course Descriptions

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### **FWMT 1080 – Plantation Operations**

3.00 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, first aid, interpersonal relations, and firearm safety.

### **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, food plot development, habitat assessment, 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 – Pond Management**

3.00 Credits

This course covers the management of fish and duck ponds. Emphasis is placed on the techniques used to maintain a healthy and productive pond for sport and recreation purposes. 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.

### **HIMT 1100 – Introduction to Health Information Technology**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

### **HIMT 1150 – Computer Applications in Healthcare**

2.00 Credits

*Pre-requisite(s): COMP 1000*

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

**HIMT 1200 – Legal Aspects of Healthcare**

2.00 Credits

*Pre-requisite(s): Program Admission*

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

**HIMT 1250 – Health Record Content and Structure**

2.00 Credits

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

**HIMT 1350 - Pharmacotherapy**

2.00 Credits

*Pre-requisite(s): (ALHS 1090 or BUSN 2300)*

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

**HIMT 1400 – Coding and Classification I – ICD Coding**

4.00 Credits

*Pre-requisite(s): (BIOL 2114 or ALHS 1011), (ALHS 1090 or BUSN 2300), HIMT 1350*

*Pre/Co-requisite(s): MAST 1120*

This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

**HIMT 1410 – Coding and Classification II – ICD Advanced Coding**

3.00 Credits

This course is a continuation of HIMT 1400 (Coding and Classification I). This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

**HIMT 2150 – Healthcare Statistics**

2.00 Credits

*Pre-requisite(s): MATH 1111*

*Pre/Co-requisite(s): HIMT 2200*

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

**HIMT 2200 – Performance Improvement**

2.00 Credits

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government’s role in health care and accreditation requirements of various agencies.

**HIMT 2300 – Healthcare Management**

3.00 Credits

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

## Course Descriptions

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### **HIMT 2400 – Coding and Classification System III – CPT/HCPCS Coding**

3.00 Credits

*Pre-requisite(s): HIMT 1400*

This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

### **HIMT 2410 – Revenue Cycle Management**

2.00 Credits

*Pre-requisite(s): HIMT 1400*

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

### **HIMT 2460 – Health Information Technology Practicum**

3.00 Credits

*Pre-requisite(s): HIMT 1200, HIMT 1250*

*Pre/Co-requisite(s): HIMT 2400*

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

### **HIMT 2500 – Certification Seminar**

4.00 Credits

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

### **HIST 1111 - World History I**

3.00 Credits

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

### **HIST 1112 - World History II**

3.00 Credits

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

**HIST 2111 - U.S. History I**

3.00 Credits

Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

**HIST 2112 - U.S. History II**

3.00 Credits

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War II; the Cold War and the 1950's; the 1960's and 1970's; and America since 1980.

**HUMN 1101 – Introduction to Humanities**

3.00 Credits

*Pre/Co-requisite(s): ENGL 1101*

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

**IDFC 1007 – Industrial Safety Procedures**

2.00 Credits

*Pre-requisite(s): Provisional Admission*

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

**IDFC 1011 – Direct Current I**

3.00 Credits

*Pre/Co-requisite(s): Provisional Admission*

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**MAST 1010 – Legal and Ethical Concerns in the Medical Office**

2.00 Credits

*Pre-requisite(s): Program Admission*

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

## Course Descriptions

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### **MAST 1030 – Pharmacology in the Medical Office**

4.00 Credits

*Pre-requisite(s): Program Admission, (MATH 1012 or MATH 1111)*

*Pre/Co-requisite(s): ENGL 1010 or ENGL 1101*

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

### **MAST 1060 – Medical Office Procedures**

4.00 Credits

*Pre-requisite(s): Program Admission*

*Pre/Co-requisite(s): ENGL 1010 or ENGL 1101*

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

### **MAST 1080 – Medical Assisting Skills I**

4.00 Credits

*Pre-requisite(s): Program Admission, ALHS 1011 or (BIOL 2114 and BIOL 2114L), ALHS 1090, (MATH 1012 or MATH 1111)*

*Pre/Co-requisite(s): MAST 1030*

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

### **MAST 1090 – Medical Assisting Skills II**

4.00 Credits

*Pre-requisite(s): Program Admission, ALHS 1090, MAST 1080, ALHS 1011 or (BIOL 2114 and BIOL 2114L), (MATH 1012 or MATH 1111)*

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

### **MAST 1100 – Medical Insurance Management**

3.00 Credits

*Pre-requisite(s): Program Admission, ALHS 1011 or (BIOL 2114 and BIOL 2114L), ALHS 1090, BUSN 1440, COMP 1000, (ENGL 1010 or ENGL 1101), (MATH 1012 or MATH 1111)*

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

### **MAST 1110 – Administrative Practice Management**

2.00 Credits

*Pre-requisite(s): ALHS 1011 or (BIOL 2114 and BIOL 2114L), ALHS 1090, BUSN 1440, COMP 1000, (ENGL 1010 or ENGL 1101), (MATH 1012 or MATH 1111)*

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.



**MAST 1120 – Human Pathological Conditions in the Medical Office**

3.00 Credits

*Pre-requisite(s): Program Admission, ALHS 1090, ALHS 1011 or (BIOL 2114 & BIOL 2114L)*

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

**MAST 1170 – Medical Assisting Externship**

6.00 Credits

*Pre-requisite(s): Program Admission, MAST 1010, MAST 1030, MAST 1060, MAST 1080, MAST 1090, MAST 1100, MAST 1110, MAST 1120*

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

**MAST 1180 – Medical Assisting Seminar**

3.00 Credits

*Pre-requisite(s): Program Admission  
Pre/Co-requisite(s): MAST 1170*

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

**MATH 0096 – Learning Support Mathematics I**

3.00 Credits

*Pre-requisite(s): Entrance exam arithmetic score in accordance with approved TCSG admission score levels.*

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include whole numbers, fractions, decimals, and measurement.

**MATH 0097 – Learning Support Mathematics II**

3.00 Credits

*Pre-requisite(s): MATH 0096 or Entrance exam arithmetic score in accordance with approved TCSG admission score levels.*

Emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, and application problems.

**MATH 0098 – Elementary Algebra**

3.00 Credits

*Pre-requisite(s): MATH 0097 or Entrance exam arithmetic or algebraic score in accordance with approved TCSG admission score levels.*

Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

**MATH 0099 – Intermediate Algebra**

3.00 Credits

*Pre-requisite(s): MATH 0098 or Entrance exam algebraic score in accordance with approved TCSG admission score levels.*

Emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.

## Course Descriptions

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### **MATH 1012 – Foundations of Mathematics**

3.00 Credits

*Pre-requisite(s): MATH 0097 or Entrance exam arithmetic score in accordance with approved TCSG admission score levels.*

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

### **MATH 1013 – Algebraic Concepts**

3.00 Credits

*Pre-requisite(s): MATH 0098 or Entrance exam algebraic score in accordance with approved TCSG admission score levels.*

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

### **MATH 1015 – Geometry and Trigonometry**

3.00 Credits

*Pre-requisite(s): MATH 1013*

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

### **MATH 1100 – Quantitative Skills and Reasoning**

3.00 Credits

*Pre-requisite(s): MATH 0099 and/or Entrance exam algebraic score in accordance with approved TCSG admission score levels.*

Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

### **MATH 1101 - Mathematical Modeling**

3.00 Credits

*Pre-requisite(s): MATH 0099 and/or Entrance exam algebraic score in accordance with approved TCSG admission score levels.*

Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

### **MATH 1111 – College Algebra**

3.00 Credits

*Pre-requisite(s): MATH 0099 and/or Entrance exam algebraic score in accordance with approved TCSG admission score levels.*

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

### **MATH 1112 – College Trigonometry**

3.00 Credits

*Pre-requisite(s): MATH 1111*

Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

### **MATH 1113 – Pre-Calculus**

3.00 Credits

*Pre-requisite(s): MATH 1111*

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

**MATH 1127 - Introduction to Statistics**

3.00 Credits

*Pre-requisite(s):* Entrance exam algebraic score in accordance with approved TCSG admission score levels.

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

**MATH 1131 - Calculus I**

4.00 Credits

*Pre-requisite(s):* MATH 1113

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

**MGMT 1100 – Principles of Management**

3.00 Credits

*Pre-requisite(s):* Provisional Admission

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Manager's Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

**MGMT 1105 – Organizational Behavior**

3.00 Credits

*Pre-requisite(s):* Provisional Admission

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

**MGMT 1110 – Employment Law**

3.00 Credits

*Pre-requisite(s):* Provisional Admission

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and National Labor Relations Act.

**MGMT 1115 - Leadership**

3.00 Credits

*Pre-requisite(s):* Provisional Admission

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

## Course Descriptions

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### **MGMT 1120 – Introduction to Business**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

### **MGMT 1125 – Business Ethics**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

### **MGMT 2115 – Human Resource Management**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

### **MGMT 2120 – Labor Management Relations**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

**MGMT 2125 – Performance Management**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. . Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

**MGMT 2130 – Employee Training and Development**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

**MGMT 2140 – Retail Management**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

**MGMT 2145 – Business Plan Development**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

**MGMT 2150 – Small Business Management**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

## Course Descriptions

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### **MGMT 2200 – Production/Operations Management**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

### **MGMT 2205 – Service Sector Management**

3.00 Credits

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

### **MGMT 2210 – Project Management**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

### **MGMT 2215 – Team Project**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

### **MUSC 1101 – Music Appreciation**

3.00 Credits

*Pre/Co-requisite(s): ENGL 1101*

Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

**NAST 1100 – Nurse Aide Fundamentals**

6.00 Credits

*Pre-requisite(s): Program Admission*

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating human anatomy and physiology; cardiac pulmonary resuscitation; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a resident's condition; emergency concerns; legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents' rights; basic patient care skills; personal care skills; and restorative care.

**PARA 1100 – Introduction to Law and Ethics**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.

**PARA 1105 – Legal Research and Legal Writing I**

3.00 Credits

*Pre-requisite(s): ENGL 1101, PARA 1100*

Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

**PARA 1110 – Legal Research and Legal Writing II**

3.00 Credits

*Pre-requisite(s): ENGL, 1101, PARA 1100, PARA 1105*

Builds on competencies acquired in PARA 1105 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

**PARA 1115 – Family Law**

3.00 Credits

*Pre/Co-requisite(s): PARA 1100*

Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

**PARA 1120 – Real Estate Law**

3.00 Credits

*Pre/Co-requisite(s): PARA 1100*

Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

## Course Descriptions

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### **PARA 1125 – Criminal Law and Criminal Procedure**

3.00 Credits

*Pre/Co-requisite(s): PARA 1100*

Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.

### **PARA 1130 – Civil Litigation**

3.00 Credits

*Pre-/Co-requisite(s): PARA 1100*

Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

### **PARA 1135 – Wills, Trusts, Probate, and Administration**

3.00 Credits

*Pre/Co-requisite(s): PARA 1100*

Provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

### **PARA 1140 – Tort Law**

3.00 Credits

*Pre/Co-requisite(s): PARA 1100*

Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.

### **PARA 1145 – Law Office Management**

3.00 Credits

*Pre/Co-requisite(s): PARA 1100*

Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

### **PARA 1150 – Contracts, Commercial Law and Business Organizations**

3.00 Credits

*Pre-requisite(s): PARA 1100, ENGL 1101*

Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.

### **PARA 1200 – Bankruptcy/Debtor-Creditor Relations**

3.00 Credits

*Pre-requisite(s): Completion of all 1100 numbered (i.e. PARA 1100-1150) Paralegal courses within one's program of study.*

Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.



**PARA 1205 – Constitutional Law**

3.00 Credits

*Pre-requisite(s): PARA 1100*

Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

**PARA 1210 – Legal and Policy Issues in Healthcare**

3.00 Credits

*Pre-requisite(s): PARA 1100*

Provide an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of health care financing, health care access, governmental regulations and privacy issues. Topics will also include access to care, informed consent, patient care decisions, the doctor-patient relationship, end-of-life decision making, legal problems of the elderly, law and mental health, AIDS and the law and the privatization of health care facilities.

**PARA 1215 – Administrative Law**

3.00 Credits

*Pre-requisite(s): PARA 1100*

Introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rule making, investigation, information collection, informal proceeding, hearings, and judicial review. Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc), the students are introduced to the various aspects of such representation.

**PARA 2205 – Advanced Legal Research and Writing**

3.00 Credits

*Pre-requisite(s): ENGL 1101*

Continues to develop writing skills developed in PARA 1105 and 1110 focusing on legal memoranda preparation. Additionally, students enhance legal research skill. Course competencies include research methodology, legal memoranda preparation, and substantive law research.

**PARA 2215 – Paralegal Internship II**

6.00 Credits

*Pre-requisite(s): Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.*

This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

**PHAR 1000 – Pharmaceutical Calculations**

4.00 Credits

*Pre-requisite(s): Program Admission, (MATH 1012 or MATH 1111)*

*Pre/Co-requisite(s): PHAR 1010, PHAR 1040*

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

## Course Descriptions

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### **PHAR 1010 – Pharmacy Technology Fundamentals**

3.00 Credits

*Pre-requisite(s): Program Admission*

*Pre/Co-requisite(s): PHAR 1000, PHAR 1040*

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

### **PHAR 1020 – Principles of Dispensing Medications**

4.00 Credits

*Pre-requisite(s): PHAR 1000, PHAR 1010, PHAR 1040*

*Pre/Co-requisite(s): PHAR 1030*

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

### **PHAR 1030 – Principles of Sterile Medication Preparation**

4.00 Credits

*Pre-requisite(s): PHAR 1000, PHAR 1010, PHAR 1040*

*Co-requisite(s): PHAR 1020*

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

### **PHAR 1040 - Pharmacology**

4.00 Credits

*Pre-requisite(s): Program Admission*

*Co-requisite(s): PHAR 1000, PHAR 1010*

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, controlled substances, specific drugs, and drug addiction and abuse.

### **PHAR 1050 – Pharmacy Technology Practicum**

5.00 Credits

*Pre-requisite(s): PHAR 1020, PHAR 1030*

*Co-requisite(s): PHAR 2060, PHAR 2070*

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.

### **PHAR 2060 – Advanced Pharmacy Technology Principles**

3.00 Credits

*Pre-requisite(s): COMP 1000, PHAR 1020, PHAR 1030*

*Co-requisite(s): PHAR 1050, PHAR 2070*

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

**PHAR 2070 – Advanced Pharmacy Technology Practicum**

5.00 Credits

*Pre-requisite(s): COMP 1000, PHAR 1020, PHAR 1030**Co-requisite(s): PHAR 1050, PHAR 2060*

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

**PHLT 1030 – Introduction to Venipuncture**

3.00 Credits

*Pre-requisite(s): Program Admission*

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

**PHLT 1050 – Clinical Practice**

5.00 Credits

*Pre/Co-requisite(s): PHLT 1030*

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

**PHYS 1110 – Conceptual Physics**

3.00 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1101 OR MATH 1111)**Pre/Co-requisite(s): PHYS 1110L*

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

**PHYS 1110 – Conceptual Physics Lab**

1.00 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1101 OR MATH 1111)**Pre/Co-requisite(s): PHYS 1110*

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

**PHYS 1111 - Introductory Physics I**

3.00 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1112 OR MATH 1113)**Pre/Co-requisite(s): PHYS 1111L*

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

**PHYS 1111L - Introductory Physics Lab I**

1.00 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1112 OR MATH 1113)**Pre/Co-requisite(s): PHYS 1111*

## Course Descriptions

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Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

### **PHYS 1112 - Introductory Physics II**

3.00 Credits

*Pre-requisite(s): PHYS 1111, PHYS 1111L*

*Pre/Co-requisite(s): PHYS 1112L*

The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

### **PHYS 1112L - Introductory Physics Lab II**

1.00 Credits

*Pre-requisite(s): PHYS 1111, PHYS 1111L*

*Pre/Co-requisite(s): PHYS 1112*

Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

### **PNSG 2010 – Introduction to Pharmacology and Clinical Calculations**

2.00 Credits

*Pre-requisite(s): MATH 1012*

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

### **PNSG 2030 – Nursing Fundamentals**

6.00 Credits

*Pre-requisite(s): ALHS 1011, ALHS 1060, COMP 1000, ENGL 1010, MATH 1012, PNSG 2010, PSYC 1010, , and an Acceptable Score on the Test of Essential Academic Skills (TEAS V).*

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; geriatrics; customer/client relationships; and standard precautions.

**PNSG 2035 – Nursing Fundamentals Clinical**

2.00 Credits

*Pre-requisite(s): ALHS 1011, ALHS 1060, COMP 1000, ENGL 1010, MATH 1012, PNSG 2010, PSYC 1010, , and an Acceptable Score on the Test of Essential Academic Skills (TEAS V).*

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking, physical assessment, nursing process, critical thinking, activities of daily living, documentation, client education, and standard precautions.

**PNSG 2210 – Medical Surgical Nursing I**

4.00 Credits

*Pre/Co-requisite(s): PNSG 2030, PNSG 2035, PNSG 2310*

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, hematological and immune systems.

**PNSG 2220 – Medical Surgical Nursing II**

4.00 Credits

*Pre-requisite(s): PNSG2210, PNSG 2310*

*Pre/Co-requisite(s): PNSG 2310*

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, urinary system.

**PNSG 2230 – Medical Surgical Nursing III**

4.00 Credits

*Pre/Co-requisite(s): PNSG 2220, PNSG 2320, PNSG 2330*

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

**PNSG 2240 – Medical Surgical Nursing IV**

4.00 Credits

*Pre/Co-requisite(s): PNSG 2230, PNSG 2330, PNSG 2340*

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

## Course Descriptions

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### **PNSG 2250 – Maternity Nursing**

3.00 Credits

*Pre-requisite(s): PNSG 2230, PNSG 2330*

*Pre/Co-requisite(s): PNSG 2255*

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

### **PNSG 2255 – Maternity Nursing Clinical**

1.00 Credits

*Pre-requisite(s): PNSG 2230, PNSG 2330*

*Pre/Co-requisite(s): PNSG 2250*

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

### **PNSG 2310 – Medical Surgical Nursing I Clinical**

2.00 Credits

*Pre/Co-requisite(s): PNSG 2230, PNSG 2035, PNSG 2210*

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

### **PNSG 2320 – Medical Surgical Nursing II Clinical**

2.00 Credits

*Pre-requisite(s): PNSG 2210, PNSG 2310*

*Pre/Co-requisite(s): PNSG 2220*

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care;

mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

**PNSG 2330 – Medical Surgical Nursing III Clinical**

2.00 Credits

*Pre/Co-requisite(s): PNSG 2220, PNSG 2230, PNSG 2320*

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

**PNSG 2340 – Medical Surgical Nursing IV Clinical**

2.00 Credits

*Pre-requisite(s): PNSG 2230, PNSG 2330*

*Pre/Co-requisite(s): PNSG 2240*

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

**PNSG 2410 – Nursing Leadership**

1.00 Credits

*Pre-requisite(s): Program Admission*

*Pre/Co-requisite(s): PNSG 2415*

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

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### **PNSG 2415 – Nursing Leadership Clinical**

2.00 Credits

*Pre-requisite(s): Program Admission*

*Pre/Co-requisite(s): PNSG 2410*

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

### **POLS 1101 - American Government**

3.00 Credits

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

### **PSYC 1010 – Basic Psychology**

3.00 Credits

*Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels*

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

### **PSYC 1101 – Introductory Psychology**

3.00 Credits

*Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels*

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

### **PSYC 2103 – Human Development**

3.00 Credits

*Pre-requisite(s): PSYC 1101*

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

### **PSYC 2250 – Abnormal Psychology**

3.00 Credits

*Pre-requisite(s): PSYC 1101*

Emphasizes the nature and causes of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications of psychological disorders; and etiology and treatment considerations.



**RADT 1010 – Introduction to Radiology**

4.00 Credits

*Pre-requisite(s): Program Admission*

*Co-requisite(s): RADT 1030, RADT 1320*

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include: ethics, medical and legal considerations, “Right to Know Law”, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

**RADT 1030 – Radiographic Procedures I**

3.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L*

*Pre/Co-requisite(s): RADT 1010*

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

**RADT 1060 – Radiographic Procedures II**

3.00 Credits

*Pre-requisite(s): RADT 1010, RADT 1030*

*Co-requisite(s): RADT 1330*

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

**RADT 1070 – Principles of Imaging I**

6.00 Credits

*Pre-requisite(s): Program Admission, MATH 1111*

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

**RADT 1160 – Principles of Imaging II**

6.00 Credits

*Pre-requisite(s): RADT 1070*

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT)

## Course Descriptions

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imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities.

### **RADT 1200 – Principles of Radiation Biology and Protection**

3.00 Credits

*Pre-requisite(s): Program Admission*

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

### **RADT 1320 – Clinical Radiography I**

4.00 Credits

*Pre/Co-requisite(s): RADT 1030*

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

### **RADT 1330 – Clinical Radiography II**

7.00 Credits

*Pre-requisite(s): RADT 1010, RADT 1030, RADT 1320*

*Co-requisite(s): RADT 1060*

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

### **RADT 2090 – Radiographic Procedures III**

2.00 Credits

*Pre-requisite(s): RADT 1060*

*Co-requisite(s): RADT 1330, RADT 2340*

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.

### **RADT 2190 – Radiographic Pathology**

2.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, RADT 1010*

Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

**RADT 2260 – Radiologic Technology Review**

3.00 Credits

*Pre-requisite(s): RADT 1160, RADT 1200, RADT 2090, RADT 2350*

*Co-requisite(s): RADT 2360*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

**RADT 2340 – Clinical Radiography III**

6.00 Credits

*Pre-requisite(s): RADT 1330*

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RADT 2350 – Clinical Radiography IV**

7.00 Credits

*Pre-requisite(s): RADT 1010, RADT 2090, RADT 2340*

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RADT 2360 – Clinical Radiography V**

9.00 Credits

*Pre-requisite(s): RADT 2350*

*Co-requisite(s): RADT 2260*

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**READ 0096 – Reading I**

3.00 Credits

*Pre-requisite(s): Entrance exam reading score in accordance with approved TCSG admission score levels.*

Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills.

**READ 0097 – Reading II**

3.00 Credits

*Pre-requisite(s): READ 0097 and/or Entrance exam reading score in accordance with approved TCSG admission score levels.*

Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

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### **READ 0098 – Reading III**

3.00 Credits

*Pre-requisite(s):* READ 0097 and/or Entrance exam reading score in accordance with approved TCSG admission score levels.

Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

### **RESP 1110 - Pharmacology**

3.00 Credits

*Pre-requisite(s):* BIOL 2114, BIOL 2114L, MATH 1111  
*Pre/Co-requisite(s):* RESP 2110

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

### **RESP 1120 – Introduction to Respiratory Therapy**

3.00 Credits

*Pre-requisite(s):* Program Admission, BIOL 2114, BIOL 2114L, MATH 1111  
*Co-requisite(s):* RESP 1130, RESP 1193

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

### **RESP 1130 – Respiratory Therapy Lab I**

4.00 Credits

*Pre-requisite(s):* Program Admission, BIOL 2114, BIOL 2114L, MATH 1111  
*Co-requisite(s):* RESP 1120, RESP 1193

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

### **RESP 1193 – Cardiopulmonary Anatomy and Physiology**

7.00 Credits

*Pre-requisite(s):* Program Admission, BIOL 2114, BIOL 2114L, MATH 1111  
*Pre/Co-requisite(s):* RESP 1120, RESP 1130

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

### **RESP 2090 – Clinical Practices I**

2.00 Credits

*Pre-requisite(s):* RESP 1120, RESP 1130  
*Pre/Co-requisite(s):* RESP 1110

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

**RESP 2100 – Clinical Practice II**

2.00 Credits

*Pre/Co-requisite(s): RESP 2090*

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

**RESP 2110 – Pulmonary Disease**

3.00 Credits

*Pre-requisite(s): RESP 1120, RESP 1193*

*Pre/Co-requisite(s): RESP 1110*

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

**RESP 2120 – Critical Respiratory Care**

3.00 Credits

*Pre-requisite(s): RESP 1120, RESP 1130*

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

**RESP 2130 – Mechanical Ventilation and Airway Management**

4.00 Credits

*Pre-requisite(s): RESP 1120, RESP 1130*

*Pre/Co-requisite(s): RESP 2120*

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

**RESP 2140 – Advanced Critical Care Monitoring**

1.00 Credits

*Pre-requisite(s): RESP 1120, RESP 1130, RESP 1193*

Provides a study of advanced critical care techniques for hemodynamic and non invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non invasive monitoring techniques.

**RESP 2150 – Pulmonary Function Testing**

1.00 Credits

*Pre-requisite(s): RESP 1193*

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography.

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### **RESP 2160 – Neonatal Pediatric Respiratory Care**

3.00 Credits

*Pre-requisite(s): RESP 2120, RESP 2130*

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

### **RESP 2170 – Advanced Respiratory Care Seminar**

3.00 Credits

*Pre-requisite(s): RESP 2120, RESP 2130*

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

### **RESP 2180 – Clinical Practice III**

2.00 Credits

*Pre-requisite(s): Program Admission, RESP 2100*

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

### **RESP 2190 – Clinical Practice IV**

2.00 Credits

*Pre/Co-requisite(s): RESP 2180*

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

### **RESP 2200 – Clinical Practice V**

3.00 Credits

*Pre-requisite(s): RESP 2180*

*Pre/Co-requisite(s): RESP 2120, RESP 2130, RESP 2190*

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

### **RESP 2220 – Clinical Practice VI**

7.00 Credits

*Pre/Co-requisite(s): RESP 2190*

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

**RESP 2270 – Rehabilitation and Home Care**

1.00 Credits

*Pre/Co-requisite(s): RESP 1120*

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

**RNSG 1910 Health Assessment Through the Lifespan**

3.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101, Program Admission*  
*Pre/Co-requisite(s): BIOL 2117, BIOL 2117L*

This course is a study of the role of the associate degree nurse and the application of basic skills related to health history collection and physical assessment of all body systems. The course includes the consideration of nutritional, bio/psychosocial, developmental, cultural and spiritual needs, and transitional changes related to variations in health status of the client. The establishment and maintenance of a therapeutic nurse/client relationship is emphasized. Critical thinking skills are developed through activities and exercises presented in the classroom, skills lab, and computer laboratory that focus on student application of the nursing process, data collection via physical assessment, and the development of a plan of care. Guided learning experiences in the skills and computer laboratories assist the student to make a learning transition. The transition occurs as the student moves from existing skills to more advanced nursing skills. Guidance is provided to the student as the basics of data collection, health history interviewing techniques, and knowledge required to assess each body system is learned. The student applies the standards of practice in adhering to legal and ethical standards related to basic assessment of diverse clients.

**RNSG 1920 Theoretical and Technical Foundations for Nursing Practice (Generic Option students only)**

5.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101, Program Admission*  
*Pre/Co-requisite(s): BIOL 2117, BIOL 2117L*

This course is designed to facilitate the acquisition of foundational concepts, knowledge, and essential psychomotor skills related to providing nursing care to a variety of clients experiencing transitions of health status. The following concepts are introduced and integrated throughout subsequent courses: wellness and health promotion; caring; communication and collaboration; ethical and legal implications; cultural diversity; the teaching/learning process; notification; pharmacology; life transitions; the nursing process and critical thinking; and roles of the associate degree nurse.

**RNSG 1930 Introduction to Nursing Principles of Pharmacy**

3.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101, Program Admission*  
*Pre/Co-requisite(s): BIOL 2117, BIOL 2117L*

This course is a study of the concepts that promote the administration of medication with concern for safety and precision. Incorporated into this course are major principles of applied mathematics including fractions, decimals, conversions between the various systems of weights and measures, and the use of ratio and proportion. The associate degree nursing student utilizes these concepts to solve dosage calculations that are frequently seen in a variety of health care settings. Foundations of pharmacology, drug action at the physiologic level, and drug preparation and administration to diverse clients as they transition throughout the lifespan is included. The action, side effects, range of dosage, and the route of administration of commonly used medications will be discussed. The student will gain knowledge in the system of classification/prototypes of drugs according to body systems. Legal factors relating to medication administration are also emphasized. The course utilizes activities that stimulate critical thinking.

## Course Descriptions

### **RNSG 1940 Life Transitions I: Introduction to Promotion of Health**

6.00 Credits

*Pre-requisite(s): RNSG 1910, RNSG 1920, RNSG 1930*

This first adult health course is designed to prepare associate degree nursing students to provide nursing care utilizing concepts and skills introduced in the foundational course (NUR 192). Nursing care that promotes healthy transitions for clients experiencing variations of health status related to gastrointestinal, respiratory, musculoskeletal, neurological, cardiovascular, and psychosocial functions is included. Special consideration is given to the care of the elderly and clients during the operative period. Critical thinking skills are utilized to meet the bio/psychosocial, developmental, cultural, and spiritual needs of the client. Emphasis is placed on the application of the roles of associate degree nursing practice.

### **RNSG 1950 Life Transitions II: Promotion of Mental Health**

5.00 Credits

*Pre-requisite(s): RNSG 1930, BIOL 2117, BIOL 2117L*

*Pre/Co-requisite(s): RNSG 1910, RNSG 1920, RNSG 1940*

This course is a study of nursing care of mental health clients throughout the lifespan. Application of the concepts of caring and transitions related to mental growth and health is introduced. The course focuses on provisions of care and the role of the associate degree nurse as a communicator to promote health and support individual wellness behaviors. The application of the roles of the nurse to meet the needs of clients experiencing variations of health status related to mental growth and health are introduced. Content related to various treatment modalities, nutrition, pharmacology, and cultural diversity is incorporated throughout the course. Legal and ethical factors related to mental health care are also included.

### **RNSG 1960 Transition to Associate Degree Nursing (Bridge Option students only)**

5.00 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101,*

### *Program Admission*

This course is designed to assist the licensed practical nurse (L.P.N.) to matriculate into the second level of the nursing sequence by giving credit for previously learned knowledge and skills. (Successful completion of this course gives the student credit for RNSG 1920, RNSG 1940, and RNSG 1950.) This course provides for a transition from the role of the practical nurse to the role of the registered nurse and introduces the student to the conceptual framework and philosophy of the associate degree nursing program. The existing knowledge base of the student will be built upon with the introduction of new concepts and skills. Course content focuses on nursing care of diverse clients (from early adulthood to later maturity) experiencing physiological, biopsychosocial, developmental, and/or spiritual, transitional responses related to perioperative, medical, or mental health/wellness function(s). The utilization of therapeutic communication skills, caring attitude, and teaching/learning principles that promote or restore health will be incorporated into the areas of transitions that the client may be experiencing. Concepts in pharmacology, drug administration, and nutrition will be included in critical thinking activities that will assist the student in identifying the affect that these modalities have on a client experiencing a transition in health.

**\*\*Please Note:** Upon successful completion of RNSG 1960, 11 semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

### **RNSG 2910 Life Transitions III: Obstetrics**

4.00 Credits

*Pre-requisite(s): BIOL 2117, BIOL 2117L, RNSG 1910, RNSG 1930*

This course is designed to prepare associate degree nursing students to provide nursing care to a variety of clients experiencing transitions of health status related to conception, birth, and women's health. Students will be challenged to integrate prior and new knowledge using therapeutic communication, critical thinking and decision making to plan and provide nursing care for women and newborns. Incorporation of the dynamic interplay of culture, socioeconomic status, spiritual beliefs as well as psychological and physiological needs in the care of the individual within the context of the family unit will be expected. Reflection upon the legal and ethical



issues affecting the family and collaboration with the family and other health team members in a variety of community settings will be part of the learning experience.

**RNSG 2920 Life Transitions IV: Pediatrics**

4.00 Credits

*Pre-requisite(s): BIOL 2117, BIOL 2117L, RNSG 1910, RNSG 1930, ((RNSG 1940 & RNSG 1950) OR (RNSG 1960))*

This course is designed to prepare associate degree nursing students to provide nursing care to children and families during periods of transitions in health. Students will be challenged to integrate prior and new knowledge as well as information related to socioeconomic status, spiritual beliefs, psychological and physiological needs in the care of children within the context of the family. Reflection upon the legal and ethical issues affecting the family and collaboration with the child/family and other health team members in a variety of community settings will be expected.

**RNSG 2930 Life Transitions V: Medical Surgical 2**

6.00 Credits

*Pre/Co-requisite(s): RNSG 2910, RNSG 2920*

This second adult health course focuses on the care of clients with critical care/ acute/chronic/complex needs and problems related to health transitions in cardiac, renal, gastrointestinal, neurological, endocrine, and immunological systems. Emphasis in this course is placed on the refinement of assessment; care planning; critical thinking and decision making; communication; and nursing skills of the associate degree nursing student.

**RNSG 2940 Life Transitions VI: Clinical Decision Making (Virtual Hospital Experience)**

6.00 Credits

*Pre/Co-requisite(s): RNSG 2930*

In this capstone course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated

throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, preceptorship experiences, and leadership opportunities. These reality -based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication and collaboration techniques in the management of a client caseload.

**SOCI 1101 – Introduction to Sociology**

3.00 Credits

*Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels*

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

**SOCW 2000 – Introduction to Social Work**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

This course provides an introduction to social welfare institution and the profession of social work. It focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity. Students will be introduced to basic social welfare policies, community agencies, and at-risk populations.

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### **SOCW 2010 – Introduction to Case Management**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

A practical course in the how to of human service case management. Students will learn the step-by-step process of case management from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case documentation techniques, and techniques for monitoring a clients progress through the service delivery system, to case closure/follow-up activities. This course will include how to access community resources, how to interpret and utilize information from other professionals, and the development of interviewing, intervention, case recording, and caseload management skills. Legal and ethical issues in service delivery will also be discussed.

### **SOCW 2020 – Human Behavior and the Social Environment**

3.00 Credits

*Pre-requisite(s): Program Admission*

This course provides an overview of multi-cultural and critical perspectives on understanding: individuals, families, and their interpersonal and group relationships; life span development; and theories of well-being, stress, coping, and adaptation. Students learn to address biopsychosocial influences on human functioning.

### **SOCW 2030 – Interviewing Techniques with Individuals**

3.00 Credits

*Pre-requisite(s): Program Admission*

*Pre/Co-requisite(s): SOCW 2010*

This course is offered as a beginning general foundation class and focuses on social work practice with individuals. It will emphasize the initial contact and rapport building skills utilized in partnering with clients in the social work process, interviewing skills and counseling techniques along with the assessment of a clients situation, and determination of the appropriate level of intervention for the change effort. Students will be expected to participate in interpersonal sharing and activities. Additional areas of study include: interviewing for assessment, the person in environment perspective, motivational interviewing, and ethical framework for practice.

### **SOCW 2040 – Behavioral Health & Community Services**

3.00 Credits

*Pre-requisite(s): SOCW 2020*

This course examines various modalities for assessing and intervening with children and adolescents with special needs. The course focuses on problem assessment, topics of intervention strategies, techniques and methods for determining the effectiveness of interventions with children and adolescents.

### **SOCW 2050 – Group Work Intervention**

3.00 Credits

*Pre-requisite(s): SOCW 2030*

This course will provide students with a foundational understanding of the knowledge and skills required to participate in and lead small groups in a variety of settings. The course emphasizes an experiential approach which will provide students with the opportunity to develop skills in planning, facilitating, organizing, and evaluating the success of groups in micro and macro practice. Students will learn about the basic issues in group work and how to design groups for and work with children, youth, and adults. Emphasis will be placed on exploration and application of group work theory, principles and practices of group counseling, stages of group development, group dynamics, and group leadership. The latest research, ethical guidelines, and practices in group work will be examined and applied. Students will explore the interaction between groups and systems with their external environments and learn about concepts, theories, and methods and skills relevant to group work with diverse populations. Application of group work methods with at-risk populations will also be explored.

### **SOCW 2060 – Child & Adolescent Behaviors & Interventions**

3.00 Credits

*Pre-requisite(s): SOCW 2020*

This course examines various modalities for assessing and interviewing with children and adolescents. It focuses on Bio-psychosocial changes, interpersonal relationships and the individual's ability to relate to the social environment. Topics include: child maltreatment, teen parenting, delinquency, violent behavior, school dropout, suicide, substance abuse, and runaway behavior.

**SOCW 2070 – Social Policies and Programs for the Aging**

3.00 Credits

*Pre-requisite(s): SOCW 2020*

This course explores the aging process and the experience of aging from a variety of perspectives. Physiological psychological and socio-culturally. Emphasis is placed on understanding the normative changes associated with the aging process, as well as the ways in which those changes are experienced personally and socially. Issues that will be reviewed include the realities of aging on our society; issues around health and emotional well being and aging, including life adjustments, physical health and mental problems and changes in physical appearance; and a look into the future of aging.

**SOCW 2080 – Social Work Field Practicum I**

6.00 Credits

*Pre-requisite(s): SOCW 2000, SOCW 2010, SOCW 2020, SOCW 2030, and Advisor Approval*

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 with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalists social workers in an organizational setting, to demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program faculty and/or persons designated to coordinate work experience arrangements.

**SOCW 2081 – Social Work Field Practicum I**

8.00 Credits

*Pre/Co-requisite(s): SOCW 2030*

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 2090 – Social Work Practicum II**

6.00 Credits

*Pre-requisite(s): SOCW 2080 and Advisor Approval*

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 with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalist social workers in an organizational setting, to demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program, faculty and/or persons designated to coordinate work experience arrangements.

## Course Descriptions

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### **SOCW 2100 – Leadership and Community Service**

3.00 Credits

*Pre/Co-requisite(s): SOCW 2000 or SOCW 2010 or SOCW 2020*

This course is designed to prepare students for a lifetime of engaged, responsible and active community involvement and leadership. In class, students will learn about leadership skills and styles and how to most effectively assess and assist organizations in their community. Outside of class, students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

### **SOCW 2110 – Case Management with Families**

3.00 Credits

*Pre-requisite(s): SOCW 2010*

This course focuses on initial introduction to the concept of families throughout the human life cycle. Using a biopsychosocial approach, the course explores the changing family structure from initial courtship and marriage, having infants and toddlers, young children, teenagers, adult children, and grandparenthood along with caring for elderly parents and relations. Influences upon family (economic, cultural, ethnic, etc.) along with changes to traditional family structures (single parent, gay/lesbian, divorce) will be explored. As a clinical practice course, students will be expected to participate in interpersonal sharing and activities.

### **SOCW 2120 – Multicultural Issues**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

This course provides students with knowledge and skills to work with physically, socio-economically, mentally, psychologically, and economically disadvantaged and oppressed people. Attention is given to ethnic minorities of color, women, people with disabilities, gay and lesbian people, the poor, and the oppressed. A multi-dimensional, cross-cultural framework is introduced for assessments and interventions with consumers from diverse groups. Students learn to identify and emphasize the adaptive capabilities and strengths of disadvantaged and oppressed people.

### **SOCW 2130 – Social Welfare and Community Service**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Introduction to the basic concepts, information and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services. Students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

### **SPCH 1101 – Public Speaking**

3.00 Credits

*Pre-requisite(s): Program Admission*

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

### **SURG 1010 – Introduction to Surgical Technology**

6.00 Credits

*Pre-requisite(s): Program Admission*

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

**SURG 1020 – Principles of Surgical Technology**

5.00 Credits

*Pre-requisite(s): Program Admission*

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures.

the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

**SURG 1080 – Surgical Microbiology**

2.00 Credits

*Pre-requisite(s): Program Admission*

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

**SURG 1130 – Surgical Technology Clinical II**

3.00 Credits

*Pre-requisite(s): Program Admission*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

**SURG 1100 – Surgical Pharmacology**

2.00 Credits

*Pre-requisite(s): Program Admission*

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

**SURG 2030 – Surgical Procedures I**

4.00 Credits

*Pre-requisite(s): SURG 1010, SURG 1020*

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopedic surgery.

**SURG 1120 – Surgical Technology Clinical I**

3.00 Credits

*Pre-requisite(s): Program Admission*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces

## Course Descriptions

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### **SURG 2040 – Surgical Procedures II**

4.00 Credits

*Pre-requisite(s): SURG 2030*

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the “Co-Related Procedures Concept.” The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

### **SURG 2120 – Surgical Technology Clinical III**

3.00 Credits

*Pre/Co-requisite(s): SURG 1130*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

### **SURG 2130 – Surgical Technology Clinical IV**

3.00 Credits

*Pre-requisite(s): SURG 1130*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

### **SURG 2140 – Surgical Technology Clinical V**

3.00 Credits

*Pre/Co-requisite(s): SURG 2130*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

**SURG 2150 – Surgical Technology Clinical VI**

3.00 Credits

*Pre/Co-requisite(s): SURG 2130*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

**SURG 2240 – Seminar in Surgical Technology**

2.00 Credits

*Pre-requisite(s): SURG 2030*

*Co-requisite(s): SURG 2040, SURG 2130, SURG 2140*

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

**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.

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### **VETT 1060 – Animal Anatomy and Physiology**

4.00 Credits

*Pre-requisite(s): Program Admission, BIOL 1111, BIOL 1111L*

*Pre/Co-requisite(s): 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

*Pre-requisite(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

*Pre-requisite(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

*Pre-requisite(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

*Pre-requisite(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

*Pre-requisite(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

*Pre-requisite(s): VETT 1000, VETT 1010*

Provides an introduction to veterinary facility management. Emphasis is placed on office management, client relations, and communication skills.

**VETT 2230 – Veterinary Anesthesiology and Surgical Procedures**

5.00 Credits

*Pre-requisite(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

*Pre-requisite(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.

**WELD 1000 – Introduction to Welding Technology**

3.00 Credits

*Pre-requisite(s): Provisional Admission*

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

**WELD 1010 – Oxyfuel Cutting**

3.00 Credits

*Pre/Co-requisite(s): WELD 1000*

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

**WELD 1030 – Blueprint Reading for Welding Technology**

3.00 Credits

*Pre/Co-requisite(s): WELD 1000*

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

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### **WELD 1040 – Flat Shielded Metal Arc Welding**

4.00 Credits

*Pre/Co-requisite(s): WELD 1000*

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

### **WELD 1050 – Horizontal Shielded Metal Arc Welding** **4.00 Credits**

*Pre/Co-requisite(s): WELD 1040*

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

### **WELD 1060 – Vertical Shielded Metal Arc Welding**

4.00 Credits

*Pre/Co-requisite(s): WELD 1040*

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

### **WELD 1070 – Overhead Shielded Metal Arc Welding**

4.00 Credits

*Pre/Co-requisite(s): WELD 1040*

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

### **WELD 1090 – Gas Metal Arc Welding**

4.00 Credits

*Pre/Co-requisite(s): WELD 1000*

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

### **WELD 1110 – Gas Tungsten Arc Welding**

4.00 Credits

*Pre/Co-requisite(s): WELD 1000*

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

**WELD 1120 – Preparation for Industrial Qualification**

3.00 Credits

*Pre/Co-requisite(s): WELD 1040, WELD 1070, WELD 1090, WELD 1110*

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

**WELD 1150 – Advanced Gas Tungsten Arc Welding**

3.00 Credits

*Pre-requisite(s): WELD 1000*

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

**WELD 1151 – Fabrication Processes**

3.00 Credits

*Pre-requisite(s): WELD 1030*

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

**WELD 1152 – Pipe Welding**

3.00 Credits

*Pre-requisite(s): Program Admission*

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

**WELD 1153 – Flux Cored Arc Welding**

4.00 Credits

*Pre-requisite(s): WELD 1000*

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

**WELD 1154 – Plasma Cutting**

3.00 Credits

*Pre-requisite(s): WELD 1000*

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

**WELD 1156 – Ornamental Iron Works**

3.00 Credits

*Pre-requisite(s): WELD 1010, WELD 1030, WELD 1040, WELD 1090*

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

**WKET 1000 – Introduction to Professional Work Ethics**

0.00 Credits

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This course provides an introduction to work ethics in the professional environment.

**WKET 2010 – Work Ethics in Business**

0.00 Credits

*Pre/Co-Requisite(s): WKET 1000*

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This capstone course directly addresses the unique work ethics present in the professional business environment.

**WKET 2020 – Work Ethics in the Health Sciences**

0.00 Credits

*Pre/Co-Requisite(s): WKET 1000*

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This capstone course directly addresses the unique work ethics present in the Health Sciences environment.

**WKET 2030 – Work Ethics in the Industrial Technology Fields**

0.00 Credits

*Pre/Co-Requisite(s): WKET 1000*

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This capstone course directly addresses the unique work ethics present in the professional environment of the Industrial Technology fields.

**WKET 2040 – Work Ethics in the Professional Services Fields**

0.00 Credits

*Pre/Co-Requisite(s): WKET 1000*

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This capstone course directly addresses the unique work ethics present in the professional services environment.



## DIRECTORY

### PRESIDENT'S OFFICE

Dr. Craig R. Wentworth	President
Christa Herring	Executive Assistant

### INSTITUTIONAL EFFECTIVENESS

Dr. Debbie Goodman	Vice President, Institutional Effectiveness
Don Kurtz	Coordinator, Institutional Research

### ADMINISTRATIVE SERVICES

Paul Roberts	Vice President, Administrative Services
Gary Aldridge	Director, Facilities
David Bozeman	Maintenance Worker
Zachary Clark	Maintenance Worker
Moses Cooper	Custodian
Pat Duncan	Custodian
Tony Duncan	Custodian
Tim Sanford	Grounds
Robert Ranson	Grounds
Mary Alice Smith-Doss	Secretary
Henry Walden	Maintenance Worker
Tony Wilson	Maintenance Worker
Sara Collins	Director of Accounting
Kay Hathaway	Accounting Technician
Danny Mainprize	Director of Information Systems
Robbi Morris	Database Administrator
Carol Peppers	Administrative Support Assistant
Jennifer Simpson	Human Resource Coordinator
Lisa Weaver	Bookstore Manager
Sarah Wilson	Accountant

### STUDENT AFFAIRS

Joyce Halstead	Vice President, Student Affairs
Sandra Reeves	Administrative Assistant
Dr. Jeanine Long	Director, Career Placement and Development
Gloria Lowe	Retention Coordinator
Anna Holton	Specialist, Retention/Special Populations
Alison Welch	College Counselor
Daniel Cooper	Tutoring Center
Rick Horton	Tutoring Center
Asha Dillard	Coordinator, Student Activities
Deborah Gray	Registrar
Shelly Harrell	Records Secretary
Amy Scoggins	Director, Financial Aid
Laura Kelly	Coordinator, Financial Aid
Sondra Crawford	Financial Aid Technician
Wanda Hancock	Director, Admissions
Betsy Forehand	Recruiter
Tammy Drew	Receptionist
Krystal Smith	Specialist, Admissions
DeeDee Sadler	Specialist, Admissions
Melissa Stanaland	High School Coordinator
Dale Aldridge	Executive Director, Adult Education
LaDonna Delk	Faculty, Adult Education
Lynn Harris	Adult Education Secretary
Margaret Kelly	Faculty, Adult Education
Andy Semones	Faculty, Adult Education
Ellen Terrell	Adult Education Transition Coordinator
Mary Lou Vonier	Faculty, Adult Education

### ECONOMIC DEVELOPMENT

Gary Pitts	Vice President, Economic Development
Ruby Barron	Administrative Assistant

### INSTITUTIONAL ADVANCEMENT

Amy A. Maison	Executive Director of Inst. Advancement and MRK
Sarah Kilgore	Marketing and Public Relations Manager
Christina Leach	Marketing Specialist

### ACADEMIC AFFAIRS

Dr. Annie McElroy	Vice President for Academic Affairs
James 'Art' Beveridge	Distance Education Coordinator
Brandi Cooper	Audio/Visual I.T. Specialist
Kevin Cronin	Program Specialist
Summer Washington	Q.E.P. Coordinator
Carla Barrow	Dean for Academic Affairs
Darlene Swann	Administrative Support Specialist
Elaine Jones	Administrative Support Specialist
Dennis Lee	Dean for Academic Affairs
Joyce Mitchell	Administrative Support Specialist
Mary Perkins	Administrative Support Specialist - Mitchell County Campus
Gail Roberts	Director, Library/Media Services
Pam Johnson	Library Assistant
Evelyn Kelly	Library Assistant
Polly Swilley	Librarian

### FACULTY FOR THE SCHOOL OF ARTS AND SCIENCES

Dr. Heidi Bivins	Natural Science/Health Sciences Lab Coordinator
Debra Lynn Burgess	English
Lee Fletcher	Math
Joel Moore	Natural Science
Gwen Pittman	Reading/English
Ron Rushing	Math
Steve Wooten	Math
Michael Young	Psychology
Vacant	English

### FACULTY FOR THE SCHOOL OF BUSINESS

Patricia Christian	Business Administrative Tech – SWGTC of Grady County
Neil Clements	Business Management
Charles Everett	Computer Information Systems
Ray Ingram	Accounting
Chris Parrish	Business Administrative Tech
Vacant	Computer Information Systems

### FACULTY FOR THE SCHOOL OF HEALTH SCIENCES

Ramona Bryant	Associate of Science in Nursing
Tamara Bryant	Associate of Science in Nursing
Dr. Franklin Curles	Veterinary Technology
Claudia Grooms	Associate of Science in Nursing
Terry Harper	Associate of Science in Nursing
Glenda Hatcher	Medical Assisting
Tom Hastings	Respiratory Care
Margie Keeling	Practical Nursing
Karen Kelso	Nurse Aide
Chuck Lester	Paramedicine
Florence McCutchen	Associate of Science in Nursing
Tammy Miller	Respiratory Care
Matthew Nolan	Radiologic Technology
Sharon Poitevint	Veterinary Technician
Missy Pullen	Paramedicine
Dr. Amy Ryan	Pharmacy Technology
Nichole Sanders	Practical Nursing – Grady County Campus
Don Shaw	Clinical Laboratory Tech
Francis Turner	Health Information Tech
Wally Waldron	Radiologic Technology
LaRonda Young	Health Science Tutor
Vacant	Associate of Science in Nursing
Vacant	Associate of Science in Nursing
Vacant	Associate of Science in Nursing
Vacant	Practical Nursing
Vacant	Surgical Technology

**FACULTY FOR THE  
SCHOOL OF INDUSTRIAL TECHNOLOGY**

Mike Allen	Land, Forest, Wildlife Technology
Chad Faircloth	Electrical Systems Tech
Thomas Graham	Automotive Technology
Ralph Griffith	Drafting Technology
Randall Lawhorn	Air Conditioning Tech
Justin McLane	Agricultural Technology
Sonny Scully	Welding and Joining Tech

**FACULTY FOR THE  
SCHOOL OF PROFESSIONAL SERVICES**

Jessica Barfield	Early Childhood Care & Education - Thomas
Rosa Collins	Cosmetology - Thomas
Ann Dunn	Early Childhood Care & Education - SWGTC of Grady County
Dr. Steven Houglan	Criminal Justice Technology
Karen Murray	Criminal Justice Technology
Londa Wilson	Social Work Assistant
Vacant	Cosmetology - SWGTC of Mitchell County
Vacant	Paralegal Studies



## ADMINISTRATION & FACULTY CREDENTIALS

### ADMINISTRATION

**Dr. Craig R. Wentworth (2010)**

*President*

Ed.D., University of Georgia  
M.S., Valdosta State University  
B.A., Valdosta State University

**Dennis Lee (2005)**

*Dean for Academic Affairs*

M.B.A., Valdosta State University  
B.S., Georgia Institute of Technology

**Carla Barrow (1999)**

*Dean for Academic Affairs*

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

**Amy Maison (2011)**

*Executive Director Institutional Advancement,  
Marketing/Public Relations*

M.B.A., Thomas University  
B.S., Florida Metropolitan University

**Dr. Deborah L. Goodman (1993)**

*Vice President, Institutional Effectiveness*

Ed.D., Oklahoma State University  
M.S., Oklahoma State University  
B.S., Oklahoma State University  
Additional Graduate Studies:  
Central State University,  
Indiana University at Perdue University,  
Troy State University at Dothan

**Dr. Annie Laurie McElroy (1992)**

*Vice President for Academic Affairs*

Ph.D., Georgia State University  
M.Ed., Valdosta State University  
B.S., Valdosta State University  
Diploma, Georgia Baptist College of Nursing

**Joyce Halstead (1989)**

*Vice President for Student Affairs*

M.Ed., Valdosta State University  
B.A., Thomas University

**Gary Pitts (2005)**

*Vice President of Economic Development*

M.B.A., Valdosta State University  
B.S., Valdosta State University  
Professional in Human Resources Certification  
Certified Economic Developer Trainer

**Christa Herring (1999)**

*Executive Assistant to the President*

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

**Paul Roberts (1998)**

*Vice President of Administrative Services*

B.S., Valdosta State University  
Certified Public Accountant

## FULL TIME FACULTY

### **Mike Allen (2011)**

*Land, Forest, Wildlife Tech*  
B.S., University of Florida

### **Jessica Barfield (2007)**

*Early Childhood Care & Education*  
M.Ed., Valdosta State University  
B.S., University of Georgia

### **James “Art” Beveridge (2010)**

*Distance Education Coordinator*  
B.A., University of West Florida  
A.A., Gulf Coast Community College

### **Dr. Heidi Bivins (2009)**

*Natural Sciences*  
D.C., Life University  
B.S., Berry College

### **Ramona Bryant (2011)**

*Associate of Science in Nursing*  
M.S.N., University of Phoenix  
B.S.N., University of Phoenix  
A.S.N., Darton College  
Diploma, Southwest Georgia Technical College

### **Tamara Lanae Bryant (1994)**

*Associate of Science in Nursing*  
M.S.N., Walden University  
B.S.N., Brenau Women’s College  
Certificate, Swainsboro Technical College

### **Debra Lynn Burgess (2011)**

*English*  
M.A., University of West Alabama  
M.Ed., University of West Alabama  
B.A., University of Florida

### **Patricia D. Christian (1990)**

*Business Administrative Technology*  
M.Ed., Florida Agricultural and Mechanical University  
B.S., Florida Agricultural and Mechanical University  
Additional Graduate Studies:  
Valdosta State University  
MOUS Certification

### **Neil Clements (2010)**

*Business Management*  
M.B.A., Thomas University  
B.S., Georgia Southern University

### **Rosa Collins (1995)**

*Cosmetology*  
Diploma, South Georgia Technical College

### **Daniel Cooper (2005)**

*Tutoring Center*  
M.S., Georgia Southern University  
B.S., Mercer University

### **Dr. Franklin Curles (2011)**

*Veterinary Technology*  
D.V.M., University of Georgia  
B.S., University of Georgia  
A.S., Abraham Baldwin Agricultural College

### **LaDonna Delk (1994)**

*Adult Education*  
M.Ed., Valdosta State University  
B.S., Albany State College

### **Ann Dunn (2010)**

*Early Childhood Care and Education*  
M.Ed., Mercer University  
B.A., Agnes Scott College

### **Charles Everett (1999)**

*Computer Information Systems*  
M.Ed., Valdosta State University  
B.S., Thomas College  
MCSE Certification  
A+ Certified Service Technician  
CCNA and CCNP Certification

### **Chad Faircloth (2005)**

*Electrical Systems Technology*  
A.A.T. Southwest Georgia Technical College  
Diploma, Southwest Georgia Technical College

### **Lee Fletcher (1985)**

*Math*  
B.A., Catawba College

**Thomas L. Graham (1985)**

*Automotive Technology*

Diploma, Thomas Technical Institute

**Ralph Griffith (2005)**

*Drafting Technology*

A.A.S., Bainbridge College

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**Claudia Grooms (2010)**

*Associate of Science in Nursing*

M.S.N., Valdosta State University

B.S.N., Valdosta State University

**Terry Harper (2000)**

*Associate of Science in Nursing*

M.S.N., University of Phoenix

B.S.N., University of Phoenix

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Diploma, Thomas Technical College

**Tom Hastings (2006)**

*Respiratory Care*

B.S., University of Florida

A.S., Valencia Community College

**Glenda H. Hatcher (1987)**

*Medical Assisting*

B.S.N., Valdosta State University

**Rick Horton (2001)**

*Tutoring Center*

M.S., Troy State University

B.S., Delta State College

**Dr. Steven Hougland (2011)**

*Criminal Justice Technology*

Ph.D., University of Central Florida

M.A., University of Central Florida

B.A., University of Central Florida

**Ray Ingram (1981)**

*Accounting*

M.Ed., Valdosta State University

B.S., Valdosta State University

Additional Graduate Studies:

Albany State College

Troy State Univ. at Dothan

Georgia Southwestern State University

MOUS Certification

**Margie Keeling (2008)**

*Practical Nursing*

R.N., Diploma; Highsmith-Rainey Memorial Hospital

**Margaret Kelly (2008)**

*Adult Education*

M.A., University of Massachusetts

B.S., Salem State College

A.A., Berkshire Community College

**Karen Kelso (2004)**

*Nurse Aide*

M.S.N., Valdosta State University

B.S.N., Thomas University

Diploma, Georgia Baptist School of Nursing

**Randall Lawhorn (2011)**

*Air Conditioning Technology*

Diploma, Southwest Georgia Technical College

**Charles Lester (2011)**

*Paramedicine*

Diploma, Southwest Georgia Technical College

**Florence T. McCutchen (2005)**

*Associate of Science in Nursing*

M.S.N., Florida State University

B.S.N., University of Pennsylvania

Diploma, Holy Name Hospital School of Nursing

**Justin McLane (2011)**

*Agricultural Technology*

A.A.T., Southwest Georgia Technical College

**Tammy Miller (1991)**

*Respiratory Care*

M.Ed., Valdosta State University

B.S., Berry College

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**Joel Moore (2010)**

*Natural Sciences*

M.S., Florida State University

B.S., University of Southern Mississippi

A.S., Pearl River Community College

**Karen Murray (2010)**

*Criminal Justice Technology*

M.S., Columbus State University

B.S., Thomas University

## Personnel/Faculty Credentials

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### **Matthew Nolan (2010)**

*Radiologic Technology*

B.S. Medical College of Georgia

### **Christine Parrish (2005)**

*Business Administrative Technology*

M.Ed., Valdosta State University

B.S., University of Georgia

Microsoft Certified Application Specialist (MCAS)

### **Gwen Pittman (2012)**

*English and Reading*

M.Ed., Valdosta State University

B.S., Early Childhood Ed

### **Sharon Poitevint (2011)**

*Veterinary Technician*

A.S., Abraham Baldwin Agricultural College

### **Missy Pullen (1998)**

*Paramedicine*

B.S.N., University of Phoenix

A.S.N., Darton College

EMT/Paramedic Diploma, Valdosta Technical College

### **Gail Roberts (1994)**

*Director, Library/Media Services*

M.L.S., Florida State University

B.A., Florida State University

### **Ron Rushing (2004)**

*Math*

M.S., Clemson University

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### **Dr. Amy Ryan (2008)**

*Pharmacy Technology*

Pharm.D., Mercer University

### **Nichole Sanders (2008)**

*Practical Nursing*

B.S.N., Baylor University

Additional Graduate Studies:

Columbus State University

University of Arkansas

### **James (Sonny) Scully (1997)**

*Welding & Joining Technology*

A.S., Thomas College

Diploma, Thomas Technical Institute

### **Charles (Andy) Semones (2011)**

*Adult Education*

B.S. Millikin University

A.A. Richland Community College

### **Don Shaw (2011)**

*Clinical Laboratory Technology*

M.A. Wayland Baptist University

B.S. Wayland Baptist University

### **Mary Lou Vonier (1999)**

*Adult Education*

B.S., Valdosta State University

### **Werner (Wally) Waldron (1989)**

*Radiologic Technology*

M.Ed., Valdosta State University

B.T., Appalachian State University

A.A.S., Tampa Technical Institute

Certificate, Morton F. Plant Hospital

### **Summer Washington (2009)**

*Q.E.P. Director*

M.S., Valdosta State University

B.S., Valdosta State University

### **Londa Wilson (2009)**

*Social Work Assistant*

M.S.W., Florida State University

B.S.W., Albany State University

### **Steve Wooten (2008)**

*Math*

Ed.S., Florida State University

M.Ed., Valdosta State University

B.S., Valdosta State University

### **LaRonda Young (2011)**

*Health Science Tutor*

B.S. Spellman College

### **Michael Young (2012)**

*Psychology*

M.Ed., Valdosta State University

B.S., Valdosta State University

A.A., Los Angeles City College

A.A.S., Community College of the Air Force

## ADJUNCT FACULTY

### Beth Adams

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B.S., Valdosta State University

### Crysta Andrews

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A.A.S., Thomas University

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B.A., Metropolitan State College of Denver  
A.D.N., Santa Fe Community College

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B.S., McKendree University

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B.S., Valdosta State College

**John Reagan**

A.S., Georgia State University

**William Reed, Jr.**

Ph.D., Atlanta University  
M.S., Hampton Institute  
B.S., North Carolina A & T State University

**Lisa Rigsby**

M.S., Florida State University  
B.S., Albany State University

**Mark Scott**

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

**Mark Sealy**

Diploma, Southwest Georgia Technical College

**Diana Searcy**

B.S., Universidad de Puerto Rico

**James Shaw**

M.S.T., Georgia Southern University  
B.M., Valdosta State University

**Tarnishia Sirmans**

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B.S., Georgia Southern University  
A.S.N., Abraham Baldwin Agricultural College

**Georgia Vickie Smith**

B.S., Thomas University  
A.A.T., Southwest Georgia Technical College  
A.A.T., Southwest Georgia Technical College

**Neva Tamara Smith**

M.B.A. Albany State University  
B.S., Thomas University

**Lynn Spencer**

M.Ed. University of Georgia  
B.A. Wesleyan College

**Howard Stephens**

M.Ed., Valdosta State University  
B.S., University of Alabama  
Additional Graduate Studies:  
Troy State University at Dothan  
Novell Netware Certification  
CISCO CCNA Certification

**Jack (Chip) Tanner**

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

**Patricia Taylor**

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

**Catherine Thompson**

M.Ed., Valdosta State University  
B.S., Thomas University

**Daniel Todd**

Diploma, Southwest Georgia Technical College  
Certificate, Southwest Georgia Technical College

**Frances Turner**

B.S., Thomas University  
A.S., Thomas University

**Kyle Unglaub**

M.Ed. Florida State University  
B.S. Florida State University

**Cora Ann Walden**

Diploma, Southwest Georgia Technical College  
Mary Weber  
M.S., Thomas University  
B.S., Thomas University  
A.A.S., Alpena Community College

**Alnita Williams**

M.Ed., Valdosta State University  
B.S., Valdosta State University  
A.A.T., Southwest Georgia Technical College

**Martha Winter**

M.Ed., University of Georgia  
B.S.Ed., University of Georgia  
A.S., Abraham Baldwin Agricultural College

**Agate Wlodarczyk**

B.A., Florida State University

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**CAMPUS LOCATIONS SERVING THOMAS, GRADY AND MITCHELL COUNTIES.**