

Southwest Georgia TECHNICAL COLLEGE



**Spring Addendum to the
2012-2013 Student
Handbook and Catalog**

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EDITS To P. 3 in the FY2013 Catalog

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, genetic information, 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 administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, and athletics. It also applies to recruitment and employment of personnel and the contracting for goods and services.

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
jhalstead@southwestgatech.edu

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
awelch@southwestgatech.edu

EDITS To P. 28 in the FY2013 Catalog

ADMISSIONS POLICY

NONDISCRIMINATION

Southwest Georgia Technical College (SWGTC) under the policy jurisdiction of the State Board of the Technical College System of Georgia 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, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EDITS To P. 30 in the FY2013 Catalog

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 the Technical College System of Georgia and reflect concern for the applicant's health, safety, well-being and ability to benefit from the educational opportunities available.

EDITS To P. 56 in the FY2013 Catalog
AAS, DIPLOMA AND TECHNICAL CERTIFICATE SEMESTER TUITION AND FEE SCHEDULE

Credit Hour	Tuition	Fees*	Technology Fee	Instructional Fee	Total
1	\$85.00	\$69.00	\$55.00	\$50.00	\$259.00
2	\$170.00	\$69.00	\$55.00	\$50.00	\$344.00
3	\$255.00	\$69.00	\$55.00	\$50.00	\$429.00
4	\$340.00	\$69.00	\$55.00	\$50.00	\$514.00
5	\$425.00	\$69.00	\$55.00	\$50.00	\$599.00
6	\$510.00	\$69.00	\$55.00	\$50.00	\$684.00
7	\$595.00	\$69.00	\$55.00	\$50.00	\$769.00
8	\$680.00	\$69.00	\$55.00	\$50.00	\$854.00
9	\$765.00	\$69.00	\$55.00	\$50.00	\$939.00
10	\$850.00	\$69.00	\$55.00	\$50.00	\$1024.00
11	\$935.00	\$69.00	\$55.00	\$50.00	\$1109.00
12	\$1020.00	\$69.00	\$55.00	\$50.00	\$1194.00
13	\$1105.00	\$69.00	\$55.00	\$50.00	\$1279.00
14	\$1190.00	\$69.00	\$55.00	\$50.00	\$1364.00
15	\$1275.00	\$69.00	\$55.00	\$50.00	\$1449.00

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, accident insurance, and student activity fees.

EDITS To P. 61 in the FY2013 Catalog

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 all courses for which they are enrolled (see To Drop/Add A Course and the Withdrawal Policy in the Student Handbook). 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.

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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
AC	Articulated credit	
AU	Audit - no credit earned	
EX	Credit by exemption	
I	Incomplete	
IP	In Progress	
S	Satisfactory	
TR	Transfer Credit	
U	Unsatisfactory	
W	Withdrew	
WF	Withdrew Failing	

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 "S" indicates the student attained a Satisfactory grade in a course that is Pass/Fail. A grade of "S" will not be calculated in the GPA.

A grade of "U" indicates the student attained an Unsatisfactory grade in a course that is Pass/Fail. A grade of "U" will not be calculated in the GPA.

A grade of "W" indicates the student withdrew from class(es) on or prior to the Last Withdrawal Date with a passing grade in the course.

A grade of "WF" indicates the student withdrew from class(es) after the Last Withdrawal Date with a failing grade in the course. 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.

EDITS To P. 77 in the FY2013 Catalog

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

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
<i>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</i>	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. OCCUPATIONAL COURSES	49
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 Open Open Elective – Approved TCSG credit courses	9

EDITS To P. 102 in the FY2013 Catalog

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. Admission to the specialization courses may be affected by the specialization program's 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: 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

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
<i>Required Course(s):</i>	
PSYC 1101 Introductory Psychology	
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
<i>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</i>	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. OCCUPATIONAL COURSES	3
COMP 1000 Introduction to Computers	3
3. CONCENTRATION SPECIFIC COURSE (Select one track)	18-21
Associate of Science in Nursing (Generic)	19
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

Spring Addendum

Associate of Science in Nursing (Bridge)		18	Surgical Technology		20
BIOL 2113	Anatomy and Physiology I	3	ALHS 1090	Medical Terminology for AHS	2
BIOL 2113L	Anatomy and Physiology I Lab	1	BIOL 2113	Anatomy and Physiology I	3
BIOL 2114	Anatomy and Physiology II	3	BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114L	Anatomy and Physiology II Lab	1	BIOL 2114	Anatomy and Physiology II	3
BIOL 2117	Introductory Microbiology	3	BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117L	Introductory Microbiology Lab	1	SURG 1010	Introduction to Surgical Technology	8
RNSG 1910	Health Assessment Through the Lifespan	2	SURG 1080	Surgical Microbiology	2
RNSG 1960	Transition to Associate Degree Nursing	4			
Pharmacy Technology		21			
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			
Radiologic Technology		21			
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			
Respiratory Care Technology		19			
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			
CHEM 1211	Chemistry I	3			
CHEM 1211L	Chemistry I Lab	1			
PHYS 1110	Conceptual Physics	3			
PHYS 1110L	Conceptual Physics Lab	1			
RESP 1120	Introduction to Respiratory Therapy	3			

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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: 33 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		9
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)
2. OCCUPATIONAL COURSES		3
COMP 1000	Introduction to Computers	3
3. CONCENTRATION SPECIFIC COURSE (Select one track)		21-24
<i>Pharmacy Technology</i>		21
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
<i>Surgical Technology</i>		24
ALHS 1090	Medical Terminology for AHS	2
ALHS 1011	Anatomy and Physiology	5
SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	7
SURG 1080	Surgical Microbiology	2

EDITS To P. 129 in the FY2013 Catalog

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 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, degree level math course, 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: 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. 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: 73 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 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 1080	Surgical Microbiology
SURG 1100	Surgical Pharmacology
SURG 2030	Surgical Procedures I
SURG 2040	Surgical Procedures II
SURG 2110	Surgical Technology Clinical I
SURG 2120	Surgical Technology Clinical II
SURG 2130	Surgical Technology Clinical III
SURG 2140	Surgical Technology Clinical IV
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

3 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

3 opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are

3 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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2 Length of Program: One (1) semester of prerequisite courses found in the Health Care Assistant, TCC, Three

3 (3) semesters of occupational courses.

3 Entrance Dates: Prerequisite Courses open; however, all prerequisite/competitive admission courses

1 (ALHS 1011 – Anatomy and Physiology, ALHS 1090 – Medical Terminology for Allied Health, COMP 1000 – Introduction to Computers, ENGL 1010 – Fundamentals of English I, diploma level math course, PSYC 1010 – Basic Psychology) must be successfully completed with

3 a minimum grade of a “C”, prior to competitive program admission deadline.

2 Program Admission: Summer Semester

4 Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the

3 program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission

3 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.

CURRICULUM CREDITS

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: 60 minimum semester hour credits required for graduation.

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

1.	BASIC SKILLS COURSES	9
	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)
2.	OCCUPATIONAL COURSES	51
	ALHS 1011 Anatomy & Physiology	5
	ALHS 1090 Medical Terminology for AHS	2
	COMP 1000 Introduction to Computers	3
	SURG 1010 Introduction to Surgical Technology	8
	SURG 1020 Principles of Surgical Technology	7
	SURG 1080 Surgical Microbiology	2
	SURG 1100 Surgical Pharmacology	2
	SURG 2030 Surgical Procedures I	4
	SURG 2040 Surgical Procedures II	4
	SURG 2110 Surgical Technology Clinical I	3
	SURG 2120 Surgical Technology Clinical II	3
	SURG 2130 Surgical Technology Clinical III	3
	SURG 2140 Surgical Technology Clinical IV	3
	SURG 2240 Seminar in Surgical Technology	2

EDITS To P. 155 in the FY2013 Catalog
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 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.

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 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.

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

1.	OCCUPATIONAL COURSES	10
	WELD 1000 Introduction to Welding Technology	3
	WELD 1010 Oxyfuel Cutting	3
	WELD 1040 Flat Shielded Metal Arc Welding	4

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	13
	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

EDITS To P. 156 in the FY2013 Catalog

**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 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.

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.

EDITS To P. 171 in the FY2013 Catalog

The E-Learning Design & Development Specialist Technical Certificate of Credit Program is no longer offered.

EDITS To P. 176 in the FY2013 Catalog

The Eligibility Determination Specialist Technical Certificate of Credit Program is no longer offered.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		12
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4

EDITS To P. 183 in the FY2013 Catalog

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. SWGTC also recognizes that the impact of attendance varies from program and course to course. To facilitate instructional environments appropriate to each program and course, SWGTC allows the Attendance Statement to be customized to the needs of each course, under the guidance of the Lead Instructor for each program discipline. Lead Instructors have the authority to develop specific attendance requirements for the courses within their program discipline and require instructors within their program discipline to adhere to those requirements. The Attendance Statement is required to be included in the course syllabus.

3. Any student who fails to attend a course for fourteen (14) consecutive calendar days or violates the respective course Attendance Statement (whichever occurs first), will be Administratively Withdrawn from a course by the course instructor. When calculating consecutive calendar days, calculations should include all weekdays and weekends, regardless if a class session occurred during that day or not. This information will be included in the course Attendance Statement.

4. Students wishing to appeal an Administrative Withdrawal due to attendance should see the Dean responsible for overseeing the primary instructor of the course from which the student was withdrawn.

5. 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.

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.

EDITS To P. 185 in the FY2013 Catalog

WITHDRAWAL POLICIES

1. Students who fail to attend the first class session will be withdrawn from the course by the instructor. The student will be assigned a NS (No-Show).
2. Students may elect to withdraw from a course during the drop period via Banner Web, or by contacting their Advisor or Student Affairs.
3. Any student registered for a course after the drop period ends, must either complete the course requirements or officially withdraw prior to the last day for withdrawal. To withdraw from one or more courses, the student must complete the Online Withdrawal Form. A student should not assume that non-attendance constitutes an official withdrawal. The published Last Withdrawal Date is the last date an official Withdrawal Form submitted to the Registrar's Office will be processed. The last date a student can withdraw is the 60% mark as determined by Financial Aid. Students who withdraw prior to the Last Withdrawal Date, may be required to return a percentage of their Financial Aid award based on the percentage of the course attended prior to the Last Date of Attendance.
4. In accordance with a published course attendance statement, the instructor may elect to submit a Withdrawal Request when the student has been found to have violated the attendance statement for the course. Additionally, any student who fails to attend a course for fourteen (14) consecutive calendar days or who violates the respective course Attendance Statement (whichever occurs first), will be Administratively Withdrawn from a course by the course instructor. When calculating consecutive calendar days, calculations should include all weekdays and weekends, regardless if a class session occurred during that day or not. This information will be included in the course Attendance Statement.
5. Students wishing to appeal an Administrative Withdrawal due to attendance should see the Dean responsible for overseeing the primary instructor of the course from which the student was withdrawn.
6. This policy applies to all students regardless of delivery method.

7. Students who have been withdrawn from a program of instruction must reapply for admission.

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.
5. 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.

To learn more about commencement exercises, please refer to Student Affairs on the SWGTC website.

**EDITS To COURSE DESCRIPTIONS
(P. 210-290 in the FY2013 Catalog)**

ECCE 2320 – Program Administration and Facility Management

3.00 Credits

Pre/Co-requisite(s): Provisional Admission

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ELGD 1010 Introduction to E-Learning, ELGD 1110 E-Learning Instructional Design, ELGD 1150 E-Learning Design and Delivery Tools, and ELGD 1210 E-Learning Practicum are no longer offered.

ENGL 0090 – Learning Support English

3.00 Credits

Pre-requisite(s): Appropriate Placement Test Score

This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.

ENGL 0096, 0097, and 0098 are no longer offered.

ENGL 1010 – Fundamentals of English I

3.00 Credits

Pre-requisite(s): 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 1101 – Composition and Rhetoric

3.00 Credits

Pre-requisite(s): 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.

FORS 1030 - Dendrology

3.00 Credits

Pre-requisite(s): FWMT 1000

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 1100 – Forest Technology

3.00 Credits

Pre/Co-requisite(s): FWMT 1000

This course introduces basic forest management concepts and techniques. Topics include forest protection, products, harvesting, silviculture, and measurements. Upon completion students should have a fundamental understanding of the different aspects of forest management in the southeastern United States.

FORS 2460 – Forest Management

6.00 Credits

Pre-requisite(s): FORS 1100

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 1010 – Equipment Use

3.00 Credits

Pre/Co-requisite(s): FWMT 1000

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

Pre/Co-requisite(s): FWMT 1000

This course includes laws, policies, and jurisdiction of natural resources. Topics include policy and law; game, non-game and endangered species; public relations and cultural aspects of natural resource management; and law enforcement procedures. Upon completion students should be able to describe and assess the influences of policies, laws, and society on natural resource management.

FWMT 1080 – Plantation Operations

3.00 Credits

Pre/Co-requisite(s): FWMT 1010

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

Pre-requisite(s): FWMT 1000

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

Pre-requisite(s): FWMT 1000

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 2040 - Internship

3.00 Credits

Pre-requisite(s): FORS 2460, FWMT 1020, FWMT 1080, FWMT 2010, FWMT 2020, FWMT 2030

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 1410 – Coding and Classification – ICD Advanced

3.00 Credits

Pre-requisite(s): HIMT 1400

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 2400 – Coding and Classification – CPT/HCPCS

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.

HIST 1111 - World History I

3.00 Credits

Pre-requisite(s): Appropriate degree level Writing/English & Reading placement test scores

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

Pre-requisite(s): Appropriate degree level Writing/English & Reading placement test scores

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

*Pre-requisite(s): Appropriate degree level
Writing/English & Reading placement test scores*

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

*Pre-requisite(s): Appropriate degree level
Writing/English & Reading placement test scores*

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 I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

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 in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.

MATH 0090 – Learning Support Mathematics

3.00 Credits

Pre-requisite(s): Appropriate Placement Test Score

This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module.

MATH 0096, 0097, 0098, and 0099 are no longer offered.

MATH 1012 – Foundations of Mathematics

3.00 Credits

Pre-requisite(s): 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): 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 1100 – Quantitative Skills and Reasoning

3.00 Credits

Pre-requisite(s): 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, and mathematics of finance.

MATH 1101 - Mathematical Modeling

3.00 Credits

Pre-requisite(s): 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): 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.

MUSC 1101 – Music Appreciation

3.00 Credits

Pre/Co-requisite(s): ENGL 1101

Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.

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.

POLS 1101 - American Government

3.00 Credits

Pre-requisite(s): Appropriate degree level Writing/English & Reading placement test scores

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

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 psychology.

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 critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatments, stress and health, and social psychology.

PSYC 2250 – Abnormal Psychology

3.00 Credits

Pre-requisite(s): PSYC 1101

Emphasizes the etiology and treatments considerations of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications and psychological disorders.

READ 0090 – Learning Support Reading

3.00 Credits

Pre-requisite(s): Appropriate Placement Test Score

This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills. Students progress at their own pace to master each module.

READ 0096, 0097, and 0098 are no longer offered.

RESP 2090 – Clinical Practices I

2.00 Credits

Pre-requisite(s): RESP 1120, RESP 1130

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).

SURG 1010 – Introduction to Surgical Technology

8.00 Credits

Pre-requisite(s): Program Admission

Topics include: introduction to preoperative, intraoperative and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the “Co-Related Procedures Concept.” The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

SURG 1020 – Principles of Surgical Technology

7.00 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: technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the “Co-Related Procedures Concept.” The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

SURG 1080 – Surgical Microbiology

2.00 Credits

Pre-requisite(s): Program Admission

Introduces the fundamentals of surgical microbiology. Topics include: cell structure; introduction to microbiology; microorganisms; process of infection; hypersensitivity; fluid movement concepts; and immunologic defense mechanisms.

SURG 1100 – Surgical Pharmacology

2.00 Credits

Pre-requisite(s): Program Admission

Introduces the concepts of pharmacology and anesthesia. Topics include: terminology; medication measurement; medications used in surgery; care and handling of medications and solutions; and anesthesia.

SURG 2030 – Surgical Procedures I

4.00 Credits

Pre-requisite(s): SURG 1010, SURG 1020

Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

SURG 2040 – Surgical Procedures II

4.00 Credits

Pre-requisite(s): SURG 2030

Introduces the surgical specialties to include Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Ophthalmic (Eye) Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery and Neurosurgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

SURG 2110 – Surgical Technology Clinical I

3.00 Credits

Pre/Co-requisite(s): SURG 2030

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 – Surgical Technology Clinical II

3.00 Credits

Pre/Co-requisite(s): SURG 2030

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2130 – Surgical Technology Clinical III

3.00 Credits

Pre-requisite(s): SURG 2030, SURG 2120

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2140 – Surgical Technology Clinical IV

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, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 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: employability skills and professional preparation.

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*A Unit of the Technical College System of Georgia
Equal Opportunity Institution*

LOCATIONS SERVING THOMAS, GRADY, AND MITCHELL COUNTIES.