



*Marilyn Manning,
2013 G.O.A.L. Student*



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2013 SWGTC Instructor of the Year*



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2013 EAGLE Delegate*

**Spring Addendum to the
2013-2014 Catalog
and Student Handbook**

EDITS To P. 3 in the AY2014 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):

Dr. Jeanine Long
ADA Coordinator
15689 Highway 19 N, Building A, Room 257
Thomasville, GA 31792 (229) 227-2668
jlong@southwestgatech.edu

EDITS To P. 22 in the AY2014 Catalog

BOOKSTORE

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

CAMPUS SECURITY

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

EDITS To P. 24 in the AY2014 Catalog

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.

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 logging on to the Counseling page of the College website. Students may also stop by Student Affairs located in Building A or call (229) 227-5060 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 Disability Services in Student Affairs. Students are encouraged to request accommodations prior to beginning school.

EDITS To P. 26 in the AY2014 Catalog

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. The Technical College System of Georgia (TCSG) will accept the following:
 - Alabama:** Issued after August 1, 2000
 - Florida:** Issued after January 1, 2010 AND have a gold star in the upper right hand corner.
 - South Carolina:** Issued after November 1, 2008
 - Tennessee:** Issued after May 29, 2004.
 - Any State:** Any valid drivers' license or ID card with this gold star in the upper right hand corner.



- 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 current, valid military identification card for active duty soldiers or veterans.
- 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.

EDITS To P. 27 in the AY2014 Catalog

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 certificate of attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in 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.

EDITS To P. 40 in the AY2014 Catalog

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.

For further information regarding Validation of Lawful Presence, please reference p. 26.

EDITS To P. 44 in the AY2014 Catalog

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 2.0 at the end of the term in which he or she has attended 30 semester and 60 semester credit hours towards a diploma or certificate for which he or she received HOPE Grant funds. Students who 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 2.0 or higher at the 60 credit hour checkpoint. Students may only regain HOPE Grant eligibility one time after losing it.

Students who lost their HOPE Grant eligibility at a credit hour checkpoint due to not having a 3.0 GPA when that requirement was in place, but who had at least a 2.0 Hope GPA at that time, will regain their HOPE Grant eligibility starting Fall Semester 2013 or their next term of enrollment.

EDITS To P.55 in the AY2014 Catalog
SEMESTER TUITION AND FEE SCHEDULE

Credit Hour	Tuition	Fees*	Technology Fee	Instructional Fee	Total
1	\$85.00	\$67.00	\$105.00	\$50.00	\$307.00
2	\$170.00	\$67.00	\$105.00	\$50.00	\$392.00
3	\$255.00	\$67.00	\$105.00	\$50.00	\$477.00
4	\$340.00	\$67.00	\$105.00	\$50.00	\$562.00
5	\$425.00	\$67.00	\$105.00	\$50.00	\$647.00
6	\$510.00	\$67.00	\$105.00	\$50.00	\$732.00
7	\$595.00	\$67.00	\$105.00	\$50.00	\$817.00
8	\$680.00	\$67.00	\$105.00	\$50.00	\$902.00
9	\$765.00	\$67.00	\$105.00	\$50.00	\$987.00
10	\$850.00	\$67.00	\$105.00	\$50.00	\$1072.00
11	\$935.00	\$67.00	\$105.00	\$50.00	\$1157.00
12	\$1020.00	\$67.00	\$105.00	\$50.00	\$1242.00
13	\$1105.00	\$67.00	\$105.00	\$50.00	\$1327.00
14	\$1190.00	\$67.00	\$105.00	\$50.00	\$1412.00
15	\$1275.00	\$67.00	\$105.00	\$50.00	\$1497.00

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, accident insurance, and student activity fees.

EDITS To P.63 in the AY2014 Catalog

GENERAL EDUCATIONAL DEVELOPMENT (GED®) TESTING

Southwest Georgia Technical College is an official PearsonVue testing center. The GED Test is administered on Tuesday and Thursday from 3:00 p.m. to 8:00 p.m. in Building E at Southwest Georgia Technical College - Main Campus. If an individual wishes to take the GED®, he/she must be at least 18 years old. Registration, scheduling, and payment are done through the website: gedcomputer.com. 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 Georgia GED® Testing Program. Additional registration information may be obtained by calling the Adult Education Office at 225-5292 from 8:00 a.m.-6:00 p.m.

Successful attainment of the General Educational 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.

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EDITS To P.73 in the AY2014 Catalog

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
SPAN 1101	Introduction to Spanish Language and Culture I	3
SPAN 1102	Introduction to Spanish Language and Culture II	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
PSYC 2250	Abnormal Psychology	3
SOCI 1101	Introduction to Sociology	3

Area III: Natural Science/Mathematics**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 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics 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 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

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).
- Students will setup, troubleshoot, and maintain a server environment.
- 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: Networking Specialist, Associate of Applied Science. Graduates who complete CIST 2441, CIST 2442, CIST 2443, and CIST 2444 are eligible to sit for the Cisco CCNA certification exam.

Credits Required for Graduation: 66 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
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. OCCUPATIONAL COURSES	51
COMP 1000 Introduction to Computers	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
Elec- CIST Elective CIST	14
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 2412 Microsoft Server Directory Svcs	4
CIST 2413 Microsoft Server Infrastructure	4
CIST MS CIST Microsoft Course	4

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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. Graduates who complete CIST 2441, CIST 2442, CIST 2443, and CIST 2444 are eligible to sit for the Cisco CCNA certification exam.

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

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	2
MATH 1012	Foundations of Mathematics	3
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)		
<i>CISCO Discovery Specialization</i>		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)
<i>Microsoft Specialization</i>		16
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Svcs	4
CIST 2413	Microsoft Server Infrastructure	4
CIST MS	CIST Microsoft Course	4

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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 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: 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

1. OCCUPATIONAL COURSES		18
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

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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: Four (4) 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.

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. Graduates who complete CIST 2441, CIST 2442, CIST 2443, and CIST 2444 are eligible to sit for the Cisco CCNA certification 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

1.	OCCUPATIONAL COURSES	16
	<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

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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 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: PC Repair and Network Technician, Technical Certificate of Credit. Eligible to apply to take the CompTia A+ certification exam.

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

1. OCCUPATIONAL COURSES		18
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
and one of the following (4 hours)		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Networking for Home and Small Bus	(4)

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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.
- Radiologic Technology: Students will perform a Chest X-ray to ARRT standards.
- Respiratory Care: Students will apply the basic principles of the Respiratory Care profession.
- Surgical Technology: Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.

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

Spring Addendum

3. CONCENTRATION SPECIFIC COURSE	18-21		
(Select one track)			
<i>Associate of Science in Nursing (Generic)</i>	19	<i>Surgical Technology</i>	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 1920 Theoretical and Technical Foundations for Nursing Practice	5		
		<i>Veterinary Technology</i>	18
<i>Associate of Science in Nursing (Bridge)</i>	18	BIOL 1111 Biology I	3
BIOL 2113 Anatomy and Physiology I	3	BIOL 1111L Biology I Lab	1
BIOL 2113L Anatomy and Physiology I Lab	1	CHEM 1511 Survey of Inorganic Chemistry	3
BIOL 2114 Anatomy and Physiology II	3	CHEM 1151L Survey of Inorganic Chemistry Lab	1
BIOL 2114L Anatomy and Physiology II Lab	1	VETT 1000 Veterinary Medical Terminology	2
BIOL 2117 Introductory Microbiology	3	VETT 1010 Introduction to Veterinary Tech	1
BIOL 2117L Introductory Microbiology Lab	1	VETT 1060 Animal Anatomy and Physiology	4
RNSG 1910 Health Assessment Through the Lifespan	2	VETT 1070 Veterinary Diagnostic Imaging	3
RNSG 1960 Transition to Associate Degree Nursing	4		
<i>Radiologic Technology</i>	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		
	19		
<i>Respiratory Care Technology</i>			
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 1151 Survey of Inorganic Chemistry	3		
CHEM 1151L Survey of Inorganic Chemistry Lab	1		
PHYS 1110 Conceptual Physics	3		
PHYS 1110L Conceptual Physics Lab	1		
RESP 1120 Introduction to Respiratory Therapy	3		

EDITS To P. 104 in the AY2014 Catalog
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.
- Surgical Technology: Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.

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: 39 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		13
ALHS 1011	Anatomy and Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for AHS	2
COMP 1000	Introduction to Computers	3
3. CONCENTRATION SPECIFIC COURSE (Select one track)		17
<i>Surgical Technology</i>		
SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	7
SURG 1080	Surgical Microbiology	2

EDITS To P. 105 in the AY2014 Catalog

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: 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. GENERAL EDUCATION COURSES	23
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (6 Hours)	6
<i>Required Course(s):</i>	
PSYC 1101 Introductory Psychology	
Area III: Natural Sciences/Mathematics (11 Hours)**	11
<i>Required Course(s):</i>	
<i>One Mathematics Course</i>	
CHEM 1151 Survey of Inorganic Chemistry	
CHEM 1151L Survey of Inorganic Chemistry Lab	
CHEM 1152 Survey of Organic Chemistry	
CHEM 1152L Survey of Organic Chemistry Lab	
Area IV: Humanities/Fine Arts (3 Hours)	3

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

*** CHEM 1211 and CHEM 1211L may be substituted for CHEM 1151 and CHEM 1151L. CHEM 1212 and CHEM 1212L may be substituted for CHEM 1152 and CHEM 1152L.*

2.	OCCUPATIONAL COURSES	63
ALHS 1090	Medical Terminology for Allied Health Sciences	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
CLBT 1010	Intro to Clinical Laboratory Tech	3
CLBT 1030	Urinalysis/Body Fluids	2
CLBT 1040	Hematology/Coagulation	5
CLBT 1050	Serology/Immunology	3
CLBT 1060	Immunochemistry	5
CLBT 1070	Clinical Chemistry	5
CLBT 1080	Microbiology	6
CLBT 2090	Clinical Phlebotomy, Urinalysis, and Serology Practicum	3
CLBT 2100	Clinical Immunochemistry Practicum	4
CLBT 2110	Clinical Hematology/Coagulation Practicum	4
CLBT 2120	Clinical Microbiology Practicum	4
CLBT 2130	Clinical Chemistry Practicum	4
CLBT 2200	CLT Certification Review	2

EDITS To P. 109 in the AY2014 Catalog

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 demonstrate proficiency in opening a sterile package maintaining sterility.
- Students will demonstrate administering an intramuscular injection.

Length of Program: One (1) Semesters of prerequisite courses and Four (4) 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, One Degree Level Mathematics course, 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

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

**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

55

Diploma

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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: One (1) semester of prerequisite courses and Four (4) semesters of occupational courses

Entrance Date: Beginning of each term for general education courses; however, all prerequisite courses (ALHS 1011 – Anatomy and Physiology, One Diploma level Mathematics course, 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.

Note: Certain Credits from this program may be applied to the Medical Assisting degree program.

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)
MATH 1015	Geometry and Trigonometry (3)
2. OCCUPATIONAL COURSES	52
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

EDITS To P. 115 in the AY2014 Catalog**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. A current Flu immunization is required for clinicals.

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

1. BASIC SKILLS COURSES		9
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
2. OCCUPATIONAL COURSES		51
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

EDITS To P. 127 in the AY2014 Catalog

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 apply the basic principles of the Respiratory Care profession.
- 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: 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 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.

EDITS To P. 132 in the AY2014 Catalog

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 is accredited by the American Veterinary Medical Association (AVMA) accreditation committee on Veterinary Education and Activities (CVTEA). Program graduates receive the Associate of Applied Science degree, are eligible to sit for the Veterinary Technician National Examination, and are qualified to apply for credentials as a Registered Veterinary Technician in the state of Georgia.

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. Program graduates are eligible to sit for the Veterinary Technician National Examination and are qualified to apply for credentials as a Registered Veterinary Technician in the state of Georgia.

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

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	16
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 (7 Hours)	7
<i>Required Course(s):</i>	
CHEM 1151 Survey of Inorganic Chemistry	
CHEM 1151L Survey of Inorganic Chemistry Lab	
MATH 1111 College Algebra	
Area IV: Humanities/Fine Arts (3 Hours)	3

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

EDITS To P. 133 in the AY2014 Catalog

CURRICULUM CREDITS

VETERINARY TECHNICIAN ASSISTANT**Technical Certificate of Credit**

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

Length of Program: Three (3) Semesters

Entrance Date: Fall 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: 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

1. BASIC SKILLS COURSES		3
MATH 1111	College Algebra	3
2. OCCUPATIONAL COURSES		25
BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
VETT 1000	Veterinary Medical Terminology	2
VETT 1010	Introduction to Veterinary Technology	1
VETT 1020	Veterinary Clinical Pathology I	3
VETT 1030	Veterinary Clinical Procedures I	4
VETT 1060	Animal Anatomy and Physiology	4
VETT 1070	Veterinary Diagnostic Imaging	3

EDITS To P. 147 in the AY2014 Catalog

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 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: Drafter's Assistant, Technical Certificate of Credit.

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

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		11
	COMP 1000	Introduction to Computers	3
	DFTG 1101	CAD Fundamentals	4
	DFTG 1103	Multiview/Basic Dimensioning	4

EDITS To P. 159 in the AY2014 Catalog

**INDUSTRIAL ELECTRICAL TECHNOLOGY
Diploma**

Program Description: The Industrial Electrical Technology program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive a diploma in Industrial Electrical Technology.

Student Learning Outcomes:

- Students will wire a three phase motor to current National Electrical Code (NEC).
- 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: 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: Industrial Electrical Technology, Diploma.

Credits Required for Graduation: 43 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
and one of the following (2 hours)		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
and one of the following (3 hours)		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. OCCUPATIONAL COURSES		35
COMP 1000	Introduction to Computers	3
ELTR 1020	Electrical Systems Basics I	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLCs	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electrical Code Indust Appl	4
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3

EDITS To P. 156 in the AY2014 Catalog

CURRICULUM CREDITS

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 setup, 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 vertical 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.

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
and one of the following (2 hours)		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
and one of the following (3 hours)		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. OCCUPATIONAL COURSES		42
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

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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: 11 minimum semester hour credits required for graduation.

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

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	11
	WELD 1050 Horizontal Shielded Metal Arc Welding	4
	WELD 1060 Vertical Shielded Metal Arc Welding	4
	Elec-Occup Occupationally Approved Elective	3

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CURRICULUM CREDITS

SHAMPOO TECHNICIAN**Technical Certificate of Credit**

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, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, 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 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: 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.

1.	OCCUPATIONAL COURSES	11
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

EDITS To P. 163 in the AY2014 Catalog
**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 identify elements of a legal search.
- Students will demonstrate the proper procedures for crime scene processing.
- Students will perform testing of body fluids using proper test procedures and protocols.
- Students will recover deleted files and data remnants.

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			
1. GENERAL EDUCATION COURSES	15	2. OCCUPATIONAL COURSES	48
Area I: Language Arts/Communication (3 Hours)	3	COMP 1000 Introduction to Computers	3
<i>Required Course(s):</i>		CRJU 1010 Introduction to Criminal Justice	3
ENGL 1101 Composition and Rhetoric		CRJU 1040 Principles of Law Enforcement	3
Area II: Social/Behavioral Sciences (3 Hours)	3	CRJU 1062 Methods of Criminal Investigation	3
Area III: Natural Sciences/Mathematics (3 Hours)	3	CRJU 1063 Crime Scene Processing	3
<i>Required Course(s):</i>		CRJU 1072 Introduction to Forensic Science	3
One Mathematics Course		CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice	3
Area IV: Humanities/Fine Arts (3 Hours)	3	CRJU 2050 Criminal Procedure	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3		
		AND ONE OF THE FOLLOWING SPECIALIZATIONS (24-27 HOURS)	
		Computer Forensics	24
		CIST 1001 Computer Concepts	4
		CIST 1122 Hardware Installation and Maintenance	4
		Elec- OS Elective CIST Operating System Course	3
		CIST 1401 Computer Networking Fundamentals	4
		CIST 1601 Information Security Fundamentals	3
		CIST 1602 Security Policies and Procedures	3
		CIST 2630 Computer Forensics & Data Identification	3
		Laboratory Forensics	27
		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 1151 Survey of Inorganic Chemistry	3
		CHEM 1151L Survey of Inorganic Chemistry Lab	1
		CLBT 1030 Urinalysis/Body Fluids	2
		CLBT 1050 Serology/Immunology	3
		CLBT 1060 Immunohematology	5
		CLBT 1070 Clinical Chemistry	5

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

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CRIMINAL JUSTICE**Associate of Science Degree**

Program Description: The Criminal Justice associate of science degree program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice associate of science degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. 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 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, Associate of Science.

Credits Required for Graduation: 64 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 and 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 course: CRJU 1030 Corrections.

CURRICULUM CREDITS

1.	GENERAL EDUCATION COURSES	31
	Area I: Language Arts/Communication (6 Hours)	6
	<i>Required Course(s):</i>	
	ENGL 1101 Composition and Rhetoric	
	ENGL 1102 Literature and Composition	
	Area II: Social/Behavioral Sciences (12 Hours)	12
	<i>Required Course(s):</i>	
	POLS 1101 American Government	
	One History Course	
	Area III: Natural Sciences/Mathematics (7 Hours)	7
	<i>Required Course(s):</i>	
	One Mathematics Course	
	One Natural Science Course and Lab	
	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>	6
	<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2.	OCCUPATIONAL COURSES	33
	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 2050 Criminal Procedure	3
	CRJU 2060 Criminology	3
	CRJU 2070 Juvenile Justice	3
	CRJU 2XXX 2000 level CRJU Elective	3
	<i>and one of the following (3 hours)</i>	
	CRJU 2090 Criminal Justice Practicum	3
	CRJU 2100 Criminal Justice Externship	(3)

EDITS To P. 170 in the AY2014 Catalog**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.
- Students will create a resource file based on social issues that arise in the classroom.

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: In accordance with HB 350, effective January 1, 2014, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

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

1.	GENERAL EDUCATION COURSES	18		
	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			
	MATH 1111 College Algebra			
	Area IV: Humanities/Fine Arts (3 Hours)	3		
	And two additional courses from Area I, II, III, or IV (6 hours) (as approved by program advisor)	6		
	<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>			
2.	OCCUPATIONAL COURSES	54		
	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		
3.	and at least one of the following specializations (6 hours)			
	<i>Paraprofessional Specialization</i>	<i>6</i>		
	ECCE 2310 Paraprofessional Methods and	3		
	ECCE 2312 Paraprofessional Roles and Practice	3		
			<i>Program Administration Specialization</i>	<i>6</i>
			ECCE 2320 Program Administration and Facility Management	3
			ECCE 2322 Personnel Management	3

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**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: In accordance with HB 350, effective January 1, 2014, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

Program Final Exit Point: Early Childhood Care and Education, Diploma.

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

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	2
MATH 1012	Foundations of Mathematics	3
2. OCCUPATIONAL COURSES		45
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

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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: In accordance with HB 350, effective January 1, 2014, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

CURRICULUM CREDITS

2. OCCUPATIONAL COURSES		14
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

and one of the following (2-3 hours)

EMPL 1000	Interpersonal Relations and Professional Development	2
ECCE 1121	Early Childhood Care and Education Practicum	(3)

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SOCIAL WORK**Associate of Science Degree**

Program Description: The purpose of the Social Work 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 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 may be required by Field Practicum placement agencies.

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, Associate of Applied Science.

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

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	31
Area I: Language Arts/Communication (6 Hours)	6
Required Course(s):	
ENGL 1101 Composition and Rhetoric	
ENGL 1102 Literature and Composition	
Area II: Social/Behavioral Sciences (9 Hours)	9
Required Course(s):	
POLS 1101 American Government	
PSYC 1101 Introductory Psychology	
One History Course	
Area III: Natural Sciences/Mathematics (7 Hours)	7
Required Course(s):	
One Mathematics Course	
One Natural Science Course and Lab	
Area IV: Humanities/Fine Arts (3 Hours)	3
And two additional courses from Area I, II, III, or IV (6 hours) (as approved by program advisor)	6
	<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>
2. OCCUPATIONAL COURSES	33
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 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

SOCIAL WORK ASSISTANT
Associate of Applied Science Degree

CURRICULUM CREDITS

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 may be required by Field Practicum placement agencies.

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.

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

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
And one additional courses 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	48
COMP 1000 Introduction to Computers	3
SOCW 2000 Introduction to Social Work	3
SOCW 2010 Introduction to Case Management	3
SOCW 2020 Human Behavior and the Social Environment	3
SOCW 2030 Interviewing Techniques with Individuals	3
SOCW 2040 Behavioral Health & Community Services	3
SOCW 2050 Group Work Intervention	3
SOCW 2060 Child & Adolescent Behaviors & Interventions	3
SOCW 2070 Social Policies and Programs for the Aging	3
SOCW 2080 Social Work Field Practicum I	6
SOCW 2090 Social Work Field Practicum II	6

and nine (9) credit hours of the following:

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, and 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 may be required by Field Practicum placement agencies.

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

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	2
<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		48
COMP 1000	Introduction to Computers	3
SOCW 2000	Introduction to Social Work	3
SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with Individuals	3
SOCW 2040	Behavioral Health & Community Services	3
SOCW 2050	Group Work Intervention	3
SOCW 2060	Child & Adolescent Behaviors & Interventions	3
SOCW 2070	Social Policies and Programs for the Aging	3
SOCW 2080	Social Work Field Practicum I	6
SOCW 2090	Social Work Field Practicum II	6
<i>and nine (9) credit hours of the following:</i>		
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)

EDITS To P. 182-183 in the AY2014 Catalog

Cosmetology

- Black pants (professionally casual)
- Blouse or shirt (professionally casual)
- Black or white leather shoes (closed-toe)
- 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.

Practical Nursing**

- 2 pair white knee length hose or socks
- 1 watch w/sweep hand
- 1 pair white clinical shoes
- SWGTC name tag
- 1 stethoscope (black or gray)
- 1 white lab coat
- No jewelry, no nail polish, hair off collar
- 2 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)

**EDITS To COURSE DESCRIPTIONS
(P. 210-290 in the FY2013 Catalog)**
ACCT 2115 - Bookkeeper Certification Review
3.00 Credits

Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prepares the students to take certification testing.

ACCT 2140 - Legal Environment of Business
3.00 Credits

Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ARTS 1101 – Art Appreciation
3.00 Credits

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

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.

CIST 1220 – Structured Query Language
4.00 Credits

Pre-requisite(s): CIST 1001 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.

ECCE 2322 - Personnel Management
3.00 Credits

Pre-requisites: Provisional Admission

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ENGL 2110 – World Literature
3.00 Credits

Pre-requisite(s): ENGL 1101

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

MATH 1113 – Pre-Calculus
3.00 Credits

Pre-requisite(s): MATH 1111 or appropriate math placement test score.

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 1131 - Calculus I

4.00 Credits

Pre-requisite(s): MATH 1111 or appropriate math placement test score.

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 2215 – Team Project

3.00 Credits

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-requisite(s): Appropriate Degree Level Writing (English) and Reading Placement Test Scores

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.

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 (RNSG 1920). 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.

SOCW 2020 – Human Behavior and the Social Environment

3.00 Credits

Pre-requisite(s): Provisional 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 or SOCW 2000

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.

**SPAN 1102 - Introduction to Spanish Language
and Culture II**

3.00 Credits

Pre-requisite(s): SPAN 1101

A continuation of SPAN 1101 that advances the student's acquisition of the target language and understanding of cultural difference between American and Hispanic cultures. Emphasis is placed on improving effective communication skills in the areas of reading, writing, and speaking the Spanish language. Not open to native speakers of Spanish.

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LOCATIONS SERVING THOMAS, GRADY, AND MITCHELL COUNTIES.