CATALOG/ STUDENT HANDBOOK

2008-09

OGEECHEE TECHNICAL COLLEGE

CELEBRATING 20 Years

FIND YOURSELF @ OGEECHEE TECH

Contact Information

Phone - 912.681.5500
Toll Free - 800.646.1316
Web - www.ogeecheetech.edu

Frequently Called Numbers

(All numbers are in Area Code 912)

Academics	688.6045
Admissions	688.6994
Adult Education	871.1721
Bookstore	871.1648
Bulloch County Workforce Development Center	871.1721
Career Services	871.1620
Commercial Truck Driving Range – Hagan, GA	739.2874
Continuing Education	871.1816
Cosmetology – Reception Desk	871.1984
Economic Development	688.6098
Evans County Workforce Development Center	739.2959
Financial Aid	486.7402
GED	871.1693
Human Resources	871.1801
Library	871.1886
Ogeechee Tech Foundation	688.6016
Registrar/Records	871.1611
Screven County Workforce Development Center	564.7326

Welcome from Our President

On behalf of our faculty, staff, and students, **Welcome to Ogeechee Technical College**. I sincerely hope that you take advantage of all that we have to offer.

We have a saying at the College: "Find Yourself at Ogeechee Tech." That simple phrase speaks volumes about our focus—which is to allow you to find your own level of achievement and success, and a bright future for you and your family.

We have an abundance of credit courses at Ogeechee Tech to meet your needs. Whether you are seeking a degree, a diploma, or a certificate, we believe that there is something which will be of interest to you. Our programs of study range from culinary arts to truck driving, from computer information systems to horticulture, and from early childhood education to automotive. And that is just the tip of the iceberg.

Within this catalog you will find all of the programs and course offerings that we have available. Let this catalog be your roadmap on the journey to a bright new future.

The employees of Ogeechee Tech are here to serve your needs. Our instructors are here to impart the knowledge which they have gained through years of experience in their areas of study. Our student affairs staff members are here to help you navigate through the processes that are required for admission, registration, and financial aid. Everyone, including me, is here to answer your questions, to provide you with encouragement, and to help you succeed.

So, as you see, you really can "Find Yourself" here at OTC. Your hard work and dedication along with our constant support will lead to success at Ogeechee Tech—and in life!

My very best wishes to you!

Dawn H. Cartee, Ed. D.
President

Location

Ogeechee Technical College is located approximately two miles south of Statesboro, Georgia, on U.S. 301 at Joe Kennedy Boulevard.

Main Campus
One Joe Kennedy Blvd.
Statesboro, GA 30458
912.681.5500
800.646.1316

Bulloch County Workforce Development Center
14 N. College Street
Statesboro, GA 30458
912.871.1818

Evans County Workforce Development Center
107 Duval Street
Claxton, GA 30417
912.739.2959

Screven County Workforce Development Center
107 South Community Drive
Sylvania, GA 30467
912.564.7326

Commercial Truck Driving Range
Bill Hodges Road
Evans Co. Industrial Development Park
Hagan, GA 30429
912.739.2671

Accreditation

Ogeechee Technical College is accredited by the:

Commission of the Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, Georgia 30346
(770) 396-3898
www.council.org

Affiliation

Ogeechee Technical College is a unit of the Technical College System of Georgia and is a postsecondary educational institution, operated under the supervision of the State Board of Technical and Adult Education, serving the needs of business, industry, and the public in Bulloch, Evans, and Screven counties.

Notification

This catalog does not constitute a contract between Ogeechee Technical College and its students, applicants for admission, or any other person. Ogeechee Technical College reserves the right to change, without notice, any statement in the catalog. Information on changes is available in the Institutional Effectiveness Office.

This catalog is effective Fall Quarter 2008.

TABLE OF CONTENTS

Equal Opportunity Statement of Compliance	Page 4
Important Dates	5
General Information	7
Admissions	13
Campus Safety and Security	23
Financial Aid	27
Fees and Expenses	31
Student Affairs	37
Policies and Procedures	41
Academic Information	55
Programs of Study	65
Course Descriptions	259
Administration, Faculty and Staff Listing	341

Quick Reference List

How to Apply for Admissions	Page 15
How to Apply for Financial Aid	27
How to Register for Classes	58
How to Request a Transcript	62

EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

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

The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individual has been designated as the employee responsible for coordinating the College's implementation *of **Title IX:***

Kelli Waters, Office 143H, 912.871.1885

The following individual has been designated as the employee responsible for coordinating the College's implementation of **Section 504 and ADA**:

Penny Hendrix, Office 332C, 912.486.7211

If an individual with a disability needs this catalog in an alternative format, please contact the Disability and Student Support Services Coordinator at 912.486.7211.

IMPORTANT DATES

SUMMER QUARTER 2008

July 3	Independence Day Holiday
July 7	Registration/Schedule Changes (8:00 to 7:00)
July 8	First Day of Summer Quarter
July 10	Last Day to Drop Classes without penalty
August 11	Mid-term
August 11-23	Pre-Advisement for Fall Quarter
August 28	New Student Registration (2:00 to 5:00)
September 1	Labor Day Holiday
September 4	New Student Registration (2:00 to 5:00)
September 11	Open Registration (2:00 to 7:00)
September 17	Last Day of Summer Quarter
September 18	Grades due by 4:00 p.m.
September 22	New Student Orientation (2:00 and 6:00)

FALL QUARTER 2008

September 25	Registration/Schedule Changes (8:00 to 7:00)
September 29	First Day of Fall Quarter
October 1	Last Day to Drop Classes without penalty
October 31	Mid-term
November 3-14	Pre-Advisement for Winter Quarter
November 20	New Student Registration (2:00 to 5:00)
November 26-28	Thanksgiving Holidays
December 4	Open Registration (2:00 to 7:00)
December 10	Last Day of Fall Quarter
December 11	Grades due by 4:00 p.m.
December 15	New Student Orientation (2:00 and 6:00)
December 24-26	Christmas Holidays
December 31	Veterans Day Holiday observed

WINTER QUARTER 2009

January 8	Registration/Schedule Changes (8:00 to 7:00)
January 12	First Day of Winter Quarter
January 14	Last Day to Drop Classes without penalty
January 19	Martin Luther King, Jr. Holiday
February 6	IFCC Meetings
February 16-27	Pre-Advisement for Spring Quarter
February 17	Mid-term
March 5	New Student Registration (2:00 to 5:00)
March 12	New Student Registration (2:00 to 5:00)
March 19	Open Registration (2:00 to 7:00)
March 24	Last Day of Winter Quarter
March 25	Grades due by 4:00 p.m.
March 26	New Student Orientation (2:00 and 6:00)

SPRING QUARTER 2009

April 2	Registration/Schedule Changes (8:00 to 7:00)
April 6	First Day of Spring Quarter
April 8	Last Day to Drop Classes without penalty
May 8	Mid-term
May 11-21	Pre-Advisement for Summer Quarter
May 14	Graduation (tentative)
May 15	IFCC Meetings
May 22	Non-instructional day
May 25	Memorial Day Holiday
May 28	New Student Registration (2:00 to 5:00)
June 4	New Student Registration (2:00 to 5:00)
June 11	Open Registration (2:00 to 7:00)
June 17	Last Day of Spring Quarter
June 18	Grades due by 4:00 p.m.
June 22	New Student Orientation (2:00 and 6:00)

GENERAL INFORMATION

History of Ogeechee Technical College	Page 7
Mission Statement	8
State Standards	8
Employer's Guarantee/Warranty	8
Accreditation Statements	9
Program Accreditations	9
Business Hours	10
Campus Tours	10
College Calendar	10
Bookstore	10
Housing	10
Library	10
Student Centers	11

History of Ogeechee Technical College

The General Assembly approved the establishment of Ogeechee Technical Institute (OTI) as a public, two-year technical institute under the supervision of the Department of Technical and Adult Education (DTAE) in 1986. Groundbreaking for the campus occurred two years later, and during the following year, Ogeechee Tech began offering its first credit program, Practical Nursing, with 25 students enrolled.

Ogeechee Tech assumed the responsibility for offering Adult Literacy programs and administering the General Equivalency Diploma (GED) examination in 1989. Faculty and staff moved into the new 75,000 square foot, $6 million state-of-the-art facility Fall of 1990, and additional program offerings began Spring Quarter 1991. Ogeechee Tech graduated its first class of nine Practical Nursing students in December of 1990.

The opening of Ogeechee coincided with the expansive growth of Georgia Southern University and the Statesboro area. In addition, the establishment of the Georgia State Lottery funded Helping Outstanding Pupils Educationally (HOPE) financial aid program in 1993 was a contributing factor in the unprecedented growth of Ogeechee Tech.

Ogeechee Tech experienced a $5.5 million expansion by adding three buildings—a Health Sciences Building, a Child Enrichment Center, and a Horticulture Building in 1999. During this time, Ogeechee Tech also increased its services through the opening of the Screven County Learning Center in Sylvania.

Ogeechee Tech offered its first Associate of Applied Technology (AAT) degree program in Industrial Manufacturing Technology Winter Quarter 2000, with eight students enrolled, and in the following academic year offered AAT degrees in Accounting, Computer Information Systems, Early Childhood Care and Education, Funeral Services Education, Health Information Technology, Healthcare Management Technology, Marketing Management, Opticianry, and Secretarial Science.

House Bill 1187, known as the A + Education Reform Act, enacted in 2000, changed the names of technical institutes in Georgia to technical colleges. On July 6th of that year, Ogeechee Technical Institute officially became Ogeechee Technical College. Ogeechee Tech awarded its first AAT degree in December 2000 in Early Childhood Care and Education. During the summer of 2002, Ogeechee Tech opened the Evans County Learning Center.

Student growth continued at Ogeechee Tech due largely to the addition of new programs, many of which are unique to DTAE, the state, and the region. These distinctive programs included certificate, diploma, and degrees in technical areas such as Funeral Service Education, Forensic Science Technology, and Opticianry.

With the opening of the Occupational Studies Building in Fall 2003, a wider variety of programs, such as Agribusiness, Wildlife and Plantation Management, Geographical Information Systems Technology, Veterinary Technology, Culinary Arts, and Hotel, Restaurant & Tourism Management, enabled the college to further expand its offerings.

In 2004, Ogeechee Tech paid tribute to the late Senator Joseph E. Kennedy for his role in the establishment of Ogeechee Technical Institute by dedicating the main building on campus as the Joseph F. Kennedy Building.

Ogeechee Tech was established to develop the existing and future workforce needs of the communities of Bulloch, Evans, Screven, and surrounding counties. As a unit of the Technical College System of Georgia, Ogeechee Tech continues to exist as a key player in the economic development of these communities.

Mission Statement

Ogeechee Technical College, a unit of the Technical College System of Georgia, is a public institution of higher learning that contributes to economic, educational, and community development by providing quality technical education and services, adult literacy education, continuing education, and customized business and industry workforce training to the citizens of the communities it serves.

State Standards

Ogeechee Technical College adheres to statewide institutional and program curriculum standards established by the Technical College System of Georgia (TCSG). These standards serve as a benchmark for providing high quality technical training, which meets the demands of business and industry. TCSG standards ensure that our partners in business and industry can rely on our students to have the knowledge and technical expertise to handle their jobs efficiently.

Employer's Guarantee/Warranty

As a demonstration of our confidence in the quality of our Technical College programs, the Technical College System of Georgia warrants every graduate of our Technical College programs offering a technical certificate of credit, diploma, or associate degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees.

A claim against the warranty may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.

This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.

The warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any Technical College that offers the program from which the individual graduated.

This warranty shall be issued in writing to each graduate entering a program on or after the mandated standards implementation date for the applicable program standard.

To inquire or file a claim under this warranty, employees or employers may call the Vice President for Academic Affairs.

Accreditation Statements

Ogeechee Technical College is accredited by:
Commission of the Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, Georgia 30346
(770) 396-3898
www.council.org

Program Accreditations

The **Cosmetology** program at Ogeechee Technical College is approved by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.1300.
The **Dental Assisting** program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, Phone 312.440.4653.
The **Diagnostic Medical Sonography** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.
The **Echocardiography** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.
The **Emergency Medical Technician** graduates are eligible to take the National Registry of Emergency Medical Technician EMT-I certification examination and receive Georgia certification.
The **Funeral Service Education** program is accredited by the American Board of Funeral Service Education, Inc. (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506, Phone 816.233.3747.
The **Health Information Technology** program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). CAHIIM may be contacted at 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800, Phone 312.233.1100.
The **Magnetic Resonance Imaging Technology** program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312.704.5300. Email: mail@jrcert@.org.
The **Medical Assisting** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment. CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.
The **Opticianry** program is accredited by the Commission on Opticianry Accreditation (COA), P. O. Box 4342, Chapel Hill, NC 27515, Phone 703.468.0566.
The **Patient Care Assisting** Program is approved by the Georgia Health Partnership (GHP), P.O. Box 7000, McRae, GA 31055, Phone 800.414.4358.
The **Pharmacy Technology** Program is accredited for pharmacy technician training by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, Phone 301.657.3000.
The **Phlebotomy Technician** Program is approved by the American Society of Phlebotomy Technicians (ASPT), P.O. Box 1831, Hickory, NC 28603, Phone 828.327.2889
The **Practical Nursing program** is approved by The Georgia Board of Examiners of Licensed Practical Nursing, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.1300.
The **Radiologic Technology** program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312.704.5300. Email: mail@jrcert@.org.

The **Surgical Technology** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.
The **Tumor Registry** programs are approved by the National Cancer Registrars Association, 1340 Braddock Place #203, Alexandria, VA 22314, Phone 703.299.6640.
The **Veterinary Technology** program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA), 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173, Phone 847.925.8070.
The **Welding program** is certified by the national organization, Certified Welding Technologies, Inc., 4602 Hampton Court, Jeffersonville, IN 47130.

Business Hours

Normal business hours are from 8:00 a.m. until 7:00 p.m., Monday through Thursday.

Campus Tours

Visitors are invited to Ogeechee Technical College on any day that classes are in session. Individuals and groups who wish to tour the facility should contact the Admissions Recruiter at 912.871.1937 to arrange a date and time.

College Calendar

Day and evening programs are offered with quarters beginning in late September (Fall Quarter), early January (Winter Quarter), early April (Spring Quarter), and early July (Summer Quarter). An academic quarter consists of eleven weeks with a minimum of fifty instructional days. Some programs begin classes quarterly; entrance dates vary for some programs. Continuing Education courses are offered and scheduled as needed.

Bookstore

Students may purchase textbooks, program supplies, and other items in the Ogeechee Tech Bookstore. Normal operating hours for the Ogeechee Tech Bookstore are Monday-Thursday from 8:00 a.m.-7:00 p.m.

Bookstore Policies

- Students must present current student ID with all credit card, personal check, and third-party purchases.
- Checks may be written for the amount of purchase only. No two-party or counter checks will be accepted.
- HOPE vouchers must be used completely before any item may be charged to a third-party.

Return Policies

All returns of any type MUST be accompanied by the original receipt. Textbooks can be returned during the first two weeks of the quarter or within two weeks of purchase. Textbooks must be in the same condition as when they were purchased. New textbooks must be free from bends, writing, scratching, and/or highlighting. Used Textbooks must be in good condition. Any refund amount that was paid by check or check credit will be issued by check through the Business Office within 4-6 weeks. If returning a textbook that was paid for by any type of financial aid, the textbook will be refunded to that account.

All items other than textbooks may be returned if in original condition within two weeks of the purchase date.

Housing

Ogeechee Tech does not have dormitory facilities. However, there are numerous private facilities in the area which cater to students.

Library

The Ogeechee Tech library provides students and faculty with an opportunity to pursue the search for information within a broad spectrum of subjects using books, periodicals, and other materials. Computers are available for student

use. A student ID is required in order to check out any materials from the library or to use a computer. A self-service copier is also available.

Hours of operation are

Monday – Thursday	8:00 a.m. – 9:30 p.m.

Student Centers

Student Centers are located in the Joseph E. Kennedy Building, the Health Sciences Building, and the Occupational Studies Classroom Building. Each center is a place to gather with friends to eat, socialize, and study. Since food and beverages must be kept in the Student Centers, vending machines are available. Please keep the area clean by properly disposing of used cups, cans, and wrappers. Problems with the vending machines should be reported to the Director for Auxiliary Services in the Bookstore.

Students should have student ID cards visible at all times while in the student centers.

ADMISSIONS

Eligible Applicants	Page 13
Academic Criteria	13
Admissions Procedures	15
Appeals	15
Placement Testing	15
Returning Students	16
Out-of-State Students	16
International Students	16
High School Students	16
Change of Program	16
Double Majors	17
Competitive Admission Programs	17
Advanced Placement	19

Eligible Applicants

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission. The President may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

Academic Criteria

A GED or high school transcript will be required for admission to Ogeechee Tech or to a program as specified by the program's standards. Exceptions to this would be for prospective students who have attained an associate or higher degree or successful completion (C or better) of a minimum of 30 semester or 45 quarter hours. The President may grant a waiver to the admissions requirement as it relates only to possessing a GED or high school diploma for those secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and Ogeechee Technical College.

In order to be accepted by Ogeechee Tech, high school diplomas must have been awarded by a secondary school that is accredited by an agency included in the Technical College System of Georgia's list of recognized accrediting agencies. Alternate types of diplomas from accredited schools as defined in this section may be accepted at the discretion of the President. However, students being admitted in this manner must meet all other eligibility criteria.

Students completing a secondary program of study that is not approved by a recognized accrediting agency accepted by the Technical College System of Georgia or meets the requirements of O.C.G.A. 20-2-690 for home schooled students may nevertheless be admitted to a Technical College by attaining a GED or through one of the following paths:

1) Documentation of certified home schooling or equivalent as outlined in O.C.G.A 20-2-690; appropriate placement test cut-off scores (e.g. ASSET/COMPASS); and appropriate SAT critical reasoning/verbal and math scores or ACT verbal and math scores as specified by the program standards.
2) Presidential waiver. Students being admitted under this section may seek a Presidential waiver from the usual requirement that they earn a high school diploma or GED prior to graduation from a Technical College program.
3) Students with diplomas from secondary schools located outside the United States may have transcripts evaluated for equivalency by an approved outside evaluation organization or follow paths 1 or 2 as identified above.

Admissions Criteria

Minimum admissions requirements are established for each standard certificate/diploma/degree program.

Students shall be admitted to Ogeechee Technical College in one of the following categories: Regular; Provisional; Learning Support; Special; or Transient.

Regular Admission Requirements

Students shall be admitted on a regular admission basis to a degree or diploma program when they meet program standard admissions requirements and institutional admission requirements.

Regular admission of a student to a technical certificate of credit (TCC) program is based upon the admission requirements approved by the State Board.

Transfer students must meet regular admission requirements and be in good standing at a regionally or nationally accredited diploma or degree granting institution.

Regular admission status is based upon the credential (degree, diploma, or technical certificate of credit) being sought by the student. Any change in the credential being sought shall require a student to meet the admission requirements of the new credential.

Provisional Admission Requirements

Admission officers may grant provisional admission status to any student based upon their professional judgment and evaluation of assessment scores, other admission file data, or faculty input.

Provisionally admitted students may take learning support classes and certain specified occupational courses as long as class requisites are satisfied.

All certificate, diploma, and degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support coursework in order to progress through the State Standard Curriculum.

Provisional admission of transferred students to a certificate, diploma, or degree program is contingent upon meeting applicable licensure and accreditation requirements.

Learning Support Admission Requirements

Learning Support admission is granted to students seeking a certificate, diploma, or degree, but who do not meet the regular or provisional admission requirements.

Special Student Admissions

Definition of non-award seeking students: Students who want to receive credit for enrolled coursework, but are not seeking a certificate, diploma, or degree.

Special student admission is granted to students who want to receive credit for enrolled coursework, but are not seeking a certificate, diploma or degree. The following specifics define the parameters of this classification. Special admissions students shall:

- be classified as non-award seeking at time of entry.
- be granted special student status upon recommendation of the admissions office.
- receive credit for regular program coursework that is satisfactorily completed.
- receive credit for an unlimited number of courses; but may transfer only 25 credit hours into a specific program for award seeking purposes.
- have the prerogative of applying for regular student status but must meet the requirements of the regular student admissions process. This includes the State approved assessment process. The number of hours taken as a special student in no way waives the requirements of the regular admission process.
- adhere to the specific institutional prerequisite requirements when selecting courses.
- not be eligible for financial aid.

Transient Student

A student in good standing may be permitted to enroll as a transient student on a space-available basis at another Technical College in order to complete work to be transferred back to the student's home institution. The home and host technical college should sign a Transient Student Agreement. A transient student should be advised in writing by the home institution concerning recommended courses. The transient student must

1) Submit an application for admission and required application fee to the host institution.
2) Present a statement from Student Affairs of the parent institution to the effect that the student is in good standing and eligible to return to that institution.
3) Pay scheduled tuition and fees for the host institution.

Admissions Procedures

1) Submit an application for admission and a $20 application fee. This is a nonrefundable, onetime fee. Online applications at www.ogeecheetech.edu are encouraged. To mail an application, the following address should be used:

   Office of Admissions
   Ogeechee Technical College
   One Joe Kennedy Boulevard
   Statesboro, GA 30458
   Phone: 1.912.681.5500 or 1.800.646.1316
   Fax: 1.912.486.7413
   E-mail: enrollmentservices@ogeecheetech.edu
2) Submit a high school transcript, or GED scores, and all transcripts from any colleges attended for credit. Students who have completed an associate's degree or higher are not required to submit high school transcripts.
3) Applicants who have not taken an admissions placement exam within the last five (5) years will be scheduled to do so. Acceptable SAT, ACT, Asset or Compass scores may be substituted if taken within the last five (5) years.
4) Note: Reasonable accommodations are made during testing for those who need them. Please notify the Disability Services Coordinator prior to the scheduled test date at 912.486.7211.
5) Official notification of acceptance is given to the applicant upon completion of all the above items.
6) Attend Orientation/Advisement/Registration.

Ability to Benefit Test

Applicants without a high school diploma or the equivalent who are applying for Title IV funds must have the entrance test specially administered. The Admissions Office will make arrangements to have the test offered at specific times at no cost to the applicants.

Appeals

Applicants have the right to appeal any decision regarding acceptance to Ogeechee Technical College. Appeals should be made in writing to the Vice President for Student Affairs of Ogeechee Technical College upon receiving notification of admission status. The written document must include specific details supporting the appeal.

Placement Testing

Ogeechee Technical College utilizes COMPASS, published by the American College Testing, Inc. (ACT), as its primary state approved assessment instrument for testing applicants for program readiness. For applicants that are uncomfortable with taking computerized tests, or in certain other situations, Ogeechee Technical College offers ASSET, another state approved instrument published by ACT. COMPASS consists of a series of four tests: Writing, Reading, Mathematics and Algebra. This test is an un-timed, multiple choice examination given by computer. Algebra scores are required only for Associate Degrees and certain other programs of study. All other programs require a Mathematics score.

ASSET consists of a series of four tests: Writing, Reading, Numerical Skills and Elementary Algebra. This test is a paper and pencils multiple choice test with each section timed at 25 minutes. Elementary Algebra scores are required only for Associate Degrees and certain other programs of study. All other programs require a Numerical Skills score.

The first placement exam given for admissions into Ogeechee Tech is free of charge.

Retesting is allowed for new students only and you may retest ONLY one time. There is a $10.00 retest fee payable prior to testing.

Returning Students

Students absent from Ogeechee Tech for two or more quarters have the following admission requirements:

1) Submit a completed application for readmission form to the Office of Admissions. No application fee is required of former credit seeking students.
2) Meet Ogeechee Tech's program admission requirements in effect at the time of re-admission.
3) Submit to the Admissions Office all postsecondary official transcripts accrued since the previous Ogeechee Tech enrollment.
4) Former students absent from Ogeechee Tech for more than 5 years may be required to submit new placement scores.

Out-of-State Students

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

International Students

For more information on International Student Admissions, please contact the Office of Admissions at 912.681.5500 or 1.800.646.1316.

High School Students

Education and Career Partnership (ECP) is a career development system that provides students with a planned program of study that incorporates academic and career-related courses articulated between the secondary and postsecondary levels leading to a certificate, diploma, or degree. Students may take advantage of the ECP program in three ways from Ogeechee Technical College: Articulation, Dual Enrollment, and Joint Enrollment.
Articulation: Local articulation agreements have been developed within the Tri-County Workforce Consortium to aid in a seamless transition from area high schools to OTC without repetition of coursework already mastered in the high school. To obtain a list of articulated courses, please contact the high school guidance office.
Dual Enrollment: The Dual Enrollment Program allows public school students to receive Carnegie unit credit from a public high school and postsecondary credit hours from Ogeechee Technical College for the same course. Any student enrolled in a Georgia public high school who is classified as a junior or senior and meets the dual enrollment and admission requirements of Ogeechee Technical College is eligible to participate in the Dual Enrollment Program. For more information, students should contact their high school counselors.
Joint Enrollment: Students who are interested in beginning a college career earlier by taking classes at Ogeechee Tech to earn only technical college credit may enroll as joint enrollment students.

Change of Program

Students wishing to change programs should complete the appropriate forms by midterm of the quarter prior to which the program change is desired and meet all the admission criteria for the new program of study. If the program to which the student is attempting to transfer has a waiting list, the student will be placed on the list in accordance with the date of application for transfer. The student will be notified by the Admissions Office of his/her admission status into the new program.

Double Majors

Students may be afforded the opportunity to be enrolled in more than one major. In order to enroll in more than one major at the same time, a written request must be submitted to the Dean for Instruction. The request must include the student's name, student ID number, current major, desired second major, and the reason why the student desires to pursue a double major. Criteria used to determine if a student is eligible for a double major include, but are not limited to:

- Overall GPA at time of request
- Course history
- Advisor/Faculty recommendation
- Within two quarters of completing current program
- A relationship between the current and requested programs

Students will be allowed to enroll in only programs that are of the same level (Degree-Degree, Diploma-Diploma, Certificate-Certificate, etc). Any courses that are common to both majors will not have to be repeated. In order to maintain double major status, a student must take at least one course from each program concurrently.

Competitive Admission Programs

If a student wishes to enter into one of our competitive admission programs, he/she must meet all admission criteria for the program prior to entrance. Ogeechee Tech's competitive admission programs include 1) Diagnostic Medical Sonography (DMS) diploma, 2) Echocardiography Diploma, 3) Magnetic Resonance Imaging (MRI) diploma, 4) Practical Nursing diploma, and 5) Radiologic Technology diploma. Also, in order to be considered for admission into a competitive program, a student must have a signed Letter of Interest form on file for the quarter the student is interested in entering. This form is available in the Admissions Office.

Selection for competitive admission programs are based on the following:

- Completion of a signed Letter of Interest submitted to the Admissions Office
- 18 years of age or older (17 for MRI or Practical Nursing)
- Completion of the Revised PSB Health Occupations Aptitude Examination prior to regular program admission status into the Imaging Science Services Assistant program or the Health Service Technician program
    - Obtained a minimum score of 30th percentile in the following four areas: academic aptitude, information in the natural sciences, judgment and comprehension, and the vocational adjustment index.
    - In the event of a tie, the sum of all four sections will be used to determine entrance. The student with a higher score will be placed above a student with a lower score.
    - The highest of each PSB section from the two allowable attempts will be used.
- Cumulative program grade point average (GPA)
    - Includes all attempts of classes within the Imaging Science Services Assistant TCC or the Health Services Technician TCC
    - Grades from transfer credits will be included in the calculation of the cumulative program GPA
    - Students must complete all courses within the required TCC with a "C" or better and have a cumulative program GPA of 2.5 or higher
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.

PSB Aptitude Examination

Several medical programs require a student to submit PSB Aptitude Exam scores as part of the admissions criteria. This exam is composed of a battery of tests that measure abilities, skills, knowledge, and attitudes necessary for a student to complete a chosen program successfully.

The components of the aptitude examination are:

- Academic Aptitude (Verbal, Numerical, Nonverbal)
- Spelling

- Information in the Natural Sciences
- Judgment and Comprehension
- Vocational Adjustment Index

A student will be required to achieve a score of at least the 30th percentile in all areas (academic aptitude, information in the natural sciences, judgment and comprehension, and the vocational adjustment index) except spelling. The exam is given several times during the quarter. A student will be allowed two testing attempts for the PSB exam. A student is required to wait a minimum of 30 days in-between testing attempts. PSB scores from other schools will not be accepted. Each student will be required to pay a $25 testing fee for the initial test and a $25 retest fee if the student wants to attempt the exam again.

A student may register for and/or find out when the test is administered by contacting the Admissions Office.

Readmission for Competitive Admission Programs

A student who leaves the College in good standing may apply for readmission as early as the next academic quarter. This should be done through the Admissions Office. Students who have been dismissed because of unsatisfactory academic progress may be readmitted after one quarter of absence from the College.

A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appointment with the Vice President for Student Affairs.

Readmission to a program will be granted on a space-available basis within the appropriate course sequence. A student will be required to complete the curriculum requirements in place at the time of re-enrollment. Also, some programs have specific readmission guidelines.

Readmission to the Practical Nursing Program

Students requesting to return to the Practical Nursing program after a leave of absence must request readmission, in writing, to the Dean for Health Sciences.

A student who is dropped from the Practical Nursing program due to academic reasons, attendance, or having received a grade less than "C" in any Practical Nursing course will be limited to a ONE-TIME re-entry into the program. In addition to the above statement, a student may repeat only one quarter in the Practical Nursing program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 6 months from the date of their last completed quarter.

A student desiring to re-enroll in the Practical Nursing program after a leave of absence must follow the following policies and procedures:

1) Take a written examination covering materials taught in previously-taken coursework. The student MUST make a grade of 75 or better.
2) Take a skills test covering competencies in the procedures learned in previously-taken coursework. The student MUST make an 85 or better on the skills test.
3) Must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility.
4) The student who has taken a leave of absence greater than six months will need to start over under the new TCSG standards for Practical Nursing (http://www.TCSG.org/teched/standards/pn04.html).

Readmission to the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and Radiologic Technology Programs

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the Dean for Health Sciences.

A student who is dropped from the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs due to academic reasons, attendance or having received a grade less than "C" in any Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology course will be limited to a ONE-TIME re-entry into the program.

In addition to the above statement, a student may repeat only one quarter in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space-available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

A student desiring to re-enroll in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs after a leave of absence must follow the following policies and procedures:

1) Take a written examination covering materials taught in previously-taken coursework. The student MUST make a grade of 75 or better.
2) Take a skills test covering competencies in the procedures learned in previously-taken coursework. The student MUST make an 85 or better on the skills test.
3) Must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility.
4) The student who has taken a leave of absence greater than one year will need to start over under the new TCSG standards for Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs.

Advanced Placement

Admission of Transfer Students

Applicants to Ogeechee Technical College (OTC) who have been previously enrolled at a postsecondary institution will be considered for admission under the following policies:

Applicants who are in good standing at their previous institution may be accepted in good standing; and

Applicants who are on academic probation at their previous institution may be accepted on academic probation.

Applicants who wish to transfer to Ogeechee Tech must meet the entrance requirements and follow the guidelines listed in the "Program Requirements/Admission Procedures" section of the OTC Catalog and Handbook. Applicants to Ogeechee Tech who have been previously enrolled at a postsecondary institution and desire entrance into one of the competitive medical education programs -Echocardiography, Practical Nursing, Diagnostic Medical Sonography, Magnetic Resonance Imaging, or Radiologic Technology--must meet certain specific requirements listed in the Catalog.

Students may be eligible for advanced placement through two methods: Transfer Credit and Exemption Credit.

Transfer Credit

Ogeechee Technical College recognizes previous postsecondary course work by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits.

Credit for courses at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and TCSG and whose entrance requirements and curriculum are equivalent to or greater

than those of Ogeechee Tech will be considered for award of transfer credit. Credit may be granted for formal military schools, training, and correspondence courses in accordance with the American Council on Education.

Due to the rapid changes in technology and technical information, program-specific technical courses will be considered for transfer credit in a program only if the coursework has been completed within the past five years. Technical courses that were taken five years prior to admission to Ogeechee Tech will be evaluated for technical currency for course content by the program faculty. A student desiring consideration of credit for technical courses or experiences that are more than five years old can request transfer by exemption testing.

Transfer credit will be considered without restriction of completion dates for those courses in academic disciplines. Examples of these courses include, but are not limited to, English, psychology, mathematics, physical sciences, natural sciences, and social sciences.

A student may receive credit for courses taken at another postsecondary institution if:

- The course taken is essentially the same equivalent course content as the course taken at Ogeechee Tech;
- The course taken has the same number of credit hours (or greater) as the course taken at Ogeechee Tech;
- An official transcript is on file in the student's admission file from all postsecondary institutions attended; and
- A grade of "C" or higher has been earned for the course to be transferred.

A grade of "TR" will be entered on the permanent record if credit is awarded. The hours will not be computed in the grade point average or appear on the quarterly grade report. For competitive admissions programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated into the GPA under consideration for program admission.

A student who has attended a previous college and is eligible for transfer of credit for English and math is not required to take the COMPASS placement exam. However, if the student, for any reason, takes the COMPASS exam and scores a grade which places that student in a Learning Support class, the student forfeits evaluation of the transcript and the scores on the exam will determine placement, except in the case of a competitive admissions program.

Transient Courses

A transient student is a student who is currently enrolled at one technical college seeking to take classes at another technical college. At Ogeechee Tech, students must obtain permission from their program advisor before applying as a transient student.

To ensure course work and learning outcomes are at the collegiate level, Ogeechee Tech requires that associate degree level educational course work taken as a transient student be taken at a regionally accredited institution. However, if students cannot find the associate degree course offered at a regionally accredited college, they must request a "Faculty Credentials Form" be sent from the Registrar's office at Ogeechee Tech to the Registrar of the host institution.

Grading procedures for transient students are the same as for traditional students. Therefore, the transient student's grade will be sent from the host school to Ogeechee Tech (home school) for recording of the grade upon completion of the course. The grade becomes a part of the student's permanent record. The hours will be computed in the grade point average and will appear on the student's transcript.

Armed Services Credit

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication: Guide to the Evaluation of Educational Experiences in the Armed Services). Credit will be given on the basis of individual evaluation. Credible military experience must closely correspond to course(s) in the Ogeechee Tech curriculum in content and competencies.

Foreign Earned Credit

Credit may be awarded based upon an evaluation performed by an independent evaluation service. Applications are available in the Admissions Office. The Registrar will make the final decision regarding the award of transfer credit. Grade points will not be assigned to transfer credit.

Residence Requirements for Degree/Diploma

Ogeechee Technical College requires that a minimum of twenty-five percent (25%) of the coursework of a particular program of study be completed at Ogeechee Tech to be granted an award.

Secondary School Articulation

Ogeechee Tech is required to establish articulation agreements with interested area high schools to ensure that students receive course credit when established competencies have been achieved.

Formal Articulation Agreement – Ogeechee Tech requires formal written agreements with interested area high schools that give credit based on competencies achieved in selected courses.

Validation of Credit – Ogeechee Tech will validate student competencies before awarding articulated credit for competencies learned in high school through one of the following processes: holding the credit in escrow until the student enrolls at Ogeechee Tech and completes one quarter of study successfully; holding the credit in escrow until the student enrolls at Ogeechee Tech and completes a designated course successfully; or administering the final examination/exemption examination for the course to be articulated.

Transferability of Credit – Ogeechee Tech honors local articulation agreements statewide when students move from one area of the state to another.

Local articulation agreements between Ogeechee Tech and secondary schools shall determine the length of time students have to use articulated credit processes.

CAMPUS SAFETY AND SECURITY

Campus Security	Page 23
Vehicle Registration and Parking Permits	23
Parking and Traffic Regulations	23
Administrative Review and Appeal	24
Accident Insurance	24
Emergency Operations and Safety	24
Hazardous Material/Radiological Incident	25
Emergency Evacuation Procedures	25

Campus Security

It is the obligation of the College to ensure orderly operation, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to enforce College disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

Ogeechee Tech employs a Director for Campus Safety and Security and Bulloch County Sheriff's Department Deputies to enforce security rules and regulations including the Code of Conduct and traffic and parking regulations. The special duty officers are employees of Ogeechee Tech when on assignment. They have full arrest powers and can issue campus and state traffic citations.

Vehicle Registration and Parking Permits

All students must register their vehicles annually. At the time of registering a vehicle, a parking fee of $10 must be paid. Registration cards may be obtained from the Business Office. There is a $10 charge for each additional permit. Parking permits must be visible and permanently affixed to the outside, lower driver's-side rear window.

Parking and Traffic Regulations

Failure to adhere to the regulations as outlined below may jeopardize the student's ability to register, receive grades, etc.

Parking

Parking is prohibited in the following areas:

- Any lawn or yard area
- Any sidewalk
- Any road or street
- Any marked fire lane
- Any loading zone
- Any posted area
- Safety zones
- Marked handicapped areas (The vehicle must have an official handicapped license plate or handicapped hang tag visible.)
- College work-study students should park in designated student parking areas only.
- All visitors must report to the receptionist which is located off the main lobby of the Joseph E. Kennedy Building for a temporary parking permit.

Traffic

All students must adhere to the following traffic regulations:

- All traffic control signs will be obeyed.

- The speed limit on all campus roads and streets will be 20 mph, unless otherwise posted.
- The speed limit in all parking lots will be 10 mph.
- Driving on lawns or yard areas is prohibited.
- Radios must not be heard outside the vehicle.
- No loitering is allowed on campus.

Traffic Fines

- No parking decal - $5
- First traffic violation - $10 (exception: handicapped violation of $100).
- Second and subsequent violations - $15 and possible loss of driving privileges on campus.

Administrative Review and Appeal

Any student wishing to appeal a citation and/or fine should submit a written explanation of the circumstances to the Executive Director for Operations. A written decision will be issued within five working days of the date of the appeal.

Accident Insurance

All students are required to purchase accident insurance. The accident insurance fee is part of the quarterly registration fees. In case of accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides coverage for medical expenses related to accidents (accidental injury or death) as specified below:

College

Time Coverage protects students while engaged in College activities during the entire quarter;

Traveling

To or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator) traveling in a College-furnished vehicle or chartered transportation going to or from a College-sponsored activity;

On the College Premises

During the hours when the College is in session or any other time while the student is required to participate in a College-sponsored activity (not as a spectator); and

Away from the College Premises

As a member of a supervised group participating in a College-sponsored activity requiring the attendance of the student (not as a spectator).

The accident insurance program does not cover GVTC students as this program is unsupervised by nature.

Accident Investigation

In the event of any accident and/or injury involving a student, visitor, or employee at Ogeechee Technical College, a member of the faculty or staff must promptly complete a standard Accident Investigation Form. The report should be returned to the Human Resources Office. An accident report must be completed in the event of any accident, regardless of how minor or superficial it may appear.

Emergency Operations and Safety

Ogeechee Technical College has established emergency procedures and checklists, which are available in each classroom and/or lab along with the Exposure Control Plan for the campuses. Personnel have been trained in emergency procedures. Please report any issues to an instructor or other college personnel, who will contact the Receptionist at 681.5664. Below are listed procedures for students to follow.

Hazardous Material/Radiological Incident

An incident involving hazardous materials could pose a threat to faculty, staff, and students and possibly the community. The local authorities will be contacted, and the area will be roped-off within 250 feet of the spill. Classes will continue until further notification.

Emergency Evacuation Procedures

Bomb or Bomb Threat

In the event of a bomb threat, evacuation will occur. Students are to proceed to exit the building(s) following the posted escape routes to pre-designated areas. Assembly areas are a minimum of 1000 feet from the facility.

Evacuees should take care in crossing roadways. Stay clear of responding emergency vehicles and vehicles in the parking lots. Avoid use of all car phones, cellular phones, walkie-talkies, radios, and other electronic devices. Please remain calm while the instructors take roll and await further instructions.

Local authorities and safety teams will enter the buildings and carefully check for anything that looks suspicious. After this is completed, staff and faculty will enter buildings for a second check. Students will return to the buildings, and classes will resume.

Intruder/Hostage/Terrorism/Civil Disturbance/Student Disruptions

In the event of a report of an unauthorized person(s) on the college premises or an intruder situation, which could evolve into a hostage, terrorist, or abduction incident, the President may give an alert signal authorizing a lockdown of the building(s). A lockdown would consist of all classroom doors, offices, and exterior doors to the building(s) being locked. Please remain calm while the instructors take roll and await further instructions.

A lockdown may not be ordered but an evacuation of the campus could occur. If an evacuation occurs, students are to proceed from the buildings following the posted escape routes to pre-designated areas. Assembly areas are a minimum of 1000 feet from the facility. Evacuees should take care in crossing roadways. Stay clear of responding emergency vehicles and all vehicles in the parking lots. Avoid use of all car phones, cellular phones, walkie-talkies, radios, and other electronic devices.

Fire

Immediately contact the nearest faculty or staff member to report the nature of the fire and its location. A fire alarm will be pulled, and the building will be evacuated following the posted escape route. Evacuees should proceed to the nearest pre-established assembly area.

Please remain calm while the instructors take roll and await further instructions. Remain in assembly area until the "ALL CLEAR" from the fire department is received. When the all-clear signal is sounded, students are to return to their classrooms.

The FIRE ALARM will be a continuous blast of the emergency fire horn and flashing fire alarm strobe lights.

Tornado

When a TORNADO WATCH stating that tornadoes are probable is received, students will be made aware of the possible danger, but instructors will continue regular classroom/lab activities.

When a TORNADO WARNING stating that a tornado has actually been sighted is received, the alarm will be four (4) short blasts from the fire alarm. Students will proceed to windowless rooms, corridors, or hallways, and sit on the floor with their backs to the walls. Stay clear of windows and skylights. All doors will remain closed. Students should not leave campus during a tornado warning due to potential danger. Please remain calm while the instructors take roll and await further instructions.

The all clear signal for a tornado warning will be one steady blast of the emergency fire horn. When the all-clear signal is sounded, students are to return to their classrooms.

FINANCIAL AID

Eligibility Requirements	Page 27
Types of Financial Aid	27
Satisfactory Academic Progress (SAP)	29
Reinstatement of Financial Aid	30

Financial Aid is available to eligible students enrolled in credit courses at Ogeechee Technical College to help pay educational costs.

The Free Application for Federal Student Aid (FAFSA) and GSFAPPS should be completed even if a person is not sure that financial aid will be needed – it's FREE. The Financial Aid Office recommends the completion of the FAFSA online at www.fafsa.ed.gov and the GSFAPPS online at www.gacollege411.org. When applying online, there is less paperwork and results are faster. If a paper copy of the FAFSA is desired, one can be obtained by calling the U.S. Department of Education at 800.433.3243.

Helpful Hints for Applying

- Be sure to complete all required forms by deadlines.
- Complete all questions accurately; estimate if necessary to meet early deadlines.
- Don't wait until admission to file the FAFSA.
- Keep a photocopy of all documents.
- Use the full legal name, no nicknames, on all applications.
- The name on the application must match the name on the Social Security card.

Eligibility Requirements

The following criteria must be met to be considered for Federal and some State financial aid:

- Complete and submit the Free Application for Federal Student Aid (FAFSA) and the GSFAPPS.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number.
- Be enrolled in an eligible program of study. Have a high school diploma or General Education Development (GED) Certificate, or demonstrate the ability to benefit from the program of study.
- Make satisfactory academic progress.
- Register with the Selective Service, if required (males only).
- Not be in default for any previously received Federal Student Loan or owe a refund on a previously received grant.
- Agree to use any funds received for educationally related purposes.
- Certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance.
- Meet all other requirements of the program.
- To receive STATE student aid from Georgia, a student also must:
- Maintain legal Georgia state residency.
- Attend an eligible institution in Georgia.

Types of Financial Aid

Federal Pell Grant

Students who demonstrate financial need, who are enrolled in a Pell-eligible program, who are regular or provisional, and who have not received a bachelor's degree may qualify for this grant. Pell grants are awarded through strict rules set by the U.S. Department of Education. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility. Ogeechee Tech's Title IV Institution Code is 030300. The amount of Pell ranges from $400 to $4730 per academic year.

Students who complete the FAFSA may be selected for verification. If selected, the student must provide documentation that supports information entered on the FAFSA. Documentation may include (but is not limited to):

- Verification Worksheet
- Signed copy of student's/spouse's Federal Income Tax Return
- Signed copy of parent's Federal Income Tax Return
- Student's Social Security Card
- W-2's of student, spouse, or parent
- Birth Certificate
- SSA-1099
- Parent's Social Security Card

All degree and diploma programs are Pell eligible. However, only some certificate programs are eligible for Pell. Contact the Financial Aid Office for the list of Pell-eligible certificate programs.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who demonstrate an extreme financial need may be eligible for FSEOG. Students must be receiving a Federal Pell Grant to be eligible. FSEOG is awarded on a first come basis until all funds are exhausted. Students are awarded $100 per quarter.

Federal Work Study (FWS)

Students must be a Federal Pell Grant recipient and demonstrate financial need to receive FWS. FWS provides students with income from part-time jobs. The number of hours a student can work will depend on the individual student's need. Students must reapply for FWS each quarter and attend a FWS orientation meeting.

Academic Competitiveness Grant (ACG)

PELL Grant recipients who are U.S. citizens and who have completed a rigorous secondary school program may be eligible for the ACG. Students must be pursuing an associate degree, enrolled full time, and be in the first or second academic year. Eligible students are awarded $750 for the first academic year of study and $1,300 for the second academic year of study.

Georgia LEAP (Leveraging Educational Assistance Partnership) Grant Program

Students who demonstrate substantial financial need may be eligible for LEAP. Students must be residents of Georgia, must be enrolled at least half-time, and must be receiving Pell. LEAP is awarded

Fall Quarter on a first come basis until all funds are exhausted.

Georgia HOPE (Helping Outstanding Pupils Educationally) Scholarship Program

HOPE is a state tuition assistance program funded by the Lottery for Education. HOPE will pay tuition and mandatory fees for eligible students. Students will also receive a book allowance of $100 for enrolling for six or more credit hours or $50 for enrolling for five or fewer credit hours. All students must complete the Ogeechee Tech Financial Aid Application to receive HOPE.

General Eligibility Requirements:

- Must be a legal resident of Georgia for 12 months.
- Must be enrolled in an eligible postsecondary institution.
- Must be a U.S. Citizen or Permanent Resident Alien.
- Must not be in default on Federal student loan and/or owe a refund on a Federal Title IV aid program.

HOPE for Diploma or Certificate Programs

Students enrolling in diploma or certificate programs are eligible for HOPE regardless of the year of high school graduation and regardless of the high school GPA. They are eligible to receive HOPE for any and all certificate or diploma programs, provided they meet standards for satisfactory progress and have not reached the 95 hour HOPE Grant cap or the 190 HOPE Paid Hours cap.

HOPE for Degree Programs

Specific Requirements for Entering Freshmen Enrolling In Degree Programs

1) Must be a 1993 or later graduate of an eligible Georgia high school.
2) Must have met curriculum requirements and earned at least a 3.0 cumulative GPA in a college preparatory track or a 3.2 for all other tracks.
3) Eligible students may receive the scholarship for up to 190 credit hours, provided they make satisfactory progress and have a 3.0 cumulative GPA in the quarter that they are attempting to complete their 45th, 90th and 135th hours and at other checkpoints determined by HOPE.

Specific Requirements for All Other Degree-Seeking Students

Students who graduated from high school prior to the establishment of the HOPE program in 1993, or students not academically eligible for a HOPE scholarship immediately after high school graduation, may be eligible for a HOPE scholarship if, after attempting their 45th, 90th, or 135th hour of study in a degree program, they have a cumulative GPA of 3.0 or higher. Hours attempted in a certificate or diploma program which do not transfer into a degree program will not meet the requirement. All students must complete an Evaluation for HOPE Scholarship Grant Form to be considered for HOPE for degree programs.

WIA

Workforce Investment Act (WIA) is a form of financial aid available to serve disadvantaged adults and dislocated adult workers. WIA may pay tuition and fees. WIA also pays for books and supplies for students who qualify as well as provide assistance with daily travel and child care. Students should contact a local office of the Department of Labor for details.

Veteran Administration (VA) Benefits

Veteran's benefits are available to qualified veterans and dependents. Application forms and assistance in filing for education benefits are available in the Financial Aid Office. For specific questions regarding individual eligibility call the VA Atlanta Regional office at 1-888-GIBILL (888.442.4551) or visit them at www.gibill.va.gov.

Vocational Rehabilitation

The Division of Rehabilitation Services (DRS) provides financial assistance to students who have physical or mental disabilities and who qualify for DRS services. Students should contact a local office of the Department of Labor for details.

Scholarships

Various civic, professional, social, and other organizations provide scholarships for deserving students. In most cases, financial aid is awarded based upon academic performance, financial need, and availability of funds. Contact the Financial Aid Office for more information.

The Ogeechee Tech Foundation, Inc. offers several scholarship opportunities. These scholarships are the result of local efforts to raise money to support the academic success of Ogeechee Tech's students. Contact the Financial Aid Office for more information.

Satisfactory Academic Progress (SAP)

Students attending Ogeechee Technical College must make satisfactory academic progress. Progress is measured in terms of grade point average (GPA), credit hours attempted, and completion of desired certificate, diploma, or degree within a maximum time frame of 150% of the length of program. Academic progress determinations are made quarterly.

Transfer students accepted by Ogeechee Technical College, not previously enrolled at Ogeechee Tech, will be classified as maintaining Satisfactory Academic Progress for the first quarter enrolled. At the end of the first quarter, the student's progress will be measured in accordance with the College's Satisfactory Academic Progress requirements.

Previously Enrolled Students

Students who previously attended Ogeechee Tech, transferred to another school, then returned to Ogeechee Tech, will have all of their coursework reviewed.

Reinstatement of Financial Aid

A student's financial aid award which has been terminated due to a lack of satisfactory progress may apply for reinstatement of aid when he/she has met the minimum cumulative requirements for financial aid.

FEES AND EXPENSES

Fee Categories	Page 31
Application Fees	31
Tuition and Fees	31
Liability Insurance	32
Miscellaneous Expenses	33
Tuition Refunds	35

Fee Categories

Fees are categorized as application fees, tuition fees, registration fees, etc. Tuition is assessed according to policies for postsecondary education as set by the State Board of Technical and Adult Education. Continuing education and specialty course fees may be assessed differently according to the course and the business which requests development of a course.

Credit card and check payments can be made online through the Ogeechee Tech website. VISA and MasterCard are the only cards accepted. Payments by cash, checks, or money orders should be made at the Business Office. Checks and money orders should be made payable to Ogeechee Technical College and may not be post-dated. A picture ID is required when payment is made by check.

A student who is delinquent in the payment of any financial obligation may be removed from courses or the College and will not be allowed to register for another quarter until the delinquency is removed. The student will not be able to view grades, transcripts, or other student records. Any student who receives a notice that her/his status is on "hold" should immediately contact the appropriate office.

Application Fees

Students applying for admission to any credit course must pay a one-time, non-refundable application fee of $20.

Tuition and Fees

Degree and Diploma Programs

Credit Hours	Tuition	Fees	Tech Fee	Total
1	$36	$51	$35	$122
2	$72	$51	$35	$158
3	$108	$51	$35	$194
4	$144	$51	$35	$230
5	$180	$51	$35	$266
6	$216	$51	$35	$302
7	$252	$51	$35	$338
8	$288	$51	$35	$374
9	$324	$51	$35	$410
10	$360	$51	$35	$446
11	$396	$51	$35	$482
12+ (full-time)	$432	$51	$35	$518

The tuition and fees listed above are for Georgia residents only. The same tuition rate is used regardless of the student's admissions status. The fees include a student activity fee ($21), a registration fee ($26), and student accident insurance ($4). The tuition and fees are subject to change at any time. The fees for an out-of-state student are the same as they are for an in-state student. However, the tuition is doubled for an out-of-state student.

International students pay four times the tuition required for Georgia residents; this applies to nonimmigrant aliens and other foreign nonimmigrant personnel. International immigrants who are permanent residents pay the same tuition as citizens of Georgia.

Waiver of Student Tuition and Fees

Residents of Georgia who are 62 years of age or older who are otherwise qualified may attend Ogeechee Technical Colleges without payment of tuition on a space available basis. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, noncredit courses, or seminars. Persons seeking this waiver must meet all other admissions requirements as specified in the College Catalog. Proof of age must be presented at registration.

Adult literacy students attending the adult basic education programs shall not be charged tuition, or any other fee, nor be required to purchase any books or other materials that are needed for participation in the program.

Note: All requests for waivers of tuition and/or fees are to be submitted to the President.

Certificate Programs

Although the $86 in fees is required of every credit student each quarter, the tuition may vary by program. Technical certificates have a tuition rate of $54 per credit hour with the following exceptions:

Air Conditioning Repair Specialist	$36 per credit hour
Basic Law Enforcement	$185 per credit hour
Basic Marine Engine Technician	$36 per credit hour
Commercial Truck Driving	$2784 (program) plus $130 fuel surcharge
Criminal Justice Specialist	$36 per credit hour
General Office Assistant	$42 per credit hour
Imaging Informatics Clinical Specialist	$36 per credit hour
Industrial Mechanical Technician	$48 per credit hour
Office Accounting Specialist	$36 per credit hour
Patient Care Assisting	$53 per credit hour
Payroll Accounting Specialist	$36 per credit hour
Small Business Management	$42 per credit hour

Liability Insurance

Professional liability insurance fees are payable in the Business Office and are non-refundable and non-transferable. Annual fees for applicable programs are noted below:

Automotive Technology	$11
Catering Specialist Certificate	$11
Child Development Specialist Certificate	$11
Computed Tomography Specialist	$11
Cosmetology Diploma	$11
Culinary Arts Degree	$11
Culinary Arts Diploma	$11
Dental Assisting Diploma	$11
Diagnostic Medical Sonography Diploma	$11
Early Childhood Care and Education Degree	$11
Early Childhood Care and Education Diploma	$11
Early Childhood Exceptionalities Certificate	$11
Emergency Medical Technology - Intermediate Certificate	$46
Environmental Horticulture Diploma	$11
Funeral Service Education Degree	$11
Health Information Technology Degree	$11

Health Service Technician Certificate	$11
Imaging Science Services Assistant Certificate	$11
Landscape Management Specialist Certificate	$11
Lawncare Technician	$11
Medical Assisting Diploma	$11
Ophthalmic Medical Assistant Diploma	$11
Opticianry Degree	$11
Opticianry Diploma	$11
Paramedic Technology Diploma	$46
Patient Care Assisting Certificate	$11
Pharmacy Technology Diploma	$11
Phlebotomy Technician Certificate	$11
Practical Nursing Diploma	$11
Radiologic Technology Diploma	$11
Surgical Technology Diploma	$11
Tumor Registry Management Degree	$11
Tumor Registry Specialist Certificate	$11
Veterinary Assistant Certificate	$11
Veterinary Technology Degree	$11

Miscellaneous Expenses

Application Fee

A student's first application for admission to any credit course must be accompanied by an application fee of $20. This fee is non-refundable.

Aptitude Test Fee

Aptitude tests are given in selected Health Science programs. Students will be required to pay a $25 testing fee for the initial and retest of the exam.

Auditing Fees

Students who audit courses must pay the regular tuition and fees for enrollment in the course.

Background Checks and Drug Screens

Background checks and drug screens are required in selected programs. Program advisors will provide information concerning these costs to students.

Books, Tools, Uniforms, and Equipment

Each student is required to have books, tools, uniforms, and other equipment appropriate to the program of study. In some cases, these items may be usable in the student's employment following graduation. All required books and many of the other necessary educational supplies may be purchased from the Campus Bookstore. Program advisors will also provide information concerning specialized tools, uniforms, or equipment needed for the program.

Cap/Gown Fee

Cap and gowns can be purchased in the bookstore for those who wish to participate in graduation exercises.

Continuing Education Courses

Fees are charged for each continuing education course as indicated in the announcement of course offerings for each quarter. In addition, students may be required, to purchase textbooks and supplies pertaining to the courses.

Duplicate Copies of Degrees, Diplomas, and Certificates

A processing fee of $15 will be assessed for duplicate copies of degrees, diplomas, and certificates.

Exemption Exam Fees

A student desiring to take an exemption exam must pay an exemption test fee. The fee is $25.00 per course and must be paid in advance. This fee is non-refundable and not transferable.

Film Badge Fee

Film badges are required in selected programs. Program advisors will provide information concerning these costs to students.

Fuel Surcharge Fee

An additional fuel surcharge fee of $130.00 is charged to all students enrolled in the Commercial Truck Driving program.

Graduation Fee

Each student will be charged a $35 graduation fee when he/she applies for graduation.

Hepatitis B Vaccination

Hepatitis B vaccinations are required in selected programs. Program advisors will provide information concerning these costs to students.

ID Card Replacement

The cost of a replacement identification card is $5.

Industrial Drug Screen Fee

Commercial Truck Driving students are required to have an industrial drug screen. Random drug screening may also be performed. Program advisors will provide information concerning these costs to students.

Late Registration Fee

Any student who does not register and pay for classes by the designated time will be charged a $25 late fee.

Parking Decal

All students are required to register their vehicle annually with the College and pay a $10 parking fee. Students will be charged $10 for each additional parking decal.

Physical and Dental Exams

Physical and dental exams are required in selected programs. Program advisors will provide information concerning these costs to students.

Placement Retest Fee

Placement tests are administered as part of the admission criteria of each program area. Students are allowed one placement test and one retest at no charge. After two opportunities, there will be a $10 non-refundable retest fee charged.

Returned Check Fee

A returned check fee of $20 will be accessed.

Transcript Fee

The first official transcript for a student is provided free of charge. A charge of $5 will be made for each additional official transcript requested.

Uniforms

College-approved uniforms and equipment are required in selected programs. Program advisors will provide information concerning these costs to students.

Tuition Refunds

- Students withdrawing from a course by the end of the third day of the quarter and no shows shall receive a 100% refund of applicable tuition (hours below the 12-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar.
- Students who withdraw from a course after the third day of the quarter shall receive no refund.
- For those students receiving federal financial aid, the technical colleges shall make available Consumer Information that may be found at www.ifap.ed.gov under the appropriate aid year's Handbook. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

STUDENT AFFAIRS

New Student Orientation	Page 37
Identification Badges	37
Special Populations Assistance Program	37
Disability Resources	38
Career and Counseling Resources	38
Career Services	39
Honors and Publicity Information	40
Student Organizations	40
GOAL	40

New Student Orientation

Orientation is provided to new students to help transition into Ogeechee Technical College and to assist students in understanding academic, financial, and college policies, procedures, requirements, and expectations. Further, orientation is provided to enable students to make well-informed choices and promote an awareness of available resources and non-classroom opportunities.

Identification Badges

When enrolled at Ogeechee Tech, students should have an identification (ID) badge. Enrollment Services is responsible for issuing campus IDs for Ogeechee Technical College students, faculty, and staff. There is no charge to have an ID made; however, proof of a current class schedule and a valid picture ID are required. There is a $5 replacement cost if the identification badge is destroyed, lost, or stolen. The ID should be worn above the waist at all times while on campus.

Special Populations Assistance Program

Students may qualify for services from various programs on campus depending on the special needs they have and if they qualify as a special population. Special populations' information is collected when the student is accepted into Ogeechee Technical College. Students may disclose this information on the Special Population Survey form or self-disclose to any College faculty, staff, or administrator. Special population students are those who meet any one of the following criteria:

- Individuals with disabilities;
- Individuals from economically disadvantaged families, including foster children;
- Individuals preparing for non-traditional fields (training in a field for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field);
- Single parents, including single pregnant women;
- Displaced homemakers (worked primarily to care for a home and family, has been dependent on the income of another family member, and is unemployed or underemployed); and
- Individuals with limited English proficiency.
- Supplementary services to special populations students through the Special Populations Assistance Program include, but are not limited to:
- Auxiliary aids and services;
- Career assessments and counseling;
- Tutorial services;
- Assistance with study skills and test-taking;
- Study lab with tutorial programs and career decision software;
- Various seminars and workshops;

- Referral services;
- Preparation for occupations in high skill, high wage, or high demand business and industry.

Disability Resources

Disability and Student Support Services are designed to help students succeed in school, in the workforce, and in life. Services and accommodations are available to students who self-identify and provide appropriate documentation of disabilities.

Ogeechee Technical College strives to provide reasonable, quality academic adjustments based on the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the institution and from other agencies. Services provided will not fundamentally lower the essential requirements of the program.

Services may include registration assistance; reduction in course load; campus orientation; career exploration; test modification; recording/enlarging reading materials; sign language interpreters; accessible parking; and/or equipping school computers with screen-reading, voice recognition, or other adaptive software or hardware.

The Disability and Student Support Services Coordinator is available to arrange services for students with disabilities, e.g., reasonable academic adjustments, sign language interpreters, alternate print format, note takers, counseling, assistive technology, etc.

As defined by the Americans with Disabilities Act (ADA), a qualified individual is one who, with or without reasonable accommodations, can perform the essential functions of a program or course requirement. The College is not required to lower or make extensive modifications to essential functions of a program or course requirement to accommodate a student with a disability. For example, although Ogeechee Technical College provides extended testing time, it is not required to change the content of the test.

In addition, the College does not have to make modifications that would fundamentally alter the nature of a service, program, or activity or that would result in undue financial or administrative burdens.

Students with disabilities may request services at any time but are encouraged to do so as early as possible. Some accommodations may take more time to provide than others. If a person chooses to voluntarily disclose a disability, the following steps may be used:

1) Complete the Special Populations Survey form provided in the New Student Orientation Packet and return it to the Disability and Student Support Services Coordinator; or
2) Contact the Disability and Student Support Services Coordinator at 912.486.7211.

In addition to voluntarily self-disclosing, a person must provide documentation from a licensed psychiatrist, a psychologist with a Ph.D. or another qualified health professional who is an expert in the field of the disability. The professional's report should be dated and signed, and it should be no older than 5 years.

Disability related information must be treated and handled as medical information and is not allowed to be shared with other people outside of the College.

Grievance Procedure for Resolving Section 504/ADA Complaints

Ogeechee Technical College is committed to providing an equal educational opportunity for all students who have a documented disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

If a person feels that discrimination has occurred because of a disability, that person should report such complaint to the Disability and Student Support Services Coordinator at 912.486.7211.

Career and Counseling Resources

The Career and Counseling Resource Center is designed to help students identify interests, examine various majors, and consider basic values and priorities which contribute to success in planning educational goals. The goal is to use all available resources to assist students in making positive adjustments in academic and personal lives.

Career Planning

The staff will assist students in making academic, occupational, and personal decisions. They provide students with supportive services including career information and related programs of study, computer-assisted career planning, interests and abilities testing, job-search skills, self-help decision making skills, and occupational literature and materials. Work-related information includes conditions of work, requirements, salary, and employment outlook. If appropriate, personnel will refer students to local agencies for additional services.

The Georgia Career Information System (GCIS) is available to learn the most comprehensive, current, and accurate occupational and educational opportunities to advance career and educational planning. The computer-based system contains self-assessment, exploration, and search strategies as well as a vast amount of occupational and educational information.

Guidance and Counseling

Students may request counseling for themselves or be referred by a faculty or staff member. First Alert is an early warning referral system through which an instructor can refer a student for academic or personal assistance. It provides a team approach to problem solving with the instructor, the student, and the counselor interacting. Through First Alert, assistance may be offered in areas such as study habits, attendance, organizational skills, and stress management, among other topics.

Individual/group sessions and workshops are presented each quarter on topics such as, time management, study skills, financial planning, stress management, overcoming test anxiety, career decision-making, relationship issues, and self-esteem.

Programs on special topics are provided at the request of instructors or student groups. Students can expect conversations to be confidential unless otherwise provided by law.

Services Available:

- Career Counseling is offered for those who are undecided about a career or are considering a career change. Counselors can assist by reviewing career inventory assessments and by discussing previous work experience.
- Academic Counseling is available for those who need assistance, general information about programs including admission requirements, and academic planning.
- Personal Counseling is available for those who are faced with managing, coping, and dealing with personal problems.

Academic Assistance

Tutoring services are available through the College's Academic Assistance Center (AAC), which provides an academic service to students that is administered through the Dean for Instruction for General Education and Human Services. While appointments are encouraged, drop in services may be available. The AAC is located within the Ogeechee Tech Library.

Career Services

Planning a career and securing the right job requires knowledge and persistence. The Career Services staff helps enrolled students and alumni prepare for the workplace and guides both through career planning stages including education, career choice, and ultimately, the attainment of employment. The Career Services staff is prepared to provide information on current and projected employment opportunities and help students in establishing linkages between academic and career goals.

The Career Services staff provides Ogeechee Technical College students with a variety of services to help them in the process of choosing and working toward career goals. Services provided include

- Career guidance and advisement
- Job vacancy listings
- Resume referrals
- Career Fairs

- Alumni services
- Occupational and employer information
- Contact Ogeechee Technical College's Director for Career Services at 912.871.1620 for additional information.

Honors and Publicity Information

Graduation and honors information is sent to area newspapers by the Public Relations Office. If a student would prefer that graduation and honors information not be provided to the area newspapers, the student should state "No Publicity" on the Admissions Application form.

Graduation notices are generally printed whenever newspapers have space available. The Public Relations Office does not know or influence publication dates.

Honor notations will be included in the graduation information.

President's List/Honor List

Students with outstanding academic records will be recognized quarterly through the President's List or Honor List. President's List students are full-time time students who have earned a quarterly GPA of 4.0. Honor List students are full-time students who have earned a quarterly GPA of 3.5 or higher.

Student Organizations

Students at Ogeechee Technical College are encouraged to become active in career and technical student organizations. Part of each student's education is the development of social, cultural, and educational talents outside the classroom through participation in a variety of activities offered on campus. Student leadership organizations bring together students interested in specific career and technical fields, providing them with opportunities to meet new people and make new friends in a leadership-building environment, develop professional workplace skills, and learn from various activities, lectures, and events.

The supervision and coordination of student activities and organizations are the responsibility of the Vice President for Student Affairs. Student organizations must be officially recognized by the College. Official recognition requires that the purpose and proposed activities are clearly related to the educational goals and mission of the College.

Procedures for establishing new organizations can be found in the Guide to the Development and Operation of Student Organizations, available from the Vice President for Student Affairs.

Membership in Organizations

To participate in organizational activities, a student must be enrolled. In order to run for office, a student must have a minimum 2.5 grade point average on credit earned in his/her program of study. In the event his/her grade point average falls below the 2.5 minimum during tenure of office, a student is permitted a probationary period of one quarter.

No student may hold office in a student organization while on academic or disciplinary probation. A student placed on academic or disciplinary probation after he/she is elected to office must relinquish the office for the remainder of the term of office concurrent with the effective date of such probation. A student participating in an organization having standards higher than those stated must meet the requirements of the student organization.

GOAL

The Georgia Occupational Award of Leadership (GOAL) program focuses on excellence in technical education. Outstanding students attending Georgia's technical colleges and divisions are recognized for academic excellence and personal achievement.

College instructors identify their most promising students and nominate them for GOAL based on academic achievement and personal leadership. The first phase of GOAL takes place at the local technical college level. As nominees move through an interview and screening process, the top student is selected to represent their college and community. The state level competition involves another round of interviews as each college winner competes for the state title.

POLICIES AND PROCEDURES

Student Conduct	Page 41
Computer Use Policy	47
Campus Crime Report	48
Drug and Alcohol-Free Campus and Workplace Policy	48
Weapons Policy	50
Student Grievance Procedures	51
Student Records (FERPA)	52
Disclosure of Information	53
Voter Registration	53
Lost and Found	54

Student Conduct

General

A student enrolling at Ogeechee Technical College assumes an obligation to conduct her/himself in a manner congruent with the school's purpose as an educational institution. The Student Conduct Regulations prohibit academic and nonacademic violations.

Student Code of Conduct

Ogeechee Technical College must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Ogeechee Technical College establishes this Student Code of Conduct.

Article I: Definitions

- The term "Technical College" means Ogeechee Technical College.
- The term "student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."
- The term "faculty member" means any person hired by the Technical College to conduct teaching, service, or research activities.
- The term "Technical College official" includes any person employed by the Technical College, performing assigned administrative responsibilities.
- The term "member of the Technical College community" includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
- The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).
- The term "organization" means any number of persons who have complied with the formal requirements for Technical College recognition.
- The term "judicial body" means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
- The term "Judicial Advisor" means a Technical College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of Ogeechee Technical College is the Vice President for Student Affairs.

- The term "Appellate Board" means any person or persons designated by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
- The term "shall" is used in the imperative sense.
- The term "may" is used in the permissive sense.
- The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Department of Technical and Adult Education.
- The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Technical College faculty or staff.
- The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- The term "Department" means the Department of Technical and Adult Education.
- Business day or days are weekdays when classes are in session.

Article II: Judicial Authority

- The Judicial Advisor shall determine the composition of position of judicial bodies and appellate boards and, subject to Article IV, 1, B, shall determine which judicial body, Judicial Advisor and Appellate Board shall be authorized to hear each case. Normally, the Technical College Student Discipline Committee shall be the judicial body authorized to hear cases alleging violations of the Student Code.
- The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.
- Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
- A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

Article III: Proscribed Conduct

Jurisdiction of the Technical College

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, or which adversely affects the Technical College Community and/or the pursuit of its objectives.

Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- Acts of dishonesty, including but not limited to the following:
    - Cheating, plagiarism, or other forms of academic dishonesty;
    - Furnishing false information to any Technical College official, faculty member, or office;
    - Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification; or
    - Tampering with the election of any Technical College recognized student organization.

- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Technical College activities, including its public-service functions on or off campus, or other authorized non-Technical College activities, when the act occurs on Technical College premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

- Attempted or actual theft of and/or damage to property of the Technical College or property of a member of the Technical College community or other personal or public property.
- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- Failure to comply with directions of Technical College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication, or use of keys to any Technical College premises or unauthorized entry to or use of Technical College premises.
- Violation of published Department or Technical College policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
- Violation of federal, state, or local law on Technical College premises or at Technical College sponsored or supervised activities.
- Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
- Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and Technical College regulations, or public intoxication.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises.
- Participation in a campus demonstration that disrupts the normal operations of the Technical College and infringes on the rights of other members of the Technical College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- Obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at Technical College sponsored or supervised functions.
- Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on Technical College premises or at other locations where classes, activities, or functions sponsored or participated by the Technical College may be held.
- Theft or other abuse of computer time, including but not limited to:
    - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
    - Unauthorized transfer of a file;
    - Unauthorized use of another individual's identification and password;
    - Use of computing facilities to interfere with the work of another student, faculty member or Technical College Official;
    - Use of computing facilities to send obscene or abusive messages;
    - Use of computing facilities to interfere with normal operation of the Technical College computing system; or
    - Violation of the Department's Acceptable Computer and Internet Use policy.
- Abuse of the Judicial System, including but not limited to:
    - Failure to obey the summons of a judicial body or Technical College official;
    - Falsification, distortion, or misrepresentation of information before a judicial body;
    - Disruption or interference with the orderly conduct of a judicial proceeding;
    - Initialing a judicial proceeding knowingly without cause;
    - Attempting to discourage an individual's proper participation in, or use of, the judicial system;
    - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
    - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
    - Failure to comply with the sanction(s) imposed under the Student Code; or
    - Influencing or attempting to influence another person to commit an abuse of the judicial system.

- Use of tobacco products in campus buildings except in marked designated smoking areas.
- Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Student shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet.

Violation of Law and Technical College Discipline

- Technical College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the Technical College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the Technical College community. The Technical College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and Technical College employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Academic Misconduct

Academic misconduct is any act that does or could improperly distort students' grades or other student academic records. A student enrolls at Ogeechee Technical to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills; it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps record in course/program files and notes as first offense. Student's program advisor will also be notified.

Second Offense

Student is given a grade of "WF" for the course in which offense occurs. Instructor submits name to Office of Student Affairs indicating a "WF" has been issued as a result of second offense. Student's program advisor will also be notified.

Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. Instructor submits student's name to Office of Student Affairs indicating a "WF" has been issued and is student's third offense. Student Affairs would note it as third offense and schedule a judicial hearing following the guidelines in Article IV: Judicial Policies in the Catalog and Student Handbook.

Article IV: Judicial Policies

Charges and Hearings

- Any member of the Technical College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the Technical College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within ten (10) business days.

- The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof. At the accused student's discretion, a hearing shall be held before either the Judicial Advisor or the Judicial Body (Technical College Student Discipline Committee).
- All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor.
- Hearings shall be conducted by the Judicial Advisor or Judicial Body according to the following guidelines:
    - Hearings normally shall be conducted in private;
    - Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor;
    - In hearings involving more than one accused student, the Chair of the judicial body may permit the hearings concerning each student to be conducted separately;
    - The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak nor to participate directly in any hearing before a judicial body;
    - The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body;
    - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Chair;
    - All procedural questions are subject to the final decision of the Chair of the judicial body;
    - After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating;
    - The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code except in those instances where the student faces suspension or expulsion, in which case the standard of proof shall be by clear and convincing evidence.
- There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the Technical College.
- Except in the case of a student charged with failing to obey the summons of a judicial body or Technical College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

Sanctions

- The following sanctions may be imposed upon any student found to have violated the Student Code:
    - Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
    - Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
    - Loss of privileges: Denial of specified privileges for a designated period of time.
    - Fines: Previously established and published fines may be imposed.
    - Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
    - Discretionary Sanctions: Work assignments, service to the Technical College or other related discretionary assignments.

- Technical College Suspension: Separation of the student from the Technical College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Technical College Expulsion: Permanent separation of the student from the Technical College. This may also mean expulsion from a particular program at the Technical College.

- More than one of the sanctions listed above may be imposed for any single violation.
- Other than Technical College suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, maintained by the Office of Admissions and Records, but shall become part of the student's confidential record, maintained by the Vice President for Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions, Technical College suspension, or Technical College expulsion, upon application to the Judicial Advisor.
- In addition to the penalties outlined above, groups or organizations may also face:
  - Deactivation;
  - Loss of all privileges, including Technical College recognition, for a specified period of time.
- In cases heard by the judicial body (Technical College Student Discipline Committee) where the student or organization is found to have violated the Student Code, the judicial body may make recommendations to the Judicial Advisor but the Judicial Advisor shall determine and impose the sanctions. The Judicial Advisor is not bound by the sanctions recommended by members of the judicial body. The Judicial Advisor shall notify the student(s) in writing of his/her final decision. In cases involving sanctions that include probation, suspension, or expulsion, the Judicial Advisor shall inform, by memorandum, the Offices of the Vice President for Academic Affairs and Student Services.

Interim Suspension

In certain circumstances, the President or Vice President for Student Affairs may impose Technical College suspension prior to the hearing before a judicial body.

- Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the Technical College community or preservation of Technical College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the Technical College.
- During the interim suspension, students shall be denied access to the campus (including classes) and/or all other Technical College activities or privileges for which the student might otherwise be eligible, as the President, Vice President for Student Affairs or the Judicial Advisor (if not the Vice President for Student Affairs) may determine to be appropriate.
- The Offices of the Vice President for Academic Affairs shall be notified in writing of the interim suspension.

Appeals

- A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to an appellate board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Advisor or his or her designee. In cases where the Technical College is the complainant, the Technical College shall have no right of appeal.
- Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.

    - To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
    - To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.
- In considering an appeal, the Appellate Board may (a) uphold the appeal and reduce or suspend sanctions, (b) uphold the appeal and increase or impose sanctions, (c) dismiss the appeal and affirm the original sanction(s).
- The decision of the Appellate Board shall be final.

Article V: Notification of Sanctions

When imposition of any sanction includes restrictions on attendance in class or Technical College sponsored activities or programs, the Offices of Student Affairs, Academic Affairs, Admissions, and Registrar shall be notified by the Judicial Advisor in writing within five (5) business days.

Article VI: Interpretation and Revision

- Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs.
- The Student Code shall be normally reviewed every year by the Student Council in conjunction with the Vice President for Student Affairs and the Technical College Student Discipline Committee, if appropriate

Computer Use Policy

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources.

In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

- **Computer theft** (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- **Computer trespass** (unauthorized use of computers to delete or alter data or interfere with others' usage);
- **Computer invasion of privacy** (unauthorized access to financial or personal data or the like);
- **Computer forgery** (forgery as defined by other laws, but committed on a computer rather than on paper);
- **Computer password disclosure** (unauthorized disclosure of a password resulting in damages exceeding $500 - in practice, this includes any disclosure that requires a system security audit afterward); and
- **Misleading transmittal of names or trademarks** (falsely identifying oneself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).
  *Maximum penalties for the first four crimes in the list are a $50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a $5,000 fine and 1 year of imprisonment, plus civil liability.

The following uses of OTC-provided computers, networks and Internet access are not permitted:

- To create, access or transmit sexually explicit, obscene, or pornographic material;
- To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any OTC computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the OTC networks unless it meets technical and security standards;

- To create, install, or knowingly distribute a computer virus,
- "Trojan horse," or other surreptitiously destructive program on any OTC computer or network facility, regardless of whether any demonstrable harm results;
- To modify or reconfigure the software or hardware of any OTC computer or Network without proper authorization;
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of OTC data and information; and
- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by OTC. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties and responsibilities. Refer to Policy II.C.4 Email Use for more information regarding electronic mail usage.

Users of OTC computers and computer systems are subject to OTC's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

OTC makes no warranties of any kind, express or implied, for the computers, computer systems and Internet access it provides. OTC shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. OTC shall not be responsible for the accuracy, nature or quality of information gathered through OTC diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through OTC-provided Internet access. OTC shall not be responsible for personal property used to access its computers or networks or for OTC-provided Internet access. OTC shall not be responsible for unauthorized financial obligations resulting from OTC-provided access to the Internet.

The foregoing standards are equally applicable to employees and students of OTC.

Enforcement

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, OTC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

- Suspension or revocation of computing privileges;
- Reimbursement to Ogeechee Technical College for resources consumed;
- Other legal action including action to recover damages;
- Referral to law enforcement authorities;
- Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Campus Crime Report

As required by the Cleary Act, statistics concerning the occurrence on campus of criminal offenses reported by special duty officers to the Director for Campus Safety and Security will be published annually in October. This information will be posted on the message boards throughout the campus, on the Ogeechee Tech website at www.ogeecheetech.edu, or the United States Department of Education website at www.ope.ed.gov/security.

Federal law requires Ogeechee Technical College to disclose information dealing with registered sex offenders in the College's service area. This information is posted on the Georgia Bureau of Investigation Sex Offenders Registry website at http://www.ganet.org/gbi/sorsch.cgi.

Drug and Alcohol-Free Campus and Workplace Policy

Ogeechee Technical College supports the goals and policies of a drug and alcohol free educational environment and workplace. The College is committed to providing students, faculty, staff, and visitors a safe and healthful campus

and workplace. The College recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine Ogeechee Technical College's ability to fulfill its missions of providing education, training, and lifelong learning opportunities for individuals and businesses leading to the development of a skilled workforce.

The provisions of this policy are intended to comply with applicable state and federal laws including, but not limited to, the Drug-Free Workplace Act of 1988 (41 U.S.C. §701), the Drug-Free Schools and Communities Act Amendments of 1989, Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.), and the Americans with Disabilities Act of 1990.

Prohibited Conduct

The following conduct is prohibited:

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

Consequences of Engaging in Prohibited Conduct

The Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

- Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The Technical College is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- The dangers of drug and alcohol abuse on the campus and elsewhere.
- Any available drug and alcohol counseling, rehabilitation and assistance programs.
- Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Each Technical College shall conduct a review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced. Each Technical College shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the review.

Drug or Alcohol Resources for Students

Ogeechee Technical College recognizes drug or alcohol dependency or abuse as a major health problem as well as a safety and security problem. A student in need of help in dealing with such a problem is encouraged to contact his or her personal physician and to use the Student Affairs referral system. A conscientious effort to seek help shall not, in itself, jeopardize any student's enrollment.

Complaints

Any student or employee with a complaint relating to the application of the Drug and Alcohol-Free Campus & Workplace Policy may seek redress through any applicable Ogeechee Technical College complaint resolution policy and procedure or collective bargaining agreement.

Confidentiality

Ogeechee Technical College will ensure privacy and confidentiality under this policy, as may be required by State or Federal law including, but not limited to, the Family Educational Rights and Privacy Act of 1974.

Administrative Responsibility

The Human Resources department will be responsible for administering this policy as it relates to employees and invitees. The Vice President for Student Affairs will administer this policy as it relates to students.

Weapons Policy

Ogeechee Technical College and the Georgia Department of Technical and Adult Education are committed to (1) providing a safe educational environment; (2) prohibiting the carrying of weapons within school safety zones as prohibited by law; (3) creating an awareness of this policy and related policies; (4) establishing definitions; and (5) establishing procedures for disposition of violations.

Definitions

"School Safety Zone" means in, on, or within 1000 feet of the campus of any public Technical College.

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more (connect to next line)inches, straight-edge razor, spring stick, metal knucks, blackjack, and bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designated to be thrown or propelled and which may be known as a throwing star, oriental dart, or any weapon of like kind, any stun gun or laser.

This definition shall exclude any of these instruments used for classroom work authorized by an instructor.

"Weapon" also means and includes any instrument as defined by law as a weapon (O.C.G.A. §16-11-127.1 (a) (2)).

"Public gathering" means and includes, but is not limited to, any function or event of or at any Technical College, its campus, satellites, buildings, vehicles, or involving its employees or students. Such buildings include any public-owned, leased, or operated building which houses any governmental or educational function on or off campus.

Policy

It is unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a Technical College building, function, or property or on a bus or other transportation furnished by any Technical College any weapon or unlawful explosive compound (O.C.G.A. § 16-11-127.1).

The provisions of this prohibition shall not apply to those individuals who are specifically exempted by law (O.C.G.A. §16-11-127.1(c) and (d).

Unless otherwise allowed by law, it is unlawful for an individual to bring to, possess, or have under such person's control, any explosive compound, firearm, or knife designated for the purpose of offense or defense while at a public gathering. (O.C.G.A. § 16-11-127)

Each Technical College shall post signage notifying those who enter its property that weapons are prohibited.

The Technical College is responsible for ensuring that this policy is implemented and to develop procedures to inform employees and students on a routine basis of the following:

- The implications of State law prohibiting weapons on campus or at public gatherings.
- Possible penalties to be imposed upon employees or students who violate this weapons policy; and
- Reporting procedures to notify appropriate law enforcement agencies of potential violations.

Weapons Procedure

During the employee orientation process and the student admission process, employees and students shall be informed that bringing, possessing, or having under their control any firearm, explosive material, or other dangerous weapon on school premises is prohibited.

Frequent reminders during faculty or student meetings, notices in student and employee handbooks, notices in hallways, posters, etc. shall be used to remind students and employees of the prohibition of dangerous weapons on school property.

Penalties for Violating Weapons Policy

A fine of not more than $10,000; imprisonment for not less than 2 or more than 10 years, or both. A juvenile who violates this policy shall be subject to the provision of O.C.G.A. § 15-11-37.

Student Grievance Procedures

I. POLICY:

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

II. APPLICABILITY:

All technical colleges associated with the Department of Technical and Adult Education.

III. RELATED AUTHORITY:

Procedure: Unlawful Harassment and Discrimination of Students

IV. DEFINITIONS:

- **Grievable issues:** Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- **Non-grievable issues:** Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.
- **Business days:** Weekdays that the college administrative offices are open.
- **Vice President for Student Affairs (VPSA):** The staff member in charge of the student affairs division at the college.
- **Retaliation:** Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
- **Grievant:** the student who is making the complaint.

V. PROCEDURE:

- Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.
- A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, dean, or any other staff or faculty member directly involved in the grieved incident.
- Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.
- Formal Complaint Procedure: where a student cannot resolve the complaint informally, the formal grievance procedure may be used.
- Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:
    - Name,
    - Date,
    - Brief description of incident being grieved,
    - Remedy requested

    - Signed, and
    - Informal remedy attempted by student and outcome
- If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
- The VPSA, or his designee, will investigate the matter and supply a written response to the student within 15 business days.
- If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
- If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
- The VPSA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA the student may appeal the decision to the President of the college. The college staff has no right to appeal.
- A student shall file a written appeal to the President within 5 business days of receiving the response referenced in VI.B.3.
- The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he has provided all relevant documents with his appeal.
- At the President of the College's sole discretion, grievance appeals at the institution may be held in one of the following two ways:
- The President may review the information provided by the student and administration and make the final decision; or
- The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
    - The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
- Whichever process is chosen by the President, the decision of the grievance appeal is final.
- Retaliation against a student for filing a grievance is strictly prohibited.

VI. RECORD RETENTION:

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

Student Records

Annual Notice to Students

The Family Educational Rights and Privacy Act of 1974 (FERPA), which is also known as the Buckley Amendment, applies only to "education records" of students enrolled or formerly enrolled in Ogeechee Technical College. Education records include any record (in whatever format or medium) directly related to a student and maintained by the College.

FERPA affords students certain rights with respect to education records. These rights include

- The right to inspect and review education records within 45 days of the day the College receives a request for access.
    - Students should submit to the registrar, Dean of Instruction, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

- The right to request to amend the student's education records that the student believes is inaccurate.
    - Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.
    - If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
    - A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
    - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College forwards education records on request without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

    Family Policy Compliance Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202-5901

Disclosure of Information

In accordance with the Act, and at its discretion, Ogeechee Technical College may release without student notification or consent unless the student has requested that such information not be released, the following directory information:

Name
Address
Program of Study
Honors and awards

Voter Registration

In accordance with the Higher Education Act of 1998, Ogeechee Technical College makes a good-faith effort to distribute voter registration forms and to make such forms available to its students.
To register to vote, a person must:

- Be a citizen of the United States
- Be a legal resident of Georgia
- Be at least 17 years old (must be 18 years old to vote)
- Not be serving a sentence for a conviction of a felony involving moral turpitude
- Have not been found mentally incompetent by a judge

State of Georgia applications for voter registration are available from the Student Affairs Center, Room 143.

Lost and Found

Found Items

Items found on campus should be taken to the Receptionist's Desk in Kennedy Building, where they will be tagged with the current date and entered into the Lost & Found record book. If an item has any identifying information (student IDs, books or notebooks with names written in them, wallets, purses, etc.), the Receptionist will try to contact the owner via telephone or campus email. Found items will be kept for approximately two months. After this time, if the materials have not been claimed, they are discarded.

Lost Items

If you wish to report an item lost, you can do so by visiting the Receptionist's Desk located in the Kennedy Building, calling 912.681.5500, or emailing jsmith@ogeecheetech.edu. Please include a specific description of what was lost, along with your name, phone number, and/or campus email address. This information will be entered into the Lost & Found record book. If items collected match the item that has been reported lost, the owner is notified via telephone or email.

Presumed Stolen

If you believe you have had items stolen from you while on campus, report it to the Campus Safety and Security Office, Health Science Building, Room 505.

ACADEMIC INFORMATION

Quarterly Schedule of Classes	Page 55
Online/Transient Courses	55
Advisement	56
Registration	56
Registration Procedures	56
Course Load/Full-time Student Status	56
Dropping/Adding Courses	56
Auditing Courses	57
Attendance Policy	57
Grading System	57
Work Ethics	59
Grade Reports	59
Academic Appeals	59
Academic Probation and Suspension	60
Academic Transcript Request Process	60
Exemption Credit	60
Enrollment Verification	62
Withdrawals	62
Graduation Requirements	62

Quarterly Schedule of Classes

Classes are generally offered from 8:00 a.m. to 10:00 p.m. Monday through Thursday. Ogeechee Tech also offers selected courses online and on the weekends. A listing of the classes to be taught, including the days and times, is published on the Ogeechee Tech website prior to the beginning of each quarter. Each student's actual schedule varies according to the program selected and the specific classes required by the program. Visit the Ogeechee Tech website (www.ogeecheetech.edu) for information on the schedule of classes.

Online/Transient Courses

Many courses at Ogeechee Tech are offered online. These selected courses are offered through the web and allow students additional flexibility when scheduling classes.

Request to Be an Online/Transient Student

If a student wishes to attend another college as a transient student, he/she should contact the Ogeechee Tech Admissions Office so that the appropriate paperwork can be completed. If a student wishes to attend another college as an online transient student, he/she should apply through the Georgia Virtual Technical College website at www.gvtc.org. Once the student has applied online, GVTC will e-mail the Director for Enrollment Services with a request to complete the appropriate transient paperwork.

In order to be considered a transient student, the following requirements must be met:

- Must be regularly accepted

- Must be in good academic standing
- Must request a transient letter each quarter from the Director for Enrollment Services

Once the quarter has been completed, a copy of the transient agreement with course grade will be sent from the host college to the home college. Coursework completed on a transient agreement with a grade of "C" or better will be awarded a grade of "TR".

Advisement

At the time of acceptance, each student is assigned an academic advisor. Advisors will be able to advise students about their program of study, make referrals to other services, and help students monitor their academic progress. During each registration period, students are required to meet with their advisors in order to obtain guidance on course selection and progression through the program.

Registration

Registration Eligibility

Students who have received an official letter of acceptance to the college and current students not on academic suspension may register for classes. Applicants will not be approved for academic advisement and/or registration until formally accepted by the Director for Enrollment Services, nor will they be permitted to attend classes until the registration process has been completed.

Registration Procedures

Registration for credit classes at Ogeechee Tech occurs in five major phases:

- Advisement/Registration for all currently enrolled students is held while the current quarter is in progress and gives current students the opportunity to register before classes become available to other students.
- Advisement/Registration and Orientation sessions are held each quarter for all eligible new students.
- Open registration is held for all new and former students allowing them to register for classes. In addition, current students who did not take advantage of early registration may register at this time.
- Registration and Schedule changes are held for any student (new or former) who has not signed up for classes. A $25 non-refundable late fee will be assessed for any student who registers on the first day of class and after. This fee is not covered by financial aid.

Registration for currently enrolled students is done via Banner Web.

A registration is not complete until tuition and fees are paid. Students who receive any type of financial aid must have that aid awarded before registration is confirmed. Students will be dropped from the courses for which they have attempted to register if tuition and fees are not paid before the stated course drop date for each quarter.

Registration Errors

It is the student's responsibility to complete the proper forms and procedures for registration or changes to registration and to verify that his/her schedule of classes is correct. The Registrar's Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his/her schedule at the time he/she registers.

Course Load/Full-time Student Status

A student's course load is the total number of credit hours for the courses taken during the term. A normal full-time load for a quarter is 12 to 18 hours. A student must be registered for a minimum of 12 quarter credit hours to be considered a full-time student.

Approval from the Vice President for Academic Affairs is required for a course load of more than 22 hours.

Dropping/Adding Courses

A student may add or drop courses during the Registration and Schedule change period. Tuition and fees for courses dropped after the first three days of each quarter are not refundable. To add or drop a course, a student must complete a Drop/Add Course(s) Form from the Registrar's Office.

Students who add courses may owe additional tuition and fees. (See Fees and Expenses section)

Courses dropped during this period will not appear on the student's official academic record and will not be calculated in the course load for financial aid purposes. Students who drop a course may be due a refund. (See Tuition Refunds)

Auditing Courses

A student who wishes to audit a course and receive no credit may apply as a Special Student if not already enrolled as a Regular Student. Courses taken on an audit basis will not be used for certification for Financial Aid, Social Security, or Veterans Administration educational benefits. Auditors will receive a grade of "AU" in the course and will not have the grade computed in the quarterly or cumulative grade point average. A student registering as an auditor is

- Not allowed to receive credit for the course; however, a student will be permitted to re-register for the course for credit in a subsequent quarter.
- Required to complete a Request to Audit form at the time of registration.
- Not permitted to change from audit to credit or from credit to audit after time of registration for the course.
- Must pay the regular fees for enrollment as listed in the Fees and Expenses section of the catalog.
- Are subject to the same instructional requirements as other students in the class.

Attendance Policy

Attendance and punctuality are valued traits in any employee; therefore, students are expected to attend all classes and be on time for each class. The student is responsible for all material presented in class and for all announcements and assignments. **For financial aid reasons, attendance of all students will be officially verified the first day of classes. Students who have not been attending class may not receive financial aid or may be dropped from the class roll.**

Classes will begin and end at their scheduled time. Three tardies will be counted as one absence. A student may be dropped from the class roll when his/her absences exceed 10% of the total class hours for the course.

Grading System

Grades are issued at the end of each quarter using the following grading system(s):

For Credit:		
Grades	Explanation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Satisfactory (70-79)	2
D	Poor (60-69)	1
F	Failing (0-59)	0
WF	Withdrew Failing	0
W	Withdrew	Not Computed
WP	Withdrew Passing	Not Computed
I	Incomplete	Not Computed
AU	Audit/Warranty	Not Computed
EX	Credit by Exam	Not Computed
TR	Transfer Credit	Not Computed (except for competitive admission placement)
AC	Articulated Credit	Not Computed

Learning Support (Institutional Credit):		
A *	Excellent (90-100)	Not Computed
B *	Good (80-89)	Not Computed
C *	Satisfactory (70-79)	Not Computed
D *	Poor (60-69)	Not Computed
F *	Failing (0-59)	Not Computed

"WF" Withdrew Failing – After mid-term, the student was failing upon withdrawing or being dropped from the course.
"W" Withdrew – The student withdrew or was dropped from the course on or before mid-term.
"WP" Withdrew Passing – After mid-term, the student was passing upon withdrawing or being dropped from the course.
"I" Incomplete – The grade "I" may be given to any student who has not completed all required work by the end of the quarter. If the required make-up work is not completed by the last day of the following quarter, the instructor will submit the Completion Form for Incomplete Grades with a grade of "F" for the course. When a student receives a grade of "I" in a course which is a prerequisite to other courses, the student must complete the required make-up work to determine the final grade and eligibility to enroll in subsequent courses.
"AU" Audit/Warranty – By registering as an auditor and paying fees and tuition, the student is permitted to audit a course, with the consent of the instructor, are subject to the same instructional requirements as other students in the class and without receiving course credit. Exceptions to this policy include certain laboratory courses and supervised work experience.
"EX" Exempted/Credit by Exam – The student received credit for a course by successfully completing a competency examination on the coursework.
"TR" Transfer Credit - The student transferred coursework to the College from another regionally or nationally accredited college. A student may transfer up to 75% of the total credits required for the program of study. The Registrar may confer with academic deans or program instructors when determining appropriateness of transfer request but is responsible for final transfer credit approval.
"AC" Articulated Credit – The student earned credit for coursework completed at the secondary level. The competencies are validated by holding the credit in escrow until the student completes one quarter of study successfully.
Learning Support – A grade with an asterisk following is a learning support grade and is not be computed in a student's GPA.

Grade Point Average

The quarterly grade point average (GPA) is the numerical average computed by dividing total quality points (for each course, hours attempted multiplied by grade value) by total hours attempted in a quarter (see below). A cumulative GPA is calculated by dividing total quality points by total hours attempted at the College.

Class Code	Course Title	Hrs Attempted	Grade	Grade Value	Quality Points
MAT 103	Algebraic Concepts	5	A	4	20
ENG 101	General English	5	B	3	15
SCT 100	Intro. Microcomputers	3	F	0	0
EMP 100	Interpersonal Relations and Prof. Development	3	C	2	6
		16			41

For example: 41 Total Quality Points divided by 16 Hours Attempted equals a GPA of 2.56.

Work Ethics

At Ogeechee Technical College, we believe it is extremely important to encourage good work habits as an integral part of the instructional program. To achieve this, every credit course at Ogeechee Tech incorporates concepts of work ethics into the course curriculum. Desirable work traits are emphasized, including attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect.

As part of the evaluation process, the student receives a work ethics grade for each course. The work ethics grades are designed to evaluate and encourage good work habits. Performance factors and indicators include, but are not limited to, quality of work, ability to follow instructions, productivity, dependability, honesty, reliability, attendance and punctuality, attitude, integrity, enthusiasm, interpersonal skills, and initiative.

Students receive a work ethics grade (3, 2, 1 or 0) each quarter for each course in which they enroll. The work ethics grade does not affect the academic grade point average (GPA) of a student; work ethics grades remain separate from academic grades. Work Ethics grades are posted quarterly to the student's transcript via Banner Web.

Work Ethics Descriptions:

Exceeds Expectations:	3
Meets Expectations:	2
Needs Improvement:	1
Unacceptable:	0

Grade Reports

Final grades are recorded by instructors and submitted to the Registrar's Office at the end of each quarter. Official grades are posted to the student's transcript via Banner web.

Academic Appeals

Ogeechee Technical College Faculty and Administrative Staff have the right and responsibility to exercise professional judgment in making decisions about student performance and progress. The College is accountable for setting and maintaining standards of academic performance and is committed to ensuring students are treated fairly in regard to all matters that relate to academic performance and progress. A student will be provided with a fair opportunity to have decisions that are believed by the student to negatively impact academic performance and progress reviewed in accordance with policies and procedures established by the College.

Informal

If a student believes that a basis exists for appealing an academic decision regarding a grade which prevents progression in a program of study, that student should first attempt to resolve the matter informally through discussion with the instructor who made the decision.

A student has five (5) working days to discuss the academic decision. If no resolution can be reached within these five (5) working days, then the student will have another five (5) working days to discuss the concern with the Dean for Instruction. The expectation is that the difference of opinion is to be resolved as closely as possible to the level at which it originated, and as quickly as is possible with careful review. It is only when a disagreement cannot be resolved through this informal process that a formal appeal of the academic decision should be made.

A student may seek advice from a counselor for support and direction.

Formal

Once a decision has been made that the informal process has not resulted in resolution, formal procedures will begin. Written notification to the Dean for Instruction must be made regarding the decision under question. The Dean for Instruction, upon completion of his/her review (course outline, documentation related to the student's progress, transcript, summary of events, etc.) may uphold, modify, or reverse the academic decision. The Dean for Instruction will notify the student, the instructor, and the Registrar (if necessary) in writing of his/her decision with a rationale for the decision.

If any party believes that the decision is not fair or reasonable, the decision may be appealed to the Vice President for Academic Affairs. This gives the opportunity to ensure that all necessary and relevant information, documentation, opinion, and argument are fairly presented. The decision of the Vice President for Academic Affairs is final.

Repeating Courses

By registering for a course for which the student has already received credit, a student forfeits the previous credit in that course for graduation purposes. The student's official grade for graduation purposes in the course(s) will be the last one earned on repetition. Although all grades remain on the official academic record, only the final attempt will be calculated for the purpose of meeting graduation requirements.

For graduation purposes, a student must have a graduation GPA of a 2.0 and a cumulative GPA of 2.0.

A student who fails or who does not earn a grade of "C" or higher as required for courses specified in the College Catalog within two attempts will not be allowed to repeat that course for one year and will be allowed to retake a third time on a space-available basis only. Before retaking a course the third time, the student must complete an individualized remedial program assigned by the appropriate Dean for Instruction.

Academic Probation and Suspension

Students must maintain a minimum of a 2.0 cumulative grade point average to be in satisfactory academic standing. Students whose cumulative grade point average falls below a 2.0 will be placed on academic probation for the next academic quarter. A student is subject to suspension for one quarter if the cumulative grade point average is less than a 2.0 during the quarter enrolled on academic probation. Students will be advised and counseled as to academic deficiencies and given official notification of academic probation/suspension status. Academic probation or suspension is indicated on the student's transcript via Banner Web and recorded on the student's permanent academic record.

Academic Transcript Request Process

Students can receive an unofficial transcript via Banner Web. The first official transcript for a student is provided free of charge. A fee of $5.00 will be charged for each additional official transcript, which must be paid before the transcript is released.

Transcripts will not be released externally without the student's written consent unless as directed by law to comply. (Transcripts will be released in compliance with a judicial order or lawfully issued subpoena. However, every reasonable attempt will be made to notify the student in advance of the compliance.) An academic transcript will be issued within three (3) business days of receiving a written request.

The Academic Transcript Request form may be obtained in the Registrar's Office or on the Ogeechee Tech website. If the student is unable to come to the Registrar's Office or download the form, Ogeechee Technical College will accept written consent in the form of a letter (either mailed or faxed) from the student.

Exemption Credit

Credit by Exemption Examination

- **Eligibility**
    - Ogeechee Tech provides the student an opportunity to receive credit for courses by successfully
    - completing an exemption examination
    - Ogeechee Tech may allow students to exempt courses by demonstrating thorough mastery of written and/or performance tests that have been developed locally intended to adequately demonstrate achievement of the necessary competency level.
    - A student attempting to earn credit by examination must be accepted and enrolled in a program of study at Ogeechee Technical College.

- The course must be a course or elective in the student's program of study.
- The student cannot take an exemption examination if he/she is currently registered for the course.
- A student cannot withdraw from a course and register to take an exemption examination within the same quarter.
- The student cannot take an exemption examination for a failed course or for a course in which a grade of D was received.
- An exemption examination can only be taken twice. The second testing will occur no sooner than 90 days following the original test.
- See the appropriate Dean for Instruction for a listing of courses eligible for exemption examinations.

- **Procedure for applying and taking the Exemption Examination**
  - The student will contact his/her advisor concerning the exemption examination. Upon approval, the advisor will issue the student an Application for Credit by Examination form.
  - The student must take the application to the business office in Building 700 and pay a $25 non-refundable fee for the examination.
  - The student will take the form and the receipt of payment to the appropriate Dean for Instruction.
  - The Dean will send to the administering instructor the exemption application.
  - The administering instructor will contact the student to arrange a time for the exemption examination.
  - The examination will generally be taken during the final week of a quarter unless otherwise approved on a case-by-case basis by the appropriate Dean for Instruction.
  - The student must score at least a 70% on the examination to receive credit.
  - When the exam has been completed, the instructor will grade the exam and forward the form to the Dean for Instruction's office.
  - The Dean will forward the results to the Registrar.
  - The examination results, including the actual test, will be filed in the office of the Dean for Instruction.

Recording the grade

A grade of "EX" will be entered on the permanent record if the exemption examination is successfully completed. The hours for the exempted courses will not be computed in the grade point average or appear on the quarterly grade report.

Standardized Examination Credit:

CLEP (College Level Examination Program) Credit may be awarded for successful completion of any appropriate CLEP subject area examinations. Credit will be awarded based on score recommendations of the council on College Level Services. Ogeechee Technical College does not offer CLEP examinations at this time.

PEP - Credit may be awarded for successful completion of appropriate examinations under PEP (Proficiency Examination Program). The Proficiency Examination Program is offered by the American College Testing Service. Advanced Placement Examinations may be awarded to student who have taken appropriate courses (determined equivalent to courses offered at Ogeechee Technical College) in high school and achieve a high score on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

Total amount of credit allowed:

Credit by examination cannot exceed 25% of the total program credit hours.

Military Credit

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education. Credit is given when the training experience closely corresponds to courses offered at Ogeechee Technical College. The maximum credit for military training may not exceed 25% of the total program.

For more information, contact the Office of the Registrar at 912.486.7865 or an academic advisor.

Enrollment Verification

Students requiring verification for insurance, loan deferments, military I.D., past and current enrollment, and degree(s) earned can now access this information through the Self-Service program with the National Student Clearinghouse. Ogeechee Technical College has authorized the national Student Clearinghouse to provide enrollment verification certifications for students through its Web-based Student Self-Service program. Student Self-Service enables students to print official enrollment verification certifications on demand through their Banner Web account at www.ogeecheetech.edu. Instructions are located in the Registrar's Office.

Verification of enrollment status is based on the number of quarter hours for which student is or was enrolled. Full-time students carry 12 or more quarter hours, three-quarter students carry nine to eleven quarter hours, half-time students carry six to eight hours, and less than half-time students carry one to five hours.

Withdrawals

Withdrawing from a Course

Since choosing to drop a course is a serious academic decision that may affect a student's progress towards a degree or a student's financial aid status, a student should consult with the instructor of the course, the academic advisor, and a financial aid advisor before making this decision.

Withdrawing From the College

If a student is considering withdrawing from the College, the student is strongly encouraged to discuss this with an advisor or a counselor before formalizing the decision, to ensure that all alternatives are considered.

In order to withdraw officially from the College, a student must complete an Official Withdrawal form available from the Career and Counseling Resource Center and/or the Registrar's Office. The effective date of withdrawal is the last date the student attended or logged into his/her class. The impact withdrawal has on the student's academic record is determined on a course-by-course basis.

In certain cases, the Counselor or Registrar may act on behalf of the student in completing the withdrawal process. Typically, this would occur in cases involving death, serious injury or illness, or formal requests to do so.

Failure to attend classes does not constitute an official withdrawal. Students who fail to continue attending class and who do not complete an Official Withdrawal form may be awarded a WF grade by the instructor. The instructor must still report the last date the student attended or logged into his/her class to comply with the Federal Refund Policy.

Graduation Requirements

In order to be eligible for graduation, a degree, diploma, or certificate student must meet all of the following requirements:

- Have completed all course and credit hours requirements as prescribed in the state standard AND/OR outlined by each department,
- Have achieved regular admission status,
- Have a graduation GPA of a 2.0 for the program of study in which they are enrolled,
- Have a cumulative GPA of a 2.0,
- Have completed at least 25% of quarter credit hours at Ogeechee Technical College,
- Have satisfied all financial obligations to the college,
- Have completed an Application for Program of Study Completion form by the mid-term of his/her final quarter.

When all graduation requirements are complete, the student will receive his/her degree, diploma, or certificate through the mail.

Commencement Exercise

Ogeechee Technical College conducts one spring commencement exercise per year for students who have completed all graduation requirements by that time.

Programs of Study

PROGRAMS OF STUDY

Agribusiness	Page 67
Automotive	71
Business	79
Certified Programs	99
Childcare/Paraprofessional	103
Computers	113
Construction Trades	125
Cosmetology	143
Criminal Justice	145
Culinary	151
Fire Science	157
Forensics	161
Funeral Service	165
Geographic Information Systems	169
Health/Medical	173
Horticulture	237
Hotel/Restaurant/Tourism	241
Industrial	247
Truck Driving	251
Wildlife	253

Programs Offered

Accounting (Dg) 79
Accounting (Dp) 81
Agribusiness (Dg) 67
Agribusiness (Dp) 68
Air Conditioning Electrical Technician (C) 126
Air Conditioning Repair Specialist (C) 127
Air Conditioning Technology (Dp) 125
Application Software Specialist (C) 115
Automotive Brakes Technician (C) 74
Automotive Engine Performance Technician (C) 74
Automotive Fundamentals (Dp) 71
Automotive Heating and Air Conditioning Technician (C) 75
Automotive Suspension and Steering Technician (C) 76
Automotive Technology (Dp) 72
Basic Law Enforcement (C) 148
Business Administrative Technology (Dg) 85
Business Administrative Technology (Dp) 86
CAD Operator (C) 135
CAD Operator Architectural (C) 135
Carpentry (Dp) 127
Catering Specialist (C) 155
Certified Construction Worker (C) 129
Certified Customer Service Specialist (C) 99
Certified Manufacturing Specialist (C) 100
Certified Warehousing and Distribution Specialist (C) 100
Child Development Specialist (C) 107
Cisco Network Specialist (C) 119
Commercial Construction Mgt. (Dg) 130
Commercial Truck Driving (C) 251
Commercial Wiring (C) 137
CompTIA A+ Certified Preparation (C) 120
Computed Tomography Specialist (C) 174
Computer Support Specialist (Dg) 113
Computer Support Specialist (Dp) 114
Computerized Accounting Specialist (C) 82
Construction Management (Dp) 131
Construction Office Administration (Dp) 132
Cosmetology (Dp) 143
Criminal Justice Technology (Dg) 145
Criminal Justice Specialist (C) 147
Criminal Justice Technology (Dp) 146
Culinary Arts (Dg) 151
Culinary Arts (Dp) 153
Dental Assisting (Dp) 175
Diagnostic Medical Sonography (Dp) 177
Drafting Technology (Dp) 133
Early Childhood Care and Education (Dg) 103
Early Childhood Care and Education (Dp) 105
Early Childhood Exceptionalities (C) 109
Early Childhood Program Administration (C) 110
Echocardiography (Dp) 181
Electrical Construction and Maintenance (Dp) 136
Electrical Maintenance Specialist (C) 138
Emergency Medical Technician Intermediate (C) 205
Entrepreneurship (C) 97
Environmental Horticulture (Dp) 237
Fire Fighter I (C) 160
Fire Science Technology (Dg) 157
Fire Science Technology (Dp) 158
Flat Shielded Metal Arc Welder 247
Forensic Science Technology (Dg) 161
Forensic Science Technology (Dp) 163
Funeral Service Education (Dg) 165
Gas Metal Arc Welder 247
Gas Tungsten Arc Welder 248
General Office Assistant (C) 88
Geographic Information Systems (Dg) 169
Geographic Information Systems (Dp) 170
Health Information Technology (Dg) 184
Health Service Technician (C) 214
Hotel/Restaurant/Tourism Management (Dg) 241
Hotel/Restaurant/Tourism Management (Dp) 243
Human Resource Specialist (C) 91
Imaging Informatics Clinical Specialist (C) 223
Imaging Science Services Assistant (C) 186
Industrial Electrical Technology (Dp) 139
Industrial Fluid Power Technician (C) 141
Landscape Management Specialist (C) 238
Lawncare Technician (C) 239
Magnetic Resonance Imaging Specialist (C) 192
Magnetic Resonance Imaging Technology (Dp) 188
Management and Supervisory Development (C) 90
Management and Supervisory Development (Dp) 89
Marketing Management (Dg) 92
Marketing Management (Dp) 94
Medical Assisting (Dp) 193
Medical Coding (C) 195
Medical Receptionist (C) 196
Microcomputer Installation Technician (C) 121
Network Administrator (C) 122
Network Support Specialist (C) 123
Networking Specialist (Dg) 116
Networking Specialist (Dp) 118
Office Accounting Specialist (C) 83
Ophthalmic Medical Assistant (Dp) 200
Opticianry (Dg) 197
Opticianry (Dp) 199
Optician's Assistant (C) 202
Paramedic Technology (Dp) 203
Patient Care Assisting (C) 216
Payroll Accounting Specialist (C) 84
Pharmacy Technology (Dp) 207
Phlebotomy Technician (C) 209
Practical Nursing (Dp) 211
Precision Agriculture Specialist (C) 70
Programmable Control Technician I (C) 141
Radiologic Technology (Dp) 217
Radiology PACS Specialist (Dp) 221
Small Business Marketing Manager (C) 97
Surgical Technology (Dp) 224
Tumor Registry Management (Dg) 227
Tumor Registry Specialist (C) 229
Vascular Technology Specialist (C) 231
Vertical Shielded Metal Arc Welding Fabricator (C) 249
Veterinary Assistant (C) 234
Veterinary Technology (Dg) 232
Veterinary Technology Sonographer (C) 236
Wildlife and Plantation Management (Dg) 253
Wildlife and Plantation Management (Dp) 254

Agribusiness

Agribusiness Degree	Page 67
Agribusiness Diploma	68
Precision Agriculture Specialist Certificate	70
Also see	
Environmental Horticulture (Dp)	237
Veterinary Assistant (C)	234
Veterinary Technology (Dg)	232

Agribusiness Degree

DESCRIPTION

The Agribusiness Associate of Applied Science degree program provides opportunities for students to learn the role of agriculture in the economy. Students will be prepared for employment in industries allied with agriculture, including the production, transportation, distribution, marketing, and processing of farm products, as well as agricultural banking and credit agencies.

EMPLOYMENT OPPORTUNITIES

Graduates of the Agribusiness Associate of Applied Science degree program are prepared to work in a variety of agricultural-related fields such as agricultural production, management, mid-management, marketing, and banking and finance.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

AGRIBUSINESS CURRICULUM

The curriculum for the Agribusiness Associate of Applied Science degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree-seeking students must earn a minimum of 103 quarter credit hours. The program generally takes 7 quarters to complete.

Course	Course Name	Credits
GENERAL CORE COURSES		30
BIO 191	Biology I	5
ECO xxx	Economics course	5
ENG 191	Composition and Rhetoric (OL)	5
MAT 191	College Algebra (OL)	5
PSY 191	Introductory Psychology (OL)	5

ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**70**
ACC 101	Principles of Accounting I	6
AGB 100	Introduction to Agribusiness (OL)	3
AGB 101	Agricultural Finance	5
AGB 102	Agricultural Law	5
AGB 103	Agricultural Policy (OL)	3
AGR 111	Agricultural Machinery and Equipment (OL)	5
AGR 112	Water, Irrigation, and Erosion (OL)	5
AGR 120	Introduction to Agronomy (OL)	5
AGR 130	Introduction to Animal Science (OL)	5
AGR 131	Introduction to Poultry Science (OL)	5
GIS 100	Introduction to GIS (OL)	5
GIS 129	Advanced Global Positioning Systems: Precision Agriculture	3
MKT 100	Introduction to Marketing Management	5
MKT 101	Principles of Marketing Management	5
MKT 106	Fundamentals of Selling	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3731
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Agribusiness Diploma

DESCRIPTION

The Agribusiness diploma program provides opportunities for students to learn the role of agriculture in the economy. Students will be prepared for employment in industries allied with agriculture, including the production, transportation, distribution, marketing, and processing of farm products, as well as agricultural banking and credit agencies.

EMPLOYMENT OPPORTUNITIES

Graduates of the Agribusiness diploma program are prepared to work in a variety of agricultural-related fields such as agricultural production, management, mid-management, marketing, and banking and finance.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

AGRIBUSINESS CURRICULUM

The curriculum for the Agribusiness diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 85 quarter credit hours. The program generally takes 6 quarters to complete.

Course	Course Name	Credits
GENERAL CORE COURSES		**15**
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**64**
AGB 100	Introduction to Agribusiness (OL)	3
AGB 101	Agricultural Finance	5
AGB 102	Agricultural Law	5
AGB 103	Agricultural Policy (OL)	3
AGR 111	Agricultural Machinery and Equipment (OL)	5
AGR 112	Water, Irrigation, and Erosion (OL)	5
AGR 120	Introduction to Agronomy (OL)	5
AGR 130	Introduction to Animal Science (OL)	5
AGR 131	Introduction to Poultry Science (OL)	5
GIS 100	Introduction to GIS (OL)	5
GIS 129	Advanced Global Positioning Systems: Precision Agriculture	3
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 106	Fundamentals of Selling	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3198
Books/Supplies: $1,200
(Costs are estimates and are subject to change.)

Precision Agriculture Specialist Certificate

DESCRIPTION

Precision Agriculture leads production agriculture toward a new era in which innovative technology enables producers to prescribe inputs and yields more efficiently and profitably. Precision Ag technology combines Geographic Information Systems and Global Positioning Systems to scientifically manage resources and outputs in production agriculture. Students will develop an understanding of the various facets of the agricultural industry, production machinery and equipment, the principles and applications of Geographic Information Systems, and Global Positioning Systems. The coursework incorporates these complementary management tools and technology for application in more efficient and precise production agriculture.

EMPLOYMENT OPPORTUNITIES

Graduates of the Precision Agriculture Specialist certificate are prepared to work as GIS technicians, agricultural equipment salespersons, custom applicators, natural resource conservation technicians, service technicians, and equipment operators.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

PRECISION AGRICULTURE SPECIALIST CURRICULUM

The curriculum for the Precision Agriculture Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 16 quarter credit hours. The program generally takes 2 quarters to complete.

Course	Course Name	Credits
OCCUPATIONAL COURSES		16
AGB 100	Introduction to Agribusiness (OL)	3
AGR 111	Agricultural Machinery and Equipment (OL)	5
GIS 100	Introduction to GIS (OL)	5
GIS 129	Advanced Global Positioning Systems: Precision Agriculture	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $993
Books/Supplies: $350
(Costs are estimates and are subject to change.)

Automotive

Automotive Fundamentals Diploma	Page 71
Automotive Technology Diploma	72
Automotive Brakes Technician Certificate	74
Automotive Engine Performance Technician Certificate	74
Automotive Heating and Air Conditioning Technician Certificate	75
Automotive Suspension and Steering Technician Certificate	76
Also see	
Commercial Truck Driving (C)	251

Automotive Fundamentals Diploma

DESCRIPTION

The Automotive Fundamentals diploma program is a sequence of courses that prepares students for the automotive service and repair profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Automotive Fundamentals theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the automotive field.

EMPLOYMENT OPPORTUNITIES

The Automotive Fundamentals program is intended to produce graduates who are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

Note: In order to graduate with an Automotive Fundamentals diploma, a high school diploma or GED must be completed by the time course requirements are completed.

AUTOMOTIVE FUNDAMENTALS CURRICULUM

The curriculum for the Automotive Fundamentals diploma program is designed for the quarter system. A student may enter the program fall or spring quarters. To graduate, Automotive Fundamentals diploma-seeking students must earn a minimum of 77 quarter credit hours. The program generally takes 4 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		10
ENG 101	English (OL)	5
MAT 101	General Mathematics	5

FUNDAMENTAL OCCUPATIONAL COURSES		6
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		61
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 124	Battery Starting and Charging Systems	4
AUT 126	Engine Principles of Operation and Repair	6
AUT 128	Fuel, Ignition, and Emission Systems	7
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension and Steering Systems	4
AUT 134	Drivelines	4
AUT 140	Electronic Engine Control Systems	7
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Automatic Transmissions	4
AUT 220 **OR** XXX xxx	Automotive Technology Internship **OR** Electives	6

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3446
Books/Supplies: $1,400
Liability Insurance: $11 per year
(Costs are estimates and are subject to change.)

Automotive Technology Diploma

DESCRIPTION

The Automotive Technology program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as automotive technicians.

EMPLOYMENT OPPORTUNITIES

The Automotive Technology program is intended to produce graduates who are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

Note: In order to graduate with an Automotive Technology diploma, a high school diploma or GED must be completed by the time course requirements are completed.

AUTOMOTIVE TECHNOLOGY CURRICULUM

The curriculum for the Automotive Technology diploma program is designed for the quarter system. A student may enter the program in the fall or spring quarter. To graduate, students must earn a minimum of 103 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 101	General Mathematics	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev.	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**87**
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 124	Battery Starting and Charging Systems	4
AUT 126	Engine Principles of Operation and Repair	6
AUT 128	Fuel, Ignition, and Emission Systems	7
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension and Steering Systems	4
AUT 134	Drivelines	4
AUT 138	Manual Transmission/Transaxle	4
AUT 140	Electronic Engine Controls	7
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Automatic Transmissions	4
AUT 210	Automatic Transmission Repair	7
AUT 212	Advanced Electronic Transmission Diagnosis	3
AUT 214	Advanced Electronic Controlled Brake Systems Diagnostics	4
AUT 216	Advanced Electronic Controlled Suspension and Steering Systems	4
AUT 218	Advanced Electronic Engine Control Systems	4
AUT 220 **OR** XXX xxx	Automotive Technology Internship **OR** Elective	6

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $4,482
Books/Supplies: $1,400
Liability Insurance: $11 per year
(Costs are estimates and are subject to change.)

Automotive Brakes Technician Certificate

DESCRIPTION:

The Automotive Brake technician certificate program provides students with entry-level skills for entering the automotive industry as brake technicians. This program includes fundamental hydraulics, braking systems theory, operation, drum brakes, disc brakes, power-assisted brakes, anti-lock braking systems, brake system diagnostics, brake system repair, and brake system servicing.

EMPLOYMENT OPPORTUNITIES:

Graduates of the program are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

AUTOMOTIVE BRAKES TECHNICIAN CURRICULUM

The curriculum for the Automotive Brake Technician certificate program is designed for the quarter system. A student may enter the program in the fall or spring quarter. To graduate, certificate-seeking students must earn a minimum of 17 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		17
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical/Electronic Systems	6
AUT 130	Automotive Brake Systems	4
AUT 214	Advanced Electronic Controlled Brake System Diagnosis	4

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $964
Books/Supplies: $330
Liability Insurance: $11
(Costs are estimates and are subject to change.)

Automotive Engine Performance Technician Certificate

DESCRIPTION:

This program introduces students to the knowledge and skills they will need as entry-level engine performance technicians. Topics include theory, diagnosis, service, and repair of fuel systems, ignition systems, emission systems, and electronic engine controls.

EMPLOYMENT OPPORTUNITIES:

Completers may find employment at Automobile Dealerships, Diagnostic Automobile Service Facilitators, and Independent Automotive Repair Shops.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:
- Completion of AUT 120, AUT 122, AUT 124, and AUT 126 or three years of automotive related experience and instructor's approval.

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN CURRICULUM

The curriculum for the Automotive Engine Performance Technician certificate program is designed for the quarter system. A student may enter the program in the fall or spring quarter. To graduate, certificate-seeking students must earn a minimum of 18 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		18
AUT 128	Fuel, Ignition, and Emission Systems	7
AUT 140	Electronic Engine Control Systems	7
AUT 218	Advanced Electronic Engine Control Systems	4

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1015
Books/Supplies: $550
Liability Insurance: $11
(Costs are estimates and are subject to change.)

Automotive Heating and Air Conditioning Technician Certificate

DESCRIPTION

The Automotive Heating and Air Conditioning Technician certificate provides students with skills for entering the automotive industry as an entry-level heating and air conditioning technicians. This program includes theory, diagnosis, servicing, and repair of automotive heating and air conditioning systems.

EMPLOYMENT OPPORTUNITIES:

Graduates of the program are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

AUTOMOTIVE HEATING AND AIR CONDITIONING TECHNICIAN CURRICULUM

The curriculum for the Automotive Heating and Air Conditioning Technician certificate program is designed for the quarter system. A student may enter the program in the fall or spring quarter to graduate; certificate-seeking students must earn a minimum of 15 quarter credit hours. The program generally takes 1 quarter to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		15
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical/Electronic Systems	6
AUT 142	Climate Control Systems	6

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $862
Books/Supplies: $330
Liability Insurance: $11

Automotive Suspension and Steering Technician Certificate

DESCRIPTION:

The Automotive Suspension and Steering Technician certificate program provides students with entry-level skills for entering the automotive industry as suspension and steering technicians. This program presents vehicle chassis types; chassis components; steering and suspension systems; steering and suspension operation, design, service, repair, alignment, and problem solving.

EMPLOYMENT OPPORTUNITIES:

Graduates of the program are prepared for employment as trained technicians with automobile dealers, independent garages, automobile and truck fleet owners, governmental transportation agencies, and similar businesses.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

AUTOMOTIVE SUSPENSION AND STEERING TECHNICIAN CURRICULUM

The curriculum for the Automotive Suspension and Steering Technician Specialist certificate program is designed for the quarter system. A student may enter the program in the fall or spring quarter. To graduate, certificate-seeking students must earn a minimum of 17 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		17
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical/Electronic Systems	6
AUT 132	Suspension and Steering Systems	4
AUT 216	Advanced Electronic Controlled Suspension and Steering Systems	4

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $964
Books/Supplies: $330
Liability Insurance: $11
(Costs are estimates and are subject to change.)

Business

Accounting Degree	Page 79
Accounting Diploma	81
Computerized Accounting Specialist Certificate	82
Office Accounting Specialist Certificate	83
Payroll Accounting Specialist Certificate	84
Business Administrative Technology Degree	85
Business Administrative Technology Diploma	86
General Office Assistant Certificate	88
Management and Supervisory Development Diploma	89
Management and Supervisory Development Certificate	90
Human Resource Specialist Certificate	91
Marketing Management Degree	92
Marketing Management Diploma	94
Entrepreneurship Certificate	97
Small Business Marketing Manager Certificate	97
Also see	
Agribusiness	67
Computer	113
Hotel/Restaurant/Tourism Management	241

Accounting Degree

DESCRIPTION

The Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting Associate of Applied Science Degree, which qualifies them as accounting technicians.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Accounting program may specialize in payroll, accounts receivable, accounts payable, or inventory management. Graduates will also obtain the skills necessary for entry-level positions as accounting technicians, bookkeepers, or business office managers. Governmental agencies, small or large businesses, health care providers and education institutions are examples of potential employers for graduates.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

ACCOUNTING DEGREECURRICULUM

The curriculum for the Accounting Degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree-seeking students must earn a minimum of 98 quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		30
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 OR HUM 191	Literature and Composition (OL) OR Introduction to Humanities	5
ENG 195 OR SPC 191	Technical Communications OR Fundamentals of Speech	5
XXX xxx	Natural Sciences/Mathematics	5
XXX xxx	Social/Behavioral Sciences	5
XXX xxx	Associate Degree Level General Core Elective	5
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		65
ACC 101	Principles of Accounting I (OL)	6
ACC 102	Principles of Accounting II (OL)	6
ACC 103	Principles of Accounting III (OL)	6
ACC 104	Computerized Accounting	3
ACC 106	Spreadsheet Applications (OL)	3
ACC 151	Individual Tax Accounting (OL)	5
ACC 152	Payroll Accounting (OL)	5
BUS 101	Document Processing (OL)	6
ACC xxx	Accounting Electives	10
Electives	Advisor Approved Specific Occupational Guided Elective	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $5,737
Books/Supplies: $1,572
(Costs are estimates and are subject to change.)

Accounting Diploma

DESCRIPTION

The Accounting program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Accounting diploma program may specialize in payroll, accounts receivable, accounts payable, or inventory management. Graduates will also obtain the skills necessary for entry-level positions such as accounting technicians, bookkeepers, or business office managers. Governmental agencies, small or large businesses, health care providers and education institutions are examples of potential employers for Ogeechee Tech Accounting graduates.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

ACCOUNTING DIPOLOMA CURRICULUM

The curriculum for the Accounting Diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 71quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		15
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		6
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		52
ACC 101	Principles of Accounting I (OL)	6
ACC 102	Principles of Accounting II (OL)	6
ACC 103	Principles of Accounting III (OL)	6
ACC 104	Computerized Accounting	3

ACC 106	Spreadsheet Applications (OL)	3
ACC 151	Individual Tax Accounting (OL)	5
ACC 152	Payroll Accounting (OL)	5
BUS 101	Document Processing (OL)	6
Electives	Advisor Approved Specific Occupational Guided Elective	10

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,944
Books/Supplies: $850
(Costs are estimates and are subject to change.)

Computerized Accounting Specialist Certificate

DESCRIPTION

The Computerized Accounting Specialist technical certificate of credit provides students with basic skills in computerized accounting. Topics include principles of accounting, computerized accounting, spreadsheet fundamentals, and basic computers.

EMPLOYMENT OPPORTUNITIES

Graduates of the Computerized Accounting Specialist Technical Certificate of Credit program obtain skills necessary for entry-level positions, such as accounting technicians or bookkeepers. Small or large businesses, health care providers and education institutions are examples of potential employers for graduates of the certificate program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

COMPUTERIZED ACCOUNTING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Computerized Accounting Specialist technical certificate of credit program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 26 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**23**
ACC 101	Principles of Accounting I (OL)	6
ACC 102	Principles of Accounting II (OL)	6
ACC 104	Computerized Accounting	3

ACC 106	Spreadsheet Applications (OL)	3
XXX xxx	Advisor Approved Occupational Elective	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,396
Books/Supplies: $450
(Costs are estimates and are subject to change.)

Office Accounting Specialist Certificate

DESCRIPTION

The Office Accounting Specialist technical certificate of credit provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting, and basic computer skills.

EMPLOYMENT OPPORTUNITIES

Graduates of the Office Accounting Specialist Technical Certificate of Credit program obtain skills necessary for entry-level positions, such as accounting technicians or bookkeepers. Small or large businesses, health care providers and education institutions are examples of potential employers for graduates of the certificate program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

OFFICE ACCOUNTING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Office Accounting Specialist technical certificate of credit is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 18 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		15
ACC 101	Principles of Accounting I (OL)	6
ACC 102	Principles of Accounting II (OL)	6
ACC 104	Computerized Accounting	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,396
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Payroll Accounting Specialist Certificate

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Graduates of the Payroll Accounting Specialist Technical Certificate of Credit program obtain skills necessary for entry-level positions, such as accounting technicians or bookkeepers. Small or large businesses, health care providers and education institutions are examples of potential employers for graduates of the certificate program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

PAYROLL ACCOUNTING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Payroll Accounting Specialist technical certificate of credit is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 28 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**25**
ACC 101	Principles of Accounting I (OL)	6
ACC 102	Principles of Accounting II (OL)	6
ACC 104	Computerized Accounting	3
ACC 152	Payroll Accounting	5
MAT 111	Business Math (OL)	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,396
Books/Supplies: $450
(Costs are estimates and are subject to change.)

Business Administrative Technology Degree

DESCRIPTION

The Business Administrative Technology program is designed to prepare students for employment in a variety of positions in today's administrative and business fields. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. The program emphasizes the use of the keyboard and applications software. Students are also introduced to accounting database and spreadsheet fundamentals. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Business Administrative Technology. Graduates of the program receive a Business Administrative Technology Associate of Applied Science degree.

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Administrative Technology Associate of Applied Science degree program are prepared for employment as administrative and executive secretaries within the business community, government agencies, and health and education fields. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age:
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

BUSINESS ADMINISTRATIVE TECHNOLOGY CURRICULUM

The curriculum for the Business Administrative Technology degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree-seeking students must earn a minimum of 95 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**25**
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities (OL)	5
MAT 191 **OR** MAT 196	College Algebra (OL) **OR** Contemporary Mathematics (OL)	5
PSY 191	Introductory Psychology (OL)	5
SPC 191	Fundamentals of Speech (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3

OCCUPATIONAL COURSES		67
ACC 101	Principles of Accounting I (OL)	6
ACC 102	Principles of Accounting II (OL)	6
BUS 101	Document Processing (OL)	6
BUS 105	Database Applications (OL)	3
BUS 106	Office Procedures (OL)	5
BUS 108	Word Processing (OL)	5
BUS 109	Applied Office Procedures	5
BUS 148	Business Document Proofreading and Editing	3
BUS 160	Electronic Communication Applications	5
BUS 201	Advanced Word Processing (OL)	5
BUS 202	Spreadsheet Applications	3
BUS 261	Presentation Applications	3
XXX xxx	Electives	12

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $4234
Books/Supplies: $2,000
(Costs are estimates and are subject to change.)

Business Administrative Technology Diploma

DESCRIPTION

The Business Administrative Technology program is designed to prepare students for employment in a variety of positions in today's automated offices. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Business Administrative Technology. Graduates of the program receive a Business Administrative Technology diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

EMPLOYMENT OPPORTUNITIES

Business Administrative Assistants are prepared for clerical/secretarial positions within the business community, government agencies, health, and education fields. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers. Medical Administrative Assistants have skills that may be employed in a variety of health-related settings, including doctors' offices, public and private hospitals, teaching hospitals, medical transcription services, clinics, laboratories, radiology departments, medical libraries, and governmental medical facilities, and general offices.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age:
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

BUSINESS ADMINISTRATIVE TECHNOLOGY CURRICULUM

The curriculum for the Business Administrative Technology diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 74 quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
Business Administrative Assistant Specialization		
GENERAL CORE COURSES		**15**
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**53**
BUS 101	Document Processing (OL)	6
BUS 106	Office Procedures	5
BUS 108	Word Processing (OL)	5
BUS 109	Applied Office Procedures	5
BUS 148	Business Document Proofreading and Editing	3
BUS 160	Electronic Communication Applications	5
BUS 202	Spreadsheet Applications	3
BUS 208 OR ACC 101	Office Accounting (OL) OR Principles of Accounting I	6
BUS 261	Presentation Applications	3
XXX xxx	Specified Occupational Guided Electives	12
(Medical Administrative Assistant Specialization		
GENERAL CORE COURSES		**15**
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**50-51**
BUS 101	Document Processing (OL)	6
BUS 108	Word Processing (OL)	5
BUS 208 OR ACC 101	Office Accounting (OL) OR Principles of Accounting I	6
BUS 211 **OR** AHS 109	Medical Terminology **OR** Medical Terminology for Health Sciences	4 **OR** 3
BUS 212 OR AHS 100 **OR** AHS 101	Anatomy and Terminology **OR** Introduction to Anatomy OR Anatomy and Physiology	5

MAS 112	Human Diseases	5
BUS 216	Administrative Medical Office Skills 1 (OL)	5
BUS 226	Medical Office Coding /Billing/Insurance	5
XXX xxx	Specified Occupational Guided Electives	12

((OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,800
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

General Office Assistant Certificate

DESCRIPTION

The General Office Assistant certificate program prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel.

EMPLOYMENT OPPORTUNITIES

Graduates of the General Office Assistant certificate are prepared for employment as data entry clerks, general office assistants and receptionists.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age:
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

GENERAL OFFICE ASSISTANT CURRICULUM

The curriculum for the General Office Assistant certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 22 quarter credit hours. The program generally takes 4 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		19
BUS 101	Document Processing (OL)	6
BUS 106	Office Procedures (OL)	5
BUS 108	Word Processing (OL)	5
BUS xxx	Business Electives	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1914
Books/Supplies: $900
(Costs are estimates and are subject to change.)

Management and Supervisory Development Diploma

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Graduates of the Management and Supervisory Development diploma program are prepared for employment in a variety of jobs such as: small business management, retail management, management trainees, supervisory trainees, entrepreneurship opportunities, leadership, supervisory, and middle management positions in all industries. Positions include, but are not limited to, employee leads, team leaders, supervisors, and managers in all fields. Management and Supervisory Development graduates will benefit employers by having improved accountability, performance, and supervisory capabilities. Graduates of this program will be better equipped to perform the management functions of planning, organizing, staffing, leading, and controlling for optimal results.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

MANAGEMENT AND SUPERVISORY DEVELOPMENT DIPLOMA CURRICULUM

The curriculum for the Management and Supervisory Development diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 89 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		15
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		6
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		68
MKT 101 OR MSD 100	Principles of Management OR Principles of Management	5

MSD 101	Organizational Behavior	5
MSD 109 **OR** ACC 101	Managerial Accounting and Finance **OR** Principles of Accounting	5 (6)
MSD 102 **OR** MKT 103	Employment Law **OR** Business Law	5
MSD 103	Leadership	5
MSD 104	Human Resource Management	5
MSD 106	Performance Management	5
MSD 210	Team Project	5
MSD 112 **OR** MKT 104	Introduction to Business and Economics **OR** Principles of Economics	5
MSD 113	Business Ethics	5
MSD 114	Management Communication Technologies	5
MSD 220	Management Occupation Based Instruction I	3
XXX xxx	Advisor approved electives	10

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,037
Books/Supplies: $1,100
(Costs are estimates and are subject to change.)

Management and Supervisory Development Certificate

DESCRIPTION

The Management and Supervisory Development certificate program is designed to prepare students for employment in a variety of management and supervisory positions. Learning opportunities include developing academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. Students will learn about organizational behavior, principles of management, supervisory skills, leadership, performance management, business ethics, training and development, human resource management, working as teams, and employment law. Graduates of the program will be prepared for entry-level management and supervisory positions within government agencies, the business community, health, education and other areas that need the knowledge and skills of management and supervision.

EMPLOYMENT OPPORTUNITIES

Management and Supervisory Development graduates may be employed in a variety of jobs such as: small business management, retail management, management trainees, supervisory trainees, entrepreneurship opportunities, leadership, supervisory, and middle management positions in all industries. Positions include, but are not limited to, employee leads, team leaders, supervisors, and managers in all fields.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

MANAGEMENT AND SUPERVISORY DEVELOPMENT CERTIFICATE CURRICULUM

The curriculum for the Management and Supervisory Development certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 35 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		35
MSD 100	Principles of Management	5
MSD 101	Organizational Behavior	5
MSD 102	Employment Law	5
MSD 103	Leadership	5
MSD 106	Performance Management	5
MSD 107	Employee Training and Development	5
XXX xxx	Advisor approved electives	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,569
Books/Supplies: $500
(Costs are estimates and are subject to change.)

Human Resource Specialist Certificate

DESCRIPTION

The Human Resource Specialist certificate program is designed to prepare students for employment in a variety of positions in the human resource/personnel field. Learning opportunities include developing academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement in the human resource/personnel field. Students will learn about organizational behavior, business ethics, training and development, human resource management, and employment law.

Graduates of the program will be prepared for entry-level human resource positions as a human resource specialist, administrative specialist, training and development specialist, benefits coordinator, or human resource generalist. Graduates are prepared for positions within government agencies, the business community, health, education and other areas that need the expertise of human resource specialist.

EMPLOYMENT OPPORTUNITIES

Graduates of the Human Resource Specialist certificate are prepared for employment as human resource specialists in all industries.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

HUMAN RESOURCE SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Human Resource Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 25 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		25
MSD 101	Organizational Behavior	5
MSD 102	Employment Law	5
MSD 104	Human Resource Management	5
MSD 107	Employee Training and Development	5
MSD 113	Business Ethics	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,509
Books/Supplies: $500
(Costs are estimates and are subject to change.)

Marketing Management Degree

DESCRIPTION

The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management associate of applied science degree with specializations in, banking and finance, entrepreneurship, marketing administration, and retail management.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Marketing Management are prepared for employment as managers and assistant managers in sales, advertising, customer service, and public relations.

Academic instruction and practical application prepare graduates to review market research data on customers' preferences and to oversee marketing, advertising, publicity, and promotional activities.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

MARKETING MANAGEMENT DEGREE CURRICULUM

The curriculum for the Marketing Management Degree program is designed for the quarter system. A student may enter the program any quarter. Students must complete one of the following specialization areas: Banking and Finance, Entrepreneurship, Marketing Administration, or Retail Management. To graduate, degree-seeking students must earn a minimum of 98 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**30**
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5
MAT xxx	MAT 191, 196, or 198	5
SPC 191	Fundamentals of Speech	5
XXX xxx	Economics	5
XXX xxx	Social/Behavioral Sciences	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**65**
MKT 100	Introduction to Marketing	5
MKT 101 **OR** MSD 100	Principles of Management **OR** Management Principles	5
ACC 155 **OR** MKT 103	Legal Environment of Business **OR** Business Law	5
MKT 106	Fundamentals of Selling	5
Banking And Finance Specialization		
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
MKT 112	Principles of Banking	5
MKT 113	Money and Banking	5
MKT 115	Financial Management	4
MKT 207	Web Based Banking and Financial Services	5
MKT 209	Real Estate Finance	5
MKT 132 **OR** MKT 114	Banking and Finance O.B.I. I **OR** Financial Business Machines	3
Entrepreneurship Specialization		
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6

MKT 108	Advertising	4
MKT 110	Entrepreneurship	8
MKT 122 **OR** MKT 228 **OR** MKT 208	Buying and Merchandise Management **OR** Advance Marketing **OR** Service Marketing	5
MKT 123	Small Business Management	5
MKT 134	Entrepreneurship O.B.I. I	3
MKT 135	Entrepreneurship O.B.I. II	3
XXX xxx	Electives	5
Marketing Administration Specialization		
ACC 101	Principles of Accounting I	6
MKT 122 **OR** MKT 228	Buying and Merchandise Management **OR** Advanced Marketing	5
MKT 108	Advertising	4
MKT 109	Visual Merchandising	4
MKT 110	Entrepreneurship	8
MKT 130	Marketing Administration O.B.I. I	3
MKT 131	Marketing Administration O.B.I. II	3
XXX xxx	Electives	12
Retail Management Specialization Courses		
ACC 101	Principles of Accounting I	6
MKT 122 **OR** MKT 228	Buying and Merchandise Management **OR** Advanced Marketing	5
MKT 108	Advertising	4
MKT 109 **OR** MKT 232	Visual Merchandising **OR** Advanced Selling	4
MKT 125	Retail Operations Management	5
MKT 136	Retail Management O.B.I. I	3
MKT 137	Retail Management O.B.I. II	3
XXX xxx	Electives	15

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $5,797
Books/Supplies: $1,572
(Costs are estimates and are subject to change.)

Marketing Management Diploma

DESCRIPTION

The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management diploma with specializations in marketing administration, banking and finance, entrepreneurship, or retail management.

EMPLOYMENT OPPORTUNITIES

The field of marketing is broad and offers employment opportunities in a number of areas. Academic instruction and practical application prepare graduates of the Marketing Management program for a variety of entry-level jobs such as sales (retail and outside selling), advertising, customer service, public relations, and management training options.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

MARKETING MANAGEMENT DIPLOMA CURRICULUM

The curriculum for the Marketing Management Diploma program is designed for the quarter system. A student may enter the program any quarter. Students must complete one of the following specialization areas: Banking and Finance, Entrepreneurship, Marketing Administration, or Retail Management. To graduate, diploma-seeking students must earn a minimum of 85 quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**25**
MKT 100	Introduction to Marketing	5
MKT 101 **OR** MSD 100	Principles of Management **OR** Management Principles	5
MKT 103	Business Law	5
MKT 104 **OR** MSD 112	Principles of Economics **OR** Introduction to Business and Economics	5
MKT 106	Fundamentals of Selling	5
Banking And Finance Specialization		
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
MKT 112	Principles of Banking	5
MKT 113	Money and Banking	5
MKT 115	Financial Management	4
MKT 207	Web Based Banking and Financial Services	5

MKT 209	Real Estate Finance	5
MKT 132 **OR** MKT 114(3)	Banking and Finance O.B.I. I **OR** Financial Business Machines	3
Entrepreneurship Specialization		
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
MKT 108	Advertising	4
MKT 110	Entrepreneurship	8
MKT 122 **OR** MKT 228 **OR** MKT 208	Buying and Merchandise Management **OR** Advanced Marketing **OR** Service Marketing	5
MKT 123	Small Business Management	5
MKT 134 **OR** MKT 135	Entrepreneurship O.B.I. I **OR** Entrepreneurship O.B.I. II	3
XXX xxx	Electives	2
Marketing Administration Specialization		
ACC 101	Principles of Accounting I	6
MKT 122 **OR** MKT 228	Buying and Merchandise Management **OR** Advanced Marketing	5
MKT 108	Advertising	4
MKT 109 **OR** MKT 232	Visual Merchandising **OR** Advanced Selling	4
MKT 110	Entrepreneurship	8
MKT 130	Marketing Administration O.B.I. I	3
MKT 131	Marketing Administration O.B.I. II	3
XXX xxx	Electives	6
Retail Management Specialization		
ACC 101	Principles of Accounting I	6
MKT 122 **OR** MKT 228	Buying and Merchandise Management **OR** Advanced Marketing	5
MKT 108	Advertising	4
MKT 109 **OR** MKT 232	Visual Merchandising **OR** Advanced Selling	4
MKT 125	Retail Operations	5
MKT 136	Retail Management O.B.I. I	3
MKT 137	Retail Management O.B.I. II	3
XXX xxx	Electives	9

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,944
Books/Supplies: $850
(Costs are estimates and are subject to change.)

Entrepreneurship Certificate

DESCRIPTION

The Entrepreneurship certificate is designed for those who have an immediate need for training to meet their business ownership responsibilities or for those who desire to start their own business.

EMPLOYMENT OPPORTUNITIES

The Entrepreneurship certificate will expose students to the necessary skills to begin and manage a small business, whether the student desires to start a new small business or purchase an existing small business. The completion of an actual business plan is the culmination of the program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

ENTREPRENEURSHIP CERTIFICATE CURRICULUM

The curriculum for the Entrepreneurship technical certificate of credit program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 24 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		24
ACC 101	Principles of Accounting I (OL)	6
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 110	Entrepreneurship	8

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,051
Books/Supplies: $450
(Costs are estimates and are subject to change.)

Small Business Marketing Manager Certificate

DESCRIPTION

This program prepares individuals to develop and manage independent small businesses or begin managing a new business. Includes instruction in business administration; small business operations, business law and regulations.

EMPLOYMENT OPPORTUNITIES

Graduates completing the Small Business Marketing Manager certificate are prepared for employment as a small business manager, buyer, merchandise manager, department manager, sales representative, customer service manager, and display manager.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

SMALL BUSINESS MARKETING MANAGER CERTIFICATE CURRICULUM

The curriculum for the Small Business Marketing Manager certificate is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 32 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		32
MKT 100	Introduction to Marketing	5
MKT 103	Business Law	5
MKT 106	Fundamentals of Selling	5
MKT 108	Advertising	4
MKT 123	Small Business Management	5
XXX xxx	Electives	8

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,596
Books/Supplies: $600
(Costs are estimates and are subject to change.)

Certified Programs

Certified Customer Service Specialist Certificate ..... Page 99
Certified Manufacturing Specialist Certificate 100
Certified Warehousing and Distribution Specialist Certificate 100

Certified Customer Service Specialist Certificate

DESCRIPTION

The purpose of this technical certificate of credit is to train employees to provide outstanding service to all customers. The program provides individuals with insights into the basic principles of business and quality service and the skills to create a positive impression. Students also learn to communicate effectively with customers and to solve their problems. They learn basic computer processes and various skills to increase their personal effectiveness. Participants completing the program possess the basic skills necessary to qualify for employment in hospitality, retail, and other service industries.

EMPLOYMENT OPPORTUNITIES

Graduates of the Certified Customer Service Specialist certificate program are prepared for employment as service center representatives, industrial service representatives, receptionists, insurance company representatives, telecommunication representatives, airline representatives, retail sales, banking services, and other related service industries.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CERTIFIED CUSTOMER SERVICE SPECIALIST CURRICULUM

The curriculum for the Certified Customer Service Specialist certificate program is designed for the quarter system. Program entrance dates vary, please call 912.871.1607. To graduate, certificate-seeking students must earn a minimum of 15 quarter credit hours. The program generally takes two (2) quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		15
MKT 161	Service Industry Business Environment	2
MKT 162	Customer Contact Skills	6
MKT 163	Computer Skills for Customer Service	3
MKT 164	Business Skills in Customer Service	3
MKT 165	Personal Effectiveness in Customer Service	1

PROGRAM COSTS

Tuition/Fees: $935
Books/Supplies: $130
(Costs are estimates and are subject to change.)

Certified Manufacturing Specialist Certificate

DESCRIPTION

This certificate program provides training in manufacturing service skills. It is designed to provide students with a basic understanding of manufacturing processes and produce skilled employees for manufacturing industries. The skills taught represent the typical business requirements for existing manufacturing employees and those entering the workforce. The program provides individuals with insights into the basic principles of business and general manufacturing processes, production requirements, automated manufacturing skills, basic computer processes, and skills to increase their personal effectiveness. Participants completing the program possess the basic skills necessary to qualify for employment in any manufacturing industry.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CERTIFIED MANUFACTURING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Certified Manufacturing Specialist Certificate program is designed for the quarter system. Program entrance dates vary, please call 912.871.1607. To graduate, certificate-seeking students must earn a minimum of 15 quarter credit hours. The program generally takes two (2) quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		15
AMF 152	Manufacturing Organization Principles	2
AMF 154	Manufacturing Workforce Skills	3
AMF 156	Manufacturing Production Requirements	2
AMF 158	Automated Manufacturing Skills	3
AMF 160	Representative Manufacturing Skills	5

PROGRAM COSTS

Tuition/Fees: $935
Books/Supplies: $130
(Costs are estimates and are subject to change.)

Certified Warehousing and Distribution Specialist Certificate

DESCRIPTION

The Certified Warehousing and Distribution Specialist program teaches students the fundamental processes of warehousing and distribution in the application of technology and concepts of the efficiency to operations and practice in the application of core warehousing skills ranging from materials handling systems and containment of materials for storage and shipping, to inventory techniques. A warehousing simulation developed for the program serves as an end of course exercise in which students demonstrate competency in the use of key concepts. This program will create a pool of skilled employees from which companies can draw as they staff their warehousing and distribution centers. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in Working in the

Warehousing Environment, Warehousing and Workplace Practices, Warehousing and Distribution Process, Core Technology Skills, Warehousing Technology Skills and Work Ethics. Program graduates receive a Certified Warehousing and Distribution Technical Certificate and are employable as a Warehousing and Distribution Specialist.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CERTIFIED WAREHOUSING AND DISTRIBUTION SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Certified Warehousing and Distribution Specialist Certificate program is designed for the quarter system. Program entrance dates vary, please call 912.871.1607. To graduate, certificate-seeking students must earn a minimum of 15 quarter credit hours. The program generally takes two (2) quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		15
DMM 154	Working in the Warehousing Environment	2
DMM 156	Warehousing Workforce Skills	2
DMM 158	Warehousing and Distribution Process	4
DMM 160	Warehousing Technology Skills	3
DMM 162	Representative Warehousing Skills	4

PROGRAM COSTS

Tuition/Fees: $935
Books/Supplies: $130
(Costs are estimates and are subject to change.)

Childcare/Paraprofessional

Early Childhood Care and Education Degree ..... Page 103
Early Childhood Care and Education Diploma.....105
Child Development Specialist Certificate 107
Early Childhood Exceptionalities Certificate.....109
Early Childhood Program Administration Certificate 110

Early Childhood Care and Education Degree

DESCRIPTION

The Early Childhood Care and Education associate degree program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education Associate of Applied Science Degree and have the qualification of early childhood care and education paraprofessional or early childhood program management director.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Early Childhood Care and Education are prepared to work in child care centers as owners or directors, teachers or teaching assistants, family child care home providers, group child care home providers, in Head Start programs, in public or private preschool programs, pre-K and before and after school programs, in public and private school systems as paraprofessionals, in service centers for children/adults with special needs, and as activities specialists with the elderly.

ACCREDITATION/APPROVAL

The Paraprofessional Preparation Program is approved by the Georgia Professional Standards Commission (PSC)

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	79	NA

EARLY CHILDHOOD CARE AND EDUCATION DEGREE CURRICULUM

The curriculum for the Early Childhood Care and Education Degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree-seeking students must earn a minimum of 110 quarter credit hours. The program generally takes 9 quarters to complete. Graduates must complete one of the following specializations as a part of the program: Paraprofessional Specialization, Exceptionalities Specialization, or Program Management Specialization.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**30**
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** MUS 191 **OR** ART 191	Literature and Composition (OL) **OR** Music Appreciation **OR** Art Appreciation	5
ENG 195 **OR** SPC 191	Technical Communications **OR** Fundamentals of Speech	5
MAT 191 **OR** MAT 196	College Algebra (OL) **OR** Contemporary Mathematics	5
PSY 191	Introductory Psychology (OL)	5
SOC 191 **OR** XXX xxx	Introduction to Sociology **OR** General Core Elective at 191 level or above	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		**77**
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 112	Curriculum Development	3
ECE 113	Art for Children	3
ECE 114	Music and Movement	3
ECE 115	Language Arts and Literature	5
ECE 116	Math and Science	5
ECE 121 **OR** XXX xxx	Early Childhood Care and Education Practicum I **OR** Program Elective	3
ECE 122 **OR** XXX xxx	Early Childhood Care and Education Practicum II **OR** Program Elective	3
ECE 201	Exceptionalities	5
ECE 202	Social Issues and Family Involvement	5
ECE 224	Early Childhood Care and Education Internship	12
Paraprofessional Specialization		
ECE 203	Human Growth and Development II	5
ECE 211	Methods and Materials	5
ECE 212	Professional Practices	5
Exceptionalities Specialization		
ECE 260	Characteristics of Young Children with Exceptionalities	5
ECE 262	Classroom Strategies and Intervention	5
ECE 264	Exploring Your Role in the Exceptional Environment	5
Program Management Specialization		

ECE 217	Program Administration	5
ECE 221	Facility Management	5
ECE 222	Personnel Management	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,844
Books/Supplies: $1,500
Uniform Costs: Approximately $150
Liability Insurance: $11 per year
Hepatitis B Series: $180
Criminal Background Check: $30
Uniforms are required beginning 2nd quarter.
(Costs are estimates and are subject to change.)

PRACTICUM/INTERNSHIP EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Candler, Evans, and Screven Counties
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second quarter, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Care and Education program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum courses require that the student spend a minimum of 6 hours a week in a supervised work setting, for a total of 60 hours for each course. The internship course requires that the student spend a minimum of 36 hours a week in a supervised work setting, for a total of 360 hours. For practicum and internship courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum/Internship Assignments

Practicum/internship times will vary depending on the site. Practicum/internship sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Early Childhood Care and Education Diploma

DESCRIPTION

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualification of early childhood care and education provider.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Care and Education diploma program are prepared to work in child care centers, family day care homes, group child care, Head-Start programs, preschool programs, before and after school programs, and in-home care.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	400	430
ACT	NA	18	17
CPE	75	75	75

EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA CURRICULUM

The curriculum for the Early Childhood Care and Education Diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 73 quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	General English (OL)	5
MAT 101	General Mathematics	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		**57**
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 112	Curriculum Development	3
ECE 113	Art for Children	3
ECE 114	Music and Movement	3
ECE 115	Language Arts and Literature	5
ECE 116	Math and Science	5
ECE 121 **OR** XXX xxx	Early Childhood Care and Education Practicum I **OR** Program Elective	3 3
ECE 122 **OR** XXX xxx	Early Childhood Care and Education Practicum II **OR** Program Elective	3 3
ECE 202	Social Issues and Family Involvement	5
ECE 224	Early Childhood Care and Education Internship	12

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,664
Books/Supplies: $1,500
Uniform Costs: Approximately $150
Liability Insurance: $11 per year
Hepatitis B Series: $180
Criminal Background Check: $30
Uniforms are required beginning 2nd quarter
(Costs are estimates and are subject to change.)

PRACTICUM/INTERNSHIP EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Candler, Evans, and Screven Counties
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second quarter, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Care and Education program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum courses require that the student spend a minimum of 6 hours a week in a supervised work setting, for a total of 60 hours for each course. The internship course requires that the student spend a minimum of 36 hours a week in a supervised work setting, for a total of 360 hours. For practicum and internship courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum/Internship Assignments

Practicum/internship times will vary depending on the site. Practicum/internship sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Child Development Specialist Certificate

DESCRIPTION

The Child Development Specialist Certificate provides the necessary skills for entry-level employment as a Child Development Specialist. Skill areas include planning a safe and healthy learning environment, steps to advance children's physical and intellectual development, positive ways to support children's social and emotional development; strategies to establish productive relationships with families, strategies to manage an effective program operation, professionalism; observing and recording children's behavior, and principles of child growth and development.

EMPLOYMENT OPPORTUNITIES

Graduates of the Child Development Specialist certificate are prepared for entry level employment as Child Development Specialists in child care centers, group child care, and preschool programs.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	400	430
ACT	NA	18	17
CPE	75	75	79

CHILD DEVELOPMENT SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Child Development Specialist program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 21 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		21
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety, and Nutrition	5
ECE 112	Curriculum Development	3
ECE 121 **OR** EMP 100	Early Childhood Care and Education Practicum I **OR** Interpersonal Relations and Professional Dev. (OL)	3 3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,036
Books/Supplies: $600
Uniform Costs: Approximately $150
Liability Insurance: $11 per year
Hepatitis B Series: $180
Criminal Background Check: $30
Uniforms are required beginning 2nd quarter.
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Candler, Evans, and Screven Counties
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second quarter, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Care and Education program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 6 hours a week in a supervised work setting, for a total of 60 hours. For practicum courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum Assignments

Practicum times will vary depending on the site. Practicum sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Early Childhood Exceptionalities Certificate

DESCRIPTION

The purpose of this technical certificate is to provide a solid early childhood care and education foundation of knowledge, skills, attitudes and techniques that will improve the quality of care for children with special needs. Through the coursework in the program, students will be provided with guidelines, information, responsibilities and techniques necessary to interact in the exceptional environment. Therefore, prospective students must have either postsecondary credentials from an accredited institution, a current Child Development Associate Credential (CDA), or qualifying experience pending approval of the dean.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Exceptionalities certificate are prepared to work as child care providers of children with special needs, in school systems in a special needs classroom, with Babies Can't Wait, for families with special needs children, and with children and adults that may be severely or profoundly disabled.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 19 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Postsecondary credentials from an accredited institution, a current Child Development Associate Credential (CDA), or qualifying experience pending approval of the dean.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	400	430
ACT	NA	18	17
CPE	75	75	79

EARLY CHILDHOOD EXCEPTIONALITIES CERTIFICATE CURRICULUM

The curriculum for the Early Childhood Exceptionalities program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 30 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		30
ECE 103	Human Growth and Development I	5
ECE 201	Exceptionalities	5
ECE 203	Human Growth and Development II	5
ECE 260	Characteristics of Young Children with Exceptionalities	5
ECE 262	Classroom Strategies and Intervention	5
ECE 264	Exploring Your Role in the Exceptional Environment	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,036
Books/Supplies: $600

Uniform Costs: Approximately $150
Liability Insurance: $11 per year
Hepatitis B Series: $180
Criminal Background Check: $30
Uniforms are required beginning 2nd quarter.
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Candler, Evans, and Screven Counties
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second quarter, students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Exceptionalities program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 6 hours a week in a supervised work setting, for a total of 60 hours. For practicum courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty member.

Practicum Assignments

Practicum times will vary depending on the site. Practicum sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Early Childhood Program Administration Certificate

DESCRIPTION

The purpose of the Early Childhood Program Administration Technical Certificate of Credit program is to provide the necessary skills to administer and manage a child care business anywhere in Georgia and to provide a career path for people working in the field who wish to move into administration.

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Program Administration certificate are prepared to become qualified owners and directors of child care centers as well as find employment in child care centers, family child care homes, group child care homes, Head Start programs, preschool programs, and before and after school programs for entry level employment as Early Childhood Program Administration in child care centers, group child care, and preschool programs.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 21 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Applicants must have postsecondary credentials, a Child Development Associate (CDA) credential, or approval of the dean.

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	400	430
ACT	NA	18	17
CPE	75	75	79

EARLY CHILDHOOD PROGRAM ADMINISTRATION CERTIFICATE CURRICULUM

The curriculum for the Early Childhood Program Administration program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 15 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		15
ECE 217	Day Care Administration	5
ECE 221	Child Care Facility Management	5
ECE 222	Child Care Personnel Management	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,036
Books/Supplies: $600
Criminal Background Check: $30
(Costs are estimates and are subject to change.)

PRACTICUM EDUCATION

Number of Practicum Sites: 15
General Location of the Practicum Sites:
Bulloch, Candler, Evans, and Screven
Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Beginning second quarter students must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that practicum sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check

Practicum Education Courses

The Early Childhood Care and Education program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in child care and school settings. The practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum course requires that the student spend a minimum of 3 hours a week in a supervised work setting, for a total of 30 hours. For practicum courses, students are evaluated by the lead teacher/director and an early childhood care and education faculty.

Practicum Assignments

Practicum times will vary depending on the site. Practicum sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Computers

Computer Support Specialist Degree	Page 113
Computer Support Specialist Diploma	114
Application Software Specialist Certificate	115
Networking Specialist Degree	116
Networking Specialist Diploma	118
Cisco Network Specialist Certificate	119
CompTIA A+ Certified Preparation Certificate	120
Microcomputer Installation and Support Technician Certificate	121
Network Administrator Certificate	122
Network Support Specialist Certificate	123

Computer Support Specialist Degree

DESCRIPTION

The Computer Support Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program 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 receive a Computer Support Specialist Associate of Applied Science degree and are qualified for employment as computer support specialists

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Computer Support Specialist may find employment in end-user support, systems integration, PC repair/installation, commercial software support, and computer hardware/software sales.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

COMPUTER SUPPORT SPECIALIST CURRICULUM

The curriculum for the Computer Support Specialist Degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 110 quarter credit hours. The

program generally takes 7 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**30**
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5
ENG 195 **OR** SPC 191	Technical Communications **OR** Fundamentals of Speech	5
MAT 191	College Algebra (OL)	5
XXX xxx	General Core Elective	5
XXX xxx	Social/Behavioral Science Core Course	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		**77**
CIS 103	Operating Systems	6
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 1140	Networking Fundamentals	6
CIS 122	Microcomputer Installation and Maintenance	7
CIS 127	Comprehensive Word Processing and Presentation Graphics	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6
CIS xxx	Language Elective Approved by advisor	7
XXX xxx	Advisor Approved Elective(s)	23

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,685
Books/Supplies: $1,100
(Costs are estimates and are subject to change.)

Computer Support Specialist Diploma

DESCRIPTION

The Computer Support Specialist diploma program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Support Specialist diploma and are qualified for employment as computer support specialists.

EMPLOYMENT OPPORTUNITIES

Computer Support Specialist graduates may find employment in end-user support, systems integration, PC repair/installation, commercial software support, and computer hardware/software sales.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;

- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

COMPUTER SUPPORT SPECIALIST CURRICULUM

The curriculum for the Computer Support Specialist diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 90 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		15
ENG 111	Business English (OL)	5
ENG 112	Business Communication	5
MAT 103	Algebraic Concepts (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		6
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		69
CIS 103	Operating Systems	6
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 1140	Networking Fundamentals	6
CIS 122	Microcomputer Installation and Maintenance	7
CIS 127	Comprehensive Word Processing and Presentation Graphics	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6
CIS xxx	Language Elective Approved by advisor	7
XXX xxx	Advisor Approved Elective(s)	15

(OL) designation indicates course may be available online during selected quarters

PROGRAM COSTS

Tuition/Fees: $2,625
Supplies/Books: $1,400
(Costs are estimates and are subject to change.)

Application Software Specialist Certificate

DESCRIPTION

The Application Software Specialist certificate program provides the hands-on skills and knowledge that a microcomputer specialist is expected to understand and be able to use. Skills include basic knowledge of computer terminology and concepts, as well as word processing, desktop publishing, and spreadsheet and database applications.

EMPLOYMENT OPPORTUNITIES

Application Software Specialist graduates may find employment in end-user support, help desk support, and business and office technology.

ADMISSIONS CRITERIA

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

APPLICATION SOFTWARE SPECIALIST CURRICULUM

The curriculum for the Application Software Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 21 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		18
CIS 127	Comprehensive Word Processing and Presentation Graphics	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,036
Books/Supplies: $500
(Costs are estimates and are subject to change.)

Networking Specialist Degree

DESCRIPTION

The Networking Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program 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 receive a Networking Specialist Associate of Applied Science degree and are qualified for employment as networking specialists.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Networking Specialist may find employment in network installation and maintenance, network administration, network operating systems support, and hardware repair/maintenance.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;

- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

NETWORKING SPECIALIST DEGREE CURRICULUM

The curriculum for the Networking Specialist, Associate of Applied Science Degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree-seeking students must earn a minimum of 102 quarter credit hours. The program generally takes 7 quarters to complete. Students must choose a specialization in Microsoft Windows Networking or Cisco Networking.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5
ENG 195 **OR** SPC 191	Technical Communications **OR** Fundamentals of Speech	5
MAT 191	College Algebra (OL)	5
XXX xxx	General Core Elective	5
XXX xxx	Social/Behavioral Science Core Course	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		**69**
CIS 103	Operating Systems	6
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1140 **OR** CIS 2321	Networking Fundamentals **OR** Introduction to LAN/WAN	6
CIS xxxx	Language Elective approved by advisor	7
CIS xxxx	Networking Electives approved by advisor	9
Cisco Networking Specialization		
CIS 276	Advanced Routers and Switches	6
CIS 277	WAN Design	6
CIS 2322	Introduction to WANs and Routing	6
CIS xxxx	Advisor approved Networking elective	6

Microsoft Windows Network Administrator Specialization		
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	6
CIS xxxx	Microsoft MCSA elective	6

PROGRAM COSTS

Tuition/Fees: $3,582
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Networking Specialist Diploma

DESCRIPTION

Networking Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Networking Specialist diploma and are qualified for employment as networking specialists.

EMPLOYMENT OPPORTUNITIES

Networking Specialist graduates may find employment in network installation and maintenance, network administration, network operating systems support, and hardware repair/maintenance.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	37
COMPASS	70	23	26	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	75	NA

NETWORKING SPECIALIST DIPLOMA CURRICULUM

The curriculum for the Networking Specialist diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 90 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		30
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 103	Algebraic Concepts (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		6
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers	3

OCCUPATIONAL COURSES		69
CIS 103	Operating Systems	6
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1140 **OR** CIS 2321	Networking Fundamentals **OR** Introduction to LAN/WAN	6
CIS xxxx	Language Elective approved by advisor	7
CIS xxxx	Networking Electives approved by advisor	9
Cisco Networking Specialty Courses		
CIS 276	Advanced Routers and Switches	6
CIS 277	WAN Design	6
CIS 2322	Introduction to WANs and Routing	6
CIS xxxx	Advisor approved Networking Elective	6
Microsoft Windows Network Administrator Specialty Courses		
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	6
XXX xxx	Microsoft MCSA Elective	6

PROGRAM COSTS

Tuition/Fees: $3,150
Books/Supplies: $1,400
(Costs are estimates and are subject to change.)

Cisco Network Specialist Certificate

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.

EMPLOYMENT OPPORTUNITIES

The Cisco Network Specialist certificate prepares students to secure entry level employment in the computer network field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Successful completion of CIS 122 and CIS 1140, or 2 years experience in the networking field;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CISCO NETWORK SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Cisco Network Specialist Certificate is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 24 quarter credit hours. The program generally takes 4 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		**24**
CIS 2321	Introduction to LAN and WAN	6
CIS 2322	Introduction to WANs and Routing	6
CIS 276	Advanced Routers and Switches	6
CIS 277	WAN Design	6

PROGRAM COSTS

Tuition/Fees: $1,344
Books/Supplies: $400
(Costs are estimates and are subject to change.)

CompTIA A+ Certified Preparation Certificate

DESCRIPTION

The CompTIA A+ Certified Preparation technical certificate of credit program is designed to provide computer users with the basic entry-level skills working toward CompTIA A+ certification.

EMPLOYMENT OPPORTUNITIES

A+ certified professionals are highly needed throughout the Information Technology industry. Employment opportunities include, but are not limited to, Computer Support Technician, Help Desk Technician, Computer Service Technician, Networking Specialist or Analyst, PC Repair Specialist, and Technical Trainer.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	35	32	31
COMPASS	60	15	19
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

COMPTIA A+ CERTIFIED PREPARATION CERTIFICATE CURRICULUM

The curriculum for the Computer Information Systems CompTIA A+ Certified Preparation Certificate is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 16 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**13**
CIS 103	Operating Systems Concepts	6
CIS 122	Microcomputer Installation and Maintenance	7

PROGRAM COSTS

Tuition/Fees: $916
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Microcomputer Installation and Support Technician Certificate

DESCRIPTION

The Microcomputer Installation and Support Technician certificate consists of instruction in microcomputer fundamentals, microcomputer installation and support, operating system concepts, and networking concepts.

EMPLOYMENT OPPORTUNITIES

The Microcomputer Installation and Support Technician certificate prepares students for an entry-level job in the area of microcomputer installation and support.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	75	NA

MICROCOMPUTER INSTALLATION AND SUPPORT TECHNICIAN CURRICULUM

The curriculum for the Microcomputer Installation and Support Technician Certificate is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 48 quarter credit hours. The program generally takes 4 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 103	Algebraic Concepts (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**30**
CIS 103	Operating Systems Concepts	6
CIS 106	Computer Concepts	5
CIS 1140	Network Fundamentals	6
CIS 122	Microcomputer Installation and Maintenance	7
CIS xxxx	Advisor approved electives	6

PROGRAM COSTS

Tuition/Fees: $1344
Books/Supplies: $400
(Costs are estimates and are subject to change.)

Network Administrator Certificate

DESCRIPTION

This certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure and maintain networks using Windows networking software. The student is prepared to take the MCP (Microsoft Certified Professional) exam.

EMPLOYMENT OPPORTUNITIES

The Networking Administrator certificate prepares students for entry-level employment with a company that installs, configures, manages and administrates a small to medium sized computer network.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

NETWORK ADMINISTRATOR CURRICULUM

The curriculum for the Network Administrator Certificate is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 45 quarter credit hours. The program generally takes 4 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		42
CIS 103	Operating Systems Concepts	6
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1140 OR CIS 2321	Network Fundamentals OR Introduction to LAN and WAN	6
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS xxxx	Elective	6

PROGRAM COSTS

Tuition/Fees: $2,310
Books/Supplies: $750
(Costs are estimates and are subject to change.)

Network Support Specialist Certificate

DESCRIPTION

This certificate program provides basic training in networking support. Students are introduced to the basic networking support skills. Upon graduation, students will be able to maintain networks using Windows networking software.

EMPLOYMENT OPPORTUNITIES

The Network Support Specialist certificate prepares students for an entry-level job in the area of networking support positions.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

NETWORK SUPPORT SPECIALIST CURRICULUM

The curriculum for the Network Support Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 15 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		15
CIS 103	Operating Systems Concepts or	6
CIS 2149	Implementing Microsoft Windows Professional or	6
CIS XXX	Operating Systems Elective	6
CIS 1140	Networking Fundamentals or	6
CIS 2150	Implementing Microsoft Windows Server	6
SCT 100	Introduction to Microcomputers	

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $734
Books/Supplies: $350
(Costs are estimates and are subject to change.)

Construction Trades

Air Conditioning Technology Diploma	Page 125
Air Conditioning Electrical Technician Certificate	126
Air Conditioning Repair Specialist Certificate	127
Carpentry Diploma	127
Certified Construction Worker Certificate	129
Commercial Construction Management Degree	130
Construction Management Diploma	131
Construction Office Administration Diploma	132
Drafting Technology Diploma	133
CAD Operator Certificate	135
CAD Operator Architectural Certificate	135
Electrical Construction and Maintenance Diploma	136
Commercial Wiring Certificate	137
Electrical Maintenance Specialist Certificate	138
Industrial Electrical Technology Diploma	139
Industrial Fluid Power Technician Certificate	141
Programmable Control Technician I Certificate	141

Air Conditioning Technology Diploma

DESCRIPTION

The Air Conditioning Technology Diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualifications of an air conditioning technician.

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Technology program is intended to produce graduates who are prepared for employment as air conditioning technicians.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT		18	17
CPE	75	75	75

Note: In order to graduate with an Air Conditioning Technology diploma, a high school diploma or GED must be completed by the time program requirements are completed.

AIR CONDITIONING TECHNOLOGY DIPLOMA CURRICULUM

The curriculum for the Air Conditioning Technology diploma program is designed for the quarter system. A student may enter the program fall and spring quarters. To graduate, Air students must earn a minimum of 85 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 101	General Mathematics (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**69**
ACT 100	Refrigeration Fundamentals	4
ACT 101	Principles and Practices of Refrigeration	7
ACT 102	Refrigeration Systems Components	7
ACT 103	Electrical Fundamentals	7
ACT 104	Electric Motors	4
ACT 105	Electrical Components	5
ACT 106	Electrical Control Systems and Installation	4
ACT 107	Air Conditioning Principles	8
ACT 108	Air Conditioning Systems Installation	3
ACT 109	Troubleshooting Air Conditioning Systems	7
ACT 110*	Gas Heating Systems	5
ACT 111*	Heat Pumps and Related Systems	6
IFC 100	Industrial Safety Procedures	2

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,160
Books/Supplies: $875
(Costs are estimates and are subject to change.)

Air Conditioning Electrical Technician Certificate

DESCRIPTION

The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Air Conditioning Electrical Technician Technical Certificate of Credit which prepares the graduate for an entry-level position in the air conditioning electrical field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;

AIR CONDITIONING ELECTRICAL TECHNICIAN CURRICULUM

The curriculum for the Air Conditioning Electrical Technician certificate program is designed for the quarter system. Entrance dates into the program varies. To graduate, students must earn a minimum of 20 quarter credit hours. The program generally takes 2 to 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		20
ACT 103	Electrical Fundamentals	7
ACT 104*	Electric Motors	4
ACT 105*	Electrical Components	5
ACT 106*	Electrical Control Systems and Installation	4

PROGRAM COSTS

Tuition/Fees: $1,170
Books/Supplies: $250
(Costs are estimates and are subject to change.)

Air Conditioning Repair Specialist Certificate

DESCRIPTION

This Air Conditioning Repair Specialist Technical Certificate of credit is a series of courses that prepares a student as an Air Conditioning Specialist.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Air Conditioning Repair Specialist Technical Certificate of Credit, which prepares the graduate for an entry-level position in the air conditioning field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;

AIR CONDITIONING REPAIR SPECIALIST CURRICULUM

The curriculum for the Air Conditioning Repair Specialist Certificate program is designed for the quarter system. Entrance dates into the program varies. To graduate, Air Conditioning Repair certificate-seeking students must earn a minimum of 26 credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		26
ACT 100	Refrigeration Fundamentals	4
ACT 103	Electrical Fundamentals	7
ACT 104	Electric Motors	4
ACT 110	Gas Heating Systems	5
ACT 111	Heat Pumps and Related Systems	6

PROGRAM COSTS

Tuition/Fees: $1,480
Books/Supplies: $490
(Costs are estimates and are subject to change.)

Carpentry Diploma

DESCRIPTION

The Carpentry Diploma program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment.

Program graduates receive a carpentry diploma and have the qualifications of an entry-level carpenter.

EMPLOYMENT OPPORTUNITIES

The Carpentry Program is intended to produce graduates who are prepared for employment as entry-level residential or entry-level commercial carpenters.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	33	32	35
COMPASS	49	15	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

Note: In order to graduate with a Carpentry diploma, a high school diploma or GED must be completed by the time course requirements are completed.

CARPENTRY DIPLOMA CURRICULUM

The curriculum for the Carpentry Diploma is designed for the quarter system. A student may enter the program at any quarter. To graduate, diploma-seeking students must earn a minimum of 76 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 101	General Mathematics	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		**60**
CFC 100	Safety	2
CFC 101	Introduction to Construction	2
CFC 102	Professional Tool Use and Safety	4
CFC 103	Construction Materials and Fasteners	3
CFC 105	Construction Print Reading Fundaments	5
CAR 107	Site Layout, Footings , and Foundations	5
CAR 110	Floor Framing	3
CAR 111	Wall Framing	3
CAR 112	Ceiling and Roof Framing	6
CAR 114	Roof Coverings	2
CAR 115	Exterior Finishes and Trim	5
CAR 117	Interior Finishes I	4
CAR 118	Interior Finishes II	4
Residential Carpentry Specialization		
CAR 119	Interior Finishes III	3
CAR 121	Cornice and Soffit	2
CAR 126	Stairs	3
CAR 127 **OR** XXX xx	Residential Carpentry Internship **OR** Advisor Approved Electives	4

Commercial Carpentry Specialization		
CAR 130	Doors and Door Hardware	3
CAR 131	Concrete Forming	3
CAR 132	Site Development	1
CAR 134 **OR** XXX xxx	Commercial Carpentry Internship **OR** Electives	4
CAR 135	Steel Rigging and Reinforcing	1

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,123
Books/Supplies: $800
(Costs are estimates and are subject to change.)

Certified Construction Worker Certificate

DESCRIPTION

The Certified Construction Worker program offers training for the construction industry that provides students with the information and skills they need to work effectively on a construction site.

EMPLOYMENT OPPORTUNITIES

Graduates of the Certified Construction Worker Certificate program will be able to find employment as entry-level construction workers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	33	32	35
COMPASS	49	15	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

CERTIFIED CONSTRUCTION WORKER CERTIFICATE CURRICULUM

The curriculum for the Certified Construction Worker Certificate program is designed for the quarter system. A student may enter the program at any quarter. To graduate, certificate-seeking students must earn a minimum of 16 quarter credit hours. The program generally takes 2 quarter to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		16
CFC 100	Construction Safety	2
CFC 101	Introduction to Construction	2
CFC 102	Safe Use of Hand and Power Tools	4
CFC 103	Construction Materials and Fasteners	3
CFC 105	Construction Print Reading Fundamentals	5

PROGRAM COSTS

Tuition/Fees: $1,051
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Commercial Construction Management Degree

DESCRIPTION

The Commercial Construction Management degree program is designed to prepare students for employment as entry-level managers in the construction industry. Program graduates are exposed to a wide base of knowledge that will prepare them to schedule, manage, and provide estimates for construction projects.

EMPLOYMENT OPPORTUNITIES

The Associate of Applied Science in Commercial Construction Management prepares individuals for positions within the construction industry. Graduates of the program will be prepared for employment as entry level project managers, superintendents, and junior estimators.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

COMMERCIAL CONSTRUCTION MANAGEMENT DEGREE CURRICULUM

The curriculum for the Commercial Construction Management Degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree-seeking students must earn a minimum of 112 quarter credit hours. The program generally takes 7 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**35**
ECO 193	Macroeconomics (OL)	5
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5 5
MAT 191	College Algebra (OL)	5
PSC 191	Physical Science I	5
PSY 191	Introduction to Psychology (OL)	5
SPC 191	Fundamentals of Speech	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**74**
CFC 100	Safety	2
CFC 101	Introduction to Construction	2
CFC 102	Safe Use of Hand and Power Tools	4
CFC 103	Construction Materials and Fasteners	3
CFC 105	Construction Print Reading Fundamentals	5
CCM 130	Mechanical, Electrical, and Conveying Systems	4
CCM 140	Commercial Building Codes	3
CCM 160	Construction Scheduling	5
CCM 180	Quantity Estimating	5

CCM 181	Conceptual Cost Estimating	5
CCM 182	Cost Estimating	5
CCM 210	Construction Workplace Law	5
CCM 220	Contract Administration	3
CCM 230	Construction Accounting and Financial Management (OL)	5
CCM 270	Construction Project Management	5
CCM 290	Capstone Project	5
XXX xxx	Advisor Approved Electives	8

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,641
Books/Supplies: $1,200
(Costs are estimates and are subject to change.)

Construction Management Diploma

DESCRIPTION

The Construction Management diploma program is designed to prepare students for employment as entry-level managers in the construction industry. Program graduates are exposed to a wide base of knowledge that will prepare them to schedule, manage, and provide estimates for construction projects.

EMPLOYMENT OPPORTUNITIES

The Construction Management diploma prepares individuals for positions within the construction industry. Graduates of the program will be adequately prepared for employment as entry level project managers, superintendents, and junior estimators.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CONSTRUCTION MANAGEMENT DIPLOMA CURRICULUM

The curriculum for the Commercial Construction Management Diploma program is designed for the quarter system.

A student may enter the program during any quarter. To graduate, diploma-seeking students must earn a minimum of 77 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 111	Business English (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
SCT 100	Introduction to Microcomputers (OL)	3
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3

OCCUPATIONAL COURSES		60
CFC 100	Safety	2
CFC 101	Introduction to Construction	2
CFC 102	Safe Use of Hand and Power Tools	4
CFC 103	Construction Materials and Fasteners	3
CFC 105	Construction Print Reading Fundamentals	5
CAR 107	Site Layout, Footings, and Foundations	5
CCM 130	Mechanical, Electrical, and Conveying Systems	4
CCM 140	Building Codes	3
CCM 160	Construction Scheduling	5
CCM 180	Quantity Estimating	5
CCM 182	Cost Estimating	5
CCM 210	Construction Workplace Law	5
CCM 220	Contract Administration	3
CCM 270	Construction Project Management	5
CCM 290	Capstone Project	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,123
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

Construction Office Administration Diploma

DESCRIPTION

The Construction Office Administration Diploma is designed to prepare and train individuals in a variety of positions in today's automated construction office. This program provides premium instruction utilizing computer technology and current software in the areas of advanced word processing, office accounting, and project management. Graduates of the program will be proficient in a variety of office procedures to include submittal processing, contract administration, and document control.

EMPLOYMENT OPPORTUNITIES

Construction Office Administration diploma graduates are prepared for clerical/secretarial positions within the construction community. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CONSTRUCTION OFFICE ADMINISTRATION CURRICULUM

The curriculum for the Construction Office Administration Diploma is designed for the quarter system. A student may enter the program at any quarter. To graduate, diploma-seeking students must earn a minimum of 79 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		15
ENG 111	Business English (OL)	5
ENG 112	Business Communications (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		11
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
MSD 101	Organizational Behavior	5
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		53
CFC 101	Introduction to Construction	2
CFC 103	Construction Materials Construction Materials and Fasteners	3
CCM 220	Construction Administration	3
CCM 270	Construction Project Management	5
CCM 271	Construction Submittal Processing	5
CCM 272	Construction Document Control	3
BUS 101	Document Processing	6
BUS 106	Office Procedures	5
BUS 108	Word Processing	5
BUS 208	Office Accounting	6
BUS xxx	Business Electives	10

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,123
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

Drafting Technology Diploma

DESCRIPTION

The Drafting Technology program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting. Graduates of the program receive a Drafting Technology Diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Drafting Technology program may gain employment with engineering, architectural, and manufacturing companies.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

DRAFTING TECHNOLOGY CURRICULUM

The curriculum for the Drafting Technology program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 77 quarter credit hours. The program generally takes 5 quarters to complete. Students must complete one of the following specializations: Architectural Drafting Specialization or Mechanical Drafting Specialization.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 101	General English (OL)	5
MAT 103	Algebraic Concepts (OL)	5
MAT 104	Geometry and Trigonometry	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**56**
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description I	5
DDF 107	Introduction to CAD	6
DDF 111	Intermediate CAD	6
DDF 112	3D Drawing and Modeling	6
Architectural Drafting Specialization		
DDS 203 **OR** DDS 204	Surveying I **OR** Estimating	3
DDS 205	Residential Architectural Drawing I	6
DDS 207	Mechanical Systems for Architecture	3
DDS 208	Residential Architectural Drawing II	6
XXX xxx	Electives	9
Mechanical Drafting Specialization		
DDF 103	Size and Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	6
DDF 108	Intersection and Development	5
DDF 109	Assembly Drawings I	5
XXX xxx	Electives	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,590
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

CAD Operator Certificate

DESCRIPTION

The CAD Operator certificate program introduces the fundamental concepts and skills necessary to utilize microcomputer computer aided drafting (CAD) software to produce technical drawings. Emphasis is placed on developing mechanically oriented knowledge and drafting concepts required for successful employment in the mechanical drafting field. Students are instructed from the beginner level to the level of competency required for entry into a variety of design, construction, and manufacturing industries.

EMPLOYMENT OPPORTUNITIES

Graduates of the CAD Operator certificate program may gain employment with engineering and manufacturing companies, and more specifically, telecommunications, surveying, piping, and electronics companies.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CAD OPERATOR CURRICULUM

The curriculum for the CAD Operator program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 33 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**30**
DDF 102	Size and Shape Description I	5
DDF 103	Size and Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	6
DDF 107	Introduction to CAD	6
DDF 109	Assembly Drawings I	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,590
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

CAD Operator Architectural Certificate

DESCRIPTION

The CAD Operator Architectural certificate program introduces the fundamental concepts and skills necessary to utilize microcomputer computer aided drafting (CAD) software to produce technical drawings. Emphasis is placed on developing architecturally oriented knowledge and drafting concepts required for successful employment in the

architectural drafting field. Students are instructed from the beginner level to the level of competency required for entry into a variety of design, construction, and manufacturing industries.

EMPLOYMENT OPPORTUNITIES

Graduates of the CAD Operator Architectural certificate program may gain employment with engineering companies, structural steel architectural companies, and residential, commercial, and industrial construction companies.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CAD OPERATOR ARCHITECTURAL CERTIFICATE CURRICULUM

The curriculum for the CAD Operator Architectural program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 33 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**30**
DDF 107	Introduction to CAD	6
DDF 111	Intermediate CAD	6
DDF 112	3D Drawing and Modeling	6
DDF 205	Residential Architectural Drawing I	6
DDF 208	Residential Architectural Drawing II	6

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,590
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

Electrical Construction and Maintenance Diploma

DESCRIPTION

The Electrical Construction and Maintenance program is a sequence of courses designed to prepare students for careers in residential and commercial electrical industries. 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 an Electrical Construction and Maintenance diploma.

EMPLOYMENT OPPORTUNITIES

The Electrical Construction & Maintenance program is intended to produce graduates who are prepared for employment as a residential and commercial electrician.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

Note: In order to graduate with an Electrical Construction and Maintenance diploma, a high school diploma or GED must be completed by the time course requirements are completed.

ELECTRICAL CONSTRUCTION AND MAINTENANCE CURRICULUM

The curriculum for the Electrical Construction and Maintenance diploma program is designed for the quarter system. A student may enter the program during fall and spring quarters. To graduate, diploma-seeking students must earn a minimum of 72 quarter credit hours. The program generally takes 4 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		10
ENG 101	English (OL)	5
MAT 101	General Mathematics (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		6
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		56
ELT 106	Electrical Prints, Schematics, and Symbols	4
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 111	Single-Phase and Three-Phase Motors	5
ELT 112	Variable Speed/Low Voltage Controls	3
ELT 118	Electrical Controls	5
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
IFC 100	Industrial Safety Procedures (OL)	2
IFC 101	Direct Current Circuits I	4
XXX xxx	Technical Electives	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,090
Books/Supplies: $500
(Costs are estimates and are subject to change.)

Commercial Wiring Certificate

DESCRIPTION

The Commercial Wiring program is a sequence of courses designed to prepare students for careers in commercial electrical businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of

theory and practical application necessary for successful employment. Program graduates receive a Commercial Wiring technical certificate of credit.

EMPLOYMENT OPPORTUNITIES

The Commercial Wiring program is intended to produce graduates who are prepared for employment as commercial and industrial electricians.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

Note: In order to graduate with a Commercial Wiring certificate, a high school diploma or GED must be completed by the time course requirements are completed.

COMMERCIAL WIRING CURRICULUM

The curriculum for the Commercial Wiring program is designed for the quarter system. A student may enter the program during the fall and spring quarters. To graduate, certificate-seeking students must earn a minimum of 33 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**5**
MAT 101	General Mathematics (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
OCCUPATIONAL COURSES		**25**
ELT 106	Electrical Prints, Schematics, and Symbols	4
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 119	Electricity Principles II	4
IFC 100	Industrial Safety Procedures (OL)	2

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,580
Books/Supplies: $400
(Costs are estimates and are subject to change.)

Electrical Maintenance Specialist Certificate

DESCRIPTION

The Electrical Maintenance Specialist program is a sequence of courses designed to prepare students for careers in the electrical maintenance 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 an Electrical Maintenance Specialist technical certificate of credit.

EMPLOYMENT OPPORTUNITIES

The Electrical Maintenance Specialist program is intended to produce graduates who are prepared for employment as commercial and industrial electrician assistants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	20
COMPASS	70	23	16
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

Note: In order to graduate with an Electrical Maintenance Specialist certificate, a high school diploma or GED must be completed by the time course requirements are completed.

ELECTRICAL MAINTENANCE SPECIALIST CURRICULUM

The curriculum for the Electrical Maintenance Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 22 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		5
MAT 101	General Mathematics (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		14
ELT 106	Electrical Prints, Schematics, and Symbols	4
IFC 100	Industrial Safety Procedures (OL)	2
IFC 101	Direct Current Circuits I	4
ELT 119 OR IFC 102	Electricity Principles II OR Alternating Current I	4

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,580
Books/Supplies: $400
(Costs are estimates and are subject to change.)

Industrial Electrical Technology Diploma

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 an Industrial Electrical Technology diploma.

EMPLOYMENT OPPORTUNITIES

The Industrial Electrical Technology program is intended to produce graduates who are prepared for employment as residential, commercial, and industrial electricians.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

Note: In order to graduate with an Industrial Electrical Technology diploma, a high school diploma or GED must be completed by the time course requirements are completed.

INDUSTRIAL ELECTRICAL TECHNOLOGY CURRICULUM

The curriculum for the Industrial Electrical Technology diploma program is designed for the quarter system. A student may enter the program during fall and spring quarters. To graduate, diploma-seeking students must earn a minimum of 88 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 101	General Mathematics (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**72**
ELT 106	Electrical Prints, Schematics, and Symbols	4
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 111	Single-Phase and Three-Phase Motors	5
ELT 112	Variable Speed/Low Voltage Controls	3
ELT 116	Transformers	4
ELT 117	National Electrical Code Industrial Applications	4
ELT 118	Electrical Controls	5
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
ELT 122	Industrial PLCs	6
IFC 100	Industrial Safety Procedures (OL)	2
IFC 101	Direct Current Circuits I	4
XXX xxx	Technical Electives	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2670
Books/Supplies: $600
(Costs are estimates and are subject to change.)

Industrial Fluid Power Technician Certificate

DESCRIPTION

The Industrial Fluid Power Technician Technical Certificate is designed to prepare students for employment in today's industrial setting. This program provides learning opportunities in the following: industrial safety, industrial mechanics, industrial hydraulics, industrial pneumatics, and pumps and piping systems.

EMPLOYMENT OPPORTUNITIES

The Industrial Fluid Power Technician program is intended to produce graduates who are prepared for employment as industrial maintenance electricians with a background in hydraulics and pneumatics.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

Admission testing is not required if a candidate has sufficient in-field experience and instructor approval.

Note: In order to graduate with an Industrial Fluid Power Technician diploma, a high school diploma or GED must be completed by the time course requirements are completed.

INDUSTRIAL FLUID POWER TECHNICIAN CURRICULUM

The curriculum for the Industrial Fluid Power Technician certificate program is designed for the quarter system. A student may enter the program during fall and spring quarters. To graduate, students must earn a minimum of 17 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		17
IFC 100	Industrial Safety Procedures (OL)	2
IDS 215	Industrial Mechanics	6
IDS 221	Industrial Fluid Power	7
IDS 231	Pumps and Piping Systems	2

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,020
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Programmable Control Technician I Certificate

DESCRIPTION

Designed to offer specialized programmable controller training to qualified industrial technicians, this program consists of instruction selected for the Industrial Systems Technology diploma program. Course work addresses operational theory, systems terminology, and field wiring/installation. It also develops operational skills in the use of PLC equipment and peripheral devices with emphasis on Programmable Logic Controller programming, installations, and troubleshooting/repair.

EMPLOYMENT OPPORTUNITIES

The Programmable Control Technician I program is intended to produce graduates who are prepared for employment as industrial maintenance electricians with a background in programmable control systems.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

Admission testing is not required if a candidate has sufficient in-field experience and instructor approval.
Note: In order to graduate with a Programmable Control Technician I certificate, a high school diploma or GED must be completed by the time course requirements are completed.

PROGRAMMABLE CONTROL TECHNICIAN I CURRICULUM

The curriculum for the Programmable Control Technician I certificate program is designed for the quarter system. A student may enter the program during fall and spring quarters. To graduate, students must earn a minimum of 17 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		17
IFC 100	Industrial Safety Procedures (OL)	2
IDS 110	Fundamentals of Motor Controls	3
IDS 141	Basic Industrial PLCs	6
IDS 142	Industrial PLCs	6

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,020
Books/Supplies: $250
(Costs are estimates and are subject to change.)

Cosmetology

Cosmetology Diploma.....Page 143

Cosmetology Diploma

DESCRIPTION

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

EMPLOYMENT OPPORTUNITIES

Cosmetology graduates are employable as cosmetology sales persons, stylists, salon managers, or salon owners. After additional experience/training, graduates may become instructors, platform artists, color technician, make-up artists or may work in another specialized area within the cosmetology field.

ACCREDITATION/APPROVAL

The Cosmetology program at Ogeechee Technical College is approved by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217, Ph. 478.207.1300.

LICENSURE/CERTIFICATION

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. Information on the licensure exam can be located on the Georgia Secretary of State website (http://sos.georgia.gov/plb/cosmetology).

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	31
COMPASS	70	23	19
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

Note: In order to graduate with a Cosmetology diploma, a high school diploma or GED must be completed by the time program requirements are completed.

COSMETOLOGY CURRICULUM

The curriculum for the Cosmetology diploma program is designed for the quarter system. A student may enter the program any quarter for general education courses, and fall and spring quarters for program courses. To graduate, Cosmetology diploma-seeking students must earn a minimum of 82 quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 101	General Mathematics (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**66**
COS 100	Introduction to Cosmetology Theory	5
COS 101	Introduction to Permanent Waving and Relaxing	4
COS 103	Introduction to Skin, Scalp, and Hair	3
COS 105	Introduction to Shampooing and Styling	4
COS 106	Introduction to Haircutting	3
COS 107	Advanced Haircutting	2
COS 108	Permanent Waving and Relaxing	3
COS 109	Hair Color	6
COS 110	Skin, Scalp, and Hair	3
COS 111	Styling	3
COS 112	Manicuring and Pedicuring	3
COS 113	Cosmetology Practicum I	5
COS 114	Cosmetology Practicum II	8
COS 115	Cosmetology Practicum III	5
COS 116	Cosmetology Practicum IV	5
COS 117	Salon Management (OL)	4

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,590
Books/Supplies: $1,200
Uniform Costs: Approximately $75
Liability Insurance: $11 per year
Certification Exam: $89
TB Test: $40
Hepatitis B Series: $265
Uniforms are required beginning fall and spring quarters
(Costs are estimates and are subject to change.)

Criminal Justice

Criminal Justice Technology Degree	Page 145
Criminal Justice Technology Diploma	146
Criminal Justice Specialist Certificate	147
Basic Law Enforcement Certificate	148

Criminal Justice Technology Degree

DESCRIPTION:

The Criminal Justice Technology associate of applied 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 Technology associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Associate of Applied Science in Criminal Justice Technology program are prepared for entry-level positions in corrections, security, investigation, and police administration.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

ADDITIONAL NOTES: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

CRIMINAL JUSTICE TECHNOLOGY DEGREE CURRICULUM

The Criminal Justice Technology degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree seeking students must earn a minimum of 98 quarter credit hours.

The program generally takes 7 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		30
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 OR HUM 191	Literature and Composition (OL) OR Introduction to Humanities	5

ENG 195 OR SPC 191	Technical Communications OR Fundamentals of Speech	5
MAT 191 OR MAT 196 OR MAT 190	College Algebra OR Contemporary Mathematics OR Mathematical Modeling	5
PSY 191	Introductory Psychology	5
ECO 191	Principles of Economics	5
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		65
CRJ 101	Introduction to Criminal Justice	5
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Criminal Procedure	5
CRJ 168	Criminal Law	5
CRJ 202	Constitutional Law	5
CRJ 207	Juvenile Justice	5
CRJ 209	Criminal Justice Technology Practicum/Internship	5
CRJ 212	Ethics in Criminal Justice	5
XXX xxx	Occupationally Related Electives	20

PROGRAM COSTS

Tuition/Fees: $3,640
Books/Supplies: $1,100
(Costs are estimates and are subject to change.)

Criminal Justice Technology Diploma

DESCRIPTION:

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Criminal Justice Technology diploma program are prepared for entry-level positions with diverse opportunities in the corrections, security, investigative, and police administration fields.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CRIMINAL JUSTICE TECHNOLOGY DIPLOMA CURRICULUM

The Criminal Justice Technology diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma seeking students must earn a minimum of 73 quarter credit hours. The program generally takes 5 quarters to complete.

Note: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		15
ENG 101	General English	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Intro. to Microcomputers	3
OCCUPATIONAL COURSES		55
CRJ 101	Introduction to Criminal Justice	5
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Criminal Procedure	5
CRJ 168	Criminal Law	5
CRJ 202	Constitutional Law	5
CRJ 207	Juvenile Justice	5
CRJ 209	Criminal Justice Technology Practicum/Internship	5
CRJ 212	Ethics in Criminal Justice	5
XXX xxx	Occupationally Related Electives	10

PROGRAM COSTS

Tuition/Fees: $2,538
Books/Supplies: $900
(Costs are estimates and are subject to change.)

Criminal Justice Specialist Certificate

DESCRIPTION:

The Criminal Justice Specialist TCC 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. Completers receive a technical certificate of credit.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Criminal Justice Specialist certificate program are prepared for entry-level positions in the criminal justice field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17

CRIMINAL JUSTICE SPECIALIST CURRICULUM

The Criminal Justice Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 28 quarter credit hours. The program generally takes 3 quarters to complete.

Note: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Intro. to Microcomputers	3
OCCUPATIONAL COURSES		25
CRJ 101	Introduction to Criminal Justice	5
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 202	Constitutional Law	5
XXX xxx	Occupationally Related Electives	5

PROGRAM COSTS

Tuition/Fees: $1,686
Books/Supplies: $450
(Costs are estimates and are subject to change.)

Basic Law Enforcement Certificate

DESCRIPTION:

The Basic Law Enforcement Certificate program provides students with the necessary skills, standards, and knowledge in order to become qualified, proficiently trained, ethical and competent peace officers in criminal justice careers. Successful completion of the program will make the student eligible to be certified as a Georgia Peace Officer.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Basic Law Enforcement certificate program are prepared for entry-level positions in the criminal justice field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

OTHER CONDITIONS FOR ADMISSION (IF ANY):

Applicants must also be accepted into the academy by the Georgia Peace Officers Standards and Training Council. The requirements include a satisfactory criminal background check; GCIC and NCIC finger print checks; completion of a physician's affidavit and certified driver history.

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

BASIC LAW ENFORCEMENT CURRICULUM

The Criminal Justice Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 59 quarter credit hours. The program generally

takes three (3) quarters to complete.

Note: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		59
CRJ 101	Introduction to Criminal Justice	5
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Criminal Procedure	
CRJ 1010	Basic Law Enforcement Health and Life Safety	3
CRJ 1012	Ethics and Liability for Basic Law Enforcement	5
CRJ 150	Police Patrol Operations	5
CRJ 156	Police Traffic Control and Accident Investigation	5
CRJ 162	Methods of Criminal Investigation	5
CRJ 168	Criminal Law	5
CRJ 1014	Firearms Training for Basic Law Enforcement	5
CRJ 1016	Emergency Vehicle Operations	5
CRJ 1018	Defensive Tactics	4
CRJ 202	Constitutional Law	5

PROGRAM COSTS

Tuition/Fees: $6,900
Books/Supplies: $500
(Costs are estimates and are subject to change.)

Culinary

Culinary Arts Degree	Page 151
Culinary Arts Diploma	153
Catering Specialist Certificate	155
Also see	
Hotel/Restaurant/Tourism Mgmt (Dg, Dp)	241
Marketing Management (Dg, Dp)	92

Culinary Arts Degree

DESCRIPTION

The Culinary Arts Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts 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 culinary field as cooks, bakers, or caterers/culinary managers.

EMPLOYMENT OPPORTUNITIES

Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

LICENSURE/CERTIFICATION

Culinary Arts students receive the ServSafe® certification prior to program completion. Students also have the option of taking the National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program ™ competencies in nutrition, purchasing, and foodservice costs.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

CULINARY ARTS DEGREE CURRICULUM

The curriculum for the Culinary Arts Degree program is designed for the quarter system. A student may enter the program any quarter for general education courses, fall and spring for program courses. To graduate, degree-seeking students must earn a minimum of 109 quarter credit hours. The program generally takes 7 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**30**
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5 5
MAT 196 **OR** MAT 191	Contemporary Mathematics **OR** College Algebra (OL)	5
PSY 191	Introductory Psychology (OL)	5
SPC 191	Fundamentals of Speech	5
XXX 19x	General Core Elective	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**76**
CUL 100	Professionalism in Culinary Arts	3
CUL 110	Food Service Sanitation and Safety	3
CUL 112	Principles of Cooking	6
CUL 114	American Regional Cuisine	5
CUL 116	Food Service Purchasing and Control (OL)	3
CUL 121	Baking Principles I	5
CUL 122	Baking Principles II	5
CUL 127	Banquet Preparation and Presentation (OL)	4
CUL 129	Front of the House Services	3
CUL 130	Pantry, Hors D'Oeuvres and Canapés	5
CUL 132	Garde Manger	5
CUL 133 **OR** MSD 103	Food Service Leadership and Decision Making (OL) **OR** Leadership and Decision Making	5
CUL 137	Nutritional Food and Menu Development (OL)	3
CUL 215	Contemporary Cuisine I	5
CUL 216	Practicum/Internship	11
CUL 220	Contemporary Cuisine II	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,685
Books/Supplies: $1,100
Uniform Costs: Approximately $40*
Knife Kits: Approximately $99*
Liability Insurance: $11 per year
Physical Exam: $150**
TB Test: $40**
Hepatitis B Series: $265**

** Uniforms and Knife Kits are required beginning with CUL 112 Principles of Cooking.*
***Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), TB Test, and Hepatitis B Series are required before entering culinary program classes.*
(Costs are estimates and are subject to change.)

PRACTICUM/INTERNSIHP EDUCATION

The Culinary Arts Internship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a foodservice job setting. The clinical practicum/internship allows the student to become involved in a professional work situation applying technical skills.

The Practicum/Internship requires that the student spend a minimum of 30 hours a week in a supervised work setting, for a total of 300 hours. If the student misses more than 32 hours from the practicum/internship course, they will automatically be dropped from the course. Students are evaluated by the internship site supervisor and the internship coordinator.

Internship sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Culinary Arts Diploma

DESCRIPTION

The Culinary Arts diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts Diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

EMPLOYMENT OPPORTUNITIES

Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

LICENSURE/CERTIFICATION

Culinary Arts students receive the ServSafe® certification prior to program completion. Students also have the option of taking the National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program ™ competencies in nutrition, purchasing, and foodservice costs.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	33	32	31
COMPASS	49	15	19
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CULINARY ARTS DIPLOMA CURRICULUM

The curriculum for the Culinary Arts Diploma program is designed for the quarter system. A student may enter the program any quarter for general education courses, fall and spring for program courses. To graduate, Diploma-seeking students must earn a minimum of 90 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**8**
ENG 101	English (OL)	5
MAT 100	Basic Mathematics	3
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**76**
CUL 100	Professionalism in Culinary Arts	3
CUL 110	Food Service Sanitation and Safety	3
CUL 112	Principles of Cooking	6
CUL 114	American Regional Cuisine	5
CUL 116	Food Service Purchasing and Control (OL)	3
CUL 121	Baking Principles I	5
CUL 122	Baking Principles II	5
CUL 127	Banquet Preparation and Presentation (OL)	4
CUL 129	Front of the House Services	3
CUL 130	Pantry, Hors D'Oeuvres and Canapés	5
CUL 132	Garde Manger	5
CUL 133 **OR** MSD 103	Food Service Leadership and Decision Making (OL) **OR** Leadership and Decision Making	5
CUL 137	Nutritional Food and Menu Development (OL)	3
CUL 215	Contemporary Cuisine I	5
CUL 216	Practicum/Internship	11
CUL 220	Contemporary Cuisine II	5

(OL) designation indicates course may be available online during selected quarters

PROGRAM COSTS

Tuition/Fees: $2,625
Books/Supplies: $1,100
Uniform Costs: Approximately $40*
Knife Kits: Approximately $99*
Liability Insurance: $11 per year
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265**

** Uniforms and Knife Kits are required beginning with CUL 112 Principles of Cooking.*
***Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), TB Test, and Hepatitis B Series are required before entering culinary program classes.*
(Costs are estimates and are subject to change.)

PRACTICUM/INTERNSIHP EDUCATION

The Culinary Arts Internship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a foodservice job setting. The clinical practicum/internship allows the student to become involved in a professional work situation applying technical skills.

The Practicum/Internship requires that the student spend a minimum of 30 hours a week in a supervised work setting, for a total of 300 hours. If the student misses more than 32 hours from the practicum/internship course, they will automatically be dropped from the course. Students are evaluated by the internship site supervisor and the internship coordinator.

Internship sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Catering Specialist Certificate

DESCRIPTION

The Catering Specialist certificate program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

EMPLOYMENT OPPORTUNITIES

Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as caterers.

LICENSURE/CERTIFICATION

Catering Specialist students receive the ServSafe® certification prior to program completion. Students also have the option of taking the National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program ™ competencies in nutrition, purchasing, and foodservice costs.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	33	32	31
COMPASS	49	15	19
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

CATERING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Catering Specialist Certificate program is designed for the quarter system. A student may enter the program fall and spring. To graduate, certificate-seeking students must earn a minimum of 48 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		48
CUL 110	Food Service Sanitation and Safety	3
CUL 112	Principles of Cooking	6
CUL 114	American Regional Cuisine	5
CUL 121	Baking Principles I	5
CUL 122	Baking Principles II	5
CUL 127	Banquet Preparation and Presentation (OL)	4
CUL 130	Pantry, Hors D'Oeuvres and Canapés	5
CUL 132	Garde Manger	5
CUL 215	Contemporary Cuisine I	5
CUL 220	Contemporary Cuisine II	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,445

Books/Supplies: $1,100
Uniform Costs: Approximately $40*
Knife Kits: Approximately $99*
Liability Insurance: $11 per year
Physical Exam: $150**
TB Test: $40**
Hepatitis B Series: $265**

** Uniforms and Knife Kits are required beginning with CUL 112 Principles of Cooking.*
***Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), TB Test, and Hepatitis B Series are required before entering culinary program classes*
(Costs are estimates and are subject to change.)

Fire Science

Fire Science Technology Degree ..... Page 157
Fire Science Technology Diploma 158
Fire Fighter I Certificate 160

Fire Science Technology Degree

DESCRIPTION:

The Fire Science Technology degree program is designed to prepare students for an entry-level career in municipal, industrial, state, and federal fire departments. The program does not include the required training to become a certified firefighter in the State of Georgia. For certified firefighters, this program adds skills and knowledge that can enhance their career prospects. The primary mission of the Fire Science Technology program is identification and mitigation of emergencies in order to preserve life and property. The duties of the firefighter include, but are not limited to, extinguishing and controlling fires, performing rescue and evacuation work incidental to fire control, accidents, natural disasters, and other incidents where human life is threatened. Firefighters also render emergency aid to those in need. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Emphasis is placed on providing our students with a depth of knowledge about fire protection services, encompassing all areas of incendiary-fire management and administration, prevention and inspection, terrorism incident management, arson investigation and much more.

EMPLOYMENT OPPORTUNITIES:

Graduates may find employment as firefighters, leaders and officers in the fire service industry.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

FIRE SCIENCE TECHNOLOGY DEGREE CURRICULUM

The Fire Science Technology degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree seeking students must earn a minimum of 103 quarter credit hours. The program generally takes 8 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		25
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 OR HUM 191	Literature and Composition (OL) OR Introduction to Humanities	5
ENG 195 OR SPC 191	Technical Communications OR Fundamentals of Speech	5

MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		**75**
FSC 101	Introduction to Fire Science	5
FSC 110	Fire Service Supervision and Leadership	5
FSC 121	Fire Fighting Strategy and Tactics	5
FSC 132	Fire Service Instructor	5
FSC 161	Fire Service Safety and Loss Control	5
FSC 141	Hazardous Materials	5
FSC 151	Fire Prevention and Inspection	5
FSC 201	Fire Service Management	5
FSC 210	Fire Service Hydraulics	5
FSC 220	Fire Protection Systems	5
FSC 230	Fire Service Building Construction	5
FSC 241	Incident Command	5
FSC 270	Fire Investigation	5
XXX xxx	Electives	5

PROGRAM COSTS

Tuition/Fees: $3,640
Books/Supplies: $1,100
(Costs are estimates and are subject to change.)

Fire Science Technology Diploma

DESCRIPTION:

The Fire Science Technology diploma program is designed to prepare students for an entry-level career in municipal, industrial, state, and federal fire departments. The program does not include the required training to become a certified firefighter in the State of Georgia. For certified firefighters, this program adds skills and knowledge that can enhance their career prospects.

The primary mission of the Fire Science Technology program is identification and mitigation of emergencies in order to preserve life and property. The duties of the firefighter include, but are not limited to, extinguishing and controlling fires, performing rescue and evacuation work incidental to fire control, accidents, natural disasters, and other incidents where human life is threatened. Firefighters also render emergency aid to those in need.

The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Emphasis is placed on providing our students with a depth of knowledge about fire protection services, encompassing all areas of incendiary-fire management and administration, prevention and inspection, terrorism incident management, arson investigation and much more.

EMPLOYMENT OPPORTUNITIES:

Graduates may find employment as firefighters, leaders and officers in the fire service industry.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

FIRE SCIENCE TECHNOLOGY DIPLOMA CURRICULUM

The Fire Science Technology diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma seeking students must earn a minimum of 86 quarter credit hours. The program generally takes 6 quarters to complete.

Note: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**13**
ENG 101	General English	5
MAT 101	General Mathematics	5
EMP 100	Interpersonal Relations and Personal Development	3
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Intro. to Microcomputers	3
OCCUPATIONAL COURSES		**70**
FSC 101	Introduction to Fire Science	5
FSC 110	Fire Service Supervision and Leadership	5
FSC 121	Fire Fighting Strategy and Tactics	5
FSC 132	Fire Service Instructor	5
FSC 161	Fire Service Safety and Loss Control	5
FSC 141	Hazardous Materials	5
FSC 151	Fire Prevention and Inspection	5
FSC 201	Fire Service Management	5
FSC 210	Fire Service Hydraulics	5
FSC 220	Fire Protection Systems	5
FSC 230	Fire Service Building Construction	5
FSC 241	Incident Command	5
FSC 270	Fire Investigation	5
XXX xxx	Elective	5

PROGRAM COSTS

Tuition/Fees: $2,538
Books/Supplies: $900
(Costs are estimates and are subject to change.)

Fire Fighter I Certificate

DESCRIPTION:

The Fire Fighter I Technical Certificate is a sequence of courses that prepares students for careers in the Fire Science profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The technical certificate emphasizes a combination of fire science technology theory and practical application necessary for successful employment. Graduates receive a technical certificate for Fire Fighter I.

EMPLOYMENT OPPORTUNITIES:

Graduates may find employment as firefighters, leaders, and future fire officers in the fire service industry.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

FIRE FIGHTER I CURRICULUM

The Fire Fighter I certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 17 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		17
FSC 102	Emergency Services Fundamentals	3
FSC 103	Basic Firefighter I	6
FSC 104	Basic Firefighter II: Module II	3
FSC 105	Fire and Life Safety Educator	5

PROGRAM COSTS

Tuition/Fees: $1,686
Books/Supplies: $450
(Costs are estimates and are subject to change.

Forensics

Forensic Science Technology Degree .....Page 161
Forensic Science Technology Diploma..... 163

Forensic Science Technology Degree

DESCRIPTION

The Associate of Applied Science in Forensic Science Technology is a sequence of courses that prepare students for criminal justice professions. The academics, technical knowledge and skills associated with this program can prepare students for a career in crime scene investigation, corrections, juvenile justice, natural resources law enforcement and general law enforcement.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Forensic Science Technology program are prepared for positions with general law enforcement agencies, wildlife law enforcement, state and local corrections, private security firms and juvenile justice positions.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

NOTE: Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field.

FORENSIC SCIENCE DEGREE CURRICULUM

The Forensic Science degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree seeking students must earn a minimum of 98 quarter credit hours. The program generally takes 7 quarters to complete. The Forensic Science degree program has 3 emphasis areas. Students must select one of the following emphasis areas: Crime Scene Investigation; Law Enforcement; or Wildlife Law Enforcement. If FST 101 and FST 205 are included in the emphasis area curriculum, two FST electives of equal credit hour value must be selected

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		30
BIO 191	Biology I	5
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 OR HUM 191	Literature and Composition (OL) OR Introduction to Humanities	5

ENG 195 **OR** SPC 191	Technical Communications **OR** Fundamentals of Speech	5
MAT 191 **OR** MAT 196	College Algebra (OL) **OR** Contemporary Mathematics	5
PSY 191	Introductory Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers	3
OCCUPATIONAL COURSES		**35**
FST 100	Introduction to Criminal Justice	5
FST 101	Police Systems and Practices (OL)	5
FST 202	The American Judiciary System (OL)	5
FST 203	Correctional Systems and Practices (OL)	5
FST 204	Juvenile Delinquency and Juvenile Justice(OL)	5
FST 205	Criminal Behaviors (OL)	5
FST 206	Introduction to Forensic Science	5
Crime Scene Emphasis		**30**
FST 210	Crime Scene Investigation I	5
FST 211	Crime Scene Investigation II	5
FST 212	Interview and Interrogation Techniques	5
FST 214	Documentation and Report Preparation	5
FST 215	Case Preparation and Courtroom Testimony	5
FST 230	Criminal Procedure (OL)	5
Law Enforcement Emphasis		**30**
FST 210	Crime Scene Investigation I	5
FST 211	Crime Scene Investigation II	5
FST 230	Criminal Procedure (OL)	5
FST 231	Constitutional Law (OL)	5
FST xxx	Advisor approved elective	5
FST xxx	Advisor approved elective	5
Wildlife Law Enforcement Emphasis		**30**
FST 210	Crime Scene I	5
FST 211	Crime Scene II	5
FST 226	Wildlife Law Enforcement	5
WLT 100	Introduction to Wildlife and Plantation Management	5
WLT 200	Wildlife Policy and Law	5
WLT 225	Animal Immobilization	5

PROGRAM COSTS

Tuition/Fees: $4,060
Books/Supplies: $1,100
(Costs are estimates and are subject to change.)

Forensic Science Technology Diploma

DESCRIPTION

The Forensic Science Technology diploma program is a sequence of courses that prepare students for criminal justice professions. The academics, technical knowledge and skills in this program can prepare students for a career in crime scene investigation, corrections, juvenile justice, and general law enforcement.

EMPLOYMENT OPPORTUNITIES

Graduates of the Forensic Science Technology diploma program are prepared for positions with law enforcement agencies, state and local corrections, private security firms and juvenile justice positions.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

Note**:** Conviction of a felony or certain misdemeanors may prohibit employment in the law enforcement field

FORENSIC SCIENCE DIPLOMA CURRICULUM

The Forensic Science diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma seeking students must earn a minimum of 68 quarter credit hours. The program generally takes 5 quarters to complete. The Forensic Science diploma program has 3 elective classes. Students may select any FST course from the following emphasis areas: Crime Scene Investigation, Law Enforcement, or Wildlife Law Enforcement.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 101	General English (OL)	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5
FUNDAMENTAL OCCUPATIONAL COURSES		
SCT 100	Introduction to Microcomputers	**3**
OCCUPATIONAL COURSES		50
FST 100	Introduction to Criminal Justice	5
FST 101	Police Systems and Practices (OL)	5
FST 202	The American Judiciary System (OL)	5
FST 203	Corrections Systems and Practices (OL)	5
FST 204	Juvenile Delinquency and Juvenile Justice(OL)	5
FST 205	Criminal Behaviors (OL)	5
FST 206	Introduction to Forensic Science	5
FST xxx	Advisor approved electives	15

PROGRAM COSTS

Tuition/Fees: $2,838
Books/Supplies: $900
(Costs are estimates and are subject to change.)

Funeral Service

Funeral Service Education Degree.....Page 165

Funeral Service Education Degree

DESCRIPTION

The Associate of Applied Science in Funeral Service Education is designed to prepare students for a career in funeral service. All aspects of funeral service will be taught within the scope of this program. Academic and technical skills will be taught in the areas of general business, industry regulations and laws, embalming and restorative art skills, funeral service applications, funeral home management, grief counseling, etc. The goal is to prepare the student for successful completion of all necessary board examinations and to prepare the student for the rigors of daily work within the funeral service industry. The goals of the Funeral Service Education Program are to promote and improve the standards of funeral service education and professionalism, to expose funeral service students to all aspects of the profession, and foster a desire to serve the public interest in an ethical, dignified manner. All Funeral Service Education students must take the National Board Examination to graduate from the program.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Funeral Service Education are prepared for employment primarily in funeral home settings, although some related fields such as embalming operations within medical college anatomy departments, trade embalming facilities, and autopsy support operations are possible employment opportunities. Typically, a graduate who has passed all required board examinations and who has completed the required apprenticeship may be employed as a licensed funeral director/licensed embalmer. Prior to completion of apprenticeship and the subsequent licensure, the graduate student would be employed as an apprentice funeral director/embalmer.

ACCREDITATION

The Funeral Service Education program at Ogeechee Technical College is accredited by the American Board of Funeral Service Education, Inc. (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506, Ph. 816.233.3747.

LICENSURE/CERTIFICATION

To become licensed in the State of Georgia, a student must successfully complete the course of study at an accredited Funeral Service Education program, pass the national and/or state examinations, and complete a required apprenticeship.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

Admissions Policy- After the completion of all learning support and core classes, students are eligible to take Funeral Service Program courses. These students who have met this eligibility requirement must take the entry level Funeral Service science courses, FSE 200-Anatomy, FSE 201-Pathology, FSE 202-Chemistry, and FSE 208- Microbiology, prior to enrolling in any other funeral service courses. In order to gain further admission into the program, students must:

- Obtain a grade of "B" or better in each of these entry level science courses: FSE 200, FSE 201, FSE 202, FSE 208
- Have a "2" or higher work ethics grade in each course attempted

Students will be provided a maximum of two attempts to obtain a grade of "B" or better in each of the entry level science courses. After two attempts in each of the entry level science courses, if a student still does not achieve a grade of "B" or better, he or she will not be permitted to take any further classes in the Funeral Service Education program.

If a student is enrolled in an online/hybrid version of an entry level science course and fails to make the required grade of "B" or better on the first attempt, he or she will not be provided the option of taking these classes in the online/hybrid format on the second attempt. The student will only be allowed to take the course in the traditional lecture class format.

Policy Regarding FSE 210 - FSE 210, Funeral Service Seminar, is the capstone course of the Funeral Service Education program. In order for students to enroll in this course, they must have successfully completed all other program requirements. The only exception to this policy is if a student has only one additional course that must be taken in conjunction with FSE 210.

FUNERAL SERVICE EDUCATION DEGREE CURRICULUM

The curriculum for the Funeral Service Education degree program is designed for the quarter system. A student may enter the program any quarter for general education classes, and fall and spring quarters for program courses. To graduate, degree-seeking students must earn a minimum of 109 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**25**
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities (OL)	5
MAT 191 **OR** MAT 196	College Algebra (OL) **OR** Contemporary Mathematics (OL)	5
PSY 191	Introductory Psychology (OL)	5
SPC 191 **OR** ENG 195	Fundamentals of Speech **OR** Technical Communications	5
FUNDAMENTAL OCCUPATIONAL COURSES		**19**
ACC 101	Principles of Accounting I (OL)	6
MKT 100	Introduction to Marketing (OL)	5
MKT 103 **OR** ACC 155	Business Law (OL) **OR** Legal Environment of Business	5
SCT 100	Introduction to Microcomputers (OL)	3

OCCUPATIONAL COURSES		65
FSE 101	History of Funeral Service (OL)	2
FSE 102	Funeral Service Law/Ethics (OL)	2
FSE 103	Funeral Service Management/Directing I (OL)	4
FSE 104	Funeral Service Management/Directing II (OL)	4
FSE 105	Funeral Service Practicum I (OL)	2
FSE 106	Funeral Service Practicum II (OL)	3
FSE 107	Small Business Administration for Funeral Service (OL)	5
FSE 200	Anatomy (hybrid)	6
FSE 201	Pathology (OL)	4
FSE 202	Chemistry (OL)	4
FSE 203	Embalming Techniques I(OL)	3
FSE 204	Embalming Techniques II (hybrid)	3
FSE 205	Embalming Techniques III (hybrid)	3
FSE 206	Restorative Art I (OL)	4
FSE 207	Restorative Art II (hybrid)	3
FSE 208	Microbiology (OL)	5
FSE 209	Grief Counseling/Sociology of Funeral Service (OL)	5
FSE 210	Funeral Service Seminar (hybrid)	3

(OL) designation indicates course may be available online during selected quarters.
(hybrid) designation indicates that the course will have web enhancements, but students will be required to attend lab sessions or take exams on campus.

PROGRAM COSTS

Tuition/Fees: $3,108
Books/Supplies: $1,100
Liability Insurance: $ $11 per year
National Board Exam: $400
TB Test: $40
Hepatitis B Series: $100
Criminal Background Check: $50
(Costs are estimates and are subject to change.)

Geographic Information Systems

Geographic Information Systems Technology Degree	Page 169
Geographic Information Systems Technology Diploma.....	170
Also see	
Agribusiness (Dg,Dp)	67
Wildlife and Plantation Management (Dg, Dp)	253

Geographic Information Systems Technology Degree

DESCRIPTION

The Associate of Applied Science in Geographic Information Systems (GIS) Technology prepares students for employment in a variety of professions as GIS technicians. GIS technicians learn to create, analyze, and maintain digital mapping layers that can allow organizations to make complex and informed decisions based on natural resource features, location of manmade structures, population density, and other relevant geographic data. Training includes: mapping of natural resources and manmade structures, mapping and cartographic fundamentals, statistical analysis, global positioning systems, database design and management, spatial analysis and modeling, and Internet mapping.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Geographic Information Systems Technology are prepared for positions as GIS Technicians, Planning Technicians, GIS Analysts, Photogrammetry and Remote Sensing Technicians, Natural Resource Management Technicians, Data Entry Technicians, Research Technicians, and Sales and Marketing Technicians. Skills learned may be applied in fields as diverse as law enforcement, fire protection, land use planning, cadastral mapping, forestry, wildlife management, government, engineering, landscape architecture, business and marketing, education, and many others. Positions may be found in government, natural resources, and business and industry. This is a growing field and new opportunities will continue to be created as it expands.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	75

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY CURRICULUM

The curriculum for the GIS Technology degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree-seeking students must earn a minimum of 106 quarter credit hours. The program generally takes seven (7) quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**30**
ENG 191	Composition and Rhetoric (OL) I	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5
ENG 195	Technical Communications	5
MAT 191	College Algebra (OL)	5
MAT 198	Introduction to Statistics	5
PSY 191	Introductory Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**73**
GIS 100	Introduction to GIS	5
GIS 101	Natural Resources for GIS	5
GIS 110	Fundamentals of Geodesy	6
GIS 112	Intermediate GIS	6
GIS 114	Advanced GIS: Application Development	6
GIS 116	Spatial Analysis in GIS	6
GIS 120	Introduction to Raster-Based GIS	6
GIS 122	GIS in Natural Resources, Business and Government	5
GIS 124	Cartographic Design for GIS	6
GIS 126	Database Design and Management in GIS	6
GIS 127	GIS Internet Mapping	5
GIS 128	Global Positioning Field Techniques	3
GIS 129	Advanced Global Positioning Systems: Precision Agriculture	3
GIS 130	GIS Internship	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,626
Books/Supplies: $780
(Costs are estimates and are subject to change.)

Geographic Information Systems Technology Diploma

DESCRIPTION

The Geographic Information Systems (GIS) Technology diploma prepares students for employment in a variety of professions as GIS technicians. GIS technicians learn to create, analyze, and maintain digital mapping layers that can allow organizations to make complex and informed decisions based on natural resource features, location of manmade structures and manmade structures, population density, and other relevant geographic data. Training includes: mapping of natural resources, mapping and cartographic fundamentals, statistical analysis, global positioning systems, database design and management, spatial analysis and modeling, and Internet mapping.

EMPLOYMENT OPPORTUNITIES

Graduates of the Geographic Information Systems Technology diploma program are prepared for positions as GIS Technicians. Positions may be found in government, business and industry, and many other areas.

Skills learned may be applied in fields as diverse as law enforcement, fire protection, land use planning, cadastral mapping, forestry, wildlife management, government, engineering, landscape architecture, business and marketing, education, and many others. This is a growing field and new opportunities will continue to be created as it expands.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	29
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	75	75

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY DIPLOMA CURRICULUM

The curriculum for the GIS Technology diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 84 quarter credit hours. The program generally takes six (6) quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	General English (OL)	5
MAT 103	Algebraic Concepts (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
SCT 100	Introduction to Microcomputers (OL)	3
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
OCCUPATIONAL COURSES		**68**
GIS 100	Introduction to GIS	5
GIS 101	Natural Resources for GIS	5
GIS 110	Fundamentals of Geodesy	6
GIS 112	Intermediate GIS	6
GIS 114	Advanced GIS: Application Development	6
GIS 116	Spatial Analysis in GIS	6
GIS 120	Introduction to Raster-Based GIS	6
GIS 122	GIS in Natural Resources, Business and Government	5
GIS 124	Cartographic Design for GIS	6
GIS 126	Database Design and Management in GIS	6
GIS 127	GIS Internet Mapping	5
GIS 128	Global Positioning Field Techniques	3
GIS 129	Advanced Global Positioning Systems	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,108
Books/Supplies: $780
(Costs are estimates and are subject to change.)

Health/Medical

Computed Tomography Specialist Certificate	Page 174
Dental Assisting Diploma	175
Diagnostic Medical Sonography Diploma	177
Echocardiography Diploma	181
Health Information Technology Degree	184
Imaging Science Services Assistant Certificate	186
Magnetic Resonance Imaging Technology Diploma	188
Magnetic Resonance Imaging Specialist Certificate	192
Medical Assisting Diploma	193
Medical Coding Certificate	195
Medical Receptionist Certificate	196
Opticianry Degree	197
Opticianry Diploma	199
Ophthalmic Medical Assistant Diploma	200
Optician's Assistant Certificate	202
Paramedic Technology Diploma	203
Emergency Medical Technician Intermediate Certificate	205
Pharmacy Technology Diploma	207
Phlebotomy Technician Certificate	209
Practical Nursing Diploma	211
Health Service Technician Certificate	214
Patient Care Assisting Certificate	216
Radiologic Technology Diploma	217
Radiology PACS Specialist Diploma	221
Imaging Informatics Clinical Specialist Certificate	223
Surgical Technology Diploma	224
Tumor Registry Management Degree	227
Tumor Registry Specialist Certificate	229
Vascular Technology Specialist Certificate	231
Veterinary Technology Degree	232
Veterinary Assistant Certificate	234
Veterinary Technology Sonographer Certificate	236

Computed Tomography Specialist Certificate

DESCRIPTION

The Computed Tomography Specialist program provides educational opportunities to the post-graduate registered Radiologic Technologist. The program prepares the student to use x-rays and computer technology to produce cross-sectional anatomical images of the human body for diagnostic testing. The clinical component is designed to meet clinical competency requirements of the America Registry of Radiologic Technologist (ARRT) exam in Computed Tomography. The program consists of on-line didactic courses and clinical requirements performed, if possible, close to the student's home at a local hospital or imaging center. This local opportunity is dependent upon establishing an affiliate agreement between a hospital or imaging center in your area and Ogeechee Technical College.

EMPLOYMENT OPPORTUNITIES

Graduates of this certificate will find employment in healthcare facilities and imaging centers.

LICENSURE/CERTIFICATION:

American Registry of Radiologic Technologist (ARRT) certification in Computed Tomography (CT)

ADMISSIONS CRITERIA

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	75	NA

COMPUTED TOMOGRAPHY SPECIALIST CURRICULUM

The curriculum for the Computed Tomography Specialist Certificate program is designed for the quarter system. Entrance dates vary. To graduate, certificate-seeking students must earn a minimum of 29 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		29
RAD 220 (OL)	Introduction to Computed Tomography(OL)	2
RAD 221	Computed Tomography Physics and Instrumentation(OL)	7
RAD 222	Computed Tomography of the Head, Neck, and Chest(OL)	4
RAD 223	Computed Tomography of the Abdomen, Pelvis, and Musculoskeletal System(OL)	4
RAD 225	Computed Tomography Clinical Application I	5
RAD 226	Computed Tomography Clinical Application II	7

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,082
Books/Supplies: $400.00
Uniform Costs: NA
Liability Insurance: $11 per fiscal year
Certification Exam: $150 (optional)
Physical Exam: $150

TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39 ($12 each additional county)
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 3
General Location of the Clinical Sites:
Bulloch and Evans Counties
(Additional sites may be established through an affiliate agreement between a hospital or imaging center in your area and Ogeechee Technical College.)
Special Requirements of the Clinical Sites:

If the clinical site requires a current physical, criminal background check and/or drug screen, the following requirements must be met: Students must submit a medical exam stating that the student is in good health by the end of the quarter prior to first clinical course. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them.

The following forms will be provided by the instructor;

- Physical Form
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Computerized Tomography Specialist clinical education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a CT environment. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

There are two clinical education courses required for the Computed Tomography Specialist. They are RAD 225 Clinical Application I and RAD 226 Clinical Application II. RAD 225 Clinical Application I requires that the student spend a minimum of 15 hours a week in a supervised work setting, for a total of 150 hours, and RAD 226 Clinical Application II require that the students spend a minimum of 21 hours a week in a supervised work setting, for a total of 210 hours.

Dental Assisting Diploma

DESCRIPTION

The Dental Assisting accredited program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of dental assisting. Graduates of the program receive a Dental Assisting diploma and are eligible to sit for a national certification examination.

EMPLOYMENT OPPORTUNITIES

Graduates of the Dental Assisting program are prepared for responsible positions in private offices, public health dentistry, dental school clinics, and federal and state community clinics.

ACCREDITATION

The Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

LICENSURE/CERTIFICATION

Dental assistants who choose to become nationally certified may take the Dental Assisting National Board (DANB). Students may sit for the national exam upon completion of the program.

ADMISSIONS CRITERIA

- attainment of 18 years of age;
- documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements;
- achievement of minimum regular admission scores on tests of reading, language, and math as specified in GTCSG document Minimum Program Entrance Scores; and
- completion of application and related procedures.

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

DENTAL ASSISTING CURRICULUM

The curriculum for the Dental Assisting diploma program is designed for the quarter system. A student may enter the program Fall Quarter. To graduate, diploma-seeking students must earn a minimum of 89 quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**13**
ENG 101	English (OL)	5
MAT 100	Basic Mathematics (OL)	3
PSY 101	Basic Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**73**
AHS 104	Introduction to Healthcare	3
DEN 101	Basic Human Biology	3
DEN 102	Head and Neck Anatomy	2
DEN 103	Preventive Dentistry	4
DEN 105	Microbiology and Infection Control	3
DEN 106	Oral Anatomy	5
DEN 107	Oral Pathology and Therapeutics	4
DEN 109	Dental Assisting National Board Examination Preparation	3
DEN 134	Dental Assisting I	7
DEN 135	Dental Assisting II	7
DEN 136	Dental Assisting III	4
DEN 137	Dental Assisting-Expanded Functions	4
DEN 138	Scopes of Professional Practices	2
DEN 139	Dental Radiology	5
DEN 140	Dental Practice Management	5
DEN 146	Dental Practicum I	2

DEN 147	Dental Practicum II	2
DEN 148	Dental Practicum III	8

(OL) designation indicates course may be available online during selected quarters

PROGRAM COSTS

Tuition/Fees: $2,605
Books/Supplies: $950
Uniform Costs: Approximately $200*
Liability Insurance: $11 per fiscal year
Certification Exam: $300-475
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
Dosimeter Badge: $30
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
GDA Expanded Functions Course: $70
** Uniforms are required beginning 3rd quarter.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 16
General Location of the Clinical Sites:
Bulloch, Evans, and Screven Counties and Fort Stewart
Special Requirements of the Clinical Sites:

- CPR Certification
- Beginning third quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor.

Clinical Education Courses

The Dental Assisting practicums provide students with opportunities to observe and assist in a dental office setting. The clinical practicums allow the student to become involved in a work situation at a professional level.

Clinical Assignments

The student is required to spend a minimum of six hours per week during DEN 146, six hours per week during DEN 147, and 24 hours per week during DEN 148 in a supervised work setting. Assigned clinical times may range from 7:30 a.m. – 5:00 p.m. Monday-Thursday. Clinical sites are selected by the program administrator. Students are responsible for having reliable transportation to the site.

Diagnostic Medical Sonography Diploma

(Competitive Admissions Program)

DESCRIPTION

The Diagnostic Medical Sonography program is designed to prepare students for work in the allied health field as diagnostic medical sonographers. The program offers both clinical and didactic instruction.

EMPLOYMENT OPPORTUNITIES

Successful completion of this program should enable graduates to pursue job opportunities in one of several diagnostic imaging areas such as hospitals or medical centers, imaging centers, and physician offices.

ACCREDITATION

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Ph. 727.210.2350,

LICENSURE/CERTIFICATION

Graduates of the Diagnostic Medical Sonography program must pass the American Registry of Diagnostic Medical Sonographer Examination to become a Registered Diagnostic Medical Sonographer.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Complete the Imaging Science Services Assistant (ISSA) certificate with a "C" or better in all ISSA coursework and an overall GPA of 2.5 or better in all ISSA coursework. (ISSA certificate must be completed by the end of summer quarter prior to winter program admission)
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.
- Take the Health Occupations Aptitude Examination and score at least a 30th percentile in four of the five designated areas (excludes Spelling section) prior to admission to the ISSA program;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	79	NA

Note: The number of students accepted into the Diagnostic Medical Sonography program is based on the standards set by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), which are based on the availability of the program's clinical education settings.

A non-discriminatory policy and a pregnancy policy are available upon request.

If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of the application fee.

DIAGNOSTIC MEDICAL SONOGRAPHY DIPLOMA CURRICULUM

The curriculum for the Diagnostic Medical Sonography Diploma program is designed for the quarter system. A student may enter the program winter quarter. To graduate, students must earn a minimum of 122 quarter credit hours. The program generally takes 9 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		10
ENG 101	General English (OL)	5
MAT 103	Algebraic Concepts (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		6
SCT 100	Introduction to Microcomputers *(OL)*	3
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3

OCCUPATIONAL COURSES		106
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health	3
AHS 156 **OR** RAD 123	Health Science Physics **OR** Radiologic Science	5
DMS 131	Foundation of Sonography	5
DMS 132	Sonographic appearance of Normal Anatomy	4
DMS 133	Cross Sectional Anatomy	4
DMS 134	Pelvic Sonography and Pathology	2
DMS 135	Abdominal Sonography and Pathology	5
DMS 136	Sonographic Physics I	3
DMS 137	Clinical Sonography I	8
DMS 201	Normal Obstetric Sonography	3
DMS 202	Sonographic Physics II	2
DMS 203	High Resolution Imaging	2
DMS 204	Clinical Sonography II	8
DMS 205	Interventional Sonography	1
DMS 206	Pediatric Sonography	2
DMS 207	Abnormal Obstetric Sonography	3
DMS 208	Introduction to Vascular Sonography	2
DMS 209	Clinical Sonography III	8
DMS 210	Comprehensive Physics Registry Review	2
DMS 211	Clinical Sonography IV	11
DMS 212	Comprehensive Abdomen Registry Review	2
DMS 213	Comprehensive OB/GYN Registry Review	2
DMS 214	Clinical Sonography V	11

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $4,840
Books/Supplies: $1,200
Uniform Costs: Approximately $250
Liability Insurance: $11 per fiscal year
Certification Exams: $ 600
Physical Exam: $200
TB Test: $40
Tetanus vaccination (within last 10 years) $50
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
(Costs are estimates and are subject to change.)

READMISSION REQUIREMENTS:

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the Dean for Health Sciences.

A student who is dropped from the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs due to academic reasons, attendance, or having received a grade less than "C" in any Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology course will be limited to a ONE-TIME re-entry into the program.

In addition to the above statement, a student may repeat only one quarter in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space-available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

A student desiring to re-enroll in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully-completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility.
- The student who has taken a leave of absence greater than one year will need to start over under the new TCSG standards for Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs.

CLINICAL EDUCATION

Number of Clinical Sites: 16
General Location of the Clinical Sites:
Bulloch, Chatham, Emanuel, Evans, Liberty, Laurens, and Ware Counties
Special Requirements of the Clinical Sites:

- Current CPR Certification
- Immunization Records
- Annual TB Test
- Hepatitis B vaccinations or a completed declination form
- Current Tetanus vaccination
- Current physical examination
- #4402 Forensic Drug Panel (7) or similar screening
- Criminal Background Check

Clinical Education Courses

The Diagnostic Medical Sonography Clinical Education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in Radiology/Imaging Departments and related business environments. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for Clinical Education hours. If the student missed more than 10% of the total clinical education hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Sonography students will rotate through the clinical affiliates on a quarterly basis. Clinical assignments are made during the first shift hours, Monday through Friday. Assignments may include second shift and weekend rotations. Clinical schedules will be distributed at the beginning of each quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule.

Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

Echocardiography Diploma

(Competitive Admissions Program)

DESCRIPTION

The Echocardiography program is designed to prepare students for work in the allied health field as echocardiographers. The program offers both clinical and didactic instruction.

EMPLOYMENT OPPORTUNITIES

Successful completion of this program should enable graduates to pursue job opportunities in several diagnostic imaging areas such as hospitals, imaging centers, and physicians' offices.

ACCREDITATION

The Echocardiography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.

LICENSURE/CERTIFICATION

Graduates of the Echocardiography program must pass the American Registry of Cardiac Sonographers examination to become a Registered Diagnostic Cardiac Sonographer.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Complete the Imaging Science Services Assistant (ISSA) certificate with a "C" or better in all ISSA coursework and an overall GPA of 2.5 or better in all ISSA coursework. (ISSA certificate must be completed by the end of Fall Quarter prior to Spring program admission)
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.
- Take the Health Occupations Aptitude Examination and score at least a 30th percentile in four of the five designated areas (excludes Spelling section) prior to admission to the ISSA program; Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA

CPE	75	75	75	NA

Note: The number of students accepted into the Echocardiography program is based on the standards set by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), which are based on the availability of the program's clinical education settings.
A non-discriminatory policy and a pregnancy policy are available upon request.
If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of application fee.

ECHOCARDIOGRAPHY DIPLOMA CURRICULUM

The curriculum for the Echocardiography Diploma program is designed for the quarter system. A student may enter the program Spring Quarter. To graduate, students must earn a minimum of 122 quarter credit hours. The program generally takes 9 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	General English (OL)	5
MAT 103	Algebraic Concept *(OL)*	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
SCT 100	Introduction to Microcomputers *(OL)*	3
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
OCCUPATIONAL COURSES		**106**
AHS 101	Anatomy and Physiology *(OL)*	5
AHS 102	Drug Calculation & Administration	3
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences (OL)	3
AHS 156	Health Sciences Physics or RAD 123	5
AHS 157	Health Sciences Chemistry	5
CVT 103	Electrophysiology and Cardiac Anatomy	4
CVT 104	Electrophysiology II	2
CVT 108	Cardiovascular Advanced Hemodynamics	3
CVT 109	Cardiovascular Pathophysiology	3
CVT 110	Non-Invasive Cardiovascular Fundamentals	4
CVT 111	Invasive Cardiovascular Fundamentals	4
DMS 136	Sonographic Physics I	3
DMS 202	Sonographic Physics II	2
ECH 131	Echocardiography I	6
ECH 132	Echocardiography Clinical I	8
ECH 133	Echocardiography Clinical II	8
ECH 135	Echocardiography II	6
ECH 155	Professional Development	1
ECH 205	Comprehensive Registry Review	2
ECH 234	Echocardiography Clinical III	8
ECH 236	Echocardiography III	6
ECH 237	Echocardiography Clinical IV	12

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $4,300
Books/Supplies: $1,400

Uniform Costs: Approximately $250
Liability Insurance: $11 per fiscal year
Registry Exam: $400
Physical Exam: $200
TB Test: $40
Tetanus vaccination (within last 10 years) $50
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
(Costs are estimates and are subject to change.)

READMISSION REQUIREMENTS:

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the Dean for Health Sciences.

A student who is dropped from the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs due to academic reasons, attendance or having received a grade less than "C" in any Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology course will be limited to a ONE-TIME re-entry into the program.

In addition to the above statement, a student may repeat only one quarter in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

A student desiring to re-enroll in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility. The student who has taken a leave of absence greater than one year will need to start over under the new TCSG standards for Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs.

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites:
Tattnall, Chatham, Glynn, Ware, Laurens, Hilton Head, SC
Special Requirements of the Clinical Sites:

- Current CPR Certification
- Immunization Records
- Uniforms
- Liability Insurance: $11 per fiscal year
- TB Test Hepatitis B vaccinations or a completed declination form

- Current Tetanus vaccination
- Physical examination
- #4402 Forensic Drug Panel (7) or similar screening
- Criminal Background Check

Clinical Education Courses

The Echocardiography Program Clinical Education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in Cardiology Departments and related business environments. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for Clinical Education hours.

If the student misses more than 10% of the total clinical education hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Echocardiography students will rotate through the clinical affiliates on a quarterly basis. Clinical assignments are made during the first shift hours, Monday through Friday. Clinical schedules will be distributed at the beginning of each quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only Program Faculty can approve changes in the clinical schedule.

Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

Health Information Technology Degree

DESCRIPTION

The Associate of Applied Science Degree in Health Information Technology prepares students for employment as technicians in the health information field as health information technicians. Health information technicians are responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the healthcare delivery system. Health information technicians possess the technical knowledge and skills necessary to process, maintain, compile, and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. The health information technician may be responsible for functional supervision of the various components of the health information system.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science Degree in Health Information Technology are prepared for professional positions in hospitals, physicians' offices, state and federal health care agencies, clinics, managed care organizations, behavioral health facilities, consulting and law firms, ambulatory care facilities, information system vendors, insurance companies, and long-term care facilities.

ACCREDITATION

The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). CAHIIM may be contacted at 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800, Ph. 312.233.1100.

LICENSURE/CERTIFICATION

Students completing the Associate of Applied Science degree in Health Information Technology will be eligible to take the American Health Information Technology National Examination for certification as a Registered Health Information Technologist (RHIT).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

HEALTH INFORMATION TECHNOLOGY CURRICULUM

The curriculum for the Health Information Technology degree program is designed for the quarter system. A student may enter the program any quarter for general education courses but only Fall Quarter for program courses. To graduate, degree-seeking students must earn a minimum of 107 quarter credit hours. The program generally takes 7 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**35**
BIO 193	Anatomy and Physiology I	5
BIO 194	Anatomy and Physiology II	5
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5 5
ENG 195 **OR** SPC 191	Technical Communications **OR** Fundamentals of Speech	5 5
MAT 191	College Algebra (OL)	5
PSY 191	Introductory Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**69**
AHS 109	Medical Terminology for the (OL)	3
AHS 155	Epidemiology (OL)	2
HCMT 203	Healthcare Supervision (OL)	5
HCMT 204	Healthcare Management (OL)	5
HIT 201	Introduction to HIT (OL)	3
HIT 202	Legal Aspects of HIT (OL)	3
HIT 203	Health Data Management (OL)	5
HIT 204	Healthcare Statistics and Research (OL)	4
HIT 205	Performance Improvement (OL)	3
HIT 206	Health Information Technology Practicum I	4
HIT 207	Health Information Technology Practicum II	4
HIT 208	Health Information Technology Practicum III	4
HIT 210	Computers in Healthcare (OL)	3

HIT 215	Coding and Classification I (OL)	4
HIT 216	Coding and Classification II (OL)	4
HIT 217	Coding and Classification III (OL)	3
MAS 112	Human Diseases (OL)	5
PHR 104	Pharmacology (OL)	5

(OL) designation indicates course may be available online during selected quarters. .

PROGRAM COSTS

Tuition/Fees: $3,920
Books/Supplies: $2,000
Uniform Costs: N/A
Liability Insurance: $11 per fiscal year
Certification Exam: AHIMA Member $205.00/Nonmember $ 260.00
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $100
Criminal Background Check: $40
#4402 Forensic Drug Panel (7) or similar screening: $25
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 20
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, and Screven
Special Requirements of the Clinical Sites:

- A medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Facility Orientation
- Criminal Background Check

Clinical Education Courses

The Health Information Technology practicum experiences provide students with an opportunity for in-depth application and reinforcement of principles and techniques in a health information department setting. The clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires observation, practice, and follows through.

Each practicum requires that the student spend a minimum of 12 hours a week in a supervised work setting, for a total of 120 hours. Students may not receive pay from the clinical site for practicum hours. If the student misses more than 12 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the course instructor.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday. However, some clinical sites may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Imaging Science Services Assistant Certificate

DESCRIPTION

The Imaging Science Services Assistant program is designed to prepare students for positions in Radiology/Imaging departments and related businesses and industries.

EMPLOYMENT OPPORTUNITIES

Graduates will be able to perform a variety of duties to assist the medical and technical staff in activities centered on the completion of Sonographic/Radiographic or Magnetic Resonance procedures. These duties include film processing procedures, basic patient care, patient transportation, film file library, front office procedures, including scheduling, patient interaction, data entry, and procedure completion documentation.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age (must be 18 years of age prior to clinical assignment)
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Achieve a 30th percentile or higher in the following areas: academic aptitude, information in the natural sciences, judgment and comprehension, and vocational adjustment index on the PSB Health Occupations Aptitude Exam;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	79	NA

IMAGING SCIENCE SERVICES ASSISTANT CERTIFICATE CURRICULUM

The curriculum for the Imaging Science Services Assistant Certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 44 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 103	Algebraic Concepts (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**28**
AHS 101	Anatomy and Physiology (OL)	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences (OL)	3
BUS 106	Office Procedures (OL)	5
ISS 132	Clinical Practice	2
RAD 101	Introduction to Radiography	5
RAD 123	Radiologic Science	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,627
Books/Supplies: $1,100
Uniform Costs: Approximately $50*
Liability Insurance: $11 per fiscal year
Dosimeter: $12

Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $39 ($12 each additional county)
** Uniforms are required for ISS 132.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 16
General Location of the Clinical Sites:
Bulloch, Chatham, Emanuel, Jefferson, Jenkins, Liberty, and Screven Counties
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training
- Students must submit a medical exam by the middle of the quarter prior to ISS 132 stating that the student is in good health. This must include documentation of TB skin testing and all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- #4402 Forensic Drug Panel (7) or similar screening

Clinical Education Courses

One clinical education course is required for the ISSA certificate. ISS 132 requires the student to spend a minimum of 8 hours a week in a supervised work setting, for a total of 80 hours. Students may not receive pay from the clinical site for clinical education hours. If a student misses more than 10% of the total clinical education hours, the student will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Students will be assigned a clinical affiliate during one quarter of the ISSA program. Clinical assignments are made during the first shift hours, Monday through Friday. Assignments may include second shift and weekend rotations. Clinical schedules will be distributed at the beginning of the quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the program faculty. Only program faculty can approve changes in the clinical schedule. Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

Magnetic Resonance Imaging Technology Diploma

(Competitive Admissions Program)

DESCRIPTION

The Magnetic Resonance Imaging Technology program is a sequence of courses that prepares students for positions in Radiology/Imaging Departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement placement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Magnetic Resonance Imaging Technology diploma, have the qualifications of an MRI technologist, and are eligible to apply for an opportunity to sit for a national certification examination for MRI technologists.

EMPLOYMENT OPPORTUNITIES

Graduates of the Magnetic Resonance Imaging Technology program are prepared for responsible positions in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

ACCREDITATION

The Magnetic Resonance Imaging Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312.704.5300. Email: mail@jrcert@.org.

LICENSURE/CERTIFICATION

Graduates must pass the American Registry of Radiologic Technologists Examination in the Magnetic Resonance discipline to become Registered Technologists. Graduates are eligible to sit for the certification exam given by the American Registry of Radiologic Technologists. The American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with a conviction to work in the profession.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Complete the Imaging Science Services Assistant (ISSA) certificate with a "C" or better in all ISSA coursework and an overall GPA of 2.5 or better in all ISSA coursework. (ISSA certificate must be completed by the end of Spring Quarter prior to Fall program admission)
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.
- Take the Health Occupations Aptitude Examination and score at least a 30th percentile in four of the five designated areas (excludes Spelling section) prior to admission to the ISSA program; Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	79	NA

Note: The number of students accepted into the Magnetic Resonance Imaging program is based on the standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT), which are based on the availability of the program's clinical education settings.
A non-discriminatory policy and a pregnancy policy are available upon request.
If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of the application fee.

MAGNETIC RESONANCE IMAGING TECHNOLOGY DIPLOMA CURRICULUM

The curriculum for the Magnetic Resonance Imaging Technology Diploma program is designed for the quarter system. A student may enter the program Spring Quarter. To graduate, diploma-seeking students must earn a minimum of 122 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	General English (OL)	5
MAT 103	Algebraic Concepts (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers *(OL)*	3

OCCUPATIONAL COURSES		106
AHS 101	Anatomy and Physiology *(OL)*	5
AHS 104	Introduction to Health Care	3
RAD 101	Introduction to Radiography	5
RAD 107	Principles of Radiographic Exposure I	4
RAD 116	Principles of Radiographic Exposure II	3
RAD 119	Radiographic Pathology and Medical Terminology	3
RAD 120	Principles of Radiation Biology and Protection	5
RAD 123	Radiologic Science	5
MRI 101	Orientation and Introduction to MRI	4
MRI 102	MRI Instrumentation and Physics	5
MRI 103	Sectional Anatomy I	5
MRI 104	Sectional Anatomy II	3
MRI 105	MRI Imaging Procedures I	5
MRI 106	MRI Imaging Procedures II	3
MRI 107	Advanced Imaging and Quality Assurance	4
MRI 108	MRI Registry Review	4
MRI 109	MRI Pathology	4
MRI 110	MRI Clinical Education I	4
MRI 111	MRI Clinical Education II	7
MRI 112	MRI Clinical Education III	7
MRI 113	MRI Clinical Education IV	9
MRI 114	MRI Clinical Education V	9

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,108
Books/Supplies: $1,100
Uniform Costs: Approximately $250
Liability Insurance: $11 per fiscal year
Certification Exam: $150
Physical Exam: $200
TB Test: $40
Tetanus vaccination (within last 10 years) $50
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
(Costs are estimates and are subject to change.)

READMISSION REQUIREMENTS

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the Dean for Health Sciences.

A student who is dropped from the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs due to academic reasons, attendance or having received a grade less than “C” in any Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology course will be limited to a ONE-TIME re-entry into the program.

In addition to the above statement, a student may repeat only one quarter in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology program curriculum wherein the minimum grade of “C” was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

A student desiring to re-enroll in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility.
- The student who has taken a leave of absence greater than one year will need to start over under the new TCSG standards for Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs.

CLINICAL EDUCATION

Number of Clinical Sites: 12
General Location of the Clinical Sites:
Bulloch, Toombs, Chatham, Jasper, and Laurens Counties
Special Requirements of the Clinical Sites:

- Current CPR Certification
- Immunization Records
- Annual TB Test
- Hepatitis B vaccinations or a completed declination form
- Current Tetanus vaccination
- Current physical examination
- #4402 Forensic Drug Panel (7) or similar screening
- Criminal Background Check

Clinical Education Courses

The Magnetic Resonance Imaging Technology Clinical Education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in Radiology/Imaging Departments and MRI facilities. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for Clinical Education hours.

If the student misses more than 10% of the total clinical education hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

MRI students will rotate through the clinical affiliates on a quarterly basis. Clinical assignments are made primarily during the first shift hours, Monday through Friday. Assignments may include variable shifts due to clinical site preference. Clinical schedules will be distributed at the beginning of each quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule.

Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

Magnetic Resonance Imaging Specialist Certificate

DESCRIPTION

The Magnetic Resonance Imaging (MRI) Specialist program provides educational opportunities to the post-graduate registered Radiologic Technologist, Radiation Therapist, and Nuclear Medicine Technologist through online didactic instruction. The MRI Specialist program does not have any clinical requirements. The program prepares the student to use a magnet and radio frequency to produce cross-sectional anatomical images of the human body for diagnostic testing. In addition, the program prepares the student for the American Registry of Radiologic Technologists (ARRT) exam in Magnetic Resonance Imaging upon completion.

EMPLOYMENT OPPORTUNITIES

Graduates of the Magnetic Resonance Imaging Specialist program will allow Registered Radiologic Technologists, Registered Radiation Therapists, and Registered Nuclear Medicine Technologists the opportunity to become Magnetic Resonance Imaging Specialists in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

ACCREDITATION

The Magnetic Resonance Imaging Technology program is accreded by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312.704.5300. Email: mail@jrcert@.org.

LICENSURE/CERTIFICATION

Graduates of the Magnetic Resonance Imaging Specialist program may sit for the American Registry of Radiologic Technologists (ARRT) exam in Magnetic Resonance Imaging.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Students must be a registered Radiologic Technologist, registered Radiation Therapist, or a registered Nuclear Medicine Technologist (American Registry of Radiologic Technologists or equivalent) and submit a copy of their current ARRT card.
- If the student is a recent graduate of an accredited Radiologic Technology, Radiation Therapy, or Nuclear Medicine program, he/she must pass the ARRT exam within six weeks.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	75	NA

A non-discriminatory policy and a pregnancy policy are available upon request.
If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of the application fee.

MAGNETIC RESONANCE IMAGING SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Magnetic Resonance Imaging Specialist Certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 18 quarter credit hours. The program is 3 quarters in length and starts summer quarter.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		18
MRI 101	Orientation and Introduction to MRI	4
MRI 102	MRI Instrumentation and Physics	5
MRI 108	MRI Registry Review	4
MRI 115	Cross-Sectional-Anatomy	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,916
Books/Supplies: $250
Certification Exam: $150
(Costs are estimates and are subject to change.)

Medical Assisting Diploma

DESCRIPTION

The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Medical Assisting program are prepared for responsible positions as medical office assistants, medical secretaries, hospital transcriptionists, medical receptionists, clinical staff, laboratory assistants, and other related health care occupations.

ACCREDITATION

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment. CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Ph. 727.210.2350.

LICENSURE/CERTIFICATION

Graduates must pass the American Association of Medical Assistants National Certification examination to be a Certified Medical Assistant. Graduates are eligible to sit for the national certification exam given by the American Association of Medical Assistants offered three times per year in January, June, and October.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

MEDICAL ASSISTING CURRICULUM

The curriculum for the Medical Assisting Diploma program is designed for the quarter system. A student may enter the program any quarter for general education courses, fall and spring quarters for program courses. To graduate, Medical Assisting diploma-seeking students must earn a minimum of 84 credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 101	English (OL)	5
MAT 101	General Math (OL)	5
PSY 101	Basic Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**66**
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied health Sciences (OL)	3
BUS 101	Document Processing	6
MAS 101	Legal Aspects of the Medical Office	3
MAS 103	Pharmacology	5
MAS 106	Medical Office Procedures	5
MAS 108	Medical Assisting Skills I	6
MAS 109	Medical Assisting Skills II	6
MAS 110	Medical Insurance Management	3
MAS 111	Administrative Practice Management	4
MAS 112	Human Diseases	5
MAS 117	Medical Assisting Externship	8
MAS 118	Medical Assisting Seminar	4

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,625
Books/Supplies: $1,100
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
Certification Exam: $95
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
**#4402 Forensic Drug Panel (7) or similar screening: $25
**Criminal Background Check: $50

** Uniforms are required beginning second quarter*
***If required by clinical site*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 20
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, and Screven Counties

Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Beginning third quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check (if required by individual site)
- Urine Drug Screen (if required by individual site)

Clinical Education Courses

The Medical Assisting Externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The Externship requires that the student spend a minimum of 24 hours a week in a supervised work setting, for a total of 240 hours. Students may not receive pay from the clinical site for externship hours. If the student misses more than 24 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the externship coordinator.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday and 8:00 a.m.-12 noon on Saturdays. However, some clinicals may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Medical Coding Certificate

DESCRIPTION

This program is designed to provide students with the knowledge, skills, and attitudes for employment in medical coding. The program emphasizes a combination of theory and practical applications in medical and physicians coding procedures.

EMPLOYMENT OPPORTUNITIES

Medical Coding completers find a variety of employment opportunities in health care facilities including ambulatory care centers, hospitals, and physicians' offices.

LICENSURE/CERTIFICATION

Graduates of the Medical Coding program may sit for certification examinations through the American Health Information Management Association. Exams include the CCA (Certified Coding Associate), CCS (Certified Coding Specialist), and the CCS-P (Certified Coding Specialist, Physician based.) Information is available through www.ahima.org.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

MEDICAL CODING CERTIFICATE CURRICULUM

The curriculum for Medical Coding Certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 33 credit hours. The program generally takes 4 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**5**
ENG 101 **OR** ENG 111	General English (OL) **OR** Business English (OL)	5
OCCUPATIONAL COURSES		**28**
BUS 101	Document Processing (OL)	6
MAS 112	Human Diseases (OL)	5
MAS 151	Medical Procedures Coding I (OL)	3
MAS 152	Medical Procedures Coding II (OL)	3
MAS 153	Physicians' Procedural Coding (OL)	3
AHS 101	Anatomy and Physiology (OL)	5
AHS 109	Medical Terminology (OL)	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,986
Books/Supplies: $1,100
Certification Exam: CCA - $250, CCS - $385, CCS-P - $385
(Costs are estimates and are subject to change.)

Medical Receptionist Certificate

DESCRIPTION

The Medical Receptionist Certificate program provides learning opportunities which introduce, develop and reinforce academic and occupational knowledge, skills and attitudes required in today's medical offices. Medical receptionists answer the phone and keep records of callers, schedule appointments, greet patients, and interview patients to gain needed information.

EMPLOYMENT OPPORTUNITIES

The Medical Receptionist program prepares students to work in the front office of a physician's office, clinic or other out-patient facilities.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

MEDICAL RECEPTIONIST CERTIFICATE CURRICULUM

The curriculum for the Medical Receptionist Certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 21 credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		21
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences (OL)	3
MAS 101	Legal Aspects of the Medical Office (OL)	3
MAS 106	Medical Office Procedures (OL)	5
MAS 110	Practice Management (OL)	3
MAS 111	Reimbursement Management (OL)	4

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $1,074
Books/Supplies: $400
(Costs are estimates and are subject to change.)

Opticianry Degree

DESCRIPTION

The Opticianry associate degree program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The Opticianry program teaches students how to fabricate prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry associate degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Opticianry management. Graduates of the program receive an Opticianry Associate of Applied Science degree.

EMPLOYMENT OPPORTUNITIES

Graduates with the Associate of Applied Science in Opticianry degree are prepared for responsible positions in doctor's offices and retail dispensing locations.

ACCREDITATION

The Opticianry program is accredited by the Commission on Opticianry Accreditation (COA), P. O. Box 4342, Chapel Hill, NC 27515, Phone 703.468.0566, www.coaccreditation.com.

LICENSURE/CERTIFICATION:

Upon successful completion of the program, students are eligible to apply for state licensure to become a Licensed Dispensing Optician (LDO).

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable
- Meet the following assessment

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42

COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	79	NA

OPTICIANRY DEGREE CURRICULUM

The curriculum for the Opticianry degree program is designed for the quarter system. A student may enter the program fall or spring quarter. To graduate, degree-seeking students must earn a minimum of 111 credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**30**
ENG 191*	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5
MAT 196	Contemporary Mathematics	5
SPC 191	Fundamentals of Speech	5
XXX xxx	Social Science Elective	5
XXX xxx	Behavioral Science Elective	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**78**
OPD 101	Introduction to Ophthalmic Optics	5
OPD 102	Eye Anatomy and Physiology	4
OPD 103	Applied Optical Theory	5
OPD 106	Optical Laboratory Techniques I	8
OPD 107	Optical Laboratory Techniques II	8
OPD 108	Contact Lens Instrumentation	6
OPD 109	Frame Selection and Dispensing	6
OPD 111	Soft Contact Lenses	6
OPD 112	Eyewear Lens Selection and Dispensing	6
OPD 113	Rigid Contact Lenses	6
OPD 114	Opticianry Sales	6
OPD 117	Contact Lens Review	3
OPD 118	Opticianry Review	3
OPD 119	Opticianry Occupation-Based Instruction	6

PROGRAM COSTS:

Tuition/Fees: $4,494
Books/Supplies: Approximately $1,100
Uniform Costs: Approximately $50
Liability Insurance: $11 per fiscal year
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of clinical sites: 7

General location of the clinical sites: Bulloch, Chatham, Candler, and Evans Counties

Clinical Education Courses

The Opticianry degree program externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a real-world setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The externship requires that students spend a minimum of 18 hours a week in a supervised work setting for a total of 180 hours; during that time, students are evaluated by the clinical preceptor and the externship coordinator. Students not satisfactorily completing the required 180 hours are given an incomplete until such hours are obtained. Students are encouraged to find their own externship sites.

Opticianry Diploma

DESCRIPTION

The Opticianry program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. The Opticianry program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Opticianry management. Graduates of the program receive an Opticianry diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Opticianry diploma program are prepared for responsible positions in doctor's offices, wholesale optical laboratories and retail dispensing locations.

ACCREDITATION

The Opticianry program is accredited by the Commission on Opticianry Accreditation (COA), PO Box 4342, Chapel Hill, NC 27515. www.coaccreditation.com.

LICENSURE/CERTIFICATION

Upon successful completion of the program, students are eligible to apply for state licensure to become a Licensed Dispensing Optician (LDO).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable
- Meet the following assessment

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	79

OPTICIANRY DIPLOMA CURRICULUM

The curriculum for the Opticianry diploma program is designed for the quarter system. A student may enter the program fall or spring quarter. To graduate, diploma-seeking students must earn a minimum of 94 credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 111	Business English (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**78**
OPD 101	Introduction to Ophthalmic Optics	5
OPD 102	Eye Anatomy and Physiology	4
OPD 103	Applied Optical Theory	5
OPD 106	Optical Laboratory Techniques I	8
OPD 107	Optical Laboratory Techniques I	8
OPD 108	Contact Lens Instrumentation	6
PD 109	Frame Selection and Dispensing	6
OPD 111	Soft Contact Lenses	6
OPD 112	Eyewear Lens Selection and Dispensing	6
OPD 113	Rigid Contact Lenses	6
OPD 114	Opticianry Sales	6
OPD 117	Contact Lens Review	3
OPD 118	Opticianry Review	3
OPD 119	Opticianry Occupation-Based Instruction	6

PROGRAM COSTS:

Tuition/Fees (Diploma): $3,976
Books/Supplies: Approximately $1,100
Uniform Costs: Approximately $50
Liability Insurance: $11 per fiscal year
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of clinical sites: 7

General location of the clinical sites: Bulloch, Chatham, Candler, and Evans Counties

Clinical Education Courses

The Opticianry diploma program externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a real-world setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The externship requires that students spend a minimum of 18 hours a week in a supervised work setting for a total of 180 hours; during that time, students are evaluated by the clinical preceptor and the externship coordinator. Students not satisfactorily completing the required 180 hours are given an incomplete until such hours are obtained. Students are encouraged to find their own externship sites.

Ophthalmic Medical Assistant Diploma

DESCRIPTION

The Ophthalmic Medical Assistant program is a five-quarter program with an occupation-based instruction component in the sixth quarter. The diploma program is designed to prepare the student to perform adequately as an Ophthalmic Medical Assistant.

The program consists of didactic lectures designed to provide the basic clinical background necessary for the student to understand and perform the technical tasks designated to them by a licensed eye care professional. This program provides practical experience in a clinical setting under the supervision of a licensed eye care professional. The objective of the program is to develop in the student the necessary personal traits, communication skills, office skills, and assisting skills necessary to perform as an effective entry-level ophthalmic medical assistant. The program provides the student with a basic knowledge of the functioning process of the eye as well as knowledge of medical-surgical procedures conducted in a doctor's office or a clinic, along with patient education. Special emphasis is placed on the need for compassionate patient care, attention to detail, and the need to work as an integral part of the health care team.

EMPLOYMENT OPPORTUNITIES

Graduates of this program are prepared for positions in doctor's offices, clinics, and optical shops.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable
- Meet the following assessment

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

OPHTHALMIC MEDICAL ASSISTANT DIPLOMA CURRICULUM

The curriculum for the Ophthalmic Medical Assistant diploma program is designed for the quarter system. A student may enter the program fall or spring quarter. To graduate, students must earn a minimum of 84 credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 101 **OR** ENG 111	General English (OL) **OR** Business English (OL)	5
MAT 101 **OR** MAT 111	General Mathematics **OR** Business Math (OL)	5
PSY 101	Basic Psychology	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**66**
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
MAS 101	Legal Aspects of the Medical Office	3
MAS 103	Pharmacology	5

MAS 108	Medical Assisting Skills I	6
OPD 101	Introduction to Ophthalmic Optics	5
OPD 102	Eye Anatomy and Physiology	4
OPD 107	Optical Laboratory Techniques I	8
OPD 108	Contact Lens Instrumentation	6
OPD 111	Soft Contact Lenses	6
OPD 125	Ophthalmic Medical Assisting Practicum	6
SUR 101	Introduction to Surgical Technology	6

PROGRAM COSTS

Tuition/Fees: $3,976
Books/Supplies: Approximately $1,100
Uniform Costs: Approximately $50
Liability Insurance: $11 per fiscal year
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of clinical sites: 2

General location of the clinical sites: Bulloch County

Clinical Education Courses

The Ophthalmic Medical Assistant Diploma program externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a real-world setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The externship requires that students spend a minimum of 18 hours a week in a supervised work setting for a total of 180 hours; during that time, students are evaluated by the clinical preceptor and the externship coordinator. Students are encouraged to find their own externship sites.

Optician's Assistant Certificate

DESCRIPTION

This program teaches students to assist the licensed optician in the fabrication of prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. State of the art equipment is on the premises for student hands-on involvement. Graduates of this program receive an Optician's Assistant technical certificate of credit (TCC).

EMPLOYMENT OPPORTUNITIES

Completers of the Optician's Assistant program are prepared for positions in doctor's offices, retail chains, and wholesale laboratories.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable
- Meet the following assessment

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26

SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	79

OPTICIAN'S ASSISTANT CERTIFICATE CURRICULUM

The curriculum for the Optician's Assistant certificate program is designed for the quarter system. A student may enter the program fall or spring quarter. To graduate, students must earn a minimum of 50 credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		10
ENG 111	Business English (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		3
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
OCCUPATIONAL COURSES		37
OPD 101	Introduction to Ophthalmic Optics	5
OPD 102	Eye Anatomy and Physiology	4
OPD 106	Optical Laboratory Techniques I	8
OPD 107	Optical Laboratory Techniques II	8
OPD 108	Contact Lens Instrumentation	6
OPD 109	Frame Selection and Dispensing	6

PROGRAM COSTS:

Tuition/Fees: $1,626
Books/Supplies: Approximately $600
(Costs are estimates and are subject to change.)

Paramedic Technology Diploma

DESCRIPTION

The Paramedic Technology program prepares students for employment in paramedic positions in today's health services field. The Paramedic Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the basic EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology diploma and are eligible to sit for the paramedic licensure examination.

EMPLOYMENT OPPORTUNITIES

Graduates of the Paramedic Technology program are prepared to become Paramedics. Paramedics are in demand for employment with medical service providers, ambulance services, and hospitals.

LICENSURE/CERTIFICATION

Graduates are prepared to take the state written exam administered by the National Registry of Emergency Medical Technicians. Program requirements meet Georgia Department of Human Resources-OEMS/Trauma for training programs for paramedics.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Provide documentation of licensure as a Georgia EMT;

- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

PARAMEDIC TECHNOLOGY CURRICULUM

The curriculum for the Paramedic Technology Diploma program is designed for the quarter system. A student may enter the program any quarter for general education courses. A new program begins every fifth quarter. To graduate, Paramedic Technology diploma-seeking students must earn a minimum of 79 credit hours. The program generally takes 5 quarters to complete and is offered in the daytime.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 101	General Mathematics (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**66**
AHS 101	Anatomy and Physiology (OL)	5
EMS 126	Introduction to the Paramedic Profession	3
EMS 127	Patient Assessment	4
EMS 128	Applied Physiology and Pathophysiology	3
EMS 129	Pharmacology	4
EMS 130	Respiratory emergencies	5
EMS 131	Trauma	5
EMS 132	Cardiology I	5
EMS 133	Cardiology II	4
EMS 134	Medical Emergencies	5
EMS 135	Maternal/Pediatric Emergencies	5
EMS 136	Special Patients	2
EMS 200	Clinical Application of Advanced Emergency Care	11
EMS 201	Summative Evaluations	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,590
Books/Supplies: $1,500
Uniform Costs: Approximately $250*
Liability Insurance: $46 per fiscal year
Certification Exam: $215
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265

#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
** Uniforms are required beginning the second quarter, if required by clinical site.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 7
General Location of the Clinical Sites:
Bulloch, Candler, and Evans Counties
Special Requirements of the Clinical Sites:

- CPR Certification
- Beginning second quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Paramedic Technology clinical experience provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a pre-hospital setting. The clinical experience allows the student to become involved in a professional work situation applying technical skills.

The clinical experience requires that the student spend a minimum of 12-24 hours a week in a supervised work setting, for a minimum of 360 hours. Additional clinical hours may be required. Students will not receive pay from the clinical site for clinical hours. Students are evaluated by the clinical site preceptor and the program instructor.

Clinical Assignments

Clinical times will vary. Some clinical times may be scheduled to include shift work and /or weekends. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Emergency Medical Technician Intermediate Certificate

DESCRIPTION

This program covers both the U.S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum and the 1994 Emergency Medical Technician-Basic Curriculum. The EMT-I Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level.

EMPLOYMENT OPPORTUNITIES

Graduates of the Emergency Medical Technician - Intermediate program are prepared to become Emergency Medical Technicians (EMTs). EMTs are in demand for employment with medical service providers, ambulance services, and hospitals.

LICENSURE/CERTIFICATION

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician EMT-I certification examination and receive Georgia certification. Upon completion of EMC 110, students would be eligible to sit for the National Registry of EMT Basic Exam.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;

- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	41	42	31
COMPASS	79	62	50
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

Note: Students entering the EMT Intermediate certificate program possessing the EMT Basic Certification will begin with course EMC 110 and will be exempt from courses EMC 100, EMC 103, EMC 105, and EMC 108 upon successful completion of EMC 110.

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE CURRICULUM

The curriculum for Emergency Medical Technician – Intermediate program is designed for the quarter system. A student may enter the program during the spring or fall quarters for evening classes. To graduate, students must earn a minimum of 24 credit hours. The program generally takes 4 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		**24**
EMC 100	Introduction to the EMT Profession	3
EMC 103	Patient Assessment and Airway for the EMT	3
EMC 105	Medical /Behavior and OB Peds Emergencies for the EMT	4
EMC 108	Trauma Emergencies for the EMT	2
EMC 110	Summative Evaluations for EMT Basic	3
EMC 113	Pharmacology and Shock/Trauma Management for the EMT Intermediate	3
EMC 116	Medical Emergencies for the EMT Intermediate	3
EMC 119	Summative Evaluations for EMT Intermediate	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,168
Books/Supplies: $1,200
Uniform Costs: Approximately $250*
Liability Insurance: $46 per fiscal year
Certification Exam: $145
Physical Exam: $175
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 7
General Location of the Clinical Sites:
Bulloch, Candler, and Evans Counties
Special Requirements of the Clinical Sites:

- CPR Certification

- Beginning second quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Emergency Medical Technology clinical experiences are combined with the courses. Students are provided opportunities for in-depth application and reinforcement of principles and techniques in pre-hospital settings. The clinical experience allows the student to become involved in a professional work situation applying technical skills.

Program faculty will outline the minimum number of hours that will be spent in a supervised work setting. Students may not receive pay from the clinical site for clinical hours. Students are evaluated by the clinical site preceptor.

Clinical Assignments

Clinical times may vary. Some clinical times may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Pharmacy Technology Diploma

DESCRIPTION

The Pharmacy Technology program is a sequence of courses that prepares students for careers in the pharmacy field. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Pharmacy Technology program graduates are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescriptions under supervision of a pharmacist. Program graduates are to be competent in the general areas of communications, math, interpersonal relations, and computer literacy. Graduates are also to be competent to perform basic occupational functions including pouring, weighing, or measuring dosages; grinding, heating, filtering, dissolving, and mixing liquid or soluble drugs and chemicals; procuring, storing, and issuing pharmaceutical materials and supplies; and maintaining files and records. Graduates of the program receive a Pharmacy Technology diploma which qualifies them as pharmacy technicians.

EMPLOYMENT OPPORTUNITIES

Graduates of the Pharmacy Technology program are prepared for employment in hospital pharmacies, retail pharmacies, home infusion pharmacies, institutional pharmacies, military base pharmacies, and other healthcare facilities requiring professional qualified personnel. NOTE: A felony conviction may limit employment opportunities.

ACCREDITATION

The Pharmacy Technology Program is accredited for pharmacy technician training by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, Ph. 301.657.3000.

LICENSURE/CERTIFICATION

Upon completion of the Pharmacy Technology program, students may register to take the Pharmacy Technician Certification Examination. In order to sit for the PTCE, a candidate must have received a high school diploma or GED by the application receipt deadline for the exam and have never been convicted of a felony. Students are responsible for submitting applications for the examination.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

PHARMACY TECHNOLOGY CURRICULUM

The curriculum for the Pharmacy Technology, Diploma program is designed for the quarter system. A student may enter the program spring and fall quarters. To graduate, students must earn a minimum of 76 quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 101	English (OL)	5
MAT 101	General Mathematics (OL)	5
PSY 101	PSY 101 Basic Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**58**
AHS 101	Anatomy and Physiology (OL)	5
AHS 105	Basic Inorganic Chemistry	4
AHS 109	Medical Terminology for Allied Health Sciences(OL)	3
PHR 100	Pharmaceutical Calculations	5
PHR 101	Pharmacy Technology Fundamentals (OL)	5
PHR 102	Principles of Dispensing Medications	6
PHR 103	Principles of Sterile Medication Preparation	6
PHR 104	Pharmacy Technology Pharmacology (OL)	5
PHR 105	Pharmacy Technology Practicum	7
PHR 106	Advanced Pharmacy Technology Principles (OL)	5
PHR 107	Advanced Pharmacy Technology Practicum	7

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,590
Books/Supplies: $1,500
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
Certification Exam: $129
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
Drug screening: $25
Criminal Background Check: $50
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 30

General Location of the Clinical Sites:
Bulloch, Candler, Chatham, Emanuel, Evans and Screven
Special Requirements of the Clinical Sites:

- CPR Certification
- Prior to beginning clinical practicum, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Pharmacy Technology practicum provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a hospital and retail pharmacy. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The practicum requires that the student spend a minimum of 21 hours a week for 2 quarters in a supervised work setting, for a total of 420 hours. Students may not receive pay from the clinical site for practicum hours. If the student misses more than 24 hours, he/she will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the program faculty.

Clinical Assignments

Practicum times may range from 6:30-5:00 p.m. Monday through Friday. However, some practicums may be scheduled to include shift work. Practicum sites are selected by the program faculty. Students are responsible for having reliable transportation to the site.

Phlebotomy Technician Certificate

DESCRIPTION

As a part of the lab team, phlebotomists work in the laboratory collecting and processing blood to be analyzed. They have a great deal of patient contact and help calm nervous patients before beginning the blood collection process. Their experience helps them to draw blood with the least possible anxiety and discomfort to the patient. Because they risk exposure to diseases, phlebotomists are trained in laboratory safety and careful collection of blood.

EMPLOYMENT OPPORTUNITIES

Phlebotomy Technicians are employed by hospitals, physician's offices, public health departments, home health agencies, and pheresis (blood separation) departments.

ACCREDITATION

The Phlebotomy Technician Program is approved by the American Society of Phlebotomy Technicians (ASPT), P.O. Box 1831, Hickory, NC 28603, Ph. 828.327.2889

LICENSURE/CERTIFICATION

Upon satisfactory completion of the Phlebotomy Technician program, students are eligible to sit for the certification exam through the American Society of Phlebotomy technicians (ASPT).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST	Reading
ASSET	38
COMPASS	70
SAT	
ACT	
CPE	75

PHLEBOTOMY TECHNICIAN CURRICULUM

The curriculum for the Phlebotomy Technician Certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, Phlebotomy Technician certificate-seeking students must earn a minimum of 27 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**24**
AHS 101	Anatomy and Physiology (OL)	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for the Allied Health Sciences (OL)	3
PHL 103	Introduction to Venipuncture	5
PHL 105	Clinical Practice	8

(OL) designation indicates course may be available online during selected quarters

PROGRAM COSTS

Tuition/Fees: $1,627
Books/Supplies: $250
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
Certification Exam: $80
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $261
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
Certification Exam: $80
** Uniforms are required beginning 3rd quarter.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 6
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, and Screven
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Before beginning third quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Phlebotomy Technician program provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a laboratory job setting. Clinical Practice allows the student to become involved in a professional work situation applying technical skills.

The Clinical Practice requires that the student spend a minimum of 24 hours a week in a supervised work setting, for a total of 240 hours. Students may not receive pay from the clinical site for externship hours. If the student misses more than 24 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and/or the externship coordinator.

Clinical Assignments

Clinical times may range 7:00 am to 5:00 p.m. Monday-Friday. However, some clinical hours may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Practical Nursing Diploma

(Competitive Admissions Program)

DESCRIPTION

The Practical Nursing program is designed to prepare students to write the Georgia Board of Examiners of Licensed Practical Nurses 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 are 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.

EMPLOYMENT OPPORTUNITIES

Graduates of the Practical Nursing program are prepared for responsible employment positions in hospitals, nursing homes, health departments, doctor offices, and federal, state, and community agencies.

ACCREDITATION/APPROVAL

The Practical Nursing program is approved by The Georgia Board of Examiners of Licensed Practical Nursing, 237 Coliseum Dr., Macon, GA 31217, Ph. 478.207.1300.

LICENSURE/CERTIFICATION

The Georgia Board of Examiners of Licensed Practical Nurses has granted full approval to the Practical Nurse Education program at Ogeechee Technical College. The applicant that has successfully completed a Georgia approved practical nursing program before the exam date, and upon proof that the applicant meets the statutory qualifications to become a licensed practical nurse in Georgia, and upon proof of payment of proper fees, the Board will allow the applicant to take such examination. Students are eligible to sit for the NCLEX-PN licensing exam. However, the Board has the authority to refuse to grant a license to an applicant who has been convicted of a felony or any crime violating a federal or state law. Because of this policy, there may be an inability of the person with a conviction to work in the profession.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Completion of the Health Service Technician certificate with an overall GPA of 2.5 or better in the certificate

- Take the Health Occupation Aptitude Examination and score at least a 30th percentile in each of the five (5) areas
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	79

READMISSION TO THE PRACTICAL NURSING PROGRAM

Students requesting to return to the practical nursing program after a leave of absence must request in writing, to the Dean for Health Sciences for readmission,

A student who is dropped from the Practical Nursing program due to academic reasons, attendance, or having received a grade less than "C" in any Practical Nursing course will be limited to a ONE-TIME re-entry into the program. In addition to the above statement, a student may repeat only one quarter in the Practical Nursing program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, the accrediting agency and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 6 months from the date of their last completed quarter.

A student desiring to re-enroll in the Practical Nursing program after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility. The student who has taken a leave of absence greater than six months will need to start over under the new TCSG standards for Practical Nursing (http://www.TCSG.org/teched/standards/pn04.html)

PRACTICAL NURSING DIPLOMA CURRICULUM

The curriculum for the Practical Nursing Diploma program is designed for the quarter system. A student may enter the program fall and spring quarters. To graduate, the Practical Nursing diploma-seeking students must earn a minimum of 95 quarter credit hours. The program generally takes four quarters to complete after completing the Health Service Technician Certificate program.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 101	English (OL)	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3

OCCUPATIONAL COURSES		77
AHS 101	Anatomy and Physiology (OL)	5
AHS 102	Drug Calculation and Administration	3
AHS 103	Nutrition and Diet Therapy	2
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences (OL)	3
NSG 110	Nursing Fundamentals	10
NSG 112	Medical Surgical Nursing I	9
NPT 112	Medical Surgical Practicum I	7
NSG 113	Medical Surgical Nursing II	9
NPT 113	Medical-Surgical Practicum II	7
NSG 212	Pediatric Nursing	5
NPT 212	Pediatric Nursing Practicum	2
NSG 213	Obstetrical Nursing	5
NPT213	Obstetrical Nursing Practicum	3
NSG 215	Nursing Leadership	2
NPT 215	Nursing Leadership Practicum	2

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $5,640
Books/Supplies: $2,500
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
License Exam: $240
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50

** Uniforms are required beginning 3rd quarter.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites: Bulloch, Candler, Chatham, and Screven Counties.
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Beginning students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Practical Nursing practicums focus on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education.

Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatments, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, gastrointestinal systems, musculoskeletal, neurological, integumentary, sensory systems, mental health, oncology; care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions. The clinical practicums allow the student to become involved in a professional work situation applying technical skills.

Practicum courses require that the student spend a minimum number of hours a week in a supervised work setting. Students may not receive pay from the clinical site for practicum hours. If the student misses more than 10% of the scheduled hours in any practicum course, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and/or the clinical instructor.

Clinical Assignments

Clinical times may vary depending on the shift work and working hours of the various clinical facilities. However, some clinicals may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site. Some sites may require the student to travel outside of Bulloch County.

Health Service Technician Certificate

DESCRIPTION

The Health Service Technician certificate program is designed to instruct students in a patient-centered care approach. Students who complete this certificate may be eligible to sit for the State Nurse Aide Certification Exam.

EMPLOYMENT OPPORTUNITIES

Health Service Technicians primarily seek employment in long-term care facilities such as nursing homes, home health care agencies, and/or hospitals.

LICENSURE/CERTIFICATION

Upon satisfactory completion of the Health Service Technician program, students can apply to sit for the State Nurse Aide Certification exam.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Take the Health Occupations Aptitude Examination and score at least a 30th percentile prior to admission to the Health Service Technician program;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	79

HEALTH SERVICE TECHNICIAN CURRICULUM

The curriculum for the Health Service Technician Certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, Health Service Technician certificate-seeking students must earn a minimum of 42 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 101	English (OL)	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**24**
AHS 101	Anatomy and Physiology (OL)	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology (OL)	3
CNA 100	Patient Care Fundamentals	8
PHL 103	Introduction to Venipuncture	5

(OL) designation indicates course may be available online during selected quarters

PROGRAM COSTS

Tuition/Fees: $2,517
Books/Supplies: $1,100
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
Certification Exam: $107
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
Certification Exam (Optional): $107
** Uniforms are required beginning 3rd quarter.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 5
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, and Screven
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Beginning third quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The CNA 100, Patient Care Fundamentals, course provides students with an opportunity for in-depth application and reinforcement of patient care principles and techniques in a long-term care setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The Clinical requires that the student spend a minimum of 24 hours in a supervised work setting, Students may not receive pay from the clinical site. If the student misses more than 1 day, he/she will automatically be ineligible to sit for the State Nurse Aide Certification exam. Students are evaluated by the clinical instructor.

Clinical Assignments

Clinical times may range 6:00 am to 2:00 pm. Monday-Friday and/or 6:00 am to 2:00 pm on Saturdays and Sundays. However, some clinical hours may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Patient Care Assisting Certificate

DESCRIPTION

The patient care assistant gives most of the basic care to the patient. The Patient Care Assisting certificate program provides a sequence of courses that emphasize a combination of theory and practical application necessary for successful employment.

EMPLOYMENT OPPORTUNITIES

Once certified, patient care assistants primarily seek employment in long-term care facilities such as nursing homes, and in home health care agencies and hospitals.

ACCREDITATION/APPROVAL

The Patient Care Assisting Program is approved by the Georgia Health Partnership (GHP), P.O. Box 7000, McRae, GA 31055, Ph. 800.414.4358

LICENSURE/CERTIFICATION

Upon satisfactory completion of the Patient Care Assisting program, students will be eligible to apply and sit for the State Nurse Aide Certification Exam.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading
ASSET	29
COMPASS	45

PATIENT CARE ASSISTING CURRICULUM

The curriculum for the Patient Care Assisting certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 16 quarter credit hours. The program generally takes one quarter to complete.

COURSE	COURSE NAME	CREDITS
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
EMP 100	Interpersonal Relations (OL)	3
OCCUPATIONAL COURSES		**13**
AHS 103	Nutrition and Diet Therapy	2
AHS 109	Medical Terminology (OL)	3
CNA 100	Patient Care Fundamentals	8

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $730
Books/Supplies: $200
Uniform Costs: Approximately $100*
Liability Insurance: $11 per fiscal year
Certification Exam: $107
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
Certification Exam: $107
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 5
General Location of the Clinical Sites:
Bulloch, Candler, and Screven Counties
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The patient care assisting clinical provides students with an opportunity for in-depth application and reinforcement of patient care principles and techniques in a long-term care setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The clinical practice requires that the student spend a minimum of 24 hours in a supervised work setting. Students may not receive pay from the clinical site for clinical hours. If the student misses more than 1 day, he/she will automatically be dropped from the course. Students are evaluated by the clinical instructor.

Clinical Assignments

Clinical times may range 6:00 am to 2:00 pm. Monday-Friday and/or 6:00 am to 6:00 pm on Saturdays and Sundays. However, some clinical hours may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Radiologic Technology Diploma

(Competitive Admissions Program)

DESCRIPTION

The Radiologic Technology program is a sequence of courses that prepares students for positions in Radiologic departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology diploma, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

EMPLOYMENT OPPORTUNITIES

Graduates of the Radiologic Technology program are prepared for responsible positions in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

ACCREDITATION

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312. 704.5300. Email: mail@jrcert@.org.

LICENSURE/CERTIFICATION

Graduates must pass the American Registry of Radiologic Technologists Examination to become Registered Technologists. Graduates are eligible to sit for the Certification Exam given by the American Registry of Radiologic Technologists. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with a conviction to work in the profession.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Complete the Imaging Science Services Assistant (ISSA) certificate with a "C" or better in all ISSA coursework and an overall GPA of 2.5 or better in all ISSA coursework. (ISSA certificate must be completed by the end of Spring Quarter prior to Fall program admission)
- A student receiving a work ethics grade of less than two, from two different instructors, will be ineligible for competitive admissions.
- Take the Health Occupations Aptitude Examination and score at least a 30th percentile in four of the five designated areas (excludes Spelling section) prior to admission to the ISSA program Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	75	NA

Note: The number of students accepted into the Radiologic Technology program is based on the standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT), which are based on the availability of the program's clinical education settings.
A non-discriminatory policy and a pregnancy policy are available upon request.
If an applicant is not accepted into the program and wishes to try again, he/she must submit another application and meet all admission criteria with the exception of payment of the application fee.

RADIOLOGIC TECHNOLOGY DIPLOMA CURRICULUM

The curriculum for the Radiologic Technology diploma program is designed for the quarter system. A student may enter the program fall quarter. To graduate, students must earn a minimum of 121 quarter credit hours. The program generally takes 8 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 103	Algebraic Concepts (OL)	5

FUNDAMENTAL OCCUPATIONAL COURSES		6
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers *(OL)*	3
OCCUPATIONAL COURSES		**105**
AHS 101	Anatomy and Physiology *(OL)*	5
AHS 104	Introduction to Health Care	3
RAD 101	Introduction to Radiography	5
RAD 103	Body, Trunk, and Upper Extremity Procedures	3
RAD 106	Lower Extremity and Spine Procedures	3
RAD 107	Principles of Radiographic Exposure I	4
RAD 109	Contrast Procedures	3
RAD 113	Cranium Procedures	2
RAD 116	Principles of Radiographic Exposure II	3
RAD 117	Radiographic Imaging Equipment	4
RAD 119	Radiographic Pathology and Medical Terminology *(OL)*	3
RAD 120	Principles of Radiation Biology and Protection	5
RAD 123	Radiologic Science	5
RAD 126	Radiologic Technology Review	4
RAD 132	Clinical Radiography I	5
RAD 133	Clinical Radiography II	7
RAD 134	Clinical Radiography III	7
RAD 135	Clinical Radiography IV	7
RAD 136	Clinical Radiography V	7
RAD 137	Clinical Radiography VI	10
RAD 138	Clinical Radiography VII	10

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $4,082
Books/Supplies: $1,100
Uniform Costs: Approximately $250
Dosimeters: $72 females; $36 males per year
Liability Insurance: $11 per fiscal year
Certification Exam: $150
Physical Exam: $200
TB Test: $40
Tetanus vaccination (within last 10 years) $50
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
(Costs are estimates and are subject to change.)

READMISSION REQUIREMENTS:

Students requesting to return to the program after a leave of absence must make a request for readmission, in writing, to the Dean for Health Sciences.

A student who is dropped from the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs due to academic reasons, attendance, or having received a grade less than "C" in any Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology course will be limited to a ONE-TIME re-entry into the program.

In addition to the above statement, a student may repeat only one quarter in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology program curriculum wherein the minimum grade of "C" was not earned.

A student wishing to re-enter the program must understand that readmission is granted on a competitive and space-available basis, based on the program's admission criteria, the accrediting agency, and clinical capacity. Readmission will be considered only if there are slots available.

Students seeking readmission in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

A student desiring to re-enroll in the Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs after a leave of absence must follow the following policies and procedures:

- Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75 or better.
- Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85 or better on the skills test.
- Must repeat the last successfully-completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before assuming the next level of responsibility.
- The student who has taken a leave of absence greater than one year will need to start over under the new TCSG standards for Diagnostic Medical Sonography, Echocardiography, Magnetic Resonance Imaging, and/or Radiologic Technology programs.

CLINICAL EDUCATION

Number of Clinical Sites: 11
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, Emanuel, Evans, Jefferson, Liberty, Screven
Special Requirements of the Clinical Sites:

- Current CPR Certification
- Immunization Records
- Annual TB Test
- Hepatitis B vaccinations or a completed declination form
- Current Tetanus vaccination
- Current physical examination
- Forensic Drug Panel or similar screening
- Criminal Background Check

Clinical Education Courses

The Radiologic Technology Clinical Education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in Radiology/Imaging Departments and related business environments. The clinical practicums allow the student to become involved in a work situation at a professional level of technical application, and require concentration, practice, and follow through. Students may not receive pay from the clinical site for Clinical Education hours.

If the student misses more than 10% of the total clinical education hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Radiology students will rotate through the clinical affiliates on a quarterly basis. Clinical assignments are made during the first shift hours, Monday through Friday. Assignments may include second shift and weekend rotations. Clinical schedules will be distributed at the beginning of each quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule.

Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

Radiology PACS Specialist Diploma

DESCRIPTION

The Radiology PACS Specialist program provides the student with fundamental concepts and basic functions of a Picture Archiving and Communication System (PACS). Emphasis is placed on basic components, functions, and familiarity with PACS. Topics include basic components of and requirements for a PACS network structure, concepts of image capture, image quality troubleshooting, DICOM, image transfer concepts, structured reporting, hospital information systems (HIS), radiology information systems (RIS), health level seven (HL7), short-term and long-term storage, data back-up, workstations, peripherals, and output devices.

EMPLOYMENT OPPORTUNITIES

Completers of this diploma program will work in healthcare facilities, hospitals, and imaging centers that utilize digital imaging, PACS, and RIS.

LICENSURE/CERTIFICATION

Certification is not required for employment in the PACS environment; however, certification is available through PACS Administrators Registry and Certification Association at http://pacsadmin.org.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	79	NA

RADIOLOGY PACS SPECIALIST DIPLOMA CURRICULUM

The curriculum for the Radiology PACS Specialist program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 117 quarter credit hours. The program generally takes 8 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		10
ENG 101	General English (OL)	5
MAT 103	Algebraic Concepts (OL)	5

FUNDAMENTAL OCCUPATIONAL COURSES		6
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**101**
AHS 101	Anatomy and Physiology (OL)	5
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts(OL)	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1115	Information Security Fundamentals (OL)	5
CIS 1140	Networking Fundamentals	6
CIS 2321	Introduction to LAN and WAN	6
MKT 101	Principles of Management	5
RAD 101	Introduction to Radiography	5
RPS 101	Introduction to Picture Archiving and Communication Systems (PACS)	6
RPS 102	Fundamentals of Digital Imaging (OL)	5
RPS 103	Advanced Concepts of Picture Archiving And Communication Systems (PACS)	3
RPS 104 **OR** RAD 106 **AND** RAD 103	Radiology Imaging Basics for the PACS Professional **OR** Lower Extremity and Spine Procedures **AND** Body, Trunk, and Upper Extremity Procedures	7
RPS 105	Seminar in PACS Systems	3
RPS 106	DICOM and Health Level 7	3
RPS 132	PACS Clinical Education I	5
RPS 133	PACS Clinical Education II	7
RPS 134	PACS Clinical Education III	7

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $4,144
Books/Supplies: $1,100
Uniform Costs: Approximately $250*
Liability Insurance: $11 per fiscal year
Certification Exam: $100 (optional)
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
** Uniforms are required for RPS 132, RPS 133, and RPS 134.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 6
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, and Toombs Counties

Special Requirements of the Clinical Sites:

- Students must submit a medical exam stating that the student is in good health by the end of the quarter prior to first clinical course. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Radiology PACS Specialist Clinical Education opportunities provide students with an opportunity for in-depth application and reinforcement of principles and techniques in a PACS environment. The clinical practicum allows the student to become involved in a work situation at a professional level of technical application, and requires concentration, practice, and problem-solving.

There are three clinical education courses required for the PACS Specialist--RPS 132 Clinical Education I, RPS 133 Clinical Education II, and RPS 134 Clinical Education III. RPS 132 Clinical Education I requires that the student spend a minimum of 15 hours a week in a supervised work setting, for a total of 150 hours. RPS 133 Clinical Education II and RPS 134 Clinical Education III both require that the students spend a minimum of 21 hours a week in a supervised work setting, for a total of 210 hours for each course. Students may not receive pay from the clinical site for Clinical Education hours. If the student misses more than 10% of the total clinical education hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and by program faculty.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday. However, some clinical assignments may be scheduled to include shift work. Clinical sites are selected by the program faculty. Students are responsible for having reliable transportation to the site.

Imaging Informatics Clinical Specialist Certificate

DESCRIPTION:

The Imaging Informatics Clinical Specialist certificate program is a sequence of on-line courses designed to prepare the Radiologic Technologist for entry-level employment in an Imaging Informatics/PACS environment.

EMPLOYMENT OPPORTUNITIES:

Graduates of the Imaging Informatics Clinical Special program will be qualified for positions in hospitals and imaging centers.

ADMISSIONS CRITERIA:

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Be a graduate of an accredited Radiologic Technology program.
- Must be a Registered Radiologic Technologist, Registered Nuclear Medicine Technologist, Registered Magnetic Resonance Technologist or Registered Diagnostic Medical Sonographer (American Registry of Radiologic Technologists or equivalent), Registered Cardiac Sonographer (RCS), Registered Vascular Specialist (RVS), or Registered Cardiovascular Invasive Specialist (RCIS) (Cardiovascular Credentialing International or equivalent); or a Registered Nurse with Cath Lab experience. A copy of the appropriate credential, certification, or licensure must be submitted with the application. If a recent graduate of an accredited Radiologic Technology, Diagnostic Medical Sonography, Echocardiography, Nuclear Medicine, or Magnetic Resonance Imaging program, applicant must pass the ARRT RT registry or equivalent certification exam within six weeks of graduation.

- Applicants with a background in the Imaging Sciences must be graduates of an accredited Radiologic Technology, Diagnostic Medical Sonography, Echocardiography, Nuclear Medicine, or Magnetic Resonance Imaging program.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	16
CPE	75	75	75

IMAGING INFORMATICS CLINICAL SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Imaging Informatics Clinical Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, certificate-seeking students must earn a minimum of 48 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		48
CIS 103	Operating Systems Concept	6
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation & Maintenance	7
CIS 1140	Networking Fundamentals	6
CIS 2149	Implementing Microsoft Windows Professional	5
IIS 101	Introduction to Imaging Informatics	5
IIS 102	Theory of Digital Imaging	4
IIS 103	Advanced Concepts of Imaging Informatics	2
IIS 106	Theoretical Concepts of DICOM and HL7	3

PROGRAM COSTS

Tuition/Fees: $1.554
Books/Supplies: $1,100
Uniform Costs: Approximately $250*
(Costs are estimates and are subject to change.)

Surgical Technology Diploma

DESCRIPTION

The Surgical Technology Diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

EMPLOYMENT OPPORTUNITIES

Graduates of the Surgical Technology program are prepared for employment in hospitals, private clinics, or other institutions requiring qualified personnel.

ACCREDITATION

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Ph. 727.210.2350,

LICENSURE/CERTIFICATION

To become certified Surgical Technologists, graduates must pass a national certification examination by the Liaison Counsel on Certification of Surgical Technology.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	79

SURGICAL TECHNOLOGY CURRICULUM

The curriculum for the Surgical Technology diploma program is designed for the quarter system. A student may enter any quarter for general education courses, and fall quarter only for program courses. To graduate, Surgical Technology, diploma-seeking students must earn a minimum of 87 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
ENG 101	English (OL)	5
MAT 101	General Mathematics (OL)	5
PSY 101*	Basic Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**69**
AHS 101	Anatomy and Physiology (OL)	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences (OL)	3
SUR 101	Introduction to Surgical Technology	6
SUR 102	Principles of Surgical Technology	5
SUR 108	Surgical Microbiology (OL)	3
SUR 109	Surgical Patient Care	3
SUR 110	Surgical Pharmacology (hybrid)	3
SUR 112	Introductory Surgical Practicum	7
SUR 203	Surgical Procedures I	6
SUR 204	Surgical Procedures II	6
SUR 213	Specialty Surgical Practicum	8

SUR 214	Advanced Specialty Surgical Practicum	8
SUR 224	Seminar in Surgical Technology (OL)	3

(OL) designation indicates course may be available online during selected quarters.
(hybrid) designation indicates that the course will have web enhancements, but students will be required to attend lab sessions or take exams on campus.
Note: AHS 101 must be taken within 6 months of enrolling in the SUR 101 course.
•PSY 101 may be taken prior to taking SUR 101 or as a SUR 203, SUR 213 corequisite

PROGRAM COSTS

Tuition/Fees: $3,108
Books/Supplies: $1,500
Uniform Costs: Approximately $150*
Liability Insurance: $11 per fiscal year (due at the beginning of summer quarter)
Licensure Exam: $240
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50.00, based on number of counties searched
Dosimeter: $45.00 per year (pregnant students will require 2 badges)
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 10
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, Emanuel, Evans, Laurens, and Liberty Counties
Special Requirements of the Clinical Sites:

- CPR Certification
- Prior to beginning clinical practicum, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Surgical Technology practicums provide students with an opportunity for in-depth application and reinforcement of principles and techniques in a hospital and ambulatory surgery centers. The clinical practicums allow the student to become involved in a professional work situation applying technical skills.

The surgical technology practicum courses require that the students spend a total of 690 hours in a supervised work setting (SUR 112, 210 hours; SUR 213, 240 hours; SUR 214, 240 hours). Students may not receive pay from the clinical site for practicum hours. If the student misses more than 10% of the scheduled hours in any practicum course, he/she will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the program faculty.

Clinical Assignments

Practicum times may range from 6:30-3:30 p.m. Monday through Friday. Practicum sites are selected by the program faculty. Students are responsible for having reliable transportation to the site.

Readmission to the Surgical Technology Program

Students may request readmission into the program Surgical Technology program after a leave of absence. A student wishing to re-enter the program must understand that readmission is granted on a space available basis, based on the program's admission criteria, the accrediting agency criteria, and clinical capacity.

A student who is dropped from the Surgical Technology program due to academic reasons, attendance, or having received a grade of less than a "C" in any Surgical Technology course will be limited to a ONE-TIME re-entry into

the program. In addition to the above statement, a student may repeat only one quarter in the Surgical Technology program curriculum wherein the minimum grade of "C" was not earned.

Readmission will be considered only if there are slots available.

Students seeking readmission must be readmitted to the program within 12 months from the date of their last completed quarter.

A student desiring to re-enroll in the Surgical Technology program after a leave of absence must follow the following policies and procedures:

- Submit a letter to the Dean for Health Sciences and the Program Director of Surgical Technology. The letter should explain the circumstances of the student's previous withdrawal from and/or failure to complete the program. The letter must be received by the Dean and the Program Director no later than the first day of the quarter preceding potential re-entry into the Surgical Technical sequence.
- Take a written examination covering materials taught in previously-taken coursework. The student MUST make a grade of 75 or better.
- Schedule a practical lab examination covering the critical demonstration lab competencies of the SUR 101 and SUR 109 courses. The student MUST make an 80 or better on the skills test, with no critical errors.
- All health requirements must be current (criminal background check, tuberculin test, CPR, physical exam, and any additional requirements).
- Student files/transcripts will be reviewed.

Tumor Registry Management Degree

DESCRIPTION

The Tumor Registrar plays an important role in how cancer trends are reported and how cancer care will respond to those trends. The tumor registry is located within hospital and ambulatory healthcare facilities and data organizations. The Tumor Registrar compiles data on all oncology (cancer) cases seen within jurisdiction (institution, state, region, and nation) in a uniform, consistent and easily retrievable format. The Tumor Registry Management AAS degree program provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and experiences necessary to succeed in the Tumor Registry Management field, as well as becoming eligible to sit for the Certified Tumor Registrars (CTR) exam.

EMPLOYMENT OPPORTUNITIES

Opportunities are also available outside of the hospital work setting and may include: consulting firms, government agencies, physician practices, health information/cancer registry software vendors, or independent contractors.

ACCREDITATION

The program is accredited by the National Cancer Registrars Association (NCRA) www.ncra-usa.org.

LICENSURE/CERTIFICATION

NCRAs Certified Tumor Registrar (CTR) exam under eligibility route 2: Successful completion of an NCRA-approved Cancer Information Management Associate's degree; OR successful completion of an NCRA-Accredited Formal Education Program AND successful completion of a minimum of an Associate's degree or equivalent (4 semesters/6 quarters).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37

SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

TUMOR REGISTRY MANAGEMENT DEGREE CURRICULUM

The curriculum for the Tumor Registry Management degree program is designed for the quarter system. A student may enter the program fall and spring quarters. To graduate, students must earn a minimum of 101 quarter credit hours. The program generally takes 7 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**35**
BIO 193	Anatomy and Physiology I	5
BIO 194	Anatomy and Physiology II	5
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities	5
ENG 195 **OR** SPC 191	Technical Communications **OR** Fundamentals of Speech	5 5
MAT 191	College Algebra (OL)	5
PSY 191	Introductory Psychology (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**63**
AHS 109	Medical Terminology for the (OL)	3
MAS 112	Human Diseases	5
PHR 104	Pharmacology	5
AHS 155	Epidemiology	2
HIT 201	Introduction to HIT (OL)	3
HIT 202	Legal Aspects of HIT (OL)	3
CRC 101	Registry Organization and Operations (OL)	3
CRC 102	Clinical Quality and Improvement (OL)	2
CRC 103	Coding and Staging I (OL)	4
CRC 104	Coding and Staging II (OL)	4
CRC 105	Abstracting I (OL)	4
CRC 106	Abstracting II (OL)	4
CRC 107	Cancer Registry Management(OL)	3
CRC 108	Patient Follow-up (OL)	1
CRC 109	Data Utilization and Report Writing (OL)	3
CRC 203	Coding and Staging III (OL)	3
CRC 206	Abstracting III (OL)	4
CRC 212	Clinical Practice I	3
CRC 213	Clinical Practice II	3
CRC 218	Tumor Registry Seminar (OL)	1

PROGRAM COSTS

Tuition/Fees: $5,080
Books/Supplies: $1,800
Uniform Costs: Approximately $100*
Liability Insurance: $11 per fiscal year
Certification Exam: $225 for NCRA member; $325 for all other candidates
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
** Uniforms are required beginning 5th quarter.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 17
General Location of the Clinical Sites: Bibb, Chatham, Cobb, Dekalb, Dougherty, Douglas, Floyd, Fulton, Gwinnett, Richmond, Tift, and Whitfield Counties.
Special Requirements of the Clinical Sites:

- Beginning third quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Tumor Registry Management practicum provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a cancer registry job setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The Practicum requires that the student complete a total of 160 hours in a hospital cancer registry and 20 hours in a central registry. Students may not receive pay from the clinical site for practicum hours. If the student misses more than 18 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the clinical coordinator.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday. Clinical sites are selected by the program coordinator. Students are required to wear a white, mid length lab jacket and purchase an Ogeechee Tech patch from the bookstore, which must be worn on the left arm of the lab jacket. Students are also responsible for any expenses associated with the clinical affiliation and reliable transportation to the site.

Tumor Registry Specialist Certificate

DESCRIPTION

The Tumor Registrar plays an important role in how cancer trends are reported and how cancer care will respond to those trends. The tumor registry is located within hospital and ambulatory healthcare facilities and data organizations. The Tumor Registrar compiles data on all oncology (cancer) cases seen within jurisdiction (institution, state, region, and nation) in a uniform, consistent and easily retrievable format.

EMPLOYMENT OPPORTUNITIES

Opportunities are also available outside of the hospital work setting and may include: consulting firms, government agencies, physician practices, health information/cancer registry software vendors, or independent contractors.

ACCREDITATION

The Tumor Registry Specialist program is approved by the National Cancer Registrars Association, 1340 Braddock Place #203, Alexandria, VA 22314, Ph. 703.299.6640.

LICENSURE/CERTIFICATION

NCRAs Certified Tumor Registrar (CTR) exam under eligibility route 2: Successful completion of an NCRA-approved Cancer Information Management Associate's degree; OR successful completion of an NCRA-Accredited Formal Education Program AND successful completion of a minimum of an Associate's degree or equivalent (4 semesters/6 quarters).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

TUMOR REGISTRY SPECIALIST CURRICULUM

The curriculum for the Tumor Registry Specialist certificate program is designed for the quarter system. A student may enter the program fall and spring quarters. To graduate, students must earn a minimum of 59 quarter credit hours. The program generally takes 5 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		59
AHS 109	Medical Terminology (OL)	3
AHS 112	Anatomy and Physiology I (OL)	5
AHS 114	Anatomy and Physiology II (OL)	5
MAS 112	Human Diseases (OL)	5
PHR 104	Pharmacology (OL)	5
AHS 155	Epidemiology	2
CRC 101	Registry Organization and Operations (OL)	3
CRC 102	Clinical Quality and Improvement (OL)	2
CRC 103	Coding and Staging I (OL)	4
CRC 104	Coding and Staging II (OL)	4
CRC 105	Abstracting I (OL)	4
CRC 106	Abstracting II (OL)	4
CRC 107	Cancer Registry Management(OL)	3
CRC 108	Patient Follow-up (OL)	1
CRC 109	Data Utilization and Report Writing (OL)	3
CRC 212	Clinical Practice I	3
CRC 213	Clinical Practice II	3

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,565
Books/Supplies: $1,100
Uniform Costs: Approximately $100*

Liability Insurance: $11 per fiscal year
Certification Exam: $225 for NCRA member; $325 for all other candidates
Physical Exam: $150
TB Test: $40
Hepatitis B Series: $265
#4402 Forensic Drug Panel (7) or similar screening: $25
Criminal Background Check: $50
** Uniforms are required beginning 5th quarter.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 17
General Location of the Clinical Sites: Bibb, Chatham, Cobb, Dekalb, Dougherty, Douglas, Floyd, Fulton, Gwinnett, Richmond, Tift, and Whitfield Counties.
Special Requirements of the Clinical Sites:

- Beginning third quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Tumor Registry Specialist practicum provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a cancer registry job setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The Practicum requires that the student complete a total of 160 hours in a hospital cancer registry and 20 hours in a central registry. Students may not receive pay from the clinical site for practicum hours. If the student misses more than 18 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the clinical coordinator.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday. Clinical sites are selected by the program coordinator. Students are required to wear a white, mid length lab jacket and purchase an Ogeechee Tech patch from the bookstore, which must be worn on the left arm of the lab jacket. Students are also responsible for any expenses associated with the clinical affiliation and reliable transportation to the site.

Vascular Technology Specialist Certificate

DESCRIPTION:

The Vascular Technology Specialist certificate program provides individuals who possess the RDMS or RDCS credential a comprehensive guide to allow the sonographer to sit for the Vascular Technology credentialing exams. Course work includes sonographic physics, appropriate pharmacology, vascular anatomy, physiology, Pathophysiology, and a comprehensive registry review. Emphasis is placed on review for certification following the ARDMS outline content.

EMPLOYMENT OPPORTUNITIES:

Successful completion of this program should enable graduates to pursue job opportunities in vascular imaging areas such as hospitals, imaging centers, and physicians' offices.

LICENSURE/CERTIFICATION:

Graduates of the Vascular Technology Specialist program will be prepared to sit for the Registered Vascular Technologist exams given by the American Registry of Diagnostic Medical Sonography or the Registered Vascular Sonography exam given by Cardiac Credentialing International.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Provide evidence of a RDMS or RDCS credential

VASCULAR TECHNOLOGY SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Vascular Technology Specialist TCC program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 15 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		15
VAS 215	Vascular Physical Principles & Instrumentation Registry Review	2
VAS 221	Vascular I	5
VAS 222	Vascular II	5
VAS 225	Advanced Vascular Technology Registry Review	3

PROGRAM COSTS

Tuition/Fees: $723
Books/Supplies: $300
Registry Exams: $400

Veterinary Technology Degree

DESCRIPTION

The Veterinary Technology program is a sequence of courses designed to prepare students for careers in the field of veterinary technology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics. In addition, the program emphasizes specialized training in animal health and care. Program graduates receive a Veterinary Technology Associate of Applied Science degree, developed in accordance with the American Veterinary Medical Association accreditation guidelines, and are eligible to sit for the Georgia Board examination to become qualified as registered veterinary technicians. The program emphasizes specialized training in animal health and care developed in accordance with the American Veterinary Medical Association (AVMA) accreditation.

EMPLOYMENT OPPORTUNITIES

Graduates of the Associate of Applied Science in Veterinary Technology will have attained entry-level skills needed to support companion animal, equine, and food animal practice, biomedical research, and other veterinary medical activities. In addition, program graduates will be prepared for positions as Veterinary Technicians. The National Association of Veterinary Technicians in America website (http://www.navta.net) has further information about career opportunities.

ACCREDITATION

The Veterinary Technology program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA), 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173, Ph. 847.925.8070.

http://www.avma.org/education.

LICENSURE/CERTIFICATION

A graduate of the program, accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA), must apply with the State of Georgia Secretary of State

and have a passing score on the Veterinary Technician National Examination (VTNE) to become registered in the State of Georgia. Out-of-state students should check with their respective state licensure board to determine requirements.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age and reach 18 before taking program courses utilizing radiology or anesthesia;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	75	NA

VETERINARY TECHNOLOGY CURRICULUM

The curriculum for the Veterinary Technology degree program is designed for the quarter system. A student may enter the program at any time to take general core and support courses but the program occupational courses are taken in sequence and begin each Fall Quarter. To graduate, degree-seeking students must earn a minimum of 110 quarter credit hours. The program generally takes 7 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**35**
BIO 191	Biology I	5
CHM 191	Chemistry I	5
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** HUM 191	Literature and Composition (OL) **OR** Introduction to Humanities (OL)	5
MAT 191 **OR** MAT 196	College Algebra (OL) **OR** Contemporary Mathematics (OL)	5
PSY 191	Introductory Psychology (OL)	5
SPC 191	Fundamentals of Speech	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**67**
VET 101	Introduction to Veterinary Technology	3
VET 102	Diagnostic Laboratory Procedures I	5
VET 103	Introduction to Nursing and Surgical Procedures	5
VET 106	Animal Anatomy and Physiology	6
VET 111	Veterinary Pathology and Diseases	5
VET 212	Advanced Diagnostic Laboratory Procedures	5
VET 213	Large and Small Animal Nursing	5
VET 216	Pharmacology for Veterinary Technicians	5
VET 221	Laboratory and Exotic Animals	5
VET 222	Office Management and Client Education	5
VET 223	Advanced Anesthesiology and Surgical Procedures	6
VET 230	Internship	12

PROGRAM ELECTIVE COURSES		5
A total of five (5) Credit Hours from the following Approved Electives		
AHS 109	Medical Terminology for Allied Health Sciences (OL)	3
AGR 130	Introduction to Animal Science (OL)	5
AGR 131	Introduction to Poultry Science (OL)	5
MSD 101	Organizational Behavior (OL)	5
MSD 103	Leadership and Decision Making (OL)	5
VET 241	Principles of Sonography for Veterinary Medicine (OL)	2

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,598
Books/Supplies: $1,500
Uniform Costs: Approximately $250
Liability Insurance: $11 per fiscal year
Georgia Licensing/Registration Exam: $160
Physical Exam: $150*
TB Test: $40
Tetanus Vaccination: $40
Rabies Vaccination Series Approximately $450
Radiological Dosimeter Badges: $96

**Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), TB Test, and Hepatitis B Series are required before entering Veterinary Technology program classes.*
(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 12
General Location of the Clinical Sites:
Bulloch, Candler, Chatham, Effingham, Evans, Liberty, Screven, Tattnall and Wayne Counties

Clinical Education Courses

The Veterinary Technology Internship provides students with an opportunity for in-depth application and reinforcement of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary teaching hospitals at major universities, veterinary hospitals, research laboratories, and other facilities supervised by a veterinarian. The internship allows the student to become involved in a professional work situation applying technical skills.

The Internship requires that the student spend a minimum of 32 hours a week in a supervised work setting, for a total of 320 hours. Students may not receive pay from the clinical site for internship hours. If the student misses more than 32 hours, they will automatically be dropped from the course. Students are evaluated by the supervising veterinarian and the program coordinator.

Clinical Assignments

Clinical times may range 7:00 a.m.-6:00 p.m. Monday-Friday and 7:00 a.m.-12 noon on Saturdays. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Veterinary Assistant Certificate

DESCRIPTION

The Veterinary Assistant technical certificate program provides educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in an entry-level position in the field of veterinary technology. 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.

EMPLOYMENT OPPORTUNITIES

Graduates of the Veterinary Assistant certificate program are prepared to work with veterinarians in a variety of settings as Veterinary Assistants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age and reach 18 before taking program courses utilizing radiology or anesthesia;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	42
COMPASS	70	23	26	37
SAT	NA	430	400	NA
ACT	NA	18	17	NA
CPE	75	75	75	NA

VETERINARY ASSISTANT CURRICULUM

The curriculum for the Veterinary Assistant certificate program is designed for the quarter system. A student may enter the program at any time to take general core and support courses but the program occupational courses are taken in sequence and begin each Fall Quarter. To earn the certificate, students must earn a minimum of 42 quarter credit hours. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**15**
BIO 191	Biology I	5
CHM 191	Chemistry I	5
MAT 191 **OR** MAT 196	College Algebra (OL) **OR** Contemporary Mathematics (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**24**
VET 101	Introduction to Veterinary Technology	3
VET 102	Diagnostic Laboratory Procedures	5
VET 103	Introduction to Nursing and Surgical Procedures	5
VET 106	Animal Anatomy and Physiology	6
VET 111	Veterinary Pathology and Diseases	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: In-State Student: $1,564
Books/Supplies: $900
Uniform Costs: Approximately $150
Liability Insurance: $11 per fiscal year
Physical Exam: $150*
TB Test: $40
Tetanus Vaccination: $40

Rabies Vaccination Series Approximately $450
Radiological Dosimeter Badges: $24
**Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat.), TB Test, and Hepatitis B Series are required before entering Veterinary Assistant program classes.*
(Costs are estimates and are subject to change.)

Veterinary Technology Sonographer Certificate

DESCRIPTION

The Veterinary Technology Sonographer certificate program will provide the skills needed for a Veterinary Technician or Diagnostic Medical Sonographer to produce sonographic and echocardiographic images of the small animal. This will extend the abilities of the veterinarian to provide advanced diagnostics to his/her patients.

EMPLOYMENT OPPORTUNITIES

Graduates of this program are prepared to work with veterinarians.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Must be a graduate of either an accredited Diagnostic Medical Sonography program or have a diploma or degree from an accredited Veterinary Technology Program or have a minimum of 3 years experience in veterinary medicine and a recommendation from a Licensed Veterinarian.

VETERINARY TECHNOLOGY SONOGRAPHER CURRICULUM

The curriculum for the Veterinary Technology Sonographer Certificate program is designed for the quarter system. To earn the certificate, students must earn a minimum of 16 quarter credit hours. Students enrolled in the Veterinary Technology program may concurrently enroll in this certificate program after successfully completing VET 106. The program generally takes 3 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		16
VET 106	Animal Anatomy and Physiology	6
VET 241	Principles of Sonography for Veterinary Medicine (OL)	2
VET 242	Veterinary Abdominal Ultrasound for Small Animals	5
VET 243	Introduction to Echocardiography for Small Animals	3

PROGRAM COSTS

Tuition/Fees: In-State Student: $1006
Books/Supplies: $300
Uniform Costs: Approximately $50
(Costs are estimates and are subject to change.)

Horticulture

Environmental Horticulture Diploma	Page 237
Landscape Management Specialist Certificate	238
Lawncare Technician Certificate	239
See also	
Wildlife and Plantation Management (Dg, Dp)	253
Geographic Information Systems Tech (Dg, Dp)	169

Environmental Horticulture Diploma

DESCRIPTION

The Environmental Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive an Environmental Horticulture diploma which qualifies them as a horticulturist.

EMPLOYMENT OPPORTUNITIES

The Environmental Horticulture Program is intended to produce graduates who are prepared for employment with golf courses, commercial properties, contract maintenance, garden centers, floral shops, athletic and recreational areas, production and retail nurseries, schools, colleges, lawn maintenance and landscape companies, and related horticultural and agronomic service and/or production careers.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	32	33	31
COMPASS	49	15	19
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	79

Note: In order to graduate with an Environmental Horticulture diploma, a high school diploma or GED must be completed by the time program requirements are completed.

ENVIRONMENTAL HORTICULTURE CURRICULUM

The curriculum for the Environmental Horticulture diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 78 quarter credit hours. The program generally takes 5 quarters to complete. Graduates must complete one of the following areas as a part of the program: Golf Course Specialization, Landscape Management Specialization, or Horticulturist Specialization.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		10
ENG 101	English (OL)	5
MAT 101	General Mathematics	3

FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**62**
EHO 100	Horticulture Science	5
EHO 101	Woody Ornamental Plant Identification	6
EHO 102	Herbaceous Plant Identification	5
EHO 108	Pest Management	5
EHO 115	Environmental Horticulture Internship	3
Golf Course Specialization		
EHO 107	Landscape Installation	3
EHO 112	Landscape Management	5
EHO 131	Irrigation	5
EHO 133	Turfgrass Management	5
EHO 141	Soils	5
EHO 142	Golf Course Design, Construction, and Management	5
XXX xxx	Electives	10
Horticulturist Specialization		
EHO 103	Greenhouse Operations	3
EHO 104	Horticulture Construction	3
EHO 105	Nursery Production	4
EHO 106	Landscape Design	5
EHO 107	Landscape Installation	3
EHO 112	Landscape Management	5
EHO 114	Garden Center Management	3
XXX xxx	Electives	12
Landscape Management Specialization		
EHO 104	Horticulture Construction	3
EHO 106	Landscape Design	5
EHO 107	Landscape Installation	3
EHO 112	Landscape Management	5
EHO 131	Irrigation	5
EHO 133	Turfgrass Management	5
XXX xxx	Electives	12

(OL) designation indicates courses may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,590
Books/Supplies: $1,000
(Costs are estimates and are subject to change.)

Landscape Management Specialist Certificate

DESCRIPTION:

The Landscape Management Specialist program is a sequence of courses that prepares students for careers in entry level environmental horticulture jobs. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

EMPLOYMENT OPPORTUNITIES:

The Landscape Management Specialist program is a sequence of courses that prepares students for careers in entry level environmental horticulture jobs.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- High School Diploma/GED Required for Program Admission: N
- High School Diploma/GED Required for Program Completion: N
- Be at least 16 years of age;
- Meet the following assessment requirements

TEST	Reading
ASSET	29
COMPASS	NA
SAT	NA
ACT	NA
CPE	75

LANDSCAPE MANAGEMENT SPECIALIST CURRICULUM

The curriculum for the Landscape Management Specialist certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 19 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		19
EHO 101	Woody Ornamental Plant I.D.	6
EHO 107	Landscape Installation	3
EHO 112	Landscape Management	5
EHO 131	Irrigation	5

PROGRAM COSTS

Tuition/Fees: $916
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Lawncare Technician Certificate

DESCRIPTION

The Lawncare technical certificate of credit provides skills necessary for entry-level work as a lawn maintenance specialist. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma/GED Required for Program Admission: N
- High School Diploma/GED Required for Program Completion: N
- Meet the following assessment requirements

TEST	Reading
ASSET	29
CPE	75

The curriculum for the Lawncare Technician certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 20 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		20
EHO 112	Landscape Management	5
EHO 108	Pest Management	5
EHO 133	Turfgrass Management	5
EHO 150	Small Gas Engine Repair and Maintenance	5

PROGRAM COSTS

Tuition/Fees: $916
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Hotel/Restaurant/Tourism

Hotel/Restaurant/Tourism Management Degree	Page 241
Hotel/Restaurant/Tourism Management Diploma.....	243
Also see	
Entrepreneurship (C)	97
Human Resource Specialist (C)	91
Management and Supervisory Development (Dp, C)	89
Marketing Management (Dg, Dp)	92
Small Business Management (C)	97

Hotel/Restaurant/Tourism Management Degree

DESCRIPTION

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Degree with a specialization in food and beverage management, hotel management, or tourism management.

EMPLOYMENT OPPORTUNITIES

Graduates of the Hotel/Restaurant/Tourism Management Associate of Applied Science degree program are prepared for employment in a variety of positions in today's hotel, restaurant, and tourism management fields.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age:
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	79	NA

HOTEL/RESTAURANT/TOURISM MANAGEMENT CURRICULUM

The curriculum for the Hotel/Restaurant/Tourism Management degree program is designed for the quarter system. A student may enter the program any quarter for general education courses, fall and spring quarters for program courses. To graduate, degree-seeking students must earn a minimum of 100 quarter credit hours. The program generally takes 7 quarters to complete. Graduates must complete one of the following specializations as a part of the program: Food and Beverage Management Specialization, Hotel Management Specialization, or Tourism Management Specialization.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		30
ECO 191	Principles of Economics (OL)	5

ENG 191	Composition and Rhetoric (OL)	5
ENG 193 **OR** MUS 191 **OR** ART 191	Literature and Composition (OL) **OR** Music Appreciation **OR** Art Appreciation	5
MAT 196	Contemporary Mathematics (OL)	5
PSY 191	Introductory Psychology (OL)	5
SPC 191	Fundamentals of Speech (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**67**
HRT 101	Introduction to Hotel/Restaurant/Tourism	5
HRT 104	Hospitality Accounting	5
HRT 105	Hospitality Employee Training	5
MSD 103	Leadership and Decision Making	5
Food and Beverage Management Specialization		
HRT 106	Food and Beverage Management	5
CUL 110	Food Service Sanitation and Safety	3
HRT 110	Hotel/Restaurant/Tourism Management Occupational Based Instruction I	4
HRT 120	Hotel/Restaurant/Tourism Management Occupational Based Instruction II	4
HRT 201	Hospitality Marketing	5
HRT 203	Hotel/Restaurant/Travel Law	5
HRT 206	Food, Beverage, and Labor Control	4
HRT xxx	Guided Electives	10
XXX xxx	Electives	7
Hotel Management Specialization		
HRT 106	Food and Beverage Management	5
HRT 110	Hotel/Restaurant/Tourism Management Occupational Based Instruction I	4
HRT 120	Hotel/Restaurant/Tourism Management Occupational Based Instruction II	4
HRT 201	Hospitality Marketing	5
HRT 203	Hotel/Restaurant/Travel Law	5
HRT 205	Hotel Operations	5
HRT 206	Food, Beverage, and Labor Control	4
HRT xxx	Guided Electives	8
XXX xxx	Electives	7
Tourism Management Specialization		
HRT 102	Travel Agency Operations	5
HRT 103	Travel Geography	5
HRT 110	Hotel/Restaurant/Tourism Management Occupational Based Instruction I	4
HRT 120	Hotel/Restaurant/Tourism Management Occupational Based Instruction II	4

HRT 122	Tour Management	5
HRT 150	Convention Meeting Planning	5
HRT 201	Hospitality Marketing	5
HRT 203	Hotel/Restaurant/Travel Law	5
HRT xxx	Guided Electives	9

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,627
Books/Supplies: $2,000
Physical Exam: $150**
***Physical Exam (documenting adequate health required before beginning occupational based instruction courses)*
(Costs are estimates and are subject to change.)

Hotel/Restaurant/Tourism Management Diploma

DESCRIPTION

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management diploma with a specialization in food and beverage management, hotel management, or tourism management.

EMPLOYMENT OPPORTUNITIES

Graduates of the Hotel/Restaurant/Tourism Management diploma program are prepared for employment in a variety of positions in today's hotel, restaurant, and tourism management fields.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age:
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	79

HOTEL/RESTAURANT/TOURISM MANAGEMENT CURRICULUM

The curriculum for the Hotel/Restaurant/Tourism Management diploma program is designed for the quarter system. A student may enter the program any quarter for general education courses, fall and spring quarters for program courses. To graduate, diploma-seeking students must earn a minimum of 83 quarter credit hours. The program generally takes 5 quarters to complete. Graduates must complete one of the following specializations as a part of the program: Food and Beverage Management specialization, Hotel Management specialization, or Tourism Management specialization.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 111	Business Math (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**67**
HRT 101	Introduction to Hotel/Restaurant/Tourism	5
HRT 104	Hospitality Accounting	5
HRT 105	Hospitality Employee Training	5
MSD 103	Leadership and Decision Making	5
Food and Beverage Management Specialization		
HRT 106	Food and Beverage Management	5
CUL 110	Food Service Sanitation and Safety	3
HRT 110	Hotel/Restaurant/Tourism Management Occupational Based Instruction I	4
HRT 120	Hotel/Restaurant/Tourism Management Occupational Based Instruction II	4
HRT 201	Hospitality Marketing	5
HRT 203	Hotel/Restaurant/Travel Law	5
HRT 206	Food, Beverage, and Labor Control	4
HRT xxx	Guided Electives	10
XXX xxx	Electives	7
Hotel Management Specialization		
HRT 106	Food and Beverage Management	5
HRT 110	Hotel/Restaurant/Tourism Management Occupational Based Instruction I	4
HRT 120	Hotel/Restaurant/Tourism Management Occupational Based Instruction II	4
HRT 201	Hospitality Marketing	5
HRT 203	Hotel/Restaurant/Travel Law	5
HRT 205	Hotel Operations	5
HRT 206	Food, Beverage, and Labor Control	4
HRT xxx	Guided Electives	8
XXX xxx	Electives	7
Tourism Management Specialization		
HRT 102	Travel Agency Operations	5
HRT 103	Travel Geography	5
HRT 110	Hotel/Restaurant/Tourism Management Occupational Based Instruction I	4
HRT 120	Hotel/Restaurant/Tourism Management Occupational Based Instruction II	4
HRT 122	Tour Management	5
HRT 150	Convention Meeting Planning	5
HRT 201	Hospitality Marketing	5
HRT 203	Hotel/Restaurant/Travel Law	5
HRT xxx	Guided Electives	9

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $2,590
Books/Supplies: $1,300
Physical Exam: $150**
***Physical Exam (documenting adequate health required before beginning occupational based instruction courses)*
(Costs are estimates and are subject to change.)

Industrial

Flat Shielded Metal Arc Welder.....Page 247
Gas Metal Arc Welder 247
Gas Tungsten Arc Welder 248
Vertical Shielded Metal Arc Welding Fabricator Certificate 249

Flat Shielded Metal Arc Welder

DESCRIPTION

Flat Shielded Metal Arc Welder prepares students for careers in shielded metal arc welding.

EMPLOYMENT OPPORTUNITIES

The Flat Shielded Metal Arc Welder certificate program is designed to prepare individuals for entry level employment within the welding and fabrication industry, as well as similar working environments where welding is needed.

ADMISSION REQUIREMENT

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED Required: No
- Test: No

TEST	Reading	Writing	Numerical
ASSET	29	29	29
COMPASS	45	15	17
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

FLAT SHIELDED METAL ARC WELDER CURRICULUM

The Flat Shielded Metal Arc Welder certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 16 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		16
WLD 100	Intro to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 104	Shielded Metal Arc Welding I	6

PROGRAM COSTS

Tuition/Fees: $916
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Gas Metal Arc Welder

DESCRIPTION

Gas Metal Arc Welder prepares students for careers in gas metal arc welding.

EMPLOYMENT OPPORTUNITIES

Gas Metal Arc Welder certificate program is designed to prepare individuals for entry level employment within the welding and fabrication industry, as well as similar working environments where welding is needed.

ADMISSION REQUIREMENT

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED Required: No
- Test: No

TEST	Reading	Writing	Numerical
ASSET	29	29	29
COMPASS	45	15	17
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

GAS METAL ARC WELDER CURRICULUM

Gas Metal Arc Welder certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 19 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		19
XXX xxx	Program Electives	3
WLD 100	Intro to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 109	Gas Metal Arc Welding (GMAW/MIG)	6

PROGRAM COSTS

Tuition/Fees: $916
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Gas Tungsten Arc Welder

DESCRIPTION

Gas Tungsten Arc Welder introduces students to gas tungsten arc welding.

EMPLOYMENT OPPORTUNITIES

Gas Tungsten Arc Welder certificate program is designed to prepare individuals for entry level employment within the welding and fabrication industry, as well as similar working environments where welding is needed.

ADMISSION REQUIREMENT

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED Required: No
- Test: No

TEST	Reading	Writing	Numerical
ASSET	29	29	29
COMPASS	45	15	17
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

GAS TUNGSTEN ARC WELDER CURRICULUM

The Gas Tungsten Arc Welder certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 17 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		17
XXX xxx	Program Electives	3
WLD 100	Intro to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 110	GTAW TIG	4

PROGRAM COSTS -Tuition/Fees: $916

Books/Supplies: $300
(Costs are estimates and are subject to change.)

Vertical Shielded Metal Arc Welding Fabricator Certificate

DESCRIPTION

The Vertical Shielded Metal Arc Welding Fabricator certificate program prepares students for careers in shielded metal arc welding and fabrication.

EMPLOYMENT OPPORTUNITIES

The Vertical Shielded Metal Arc Welding Fabricator certificate program is designed to prepare individuals for entry level employment within the welding and fabrication industry, as well as similar working environments where welding is needed.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- High School Diploma or GED Required: No
- Test: No
- Meet the following assessment requirements
- Students must have completed WLD 100, WLD 101, WLD 104, Welding elective
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	29	29	29
COMPASS	45	15	17
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

VERTICAL SHIELDED METAL ARC WELDING FABRICATOR CURRICULUM

The curriculum for the Vertical Shielded Metal Arc Welding Fabricator certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, students must earn a minimum of 15 quarter credit hours. The program generally takes 2 quarters to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		15
XXX xxx	Program Electives	3
WLD 105	Shielded Metal Arc Welding II	6
WLD 106	Shielded Metal Arc Welding III	6

PROGRAM COSTS

Tuition/Fees: $916
Books/Supplies: $300
(Costs are estimates and are subject to change.)

Truck Driving

Commercial Truck Driving Certificate ..... Page 251

Also see

Automotive Fundamentals (Dp) 71

Commercial Truck Driving Certificate

DESCRIPTION

The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

EMPLOYMENT OPPORTUNITIES

Program graduates are employed with local and over-the-road transportation companies.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Department of Transportation (DOT) physical;
- Department of Transportation (DOT) drug screen;
- CDL Application, including a head and shoulder photograph;
- Satisfactory Motor Vehicle Report (MVR). The MVR cannot have more than 8 points or 4 moving violations and no DUI in the last 3 years.
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	29	29	29
COMPASS	45	15	17
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	75

ADDITIONAL INFORMATION

- Persons 18 to 20 years of age may obtain a commercial driver's license but will be restricted to drive in Georgia only.
- This program is offered in Evans County at the Commercial Truck Driving Classroom/Range in Hagan, Georgia.
- The Federal Motor Carriers Safety Administration (FMCSA) regulates commercial driver licensing and requires a Department of Transportation (DOT) physical and drug test prior to the issuance of a commercial drivers license (CDL) or learners permit, which is required prior to beginning in-the-truck training.
- Random drug testing is required during the course of the Commercial Truck Driving program (FMCSA Regulations 382.305 and 391, subpart E).

COMMERCIAL TRUCK DRIVING CURRICULUM

The curriculum for the Commercial Truck Driving certificate program is designed for the quarter system. A student may enter the program any quarter. To graduate, Commercial Truck Driving certificate-seeking students must earn a minimum of 15 quarter credit hours. The program takes 1 quarter to complete.

COURSE	COURSE NAME	CREDITS
OCCUPATIONAL COURSES		**15**
CTD 101	Fundamentals of Commercial Truck Driving	5
CTD 102	Basic Operations of Commercial Truck Driving	5
CTD 103	Advanced Operations of Commercial Truck Driving	5

PROGRAM COSTS

Tuition/Fees: $3,360
Books/Supplies: $250
Fuel Surcharge: $130
(Costs are estimates and are subject to change.)

Wildlife

Wildlife and Plantation Management Degree	Page 253
Wildlife and Plantation Management Diploma.....	254
Also see	
Geographic Information Systems Tech (Dg, Dp)	169
Environmental Horticulture (Dp)	237
Veterinary Assistant (C)	234
Veterinary Technology (Dg)	232

Wildlife and Plantation Management Degree

DESCRIPTION

The Wildlife and Plantation Management Associate of Applied Science degree program provides students with a wide range of skills including basic forestry, wildlife and fisheries management techniques, wildlife regulations/policies, and the maintenance and management of wildlife habitats.

EMPLOYMENT OPPORTUNITIES

Graduates of the Wildlife and Plantation Management Associate of Applied Science degree program are prepared to serve as entry-level managers in a wide variety of wildlife-related environments.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical	Algebra
ASSET	41	42	40	42
COMPASS	79	62	43	37
SAT	NA	480	430	NA
ACT	NA	25	20	NA
CPE	75	75	79	NA

WILDLIFE AND PLANTATION MANAGEMENT CURRICULUM

The curriculum for the Wildlife and Plantation Management Associate of Applied Science degree program is designed for the quarter system. A student may enter the program any quarter. To graduate, degree-seeking students must earn a minimum of 110 quarter credit hours. The program generally takes 8 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		30
BIO 191	Biology I	5
ENG 191	Composition and Rhetoric (OL)	5
ENG 193 OR HUM 191	Literature and Composition (OL) OR Introduction to Humanities	5
MAT 191	College Algebra (OL)	5
SPC 191	Fundamentals of Speech	5
SOC 191 OR PSY 191	Introduction to Sociology OR Introductory Psychology (OL)	5

FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		77
FOR 102	Forest Soils	4
FOR 103	Dendrology	4
GIS 100	Introduction to GIS	5
GIS 128	Global Positioning Field Techniques	3
WLT 100	Introduction to Wildlife and Plantation Management	5
WLT 125	Wildlife Ornithology	5
WLT 127	Guiding Techniques	4
WLT 136	Equipment Operation, Maintenance, and Safety	2
WLT 200	Wildlife Policy and Law	5
WLT 202	Forest Maintenance	5
WLT 205	Wildlife Mammalogy	5
WLT 210	Aquatic Ecology	5
WLT 211	Fisheries Management	5
WLT 215	Wildlife Maintenance Technology	5
WLT 220	Habitat Manipulation	5
WLT 225	Animal Immobilization	5
WLT 251	Wildlife Internship	5

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,791
Books/Supplies: $1,500
(Costs are estimates and are subject to change.)

Wildlife and Plantation Management Diploma

DESCRIPTION

The Wildlife and Plantation Management diploma program provides students with a wide range of skills including basic forestry, wildlife and fisheries management techniques, wildlife regulations/policies, and the maintenance and management of wildlife habitats.

EMPLOYMENT OPPORTUNITIES

Graduates of the Wildlife and Plantation Management diploma program are prepared to serve as entry-level technicians in a wide variety of wildlife-related environments.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
ASSET	38	35	35
COMPASS	70	23	26
SAT	NA	430	400
ACT	NA	18	17
CPE	75	75	79

WILDLIFE AND PLANTATION MANAGEMENT CURRICULUM

The curriculum for the Wildlife and Plantation Management diploma program is designed for the quarter system. A student may enter the program any quarter. To graduate, diploma-seeking students must earn a minimum of 83 quarter credit hours. The program generally takes 6 quarters to complete.

COURSE	COURSE NAME	CREDITS
GENERAL CORE COURSES		**10**
ENG 101	English (OL)	5
MAT 101	General Mathematics	5
FUNDAMENTAL OCCUPATIONAL COURSES		**6**
EMP 100	Interpersonal Relations and Professional Dev. (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
OCCUPATIONAL COURSES		**67**
FOR 102	Forest Soils	4
FOR 103	Dendrology	4
GIS 100	Introduction to GIS	5
GIS 128	Global Positioning Field Techniques	3
WLT 100	Introduction to Wildlife and Plantation Management	5
WLT 115	Terrestrial Ecology	5
WLT 127	Guiding Techniques	4
WLT 136	Equipment Operation, Maintenance, and Safety	2
WLT 200	Wildlife Policy and Law	5
WLT 202	Forest Maintenance	5
WLT 215	Wildlife Maintenance Technology	5
WLT 220	Habitat Manipulation	5
WLT 225	Animal Immobilization	5
XXX xxx	Wildlife Electives	10

(OL) designation indicates course may be available online during selected quarters.

PROGRAM COSTS

Tuition/Fees: $3,198
Books/Supplies: $1,200
(Costs are estimates and are subject to change.)

Course Descriptions

COURSE DESCRIPTIONS

Course Numbers

Course designations consist of a three-letter prefix, a number and the title of the course (e.g., ACC 101-Principles of Accounting I). The three-letter prefix indicates the subject.

Course Hours and Credits

Following the course title are numbers in parentheses that indicate contact and credit hours. The first number is the number of weekly contact hours required for the course. Contact hours equal the time spent under the direct supervision of a faculty member in lecture and/or laboratory hours. The second number is the number of credit hours for the course. Institutional Credit is designated for Learning Support courses by the letters "I.C." following the number of credit hours. Learning Support courses cannot be used for elective credit to meet graduation requirements. Unless otherwise specified, program admission is a prerequisite for registration for all credit courses.

Course Descriptions:

A short course description is included to indicate the general areas that a course will cover.

Prerequisites/Corequisites

"Prerequisites" are required before enrolling in a course; they will be identified directly underneath the course description. "Corequisites" are courses that must/may be taken at the same time and will be identified following the course description. Unless otherwise specified, program admission is a prerequisite for registration for all credit courses.

Course Schedule

Not all of the courses in the following list are taught each quarter. Course schedules are published prior to each quarter showing the courses that will be offered. Courses offered are subject to change. Ogeechee Tech reserves the right to cancel any course for which there is insufficient enrollment.

Course Prefixes

ACC Accounting
ACT Air Conditioning Technology
AGB Agribusiness
AGR Agriculture
AHS Allied Health Science
AMF Manufacturing
AUT Automotive Technology.
BIO Biology
BUS Business Office Technology
CAR Carpentry
CCM Commercial Construction Mgmt
CFC Construction
CHM Chemistry
CIS Computer Information Systems
COS Cosmetology
CRC Cancer Registry Specialist
CTD Commercial Truck Driving
CNA Patient Care Assisting
CRJ Criminal Justice
CSP Central Sterile Technician
CUL Culinary Arts
DDF Drafting and Design Fundamentals
DDS Drafting and Design
DEN Dental Assisting
DMM Distribution and Warehousing
DMS Diagnostic Medical Sonography
ECE Early Childhood Care and Education
ECH Echocardiography
ECO Economics
END Endoscopy Technician
EHO Environmental Horticulture
ELT Commercial Wiring
EMP Interpersonal Relations
EMS Emergency Medical Services
ENG English
ESN Environmental Services
EST Cosmetic Esthetician Certificate
FIN Finance
FOR Forestry
FSC Fire Science Technology
FSE Funeral Service Education
FST Forensic Science Technology
GIS Geographic Information Systems
HCMT Healthcare Mgmt. Technology
HII Interpreter Training Studies
HIT Health Information Technology
HRT Hotel/Restaurant/Travel Mgmt
HUM Humanities
IDS Industrial Systems Technology
IFC Industrial Fundamental Core
ISP Industrial Safety Specialist
MAS Medical Assisting
MAT Mathematics
MKT Marketing Management
MRI Magnetic Resonance Imaging Technologist
MSD Mgmt and Supervisory Dev.
NPT Practical Nursing
NSG Practical Nursing
OPD Opticianry
PHL Phlebotomy
PHR Pharmacy Technology
PSC Physical Science
PSY Psychology
RAD Radiologic Technology
RDG Reading
RPS Radiology PACS Specialist
SCT Science and Technology
SOC Sociology
SPC Speech
SUR Surgical Technology
TGM Turf and Golf Course Mgmt
VAS Vascular Technology
VET Veterinary Technology
WLD Industrial Welding
WLT Wildlife and Plantation Mgmt

ACC 101 Principles of Accounting I (8 Contact, 6 Credit)

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.
Prerequisite: Provisional Admission

ACC 102 Principles of Accounting II (8 Contact, 6 Credit)

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.
Prerequisites: ACC 101

ACC 103 Principles of Accounting III (8 Contact, 6 Credit)

Emphasizes a fundamental understanding of corporate and cost accounting. Topics include accounting for a corporation, statement of cash flow, cost accounting and budgeting, and long term liabilities. Laboratory work demonstrates theory presented in class.
Prerequisite: ACC 102

ACC 104 Computerized Accounting (5 Contact, 3 Credit)

Emphasizes operation of computerized accounting systems from manual input forms. Topics include equipment use, general ledger, accounts receivable and payable, payroll, cash management, and financial reports. Laboratory work includes theoretical and technical application.
Prerequisites: ACC 102, SCT 100

ACC 105 Database Applications (5 Contact, 3 Credit)

Emphasizes use of database management software packages for program-related database applications. Topics include planning and designing a database; database creation; data entry; database access, manipulation and updating; sort, index, and query functions; database program-related applications; and database management applications. Laboratory work includes theoretical and technical applications.
Prerequisite: SCT 100

ACC 106 Spreadsheet Applications (5 Contact, 3 Credit)

Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheet. Topics include spreadsheet creation, data entry, data entry modification, computation using functions, and program-related spreadsheet applications. Laboratory work includes theoretical and technical application.
Prerequisite: SCT 100

ACC 151 Individual Tax Accounting (6 Contact, 5 Credit)

Provides instruction for preparation of both state and federal income tax. Topics include taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACC 152 Payroll Accounting (6 Contact, 5 Credit)

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.
Prerequisite: ACC 101

ACC 154 Personal Finance (5 Contact, 5 Credit)

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirements, and estate planning.

ACC 155 Legal Environment of Business (5 Contact, 5 Credit)

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 the Uniform Commercial Code.

ACC 159 Accounting Simulation (10 Contact, 5 Credit)

Develops skills for the potential accountant to effectively prepare financial statements for presentations and income tax returns. Emphasis is placed on providing students with opportunities for application and demonstration of skills associated with automated accounting. Topics include financial statement preparation, accounting system installation, automated accounting work sheet preparation, automated accounting income tax return preparation, and job search planning.

Prerequisites: ACC 104, ACC 106

ACC 160 Advanced Spreadsheets (6 Contact, 5 Credit)

Provides the fundamentals, intermediate, and advanced Microsoft Excel competencies to provide user with the skills to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in functions, templates, and trends and relationships.

Prerequisite: ACC 106

ACC 167 Accounting Internship I (18 Contact, 6 Credit)

Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows the student to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and progressive productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, weekly documentation or seminars and/or other projects as required by the instructor.

Prerequisite: All non-elective courses required for program completion

ACC 168 Accounting Internship II (36 Contact, 12 Credit)

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

Prerequisite: All non-elective courses required for program completion

ACT 100 Refrigeration Fundamentals (5 Contact, 4 Credit)

Introduces basic concepts and theories of refrigeration. Topics include the laws of thermodynamics, pressure and temperature relationships, heat transfer, refrigerant identification, the refrigeration cycle, and safety.

Prerequisite: Provisional Admission

ACT 101 Principals and Practices of Refrigeration (10 Contact, 7 Credit)

Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include refrigeration tools; piping practices; service valves; leak testing; refrigerant recovery, recycling, and reclamation; evacuation; charging; and safety.

Prerequisite/Corequisite: ACT 100

ACT 102 Refrigeration Systems Components (10 Contact, 7 Credit)

Provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

Prerequisites/Corequisites: ACT 100, ACT 101

ACT 103 Electrical Fundamentals (10 Contact, 7 Credit)

Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

Prerequisite: Provisional admission

ACT 104 Electric Motors (7 Contact, 4 Credit)

Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air condition industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

Prerequisite/Corequisite: ACT 103

ACT 105 Electrical Components (8 Contact, 5 Credit)

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics includes: pressure switches, overload devices, transformers, magnetic starters, controls, diagnostic techniques, installation procedures, and safety.

Prerequisite/Corequisite: ACT 103

ACT 106 Electrical Control Systems and Install (7 Contact, 4 Credit)

Provides instruction on wiring various types of air conditioning systems. Topics include servicing procedures, solid state controls, system wiring, control circuits, and safety.

Prerequisite/Corequisite: ACT 105

ACT 107 Air Conditioning Principles (10 Contact, 8 Credit)

Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include types of AC systems, heat-load calculation, properties of air, psychometrics, duct design, air filtration, and safety principles.

Prerequisite/Corequisite: ACT 102

ACT 108 Air Conditioning Systems and Install (5 Contact, 3 Credit)

Provides instruction on the installation and service of residential air conditioning systems. Topics include installation procedures, service, split-systems, and add-on- systems, packaged systems, and safety.

Prerequisites/Corequisites: ACT 102, ACT 106

ACT 109 Troubleshooting Air Conditioning Systems (10 Contact, 5 Credit)

Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.

Prerequisites/Corequisites: ACT 108

ACT 110 Gas Heating Systems (10 Contact, 5 Credit)

Introduces principles of combustion and service requirements for gas heating systems. Topics include service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Prerequisites: ACT 102, ACT 106

ACT 111 Heat Pumps and Related System (10 Contact, 6 Credit)

Provides instruction on the principles, application, and operation of a residential heat pump system. Topics include installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, valves, and safety.

Prerequisites/Corequisites: ACT 102, ACT 106

AGB 100 Introduction to Agribusiness (3 Contact, 3 Credit)

Provides a preliminary foundation for learning principles of business in the vast industry of agriculture. The course will focus on the progression and importance of the industry, emerging technologies, and types of agribusinesses, agribusiness input and output sectors, and the economics of the industry. The course seeks to familiarize students with aspects of the agriculture industry that will provide a comprehensive view of this major sector of Georgia's economy.

AGB 101 Agricultural Finance (5 Contact, 5 Credit)

Comprehensive analysis of the capital and Credit needs on the farm and in agribusiness. Includes the methods of securing debt and equity capital, sources of Credit, legal concerns, Credit analysis, and problems associated with obtaining and using Credit.

AGB 102 Agricultural Law (5 Contact, 5 Credit)

Examines agricultural and environmental regulation and legal issues. Government relationships to production agriculture, agencies, farm and agribusiness programs, biotechnology, and the increasing environmental legal concerns of the industry will be explored to provide an understanding of law in the industry. Discusses how agribusinesses are satisfying demands for innovative answers to increasing regulation and resource concerns in Georgia.

AGB 103 Agricultural Policy (3 Contact, 3 Credit)

Provides a study of the impact of national and international policy on the agribusiness industry. Includes an historical perspective as well as an analysis of current policy with a concentration on both federal and state policies in the United States.

AGR 111 Agricultural Machinery and Equipment (5 Contact, 5 Credit)
This course provides an overview of agricultural equipment and its management. Engines and drive systems, tillage, planting, spray, and harvesting equipment are covered. Management, including equipment selection, costing, brand evaluation, and dealer service are also addressed.

AGR 112 Water, Irrigation, and Erosion (5 Contact, 5 Credit)
This course includes many of the practical aspects and field techniques of soil and water conservation with emphasis in those aspects important to the Southeast. A study is made of the nature of the erosion processes and the need for conservation practices. The design and construction of terraces, waterways, drainage systems, irrigating systems and farm ponds are covered.

AGR 120 Introduction to Agronomy (5 Contact, 5 Credit)
This course is a study of plant growth and development and field crop production. Includes identification and control of weeds, insects, and diseases; plants, cultivating and harvesting methods; major crops and their uses.

AGR 130 Introduction to Animal Science (5 Contact, 5 Credit)
Students survey cattle, sheep, poultry, horses, and swine industries, including breeding, selection, feeding, marketing and management.

AGR 131 Introduction to Poultry Science (5 Contact, 5 Credit)
An introductory course designed to cover the biology of the domestic fowl with emphasis on its application to poultry production. Production practices and business models relevant to the Southeastern U.S. will also be covered.

AHS 101 Anatomy and Physiology (5 Contact, 5 Credit)
Focuses on basic normal structure and function of the human body. Topics include medical terms describing the human body and structure and function of the human body.

AHS 102 Drug Calculation and Administration (4 Contact, 3 Credit)
Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.
Prerequisite: MAT 101.

AHS 103 Nutrition and Diet Therapy (2 Contact, 2 Credit)
A study of the nutritional needs of the individual. Topics include nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

AHS 104 Introduction to Health Care (5 Contact, 3 Credit)
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control, and blood/air-borne pathogens.
Prerequisite: Provisional Admission.

AHS 105 Basic Inorganic Chemistry (5 Contact, 4 Credit)
Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include laboratory safety, fundamental principles of chemistry, weight and measures, solutions, and basic law of chemistry.
Prerequisite/Corequisite: MAT 101

AHS 109 Medical Terminology for Allied Health Sciences (3 Contact, 3 Credit)
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include origins, (roots, prefixes and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the student's field of study.
Prerequisite: Provisional Admission

AHS 112 Anatomy and Physiology I (5 Contact, 5 Credit)
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, the integumentary system, the skeletal system, the muscular system, the respiratory system, the digestive system, and the urinary system.

AHS 114 Anatomy and Physiology II (5 Contact, 5 Credit)

Continues the study of the anatomy and physiology of the human body. Topics include the reproductive system, the cardiovascular system, the blood and lymphatic systems, the nervous and sensory systems, the endocrine system, and the immune system.

Prerequisite: AHS 112.

AHS 155 Epidemiology (2 Contact, 2 Credit)

Terminology, concepts, and principles of epidemiology are examined in order to explain the occurrence, distribution and causative factors of diseases in human populations.

AHS 156 Health Science Physics (5 Contact, 5 Credit)

This course introduces the student to the basic laws of physics, with specific applications for health science students. Topics include Basic Newtonian mechanics, static and dynamic fluid concepts, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.

Prerequisite: MAT 191 or MAT 103

AMF 152 Manufacturing Organization Principles (2.4 Contact, 2 Credit)

This course introduces learners to the manufacturing industry by providing them with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing process, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

AMF 154 Manufacturing Workforce Skills (3.4 Contact, 3 Credit)

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, managing change, and creating a positive image.

AMF 156 Manufacturing Production Requirements (2 Contact, 2 Credit)

This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include statistical process control, tools for excellence, problem solving and decision making.

AMF 158 Automated Manufacturing Skills (3.8 Contact, 3 Credit)

This course provides learners with an introduction into computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include basic mechanics, hydraulics, pneumatics, power tools, industrial controls, computers and manufacturing simulation.

AMF 160 - Representative Manufacturing Skills (5 Contact, 5 Credit)

This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include plant safety, materials movement equipment, and precision measurements for manufacturing and blueprint reading.

AUT 120 Introduction to Automotive Technology (5 Contact, 3 Credit)

Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include safety procedures; legal/ethical responsibilities; measurement; machining; hand tools; shop organization, management and work flow systems.

Prerequisite: Provisional admission

AUT 122 Electrical and Electronic Systems (10 Contact, 6 Credit)

Introduces automotive electricity. Topics include general electrical system diagnosis; lighting system diagnosis and repair, gauges, warning devices, and driver information system diagnosis and repair, horn and wiper/washer diagnosis and repair, accessories diagnosis and repair.

Prerequisite: AUT 120

AUT 124 Battery, Starting and Charging Systems (8 Contact, 4 Credit)

Emphasizes the basic principles, diagnosis, and service/ repair of batteries, starting systems, starting system components, alternators, and regulators. Topics include battery diagnosis and service; starting system diagnosis and repair, charging system diagnosis and repair.

Prerequisite: AUT 122

AUT 126 Engine Principles of Operation and Repair (12 Contact, 6 Credit)
Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include general diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair, engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.
Prerequisite: AUT 120

AUT 128 Fuel, Ignition, and Emission Systems (11 Contact, 7 Credit)
Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair and service for vehicles with carburetion and fuel injection systems. Topics include general engine diagnosis; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; positive crankcase ventilation; exhaust gas recirculation; engine related service.
Prerequisites: AUT 122, AUT 124, AUT 126

AUT 130 Automotive Brake Systems (6 Contact, 4 Credit)
Introduces brake systems theory and its application to automotive systems. Topics include hydraulic system diagnosis and repair, drum brake diagnosis and repair, disc brake diagnosis and repair, power assist units diagnosis and repair, miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair.
Prerequisite: AUT 122

AUT 132 Suspension and Steering Systems (6 Contact, 4 Credit)
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include steering systems diagnosis and repair, suspension systems diagnosis and repair, wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.
Prerequisite: AUT 122

AUT 134 Drivelines (8 Contact, 4 Credit)
Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline related operation, diagnosis, service and related electronic controls. Topics include drive shaft and half shaft, universal and constant -velocity(CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair.
Prerequisite: AUT 122

AUT 138 MANUAL TRANSMISSION/TRANSAXLE (6 Contact, 4 Credit)
Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service are included. Electronic controls related to transmission/transaxle operation are discussed. Topics include clutch diagnosis and repair; transmission/transaxle diagnosis and repair
Prerequisite: AUT 122

AUT 140 Electronic Engine Control Systems (9 Contact, 7 Credit)
Introduces concept of electronic engine controls. Topics include computerized engine controls diagnosis and repair, intake air temperature controls; early fuel evaporation (intake manifold temperature) controls; evaporative emissions controls.
Prerequisite: AUT 128

AUT 142 Climate Control Systems (8 Contact, 6 Credit)
Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery; recycling, and handling.
Prerequisite: AUT 122

AUT 144 Introduction to Automatic Transmissions (6 Contact, 4 Credit)
Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include general transmission and transaxle diagnosis; transmission a and transaxle maintenance and adjustment; in-vehicle transmission and transaxle repair.
Prerequisite: AUT 122

AUT 210 AUTOMATIC TRANSMISSION REPAIR (11 Contact, 7 Credit)
Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include removal, disassembly, and reinstallation; oil pump and converter; gear train, shafts, bushings and case; friction and reaction units.
Prerequisite: AUT 144

AUT 212 ADVANCED ELECTRONIC TRANSMISSION DIAGNOSIS (5 Contact, 3 Credit)

Introduces automatic transmission hydraulic/mechanical and electronic diagnosis and repair. Topics include electronically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis and repair.

Prerequisite: AUT 210

AUT 214 Advanced Electronic Controlled Brake System Diagnosis (6 Contact, 4 Credit)

Introduces anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include general brake and anti-lock Brake systems diagnosis and testing, light truck rear anti-lock brake system, four-wheel anti-lock Brake system locations, components, and operation.

Prerequisite: AUT 130

AUT 216 Advanced Electronic Controlled Suspension & Steering Systems (6 Contact, 4 Credit)

Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include electronic steering systems diagnosis and adjustment/repair, and diagnosis of electrical and electronic controlled steering and suspension systems.

Prerequisite: AUT 132

AUT 218 Advanced Electronic Engine Control Systems (6 Contact, 4 Credit)

Introduces On-Board Diagnostics II (OBD II), California Air Research Board (CARB) requirements and monitoring technology diagnostic trouble code definitions, and essentials of advanced drivability diagnosis and data interpretation using a scanner. Topics include OBD II standards; capabilities; OBD II diagnostics; OBD II terms.

Prerequisite: AUT 140

AUT 220 Automotive Technology Internship 1(18 Contact, 6 Credit)

Provides students work experience in the occupational environment. Topics include application of automotive technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

Prerequisite: AUT 128

BIO 191 Biology I (7 Contact, 5 Credit)

Provides an introduction to basic biological concepts. Topics include classification of plants and animals, cell theory, cell structure, plant and animal tissues and organs, nutritional requirements of plants and animals, energy metabolism, and use of basic laboratory techniques and equipment.

BIO 193 Anatomy and Physiology I (7 Contact, 5 Credit)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systematic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, the integumentary system, the skeletal system, the muscular system, the respiratory system, the digestive system and the urinary system. Laboratory experience supports classroom learning.

Prerequisite: Provisional admission

BIO 194 Anatomy and Physiology II (7 Contact, 5 Credit)

Continues the study of the anatomy and physiology of the human body. Topics include the reproductive system, the cardiovascular system, the blood and lymphatic systems, the nervous and sensory systems, the endocrine system, and the immune system. Laboratory experience supports classroom learning.

Prerequisite: BIO 193

BUS 101 Document Processing (10 Contact, 6 Credit)

Reinforces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

Prerequisite: Provisional admissions, **Corequisite:** SCT 100

BUS 102 Intermediate Document Processing (10 Contact, 5 Credit)

Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Students attain a minimum typing speed of 40 words per minute with a maximum of 5 errors on a 5 minute timed keyboarding test. Topics include building speed and accuracy, formatting and producing business documents, language arts, and proofreading. Laboratory practice parallels class instruction.

Prerequisite: BUS 101

BUS 103 Advanced Document Processing (10 Contact, 5 Credit)
Continues the development of keyboarding speed and accuracy with mastery of complex document production. Students attain a minimum typing speed of 50 words per minute with a maximum of 5 errors on a 5 minute timed keyboarding test. Topics include building speed and accuracy, integrated projects/applications, decision making, language arts, and proofreading. Laboratory practice parallels class instruction.
Prerequisite: BUS 102, ENG 111

BUS 105 Database Applications (5 Contact, 3 Credit)
Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include database concepts structuring databases, entering data, organizing data, and managing databases.
Prerequisites: SCT 100

BUS 106 Office Procedures (8 Contact, 5 Credit)
Emphasizes essential skills required for the typical business office. Topics include office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.
Prerequisite: SCT 100, **Corequisite:** BUS 101

BUS 107 Machine Transcription (5 Contact, 3 Credit)
Emphasizes transcribing mailable documents from dictation using word processing software. Topics include equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.
Prerequisites: BUS 101, ENG 111, SCT 100

BUS 108 Word Processing (8 Contact, 5 Credit)
Emphasizes an intensive use of word processing software to create and revise business documents. Topics include creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.
Prerequisite: SCT 100

BUS 109 Applied Office Procedures (8 Contact, 5 Credit)
This course focuses on applying knowledge and skills learned in all prior courses taken in the program. Topics include communications skills, telecommunications skills, record management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.
Prerequisites: BUS 101, BUS 106, BUS 108, BUS 202**, Corequisites:** BUS 208 or ACC 101, BUS 148, BUS 160

BUS 148 Business Document Proofreading and Editing (5 Contact, 3 Credit)
Emphasizes proper proofreading and editing as applied to business documents. Topics include applying proofreading techniques and proofreader's marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting
Prerequisites: BUS 101 and ENG 111 or ENG 101 or ENG 191

BUS 160 Electronic Communication Applications (8 Contact, 5 Credit)
Provides an overview of electronic communications as used in an office setting. Topics include email fundamentals and management, using the Internet, system user security, and wireless/mobile computing and emerging technologies.
Prerequisite: SCT 100

BUS 161 Desktop Publishing (5 Contact, 3 Credit)
Emphasizes intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include DTP concepts, operation of DTP software, publication page layout, basic graphic design, and practical applications.
Prerequisite: SCT 100

BUS 201 Advanced Word Processing (8 Contact, 5 Credit)
Course provides instruction in advanced word processing. Topics include advanced features of formatting and organizing content, advanced features of collaborating on documents and customizing word processing software.
Prerequisite: BUS 108

BUS 202 Spreadsheet Applications (5 Contact, 3 Credit)
Provides instruction in spreadsheet applications. Students become proficient in creating and modifying spreadsheets and in printing files. Topics include spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content, and managing workbooks.
Prerequisite: SCT 100

BUS 203 Office Management (5 Contact, 5 Credit)

Provides students with an overview of office management concepts, styles, and skills. Topics include management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

Prerequisite: BUS 106

BUS 204 Business Administrative Assistant Internship I (18 Contact, 6 Credit)

Provides student work experience in a professional environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Successful completion of all required coursework.

BUS 205 Medical Administrative Assistant Internship I (18 Contact, 6 Credit)

Provides student work experience in an off-campus medical environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Successful completion of all required coursework.

BUS 208 Office Accounting (8 Contact, 6 Credit)

Introduces fundamental concepts of accounting. Topics include accounting equation, debits, credits, journalizing, posting and proving ledger, accounts receivable, accounts payable, cash control, and payroll.

BUS 211 Medical Terminology (4 Contact, 3 Credit)

Introduces the basic spelling and pronunciation of medical terms and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include word analysis, word elements, spelling, pronunciation, and semantics.

BUS 212 Anatomy and Terminology (5 Contact, 5 Credit)

Introduces the structures and functions of the human body including medical terminology. Topics include body structure, body functions, and medical terminology.

BUS 216 Medical Administrative Procedures (8 Contact, 5 Credit)

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include introduction to medical administrative assisting, medical law, ethics and bioethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

Prerequisites: BUS 101, AHS 100 or AHS 101, AHS 109, SCT 100

BUS 224 Business Administrative Assistant Internship II (36 Contact, 12 Credit)

Provides student work experience in an off-campus business office. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisites: Must be in last quarter; may take concurrently with last quarter coursework

BUS 226 Medical Office Billing/Coding/Insurance (8 Contact, 5 Credit)

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include international classification of diseases, code book formats: guidelines and conventions; coding techniques; formats of the ICD-9 and CPT manuals; health insurance; billing and collections.

Prerequisites: BUS 101, BUS 211, BUS 212, ENG 111

BUS 228 Computerized Medical Office Skills (5 Contact, 3 Credit)

This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of the medical administrative and electronic health record, and computerized office management. Topics include electronic health information management, electronic data interchange, coding standards, medical record and office management

software, point of entry data entry, electronic coding from medical records, speed data entry in processing medical records, analysis of records to improve patient care, confidentiality, release of information, security of electronic health record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation and HIPAA security.
Prerequisites: AHS 109 or BUS 211; AHS 100 or AHS 101 or BUS 212; BUS 101; SCT 100

BUS 260 Advanced Spreadsheet Applications (8 Contact, 5 Credit)
Provides a study of the advanced features of creating and modifying electronic spreadsheets. Topics include integration with other applications using templates, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, formatting data, using analysis tools, and collaborating with workgroups.
Prerequisites: BUS 202

BUS 261 Presentation Applications (5 Contact, 3 Credit)
Provides a study of creating, modifying and delivering presentations. Topics include creating a presentation, formatting content, collaborating with others, managing a presentation, creating output, and delivering a presentation.
Prerequisite: SCT 100

CAR 107 Site Layouts, Footings, and Foundations (7 Contact, 5 Credit)
Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include zoning restrictions and codes, batter board installation, builder's level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing and excavation.
Prerequisite: CFC 105

CAR 110 Floor Framing (5 Contact, 3 Credit)
Introduces materials identification, materials estimation, and installation procedures of floor and sill framing members. On-site construction procedures will be emphasized. Topics include size selection of girders and joists, materials estimation, and layout and installation procedures.
Prerequisites: CFC 102, CFC 103, CFC 105

CAR 111 Wall Framing (5 Contact, 3 Credit)
Provides instruction in identification, materials estimation, and framing production of wall and partition members. Emphasis will be placed on practical application of competencies. Topics include estimation and computation procedures, rough opening layouts, construction and erection of wall members, and sheathing installation.
Prerequisites: CFC 102, CFC 103, CFC 105

CAR 112 Ceiling and Roof Framing (10 Contact, 6 Credit)
Introduces terminology, concepts, and procedures used in identification, estimation, layout, and installation of ceiling and roof framing systems. Topics include identification of ceiling systems, ceiling system materials estimation, ceiling system layout procedures, scaffolding and ladder safety, ceiling system installation procedures, roof system terminology, roof system estimation and layout, roof system installation and decking, and vent systems.
Prerequisites: CFC 102, CFC 103, CFC 105

CAR 114 Roof Coverings (5 Contact, 2 Credit)
Introduces identification, estimation, and installation of roof covering materials. Topics include materials identification, estimation, layout procedures, installation, and safety precautions.
Prerequisites: CFC 101, CFC 103

CAR 115 Exterior Finishes and Trim (10 Contact, 5 Credit)
Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include doors and windows, siding types, materials identification, materials estimation, and installation procedures.
Prerequisites: CFC 101, CFC 103, CFC 105

CAR 117 Interior Finishes I (10 Contact, 4 Credit)
Introduces procedures for identification, estimation, and installation of interior trim. Topics include insulation methods identification, insulation material handling, insulation application methods, thermal and sound control, wall and ceiling materials estimation, gypsum wallboard insulation and finishing procedures, wall and ceiling materials identification, paneling installation and acoustical ceiling tile.
Prerequisites: CFC 102, CFC 103, CFC 105

CAR 118 Interior Finishes II (10 Contact, 4 Credit)

Introduces procedures for identification, estimation and installation of interior trim. The course also introduces various interior door units, door locks, trim, and installation procedures. Topics include trim terminology, materials identification, materials estimation, installation procedures, door frame installation, door hanging procedures, split jamb pre-hung unit installation, and solid jamb pre-hung unit installation procedures.
Prerequisites: CFC 102, CFC 103, CFC 105

CAR 119 Interior Finishes III 7 Contact, 3 Credit

Introduces finish floor covering for residential construction projects. Emphasis will be placed on identification, estimation, and installation of various types of hard and soft floor covering. The course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.
Prerequisites: CFC 102, CFC 103, CFC 105

CAR 121 Cornice and Soffit (3 Contact, 2 Credit)

Provides instruction in the production and installation of various types and styles of cornice and soffit work used in residential carpentry. Topics include identification of types and styles, vent systems, materials estimation, installation procedures, and ladder and scaffolding safety.
Prerequisites: Construction core

CAR 126 Stairs (5 Contact, 3 Credit)

Provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.
Prerequisites: CFC 102, CFC 103, CFC 105

CAR 127 Residential Carpentry Internship (12 Contact, 4 Credit)

Provides students with occupation-based instruction that applies learned skills to actual work experience. Emphasizes students' opportunities to practice finish work as learned in class and lab as part of the residential carpentry specialization courses. Topics include application of residential carpentry skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.
Prerequisites: All non-elective courses

CAR 130 Doors and Door Hardware 5 Contact, 3 Credit

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include door types, door hardware, thresholds, weather-stripping and overhead doors.
Prerequisites: Construction core

CAR 131 Concrete Forming (7 Contact, 3 Credit)

Introduces materials and processes involved in construction practices using formed concrete. Topics include wall forms, on-grade curb forms, vertical pier and column forms, horizontal beam forms, above-grade slab system, and stair forms.
Prerequisite: Construction Core

CAR 132 Site Development (2 Contact, 1 Credit)

Introduces the principles and practices of land surveying and the use of more complex instruments. Emphasizes areas of transit use, use of electronic measuring devices, and the computation of bearings and angles. Topics include area calculation, EDM equipment utilization, and differential leveling.
Prerequisites: MAT 101, CAR 107

CAR 134 Commercial Carpentry Internship (12 Contact, 4 Credit)

Provides students with occupation-based instruction that applies learned skills to actual work experience. Emphasizes students' opportunities to practice finish work as learned in class and lab as part of the commercial carpentry specialization courses. Topics include application of commercial carpentry skills, appropriate employability skills, problem solving, and adaptability to job equipment and technology, progressive productivity, and acceptable job performance.
Prerequisites: All non-elective courses

CAR 135 Steel Rigging and Reinforcing (1 Contact, 1 Credit)
Introduces various methods, materials, and equipment used in the handling and rigging of steel components in a construction project. Emphasis is placed on use of proper safety techniques. Topics include calculation of rope strengths, knots, and standard hand signals.

CCM 130 Mechanical, Electrical & Conveying Systems (4 Contact, 4 Credit)
This course is a review of the mechanical, plumbing, electrical and conveying systems used in commercial construction. Basic design considerations and building code requirements are introduced.

CCM 140 Commercial Building Code (3 Contact, 3 Credit)
This course provides a study of the commercial building code. Topics include inspector/contractor communications, code administration, occupancy classifications, building limitations construction types, fire resistance, means of egress, structural loading, and construction materials. The life safety code is introduced.

CCM 160 Construction Scheduling (6 Contact, 5 Credit)
This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, arrow diagrams, time-scaled diagrams, Gantt charts and computerized scheduling. Students will complete a project utilizing the critical path method in both manual and computerized formats.
Prerequisite: CCM 180

CCM 180 Quantity Estimating (6 Contact, 5 Credit)
This course provides skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.
Prerequisite: CFC 105

CCM 181 Conceptual Cost Estimating (6 Contact, 5 Credit)
This course develops the skills to perform a commercial construction conceptual cost estimate using preliminary design estimating methods including order of magnitude, area, volume, and assemblies. Topics include general requirements, site work, foundation, superstructure, exterior closure, roofing, mechanical, electrical, and interior construction. Completion of an assemblies cost estimate is required.
Prerequisite: CCM 180

CCM 182 Cost Estimating (6 Contact, 5 Credit)
This course provides the skills to perform a commercial construction cost estimate from material quantities. Topics include bidding substitutions, allowances, alternates, unit prices, subcontracts, equipment, labor, and crew production rates, bid strategy, mark-up and the bid opening. Completion of a cost estimate is required.
Prerequisite: CCM 180

CCM 210 Workplace Law (5 Contact, 5 Credit)
This course is a study of the legal aspects of commercial construction contracting. Topics include contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims arbitration, mediation, business types, and minority business enterprises, hiring and firing practices.

CCM 220 Contract Administration (3 Contact, 3 Credit)
This course is a study of commercial construction contract administration. Topics include conditions of the contract, drawing/specification coordination, general requirements, general conditions, allowances, alternates, substitutions, warranties, specification language, project meetings, construction observation/ inspection, contract modifications disputes, construction measurement for payment.

CCM 230 Construction Accounting and Financial Management (5 Contact, 5 Credit)
This course provides a study of financial management and accounting theory with specific application to the commercial construction industry. Topics include accounting data, financial statements, cost control, taxation, ratio analysis, the time value of money, budgeting, cash flow, financing, and receivables.

CCM 270 Construction Project Management (5 Contact, 5 Credit)
This course is a study of commercial construction field and office controls. Topics include project organization, supervision, permits, insurance, project meeting, submittals, purchasing, subcontractors, project communication, shop drawings, contract modifications, project records, quality control, substitutions, and contract closeout.
Prerequisite: CCM 220

CCM 271 Construction Submittal Processing (6 Contact, 5 Credit)
This course provides the fundamentals relating to procuring product and material data for review and approval as it relates to the construction process. Topics include submittal preparation, the Owner- Architect review process, and the three-category review method.

Prerequisites: CCM 220, CCM 270

CCM 272 Construction Document Control (4 Contact, 3 Credit)

This course of study provides the student with the knowledge necessary to process and effectively organize construction documentation during the evolution of a project. Topics include processing and tracking change orders, requests for information, and daily log reports.

Prerequisite: CCM 271

CCM 290 Capstone Project (5 Contact, 5 Credit)

This course is the application of the skills learned in the commercial construction management degree program though a business simulation. A project must be completed wherein the student will create a fictitious company, provide a bid from actual construction documents, and execute all accompanying documents. The student must submit and receive prior approval of the project by a committee consisting of industry and faculty representatives. The student will present the final project to an industry/ faculty panel for discussion and justification.

Prerequisites: CCM 160, CCM 220, CCM 230 and CCM 270

CFC 100 Safety (2 Contact, 2 Credit)

Provides a review of general safety rules and practices and provides students with information about state and federal regulations including OSHA Hazard Communication Standard and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding hazards. Topics include overview of safety rules and regulations; personal protective equipment; signs, signals, and barricades; flammable materials; electrical hazards; ladders and scaffolds; safety in trenches and excavations; and introduction to rigging.

CFC 101 Introduction to Construction (2 Contact, 2 Credit)

This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include introduction to the construction trades and the building process; workplace expectations, quality of work, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success and life skills.

CFC 102 Professional Tool Use and Safety (6 Contact, 4 Credit)

Provides instruction in the use of hand and power tools. Emphasis will be placed on the safe use of each tool covered. Topics include layout and measuring tools, sawing tools, shaping and cutting tools, fastening tools, drilling and boring tools, and finishing tools.

Prerequisite: Provisional admission

CFC 103 Materials and Fasteners

Introduces the fundamental array of building materials used in residential and commercial construction. Topics include concrete products, masonry materials, plumbing materials, fasteners, wood products, finishing materials, manufactured products for Construction and an introduction to estimation of products and services.

CFC 105 Construction Print Reading Fundamentals

Introduces the reading and interpretation of prints and architectural drawings for all the Construction Trades. Topics include types of plans, scales, specifications, conventions, and schedules.

Prerequisites: MAT 101

CHM 191 Chemistry I (7 Contact, 5 Credit)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, atomic structure, chemical bonding, physical states of matter, nomenclature, and stoichiometry.

Prerequisite: Program admission level math achievement

CIS 103 Operating Systems (8 Contact, 6 Credit)

Provides an overview of operating systems functions and commands that are necessary in a computer working environment. Topics include multiprogramming, single and multi-user systems, resource management, command languages, and operating system utilities, file system utilization and multiple operating systems.

Prerequisites: SCT 100

CIS 105 Program Design and Development (5 Contact, 5 Credit)

Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudocode. Topics include; problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure.

Prerequisite: Keyboarding skills **Corequisite:** CIS 106

CIS 106 Computer Concepts (5 Contact**,** 5 Credit)

Provides an overview of computers & information technology. Topics include computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

CIS 122 Microcomputer Installation and Maintenance (10 Contact, 7 Credit)

Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventive maintenance.

Prerequisite: SCT 100 **Corequisite:** An operating systems course

CIS 127 Comprehensive Word Processing and Presentation Graphics (8 Contact, 6 Credit)

Provides a study of word processing and desktop publishing. Topics include desktop publishing Concepts, advanced word processing concepts, development of macros, presentation graphics concepts, and troubleshooting applications.

Prerequisites: SCT 100

CIS 157 Introduction to Windows Programming Using Microsoft Visual Basic (10 Contact, 7 Credit)

Introduces the student to Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing, and incorporating graphics.

Corequisite: CIS 105

CIS 252 Introduction to Java Programming (10 Contact, 7 Credit)

Course designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Continue to develop student's programming logic skills. Topics include JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

Prerequisites: CIS 105

CIS 276 Advanced Routers and Switches (8 Contact, 6 Credit)

Introduces LAN design, LAN switching and switch segmentation, advanced routing, and multiple protocols. Topics include a review of semesters I and II, local area network (LAN) switching, virtual local area networks (VLANS), local area network (LAN) design, interior gateway routing protocols (IGRP), access control lists, and Novell IPX.

Prerequisites: CIS 142, CIS 258

CIS 277 WAN Design (8 Contact, 6 Credit)

Emphasizes WAN design utilizing point-to-point protocol (PPP), integrated services digital network (ISDN), and frame relay. Topics include a review of semesters I, II, and III, wide area network, wide area network design, point-to-point protocol, integrated services digital network (ISDN), and frame relay.

Prerequisites: CIS 142, CIS 258, CIS 276

CIS 286 A+ Preparation (10 Contact, 7 Credit)

Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, safety and Electrostatic Discharge, and Networks.

Prerequisites: CIS 122

CIS 1115 Information Security Fundamentals (5 Contact, 5 Credit)

This course provides a broad overview of information security. It covers terminology, history, security systems, development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

Prerequisites: CIS 1140 or CIS 2321 and an operating systems class or advisor approval

CIS 1116 Security Policies and Procedures (5 Contact, 5 Credit)

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

Prerequisite: CIS 1115

CIS 1140 Networking Fundamentals (8 Contact, 6 Credit)
Introduces networking technologies and prepares students to pass CompTIA's broad based, vendor independent networking certification exam, Network+. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling connection schemes, the fundamentals of both the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting.
Prerequisites: CIS 106 or advisor approval

CIS 2149 Implementing Microsoft Windows Professional (8 Contact, 6 Credit)
Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.
Prerequisites: An operating course and CIS 1140 or advisor approval

CIS 2150 Implementing Microsoft Windows Server (8 Contact, 6 Credit)
Provides the ability to implement, administrator, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.
Prerequisite: CIS 2149

CIS 2153 Implementing Microsoft Windows Networking Infrastructure (8 Contact, 6 Credit)
Provides students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.
Prerequisites: CIS 2150 or CIS 2152

CIS 2191 Internet Business Fundamentals (5 Contact, 4 Credit)
Internet Business Fundamentals teaches students how to access the Internet and the World Wide Web using a Web Brower as a general-purpose Internet application. Students will learn to use the Internet for e-mail, the World Wide Web, news-groups, Instant Messaging, File Transfer Protocol (FTP) and Telnet. Student will gain experience using and configuring both Netscape Navigator and Microsoft Internet Explorer to access rich multimedia data and objects as well as Java, Shockwave, and Active X content. A variety of Web-based search engines will be used to conduct advanced searches and learn the basics of project leadership, security, and e-business solutions. Students will also learn about business on the Internet, and how business research can help gain market intelligence. Topics include overview of the Internet, browsing the World Wide Web, electronic mail (E-Mail), using file transfer, TELNET, and Instant Messaging, search engines, searching to gain market intelligence, Internet technology, advanced Web concepts and browser customization, security and the Web, advanced search techniques, accessing business resources on the Internet, objects, plug-Ins, and viewers, and electronic commerce fundamentals.

CIS 2211 Web Site Design Tools (8 Contact, 6 Credit)
Web Site Design Tools teaches an understanding of how to create and manage impressive s using the sizeable amounts of new technology available on the Web. Students will learn to create web sites using various web tools such as (but not limited to) Microsoft FrontPage, Macromedia Dreamweaver, Adobe GoLive, HXTML. XML, Dynamic HTML, and various multimedia and CSS standards. Topics include compare and contrast different web site design tools, design web pages using FrontPage, NetObjects, and Image Composer web site design tools, develop basic layout skills, create shared borders, tables, hyperlinks, and forms, utilize advanced image techniques, connect a web site to a database, publish and manage a web site.

CIS 2228 Comprehensive Spreadsheet Techniques (8 Contact, 6 Credit)
Provides a study of spreadsheets. Topics include advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets.
Prerequisites: SCT 100

CIS 2229 Comprehensive Database Techniques (8 Contact, 6 Credit)
Provides a study of databases. Topics include advanced database management concepts, development of macros, data integration concepts, development of user interfaces, relational database concepts, troubleshooting databases.
Prerequisites: SCT 100

CIS 2321 Introduction to LAN and WAN (8 Contact, 6 Credit)
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs),

wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communications, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care maintenance, and use of the networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.
Prerequisites: SCT 100

CIS 2322 Introduction to WANs and Routing (8 Contact, 6 Credit)
This course provides instruction on performing basic router configuration and troubleshooting.
Prerequisite: CIS 2321

CNA 100 Patient Care Fundamentals (11 Contact, 8 Credit)
Introduces student to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

COS 100 Introduction to Cosmetology Theory (5 Contact, 5 Credit)
Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include state and local laws, rules, and regulations; professional image, bacteriology, decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; anatomy and physiology; and types of equipment.

COS 101 Introduction to Permanent Waving and Relaxing (5 Contact, 4 Credit)
Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, and permanent wave chemical relaxer application procedures on manikins, hair analysis and scalp analysis.
Prerequisite/ Corequisite: COS 100

COS 103 Basic Creative Treatment of Hair, Scalp, and Skin (4 Contact, 3 Credit)
Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include basic corrective hair and scalp treatments, plain facial, products and supplies, diseases and disorders, and safety precautions.
Prerequisite/Corequisite: COS 100

COS 105 Introduction to Shampooing and Styling (6 Contact, 4 Credit)
Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, fingerwaves, roller placement, and comb-outs. Laboratory training includes styling training to total 20 hours on manikins and 25 hours on live models without compensation. Topics include braiding/intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pincurls, roller placement, fingerwaves, combout techniques, skipwaves, ridgecurls, and safety precautions.
Prerequisite: COS 100

COS 106 Introduction to Haircutting (4 Contact, 3 Credit)
Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include haircutting terminology, safety, decontamination, and precautions, cutting implements, and haircutting techniques.
Prerequisite: COS 100

COS 107 Advanced Haircutting (5 Contact, 2 Credit)
Continues the theory and application of haircutting techniques. Topics include client consultation, head, hair, and body analysis, style cutting, haircutting techniques, and client consultations/head/hair/body analysis.
Prerequisite: COS 106

COS 108 Permanent Waving and Relaxing (4 Contact, 3 Credit)
Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.
Prerequisite: COS 101

COS 109 Hair Color (8 Contact, 6 Credit)

Presents the application of temporary, semi-permanent, deposit only and permanent hair coloring and decolorization products. Topics include basic color concepts, classifications of color, safety precautions, consultation, communication and record and release forms, product knowledge, special problems in hair color and corrective coloring, and special effects.

Prerequisites/Corequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108

COS 110 Skin, Scalp and Hair (4 Contact, 3 Credit)

Provides instruction on and application of techniques and theory in the treatment of skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions, cosmetic chemistry/products and supplies, and treatment theory: electrotherapy, electricity and light therapy.

Prerequisites/Corequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109

COS 111 Styling (5 Contact, 3 Credit)

Continues the theory and application of hairstyling and introduces thermal techniques. Topics include blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.

Prerequisite: COS 105 **Corequisite:** COS 110

COS 112 Manicuring and Pedicuring (4 Contact, 3 Credit)

Provides manicuring and pedicuring experiences on live models. Topics include implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

Prerequisite: COS 100

COS 113 Cosmetology Practicum I (13 Contact, 5 Credit)

Provides laboratory experiences necessary for the development of skills levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/ pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Prerequisites: COS 111, COS 112

COS 114 Cosmetology Practicum II (16 Contact, 8 Credit)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/ pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment).

Prerequisite/Corequisite: COS 113

COS 115 Cosmetology Practicum III (13 Contact, 5 Credit)

Provides experience necessary for professional development and completing of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/ decontamination; and Hazardous Duty Standards Act compliance.

Prerequisite: COS 114

COS 116 Cosmetology Practicum IV (13 Contact, 5 Credit)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/ pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Prerequisite/Corequisite: COS 115

COS 117 Salon Management (5 Contact, 4 Credit)

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon. Topics include planning a salon, business management, retailing, public relations, sales skills, career development and client retention.
Prerequisite: COS 112

CRC 101 Registry Organizations and Operations (4 Contact, 3 Credit)

This course illustrates the introduction to cancer registries, hospital, central and population based legal issues, confidentiality, standard setting organizations, and types of cancer registries, other disease registries, and data users.
Prerequisite: Completion of all core courses.

CRC 102 Clinical Quality and Improvement (3 Contact, 2 Credit)

This course provides the student with the comprehension of continuous quality improvement principles in the health care setting. Quality improvement plan, data collection, analysis and problem solving techniques, peer review, utilization management, and risk management.
Prerequisite: Completion of all core courses.

CRC 103 Coding and Staging I (6 Contact, 4 Credit)

This course provides education in oncology coding and staging systems, including a general overview of the International Classification of Diseases for Oncology nomenclature and classification system with focus on coding diagnoses and procedures, sequencing, and coding conventions; staging and extent of disease concepts used by physicians, cancer surveillance and national organizations to determine treatment and survival. Cancer registry software applications are introduced.

CRC 104 Coding and Staging II (6 Contact, 4 Credit)

This course offers advanced oncology coding and staging systems including advanced instruction in coding diagnosis and procedures, sequencing and coding conventions. Emphasis on cancer registry software.
Prerequisite: CRC 103

CRC 105 Abstracting I (6 Contact, 4 Credit)

This course provides the general site- specific abstracting principles and practice. The student will be using the knowledge of medical records, disease management, oncology coding and staging systems. This course will provide hands on abstracting of cancer cases. Cancer abstracting software applications introduced.

CRC 106 Abstracting II (6 Contact, 4 Credit)

This course provides advanced abstracting principles and practice. The course emphasizes hands on abstracting of cancer cases and software applications.
Prerequisite: CRC 105

CRC 107 Cancer Registry Management (4 Contact, 3 Credit)

This course provides content and analysis of management functions; including budgeting, annual reports, staffing determination, HIPAA, legal aspects, FORDS standards, cancer committees, cancer conferences, and other necessary cancer registry management functions. This course will also provide an introduction in the use of cancer statistical data for marketing and strategic planning.

CRC 108 Patient Follow-up (1 Contact, 1 Credit)

This course provides the education in cancer patient methodology, confidentiality, legal issues, identification of second primaries, recurrence, presentation of cancer data and special studies.
Prerequisites: CRC 101, CRC 103, CRC 105.

CRC 109 Data Utilization and Report Writing (4 Contact, 3 Credit)

This course will provide an introduction to annual cancer data utilization and report writing. Data utilization and report writing software applications are introduced.
Prerequisite: CRC 101.

CRC 203 Coding and Staging III (5 Contact, 3 Credit)

This course is a continuation of CRC 103 Coding and Staging I and CRC 104 Coding and Staging II. It is designed to enhance student competencies in cancer coding and staging with emphasis on the practical applications of each. Students will apply what they learned in CRC 103 and CRC 104 and learn to abstract from actual charts with emphasis on cancer registry software. Focus will be on the current standards of care for treatment of breast, prostate, lung, colorectal, lymphoma, and central nervous system cancers, leukemia, head and neck. Through the utilization of cancer registry software, students will also learn how to generate sample reports that may be requested in the registry.
Prerequisites: CRC 103, CRC 104

CRC 206 Abstracting III (6 Contact, 4 Credit)

This course focuses on is the continuation of CRC 105 Abstracting I and CRC 106 Abstracting II. It is designed to enhance student competencies in cancer abstracting with emphasis on the practical applications utilizing actual medical records and cancer registry software. Focus will be on quality control edits in assuring complete, accurate, and timely data and on the current standards of care for treatment of breast, prostate, lung, colon, lymphoma, head and neck, leukemias, and central nervous system cancers.

Prerequisites: CRC 105, CRC 106

CRC 212 Clinical Practice I (9 Contact, 3 Credit)

This course will prepare the student to perform the basic functions and tasks of a cancer registry department. The student will use actual health records in a health care facility to perform these functions and tasks. The CRC program instructor and the health care facility staff will guide the student in accomplishing the objectives set forth in the Professional Practice Experience Handbook. This course is designed to help the student gain entry-level competencies as set forth by the National Cancer Registrars Association (NCRA).

Prerequisites: CRC 101, CRC 103, CRC 105

Corequisites: CRC 104, CRC 106, CRC 107

CRC 213 Clinical Practice II (9 Contact, 3 Credit)

This is a continuation of CRC 212 Clinical Practice I. This course is designed to allow students to apply all functions related to the CRC profession. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. The student will be given additional advanced cancer registry management experience.

Prerequisite: CRC 101, CRC 102, CRC 103, CRC 105

Corequisites: CRC 104, CRC 106, CRC 107

CRC 218 Tumor Registry Seminar (1 Contact, 1 Credit)

This seminar is a refresher course that focuses on all topics of the CTR exam and is geared to those wishing to sit for the exam. Topics include Anatomy, Physiology and Histology of Cancer, Oncologic Terms, Computer Basics, Registry Organization and Operations, ICD-O-3 Coding Rules, Abstracting, Statistics and Epidemiology.

Prerequisite: Completion of all CRC courses

Corequisites: CRC 203, CRC 206

CRJ 101 Introduction to Criminal Justice Technology (5 Contact, 5 Credit)

Examines the emergence, progress, and problems of the Criminal Justice system in the United States. Topics include the American Criminal Justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

Prerequisite: Provisional admission

CRJ 103 Corrections (5 Contact, 5 Credit)

Provides an overview of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; community involvement; alternative sentencing; rehabilitation; and staffing.

Prerequisite: Provisional admission

CRJ 104 Principles of Law Enforcement (5 Contact, 5 Credit)

Examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. Topics include history and philosophy of law enforcement; evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

Prerequisite: Provisional admission

CRJ 105 Criminal Procedure (6 Contact, 5 Credit)

Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include laws of arrest, search and seizure; rules of evidence; procedures governing arrest, trial, and administration of criminal sanctions; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice/overview of Constitutional Law.

Prerequisite: CRJ 101

CRJ 150 Police Patrol Operations (5 Contact, 5 Credit)

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include foundations, policing skills and communication skills.

CRJ 156 Traffic Control and Accident Investigation (5 Contact, 5 Credit)

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include regulations, impaired driving, and traffic accident investigation.

CRJ 162 Methods of Criminal Investigation (5 Contact, 5 Credit)

Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and interrogation, and preparation and presentation of evidence in court. Topics include Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

CRJ 168 Criminal Law (5 Contact, 5 Credit)

This course emphasizes the historical development of criminal law in the United States and the current status of Georgia criminal law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A), with primary emphasis on the criminal and traffic codes.

CRJ 202 Constitutional Law (5 Contact, 5 Credit)

Emphasizes the provisions in the Bill of Rights pertaining to criminal justice. Topics include characteristics and powers of the 3 branches of government, principles governing the operation of the Constitution, the Constitutional Amendments and the Bill of Rights.

Prerequisite: CRJ 101

CRJ 207 Juvenile Justice (5 Contact, 5 Credit)

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the juvenile justice field. Topics include comparative analysis of adult and juvenile justice systems, survey of juvenile law, and prevention and treatment of juvenile delinquency.

Prerequisite: CRJ 101

CRJ 209 Criminal Justice Practicum/Internship (15 Contact, 5 Credit)

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will either pursue a study project directed by the instructor within the institution or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include observation and/or participation in criminal justice activities, criminal justice theory applications, and an independent study project.

Prerequisite: Completion of all required courses.

CRJ 212 Ethics in Criminal Justice (5 Contact, 5 Credit)

This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics.

CRJ 1010 Basic Law Enforcement Health & Life Safety (4 Contact, 3 Credit)

Introduces law enforcement students to emergency care or first aid, cardiopulmonary resuscitation, universal precautions, interpersonal communications, as well as concepts related to mental health, mental retardation and substance abuse.

CRJ 1012 Ethics and Liability for Basic Law Enforcement (2 Contact, 2 Credit)

This course examines the ethical issues and areas of liability confronted by law enforcement personnel. Included in this course are the following topics: ethics and professionalism, peace officer liability.

CRJ 1014 Firearms Training for Basic Law Enforcement (8 Contact, 5 Credit)

This course provides the student with an understanding of terminology, legal requirements, liability, safety considerations, tactics, procedures, firearms nomenclature, fundamentals of marksmanship, fundamental simulation in the use of deadly force and the opportunity to demonstrate proficiency in marksmanship.

Prerequisites: CRJ 105, CRJ 1010, CRJ 168

CRJ 1016 Emergency Vehicle Operations (8 Contact, 5 Credit)
This course provides the student with an understanding of appropriate driving actions, terminology, local responsibility, specific statutes, and safety considerations as well as demonstrates proficiency in the operation of an emergency vehicle.
Prerequisites: CRJ 104, CRJ 168

CRJ 1018 Defensive Tactics (7 Contact, 4 Credit)
This course provides students with an understanding of terminology, human anatomy, legal requirements, liability, safety, tactics, and demonstrate proper procedures for specific techniques to search, control and restrain a person.
Prerequisites: CRJ 104, CRJ 1010

CTD 101 Fundamentals of CTD (5 Contact, 5 Credit)
Fundamentals of Commercial Truck Driving introduces students to the trucking industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTD 102 Basic Operations of Commercial Truck Driving (8 Contact, 5 Credit)
This course focuses on familiarizing students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive at least twelve(12) hours behind-the-wheel(BTW) instructional time in range operations-operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking, and coupling & uncoupling.
Corequisite: CTD 101

CTD 103 Advanced Operations of Commercial Truck Driving (14 Contact, 5 Credit)
Advanced Operations focuses on developing driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition, the student must have a minimum program total of 44 hours BTW instructional time in any combination (with CTD 102) of range and street/road driving. Note: State law requires that, whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.
Corequisite: CTD 102

CUL 100 Professionalism in Culinary Arts (3 Contact, 3 Credit)
The Professionalism in Culinary Arts course provides an overview of the professionalism in culinary arts and culinary career opportunities. Chef history, pride, and esprit de corps are taught. Topics include cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, and culinary work ethics.
Prerequisite: Provisional admission

CUL 110 Food Service Sanitation and Safety (6 Contact, 3 Credit)
Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include cleaning standards, O.S.H.A. M.S.D.S guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.
Prerequisite: Provisional admission

CUL 112 Principles of Cooking (13 Contact, 6 Credit)
The Principles of Cooking course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include; weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.
Prerequisite: Provisional admission

CUL 114 American Regional Cuisine (10 Contact, 5 Credit)
The American Regional Cuisine course emphasis is on terms, concepts, and methods necessary to American Cuisine food preparation. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen aromatics, regional cooking principles and history, methods of American regional food preparation, and nutrition. Laboratory demonstrations and student experimentation parallel class work.
Prerequisite: CUL 110

CUL 116 Food Service Purchasing and Control (4 Contact, 3 Credit)

Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

Prerequisite: MAT 100

CUL 121 Baking Principles I (10 Contact, 5 Credit)

Baking Principles I presents the fundamental terms, concepts, and methods involved in preparations of yeast and quick breads. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include baking principles, Science and use of baking ingredients for breads, weights, measures, and conversions, preparation of baked goods, baking sanitation and hygiene, and baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

Prerequisite: CUL 110 **Corequisite:** CUL 112

CUL 122 Baking Principles II (10 Contact, 5 Credit)

Baking Principles II course presents the fundamental terms, concepts, and methods involved in preparation of baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include baking principles, Science and use of baking ingredients for desserts, cakes, and pastries, weights, measures, and conversions, preparation of baked goods, baking sanitation and hygiene, and baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

Prerequisite: CUL 121

CUL 127 Banquet Preparation and Presentation (9 Contact, 4 Credit)

Provides experience in preparation of a wide variety of quantity foods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen operational procedures equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice is provided.

Prerequisite: CUL 112

CUL 129 Front of the House Services (5 Contact, 3 Credit)

The Front of the House Service course introduces the fundamentals of dining and beverage service. Topics include dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service**,** and Beverage Service and Setup. Laboratory practice parallels class work.

Prerequisite: Provisional admission

CUL 130 Pantry, Hors D' Oeuvres and Canapés (10 Contact, 5 Credit)

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include Pantry functions, basic garnishes, breakfast preparation, buffet presentation, cold presentations, cold sandwiches, salads and dressings, molds, garnishes, and cold hors d'oeuvres. Laboratory practice parallels class work.

Prerequisite: CUL 114

CUL 132 Garde Manger (10 Contact, 5 Credit)

Emphasizes basic garde manger utilization and preparation of appetizers, condiments, and hors d'oeuvres. Topics include hot and cold hors d'oeuvres; salads, dressings, and relishes; sandwiches; pates and terrines; chaudfroids, gelees, and molds, canapés; and garnishing, carving, and decorating. Laboratory practice parallels class work.

Prerequisite: CUL 130

CUL 133 Food Service Leadership and Decision Making (5 Contact, 5 Credit)

The Food Service Leadership and Decision Making course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry. Topics include basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

Prerequisite: Provisional admission

CUL 137 Nutritional Food and Menu Development (7 Contact, 3 Credit)

The Nutritional Food and Menu Development course emphasizes menu planning for all types of facilities, services, and special diets. Topics include menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.
Prerequisites: CUL 100, CUL 110, CUL 112

CUL 215 Contemporary Cuisine I (10 Contact, 5 Credit)

The Contemporary Cuisine I course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, and nutrition. Laboratory demonstration and student experimentation parallel class work.
Prerequisites: CUL 100, CUL 110, CUL 114

CUL 216 Practicum/Internship (31 Contact, 11 Credit)

The Practicum/Internship course provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training Topics include restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.
Prerequisite: CUL 114, CUL 116, CUL 127

CUL 220 Contemporary Cuisine II (10 Contact, 5 Credit)

The Contemporary Cuisine II course emphasizes supervision, and management concepts, knowledge, and skills necessary to restaurants serving contemporary cuisine. Topics include menu selection, layout and design, on/off premise catering, entrepreneurship, small business management, and nutrition. Laboratory demonstrations and student experimentation parallel class work.
Prerequisite: CUL 112 **Corequisite:** CUL 215

CVT 103 Electrophysiology and Cardiac Anatomy (6 Contact, 4 Credit)

Introduces the concepts essential in the performance and interpretation of 12 lead EKG and heart sounds. As a study of the anatomy, physiology, structural relationships, and the pathophysiology of the human heart and vascular system, the course concentrates on specialized terminology, cardiac and vascular anatomy, and electrophysiology. Topics include heart anatomy, circulatory system, heart electrical system, heart layers, physical heart defects, electrocardiograph, preparation for various electrocardiographic and sonographic examinations, and physical principles and pathophysiology of heart sounds. Laboratory experiences will be provided.
Prerequisite: Provisional admission

CVT 104 Electrophysiology II (3 Contact, 2 Credit)

Introduces the concepts essential in the performance and interpretation of cardiac exercise tolerance testing and Halter monitoring. Topics include exercise physiology, stress testing, Holter monitoring, cardiac pacemakers, and cardiac rehabilitation programs.
Prerequisite: CVT 103

CVT 108 Cardiovascular Advanced Hemodynamics (3 Contact, 3 Credit)

The student is introduced to various forms of invasive monitoring. Various forms of invasive access are studied, including right and left heart catherization, arterial line setups, and appropriate care. Emphasis is placed on the basics of hemodynamic monitoring and interpretation. Topics include hemodynamics, aseptic technique, and infection control.
Prerequisites: CVT 110, CVT 111
Corequisite: CVT 104

CVT 109 Cardiovascular Pathophysiology (3 Contact, 3 Credit)

Provides an overview of cardiovascular physiology and pathophysiology. Topics include biochemistry of the cardiac muscle, conduction system, electrocardiogram, pathophysiology of acquired diseases, embryological development, and pathophysiology of congenital diseases.
Prerequisites: CVT 103, CVT 110, CVT 111
Corequisites: CVT 104, CVT 108

CVT 110 Non-invasive Cardiovascular Fundamentals (5 Contact, 4 Credit)
Introduces the basic principles and applications of physical assessment, of non-invasive cardiovascular procedures. Topics include introduction to measurements: chamber dimensions, velocities, systole, and diastole; patient and equipment skills related to instrumentation; physical principles: heart sounds, imaging of the cardiovascular system; echocardiography and vascular technology: basic views, terminology, physical principles, and instrumentation; and tomographic anatomy.
Prerequisite: Provisional admission

CVT 111 Invasive Cardiovascular Fundamentals (5 Contact, 4 Credit)
Provides an overview of cardiovascular invasive diagnosis and therapy. Includes an introduction of the cardiac catheterization lab. Topics include x-ray therapy, safety, positioning, coronary arteriography, pharmacology, invasive cardiac measurements and calculations, and specialty procedures.
Prerequisite: Provisional admission

DDF 101 Introduction to Drafting (10 Contact, 6 Credit)
Emphasizes the development of fundamental drafting techniques. Topics include safety practices, terminology, care and use of drafting equipment, lettering, line relationships, and geometric construction.
Prerequisite/Corequisite: Provisional admission

DDF 102 Size And Shape Description I (10 Contact, 5 Credit)
Provides multi-view and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include multi-view drawing, basic dimensioning practices, tolerances and fits, sketching, and precision measurement.
Prerequisite/Corequisite: DDF 101

DDF 103 Size And Shape Description II (10 Contact, 5 Credit)
Continues dimensioning skill development and introduces sectional views. Topics include advanced dimensioning practices and section views.
Prerequisite/Corequisite: DDF 102

DDF 105 Auxiliary Views (5 Contact, 3 Credit)
Introduces techniques necessary for auxiliary view drawings. Topics include primary and secondary auxiliary views.
Prerequisite/Corequisite: DDF 103

DDF 106 Fasteners (5 Contact, 3 Credit)
Provides knowledge and skills necessary to draw and specify fasteners. Topics include utilization of techniques reference sources, types of threads, representation of threads, specifying threads, fasteners, and welding symbols.
Prerequisite/Corequisite: DDF 105

DDF 107 Introduction to CAD (10 Contact, 6 Credit)
Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include terminology, CAD commands, basic entities, and basic CAD applications.
Prerequisites/Corequisites: DDF 102, SCT 100

DDF 108 Intersection And Development (10 Contact, 5 Credit)
Introduces the graphic description of objects represented by the intersection of geometric components. Topics include surface development, establishment of true length, and intersection of surfaces.
Prerequisites/Corequisites: DDF 103, MAT 104

DDF 109 Assembly Drawings I (10 Contact, 5 Credit)
Provides knowledge and skills necessary to make working drawings. Topics include detail drawings, orthographic assembly drawings, and utilization of technical reference source.
Prerequisite/Corequisite: DDF 108

DDF 111 Intermediate CAD (10 Contact, 6 Credit)
Continues development of CAD utilization skills in discipline specific applications. Topics include intermediate CAD commands, entity management, advanced line construction, block construction and management, command reference customization, advanced entity manipulation, and system variables.
Prerequisites/Corequisites: DDF 107, MAT 104

DDF 112 3D Drawing And Modeling (10 Contact, 6 Credit)
Continues developing CAD utilization skills in discipline-specific applications. Topics include advanced CAD commands, CAD applications, macro utilization, application utilization, 3D modeling, rendering, advanced application utilization, and pictorial drawings.

Prerequisite/Corequisite: DDF 111

DDS 203 Surveying I (5 Contact, 3 Credit)
Introduces fundamental plane surveying concepts, instruments and techniques. Topics include linear measurements; instrument use; and angles, bearings, and directions.
Prerequisites: DDF 107, MAT 104

DDS 204 Estimating (5 Contact, 3 Credit)
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products. Topics include blue print reading, material take-offs, price extension and utilization of reference sources.
Prerequisites: ENG 101, MAT 104

DDS 205 Residential Architectural Drawing I (10 Contact, 6 Credit)
Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; and specifications.
Prerequisites: DDF 111, DDF 112, ENG 101, MAT 104

DDS 207 Mechanical Systems for Architecture (5 Contact, 3 Credit)
Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include heating, ventilation, and air conditioning calculations and plans, electrical calculations and plans; and plumbing calculations and plans.
Prerequisites/Corequisites: DDS 205, DDS 206

DDS 208 Residential Architectural Drawing II (10 Contact, 6 Credit)
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; specifications; and mechanical and electrical systems.
Prerequisite/Corequisite: DDS 205

DDS 215 Legal Principles of Surveying (5 Contact, 5 Credit)
Investigates written and physical evidence to locate property boundaries in accordance with Georgia plat law and technical standards. Topics include evidence and preservation of evidence, transfer of ownership, adverse rights and eminent domain, location of written title boundaries, Georgia plat law and technical standards, written legal descriptions.
Prerequisite: DDS 203

DDS 217 Civil Drafting I (10 Contact, 5 Credit)
Emphasizes drawing assignments related to the most common mapping and civil site planning design problems. Topics include loan and boundary surveys, as-built, plan and profile drawings, cross-sections, earth-work determination, and grade determination.
Prerequisite: DDF 111, DDF 112, DDS 203

DDS 218 Civil Drafting II (10 Contact, 6 Credit)
Pertains to site planning and subdivision design. Students have an opportunity to develop a major design project. Topics include landscape architecture, construction layout, street design, sewerage systems, county codes, and flood control methods.
Prerequisites: DDS 201, DDS 217

DEN 101 Basic Human Biology (3 Contact, 3 Credit)
Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include Medical Terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.
Prerequisite: Provisional Admission.

DEN 102 Head and Neck Anatomy (2 Contact, 2 Credit)
Focuses on normal head and neck anatomy. Topics include osteology of the skull, muscles of mastication and facial expression, temporal mandibular joint, blood lymphatic and nerve supply of the head, and salivary glands and related structures.
Prerequisite: DEN 101.

DEN 103 Preventive Dentistry (5 Contact, 4 Credit)
Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include etiology of dental disease, patient education techniques, plaque control techniques, types and use of fluoride, diet analysis for caries control, and dietary considerations for the dental patient.
Prerequisites/Corequisites: DEN 106, DEN 134.

DEN 105 Microbiology and Infection Control (4 Contact, 3 Credit)
Introduces fundamental microbiology and infection control techniques. Topics include classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

DEN 106 Oral Anatomy (5 Contact, 5 Credit)
Focuses on the development and functions for oral anatomy. Topics include dental anatomy, oral histology, and oral embryology.

DEN 107 Oral Pathology and Therapeutics (4 Contact, 4 Credit)
Focuses on the disease affecting the oral cavity and pharmacology as it relates to dentistry. Topics include identification and disease process, signs/symptoms of oral diseases and systemic diseases with oral manifestations, Learning Support abnormalities of oral tissues, basic principles of pharmacology, drugs prescribed by the dental profession, drugs that may contraindicate treatment, and applied pharmacology (regulations, dosage, and application).
Prerequisites: DEN 101, DEN 106

DEN 109 Dental Assisting National Board Exam Prep (3 Contact, 3 Credit)
Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include collecting and recording clinical data, dental radiography, chair side dental procedures, prevention of disease transmission, patient education and oral health management, office management procedures, and test taking skills.
Prerequisites/Corequisites: Successful completion of all dental assisting didactic courses or two years of fulltime work experience (3,500 hours) as a dental assistant, along with recommendation from the dentist employer.

DEN 134 Dental Assisting I (10 Contact, 7 Credit)
Introduces students to chairside assisting with diagnostic and operative procedures. Topics include four-handed dentistry techniques, clinical data collection techniques, introduction to operative dentistry, dental material basics, and infection control procedures in the dental environment with emphasis on CDC and ADA guidelines
Prerequisites/Corequisites: AHS 104, DEN 105, DEN 106.

DEN 135 Dental Assisting II (10 Contact, 7 Credit)
Focuses on chair side assisting with operative and nonsurgical specialty procedures. Topics include operative dentistry, prosthodontic procedures (fixed and removable), orthodontics, and pediatric dentistry.
Prerequisite/Corequisite: DEN 134.

DEN 136 Dental Assisting III (5 Contact, 4 Credit)
Focuses on chairside assisting in surgical specialties. Topics include periodontal procedures, oral and maxillo facial surgery procedures, endodontic procedures, management of dental office emergencies and medically compromised patients.
Prerequisite/Corequisite: DEN 135.

DEN 137 Dental Assisting - Expanded Functions (5 Contact, 4 Credit)
Focuses on expanded duties of dental auxiliary personnel approved by the Georgia Board of Dentistry. Topics include expanded functions approved by law for performance by dental assistants in the state of Georgia.
Prerequisites: DEN 134, DEN 135 **Prerequisite/Corequisite:** DEN 136.

DEN 138 Scopes of Professional Practice (2 Contact, 2 Credit)
Focuses on the ethics, jurisprudence, and employability skills for the dental assistant. Students will relate integration of didactic and laboratory instruction with clinical experience. Topics include ethics and jurisprudence related to the dental office and employability skills.

DEN 139 Dental Radiology (6 Contact, 5 Credit)
After completion of the course the student will be able to provide radiation safety for patients and self, expose x-ray, process x-rays, and prepare dental films for the dental office. Topics include fundamentals of radiology and radiation safety, radiographic anatomy and interpretation, intraoral and extraoral radiographic techniques, quality assurance techniques.
Prerequisites: DEN 102, DEN 106.

DEN 140 Dental Practice Management (6 Contact, 5 Credit)

Emphasizes procedures for office management in dental practices. Topics include oral and written communication, records management, appointment control, dental insurance form preparation, accounting procedures, supply and inventory control, and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.
Prerequisite: DEN 134, SCT 100.

DEN 146 Dental Practicum I (6 Contact, 2 Credit)

Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include infection control procedures, clinical diagnostic procedures and general dentistry procedures.
Prerequisites: AHS 104, DEN 105, DEN 134. **Corequisites:** DEN 139.

DEN 147 Dental Practicum II (6 Contact, 2 Credit)

Practicum focuses on advanced general dentistry procedures and chairside assisting in dental specialty with special emphasis on nonsurgical specialties. Topics include advanced general dentistry and specialties.
Prerequisites: DEN 135, DEN 146.

DEN 148 Dental Practicum III (24 Contact, 8 Credit)

Practicum continues to focus on assisting chair side with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include advanced general dentistry procedures, preventive dentistry, dental office management, expanded functions, chair side in specialties and management of dental office emergencies.
Prerequisites: DEN 103, DEN 134, DEN 135, DEN 136, DEN 137, DEN 140, DEN 146, DEN 147.

DMM 154 Working in the Warehousing Environment (2.3 Contact, 2 Credit)

This course provides learners with an overview of the functional and structural composition of warehousing and distribution centers. Topics include product flow, warehousing process, working safety in a warehousing environment, principles in running a business, workplace ethics and how people affect the bottom line.

DMM 156 Warehousing Workforce Skills (2.3 Contact, 2 Credit)

The overall objective of the course is to provide training in the workplace practices that contribute to success on the job. Units in this course include The Art of Effective Communication, Working Together, Positive Image, and Interview Skills. Training in these skills will enhance the students' value to the organization and contribute to a positive work experience.

DMM 158 Warehousing and Distribution Process (4 Contact, 4 Credit)

This course provides learners with the knowledge and core skills associated with warehousing and distribution. Units include Warehousing and distribution, productivity measures, inventory management, protecting materials and material handling, palletizing, handling systems, and processing hazardous materials.

DMM 160 Warehousing Technology Skills (3.2 Contact, 3 Credit)

Warehousing technology skills are those practices important to working in a technical environment. This course covers the use of scanners and data applications along with the understanding of industrial controls and computers and automation.

DMM 162 Representative Warehousing Skills (4.1 Contact, 4 Credit)

This course discusses mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Warehousing simulations provide the opportunity to use information from the behavioral lessons such as interviewing, teamwork, and work ethics to develop solutions to problems representing both warehousing and personal performance issues.

DMS 131 Foundations of Sonography (8 Contact, 5 Credit)

This course introduces the student to the field of sonography. Course work also includes information concerning medical ethics and legal issues affecting the patient, student, school and clinical site. Provides the student with an overview of diagnostic medical sonography, its history and development .Emphasis is placed on learning methods, patient care techniques and issues related to sonography, introduction to ultrasound procedures, sonographic terminology, patient interviews, elementary principles of sound waves, sonographic imaging techniques, communication and cultural diversity skills, ethic and professionalism, development of critical thinking skills, legal issues, and issues concerning the clinical environment. Topics include hospital and departmental organization and proper body mechanics when scanning, safety procedures and bloodborne pathogens.

DMS 132 Sonographic Appearance of Normal Anatomy (6 Contact, 4 Credit)

This course introduces the student to the normal sonographic appearance of abdominal anatomy, female and male pelvic anatomy, and the vascular system in the abdomen and pelvis. Topics include normal anatomy of the liver, biliary system, pancreas, urinary tract, spleen, prevertebral vessels, peritoneal cavity, retroperitoneum, gastrointestinal tract, non-cardiac chest, and male and female pelvic anatomy; history and physical examination; related imaging, laboratory results, and functional testing procedures; role of ultrasound in patient management; sonographic appearance and sonographic patterns of structures in the abdomen, female pelvis, male pelvis, and vascularity related to each area.

DMS 133 Cross Sectional Anatomy (6 Contact, 4 Credit)

This course introduces detailed normal anatomy in various planes used during sonographic examinations. Information is weighted toward normal structures which are sonographically visible. Structures are described according to relative location and proportionality. Anatomy is identified in both cadaver and sonographic modes. Structures include the brain (especially the proportions and structures of the neonate), neck, chest, abdomen, pelvis, and extremities. Emphasis is placed on sonographically identifying normal cross sectional anatomy based on echogenicity, the position of other relative anatomy and proportionality of size. Topics include normal sectional anatomy of the neck: vascular and thyroid; normal sectional anatomy of the fetal and adult chest; normal sectional anatomy of the abdomen in adults, pediatrics and fetuses; normal sectional anatomy of the male and female pelvis; and normal sectional anatomy of the extremities: muscles.

DMS 134 Pelvic Sonography and Pathology (4 Contact, 2 Credit)

Introduces gynecology physiology, pathology, and procedures for diagnostic medical sonography. Emphasis is on female and male pelvic anatomy, physiology and anomalies, pathology complications, gynecology, and patient care/preparation. Topics include physiology of pelvis; history and physical examination; contraceptive devices and infertility procedures; sonographic appearance of gynecologic disease processes, pathology, pathophysiology and abnormal sonographic patterns of iatrogenic, degenerative, inflammatory, traumatic, neoplastic, infectious, obstructive, congenital, metabolic, and immunologic diseases; Doppler applications; differential diagnosis; scanning of the prostate in the male pelvis; and related imaging, laboratory, and functional testing procedures.

Prerequisites: DMS 131, DMS 132 **Corequisites:** DMS 135, DMS 136, DMS 137

DMS 135 Abdominal Sonography and Pathology (7 Contact, 5 Credit)

Introduces abdominal anatomy, pathology, and procedures for diagnostic medical sonography. Topics include anatomy, pathology and diagnostic procedures of the liver, biliary tree, pancreas, urinary tract, adrenal glands, spleen, prevertebral vessels, periotoneal cavity, retro-peritoneum, GI tract, and non-cardiac chest; scanning protocol based on sonographic findings and differential diagnosis; history and physical examination; related imaging, laboratory, and functional testing procedures; clinical differential diagnosis; role of ultrasound in patient management; and sonographic appearance of disease processes, pathology, pathophysiology and abnormal sonographic patterns of iatrogenic, degenerative, inflammatory, traumatic, neoplastic, infectious, obstructive, congenital, metabolic, and immunologic diseases.

Prerequisites: DMS 131, DMS 132, DMS 133 **Corequisites:** DMS 134, DMS 136, DMS 137

DMS 136 Sonographic Physics I (3 Contact, 3 Credit)

Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on basic ultrasound physics, transducer construction, operation and characteristics, artifacts and adjustable physics parameters.

Topics include sound properties, sound units, sound measurements, ultrasound transducers, imaging instruments, ultrasound machine adjustable parameters, and display modes

Prerequisite: Provisional admission

DMS 137 Clinical Sonography I (24 Contact, 8 Credit)

Provides students with an introduction into the hospital/clinic setting work experience. Students perform procedures introduced in Foundations of Sonography and manipulate equipment based on information from Sonographic Appearance and Normal Anatomy. Emphasis is placed on performing those procedures presented in Pelvic Sonography and Pathology and Abdominal Sonography and Pathology and learning to identify normal anatomy presented in Cross Sectional Anatomy. Control of the physical parameters of the sonography unit and application of sonographic physics as it relates to image quality are covered. Topics include equipment manipulation for optimum image resolution; scanning procedures for abdominal sonography; normal anatomy and pathologic conditions of the abdomen; normal female pelvic anatomy; female pelvic pathology, including uterine fibroids and bicornuate uterus; scanning of the female pelvis trans-abdominally, trans-vaginally and trans-perineally; normal and abnormal prostate in males; ectopic pregnancies; patient care issues: patient preparation, fundamentals of patient history taking, confidentiality, pertinent clinical laboratory values, and communication; and pathology versus normal abdominal anatomy. Sonographic examinations are conducted under direct and indirect supervision.

Prerequisites: DMS 131, DMS 132, DMS 136 **Corequisites:** DMS 134, DMS 135, DMS 136

DMS 201 Normal Obstetric Sonography (5 Contact, 3 Credit)

Introduces fetal anatomy and obstetric procedures for diagnostic medical sonography. Emphasis is placed on fetal anatomy and development throughout all three trimesters. Topics include first trimester sonographic abnormalities, including diagnosis of embryonic abnormalities, placental hematomas, associated pelvic masses, and other sonographic findings; second and third trimester sonographic abnormalities, including cranial and facial structures, vertebral column, thoracic cavity, abdominal wall, urinary tract, extremity anatomy, umbilical cord, amniotic fluid volumes, and other structures associated with obstetric studies; history and physical examination; related imaging, laboratory, and functional testing procedures; differential diagnosis; role of ultrasound in patient management; and viability.
Prerequisites: DMS 134, DMS 132, DMS 136 **Corequisites:** DMS 202, DMS 203, DMS 204

DMS 202 Sonographic Physics II (2 Contact, 2 Credit)

Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Topics include Doppler instruments, performance and safety, and artifacts.
Prerequisite: DMS 136

DMS 203 High Resolution Imaging (4 Contact, 2 Credit)

Introduces anatomy, pathology and procedures for diagnostic medical sonography. Topics include anatomy, thyroid, breast, scrotum, anterior abdominal wall, muscles, and other superficial structures.
Prerequisites: DMS 131, DMS 132, DMS 133, DMS 136 **Corequisites:** DMS 201, DMS 202, DMS 204

DMS 204 Clinical Sonography II (24 Contact, 8 Credit)

This course provides students with continued work experience in a hospital or clinic setting. Students have the opportunity to improve skills in performing procedures introduced during Normal Obstetric Sonography and High Resolution Imaging. The refinement of equipment manipulation skills build on information presented in Sonographic Physics II. Emphasis is placed on improving students' scanning abilities as related to competencies in Pelvic Sonography and Pathology and Abdominal Sonography and Pathology. Concurrently, students will competently perform procedures included in Normal Obstetric Sonography. Topics for clinical experiences include Equipment manipulation for optimal image resolution; The manipulation of equipment to minimize biologic effects; Normal anatomy and pathologic conditions of the abdomen; Normal anatomy and pathologic conditions of the female pelvis; Normal uterine and fetal development through three trimesters to include placental grading, placental location, and fetal growth with HCG levels; Performance of biophysical profiles; Fetal heart rate; Fetal biometry to include gestational sac size, crown-rump length, bi-parietal diameter, head circumference; Normal anatomy of the fetus; Patient care issues to include patient preparation, acquiring and documenting patient history, and patient confidentiality; Pertinent clinical laboratory values; and Communication. Students conduct sonographic examinations under direct and indirect supervision.
Prerequisites: DMS 131, DMS 132, DMS 136, DMS 137 **Corequisites**: DMS 201, DMS 202, DMS 203

DMS 205 Interventional Sonography (2 Contact, 1 Credit)

This course provides instruction in sonographic procedures which are considered invasive and/or require sterile procedures. Opening sterile trays, creating and maintaining a sterile field, and sterilizing ultrasound transducers are included, as well as sonography in the operating suite and performance of sonographic biopsy guidance. Issues concerning patient consent are reviewed from Foundations of Sonography. Topics include sterile techniques; amniocentesis; scanning of the uterus via sonohysterography; drainage and fluid recovery procedures to include thoracentesis, paracentesis, and amniocentesis; free hand and attachment guided biopsy, such as breast biopsy and prostate biopsy; and ultrasound guidance procedures, such as nephrostomy/biliary drainage procedures
Prerequisites: DMS 133, DMS 134, DMS 135, DMS 201
Corequisites: DMS 206, DMS 207, DMS 209, DMS 208

DMS 206 Pediatric Sonography (2 Contact, 2 Credit)

Provides the sonography student with specialized imaging procedures for the pediatric patient, including normal anatomy, pathology and pathophysiology. Emphasis is on the pediatric abdomen, surgical abdominal conditions, pediatric hip, and the necessary skills and special considerations of the pediatric patient in terms of patient care, presenting symptoms, pathologic processes, diagnosis, and technique. Neonatal neurosonography is also presented. Topics include normal anatomy of the abdomen in pediatric patients and associated anomalies; normal anatomy of the neonatal brain and head and associated anomalies; anatomy of pediatric hip joint and imaging techniques and associated anomalies; normal pelvic anatomy in pediatric patients and associated anomalies; procedure, indication, and protocol for pyloric stenosis and associated pathology; normal spine anatomy and associated anomalies; history and physical examination; related imaging, laboratory, and functional testing procedures; differential diagnosis; and role of ultrasound in patient management.

Prerequisites: DMS 133, DMS 134, DMS 135, DMS 201, DMS 132
Corequisites: DMS 205, DMS 207, DMS 209, DMS 208

DMS 207 Abnormal Obstetric Sonography (3 Contact, 3 Credit)
Introduces the knowledge of fetal anatomy, pathology and procedures for diagnostic medical sonography. Emphasis is placed on the gamut of fetal anomalies throughout all three trimesters and newborn cranial examinations. Topics include first trimester sonographic abnormalities including: diagnosis of embryonic abnormalities, placental hematomas, associated pelvic masses, and other sonographic findings; second and third trimester sonographic abnormalities including: hydrops, various trisomies, cranial and facial altering abnormalities, vertebral column abnormalities, thoracic cavity abnormalities, abdominal wall abnormalities, urinary tract abnormalities, extremity abnormalities, umbilical cord abnormalities, amniotic fluid volumes, and other miscellaneous congenital abnormalities; history and physical examination; related imaging, laboratory, and functional testing procedures; differential diagnosis; role of ultrasound in patient management; viability; and fetal therapy.
Prerequisite: DMS 201 **Corequisites:** DMS 205, DMS 206, DMS 209, DMS 208

DMS 208 Introduction to Vascular Sonography (4 Contact, 2 Credit)
This course is designed as an introduction into the field of vascular sonography. The general practitioner will be required to perform venous examinations of the lower extremity, arterial studies of the neck, and some Doppler studies within the abdomen. For these areas much greater depth will be reached. The field of vascular sonography is much wider and encompassing than these three areas. The broader field of vascular sonography will be introduced but not studied at length or in depth. Emphasis is on the functional workings and settings associated with Doppler signals and waveforms. Topics include machine/image settings for Doppler imaging; venous imaging of the lower extremities; arterial imaging of the neck; and vascular imaging of the abdomen, including aorta and its primary branches, vena cava, portal and hepatic veins, and renal arteries and veins.
Prerequisites: DMS 133, DMS 202, DMS 203 **Corequisites:** DMS 205, DMS 206, DMS 209, DMS 207

DMS 209 Clinical Sonography III (24 Contact, 8 Credit)
Provides students with continued hospital/clinic setting work experience. Students improve skills in performing procedures introduced during previous didactic and clinical classes. Emphasis is placed on identification of normal and pathologic conditions learned during High Resolution Imaging and Interventional Sonography as well as refining the scanning ability of students in procedures presented in Pelvic Sonography and Pathology, Abdominal Sonography & Pathology, Fetal and Neonatal Anomalies, and Normal Obstetrical Sonography. Topics include equipment manipulation for optimum image resolution; scanning procedures for superficial sonography; normal anatomy and pathologic conditions of the superficial structures including differentiation of cystic and solid breast masses, sonographic classification of thyroid masses, scrotal hernias, testicular torsion, testicular tumors, epididymal cysts, anterior abdominal wall, muscles, and extremities; sonohysterography; sterile technique; drainage and fluid recovery procedures including thoracentesis, paracentesis, and amniocentesis; free hand and attachment guided biopsy: breast biopsy and prostate biopsy; patient care issues: patient preparation, fundamentals of patient history taking, confidentiality, pertinent clinical laboratory values, and communication. Sonographic examinations are conducted under direct and indirect supervision
Prerequisite: DMS 204 **Corequisites:** DMS 205, DMS 206, DMS 208, DMS 207

DMS 210 Comprehensive Physics Registry Review (2 Contact, 2 Credit)
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include physics, patient care, equipment/image manipulation, scanning procedures, bioeffects and safety. Emphasis will be placed on those items/issues/topics which are part of the certification examination. Topics include propagation of ultrasound through tissues, principles of pulse echo imaging, quality assurance of ultrasound instruments, elementary principles, bioeffects and safety, ultrasound transducers and pulse echo instruments.
Prerequisite: DMS 208 **Corequisites:** DMS 205, DMS 206, DMS 209, DMS 207

DMS 211 Clinical Sonography IV (33 Contact, 11 Credit)
Provides continued hospital/clinic setting work experience for students to improve skills in performing procedures introduced during prior clinical and didactic classes. Emphasis is placed on refining scanning techniques, increasing speed, and developing a critical thinking approach to sonographic scanning. In addition, the identification of normal and pathologic conditions learned during Introduction to Vascular Sonography and performance of vascular duplex examinations are emphasized. Equipment utilization, venous structures of the leg, arterial vessels of the neck, and professional development through application of case studies reviews are covered.

Sonographic examinations are conducted under direct and indirect supervision. Topics include manipulation of Doppler signals for venous scanning of the extremities and arterial scanning of the carotid vessels; normal anatomy and pathologic conditions of vascular structures, including deep vein thrombosis and carotid artery occlusion; equipment manipulation for optimum image resolution; and patient care issues: patient preparation, fundamentals of patient history taking, confidentiality, pertinent clinical laboratory values, and communication.

Prerequisite: DMS 209 **Corequisite:** DMS 210

DMS 212 Comprehensive Abdomen Registry Review (2 Contact, 2 Credit)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations in sonography. Physics, equipment/image manipulation, anatomy, pathology, scanning procedures, sterile procedures, sonographic measurements, and invasive procedures are reviewed along with information concerning test taking skills. Topics include patient care preparation/technique, laboratory values and indications, parenchymal diseases, masses of the abdomen, normal anatomy and physiology of abdominal organs, and pathology of the abdomen. Emphasis is placed on those items/issues/topics which are part of the certification examination.

Prerequisites: DMS 135, DMS 202 **Corequisites:** DMS 213, DMS 214

DMS 213 Comprehensive OB/GYN Registry Review (2 Contact, 2 Credit)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills is also reviewed as well as physics, equipment/image manipulation, anatomy, pathology, scanning procedures, sterile procedures, sonographic measurements, fetal growth, and invasive procedures. Emphasis is placed on those items/issues/topics which are part of the certification examination. Topics include Obstetrics; fetal abnormalities; patient care preparation/technique; technique, laboratory values, and indications; pelvic masses and abnormalities; and gynecologic anatomy and physiology.

Prerequisites: DMS 134, DMS 201, DMS 202, DMS 207 **Corequisites:** DMS 212, DMS 214

DMS 214 Clinical Sonography V (33 Contact, 11 Credit)

Provides a culminating hospital/clinic setting work experience for students to improve skills in performing procedures introduced during prior clinical and didactic classes. Emphasis is placed on refining scanning techniques, increasing speed, developing a critical thinking approach to sonographic scanning, and completing all clinical competencies. Equipment utilization and professional development through application of case studies reviews are included. Sonographic examinations are conducted under direct and indirect supervision. Topics include refinement of equipment manipulation techniques and the role of the sonographer in performing interventional/invasive procedures.

Prerequisite: DMS 211 **Corequisites:** DMS 212, DMS 213

ECE 101 Introduction to Early Childhood Education (5 Contact, 5 Credit)

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include historical perspectives, career opportunities, work ethics, functioning in a team environment, guidance, transitional activities, program management, learning environment cultural diversity, licensing and accreditation, and professional development file (portfolio) guidelines.

Prerequisite: Provisional admission

ECE 103 Human Growth and Development I (5 Contact, 5 Credit)

Introduces the student to the physical, social, emotional, and cognitive development of the young child (0 through 5 years of age). Provides for competency development in observing, recording, and interpreting growth and development stages in the young child, advancing physical and intellectual competence, supporting social and emotional development, and providing positive guidance. Topics include developmental characteristics, observation and recording theory and practice, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

Prerequisite: Provisional admission

ECE 105 Health, Safety and Nutrition (5 Contact, 5 Credit)

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

Prerequisite: Provisional admission

ECE 112 Curriculum Development (5 Contact, 3 Credit)

Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, transitional activities, approaches to teaching, learning, and assessing, and appropriate assessment strategies.

Prerequisite: ECE 101 **Corequisite:** ECE 103

ECE 113 Art for Children (5 Contact, 3 Credit)

This course introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include concepts of creativity and children's creative development; facilitation of children's creative expression; appreciation of children's art processes and products; and art appreciation.

Prerequisite: Provisional admission

ECE 114 Music and Movement (5 Contact, 3 Credit)

This course introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster musical activity and creative movement. Topics include spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; theoretical foundations; and music appreciation.

Prerequisite: Provisional admission

ECE 115 Language Arts and Literature (5 Contact, 5 Credit)

This course develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition and use of technology in language arts.

Prerequisite/Corequisite: ECE 103

ECE 116 Math and Science (5 Contact, 5 Credit)

Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include cognitive stages and developmental process in math and science, math and science activity planning, and development of math and science materials.

Prerequisite/Corequisite: ECE 103

ECE 121 Early Childhood Care and Education Practicum I (7 Contact, 3 Credit)

This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Prerequisite: Departmental Approval

ECE 122 Early Childhood Care and Education Practicum II (7 Contact, 3 Credit)

This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; and becoming a professional.

Prerequisite: Departmental approval

ECE 201 Exceptionalities (5 Contact, 5 Credit)

This course provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

Prerequisite: ECE 103

ECE 202 Social Issues and Family Involvement (5 Contact, 5 Credit)

Enables the student to become familiar with the social problems that affect families of today and to develop a plan for coping with these problems as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need.

Topics include professional responsibilities, family/social issues, community resources, Parent Education and Support, Teacher-Parent Communication, Community Partnerships, Social Diversity and Anti-bias Issues, transitioning the child, and school family activities.

ECE 203 Human Growth and Development II (5 Contact, 5 Credit)
Introduces the student to the physical, social, emotional, and intellectual development of the school age child (6 to 12 years of age). Provides learning experiences related to the principles of human growth, development, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, developmentally appropriate practice, introduction to children with special needs, and observation skills.
Prerequisite: Provisional admission

ECE 211 Methods and Materials (5 Contact, 5 Credit)
This course develops skills to enable the student to work as a paraprofessional in a program for prekindergarten through elementary aged children. Topics include instructional techniques, curriculum, materials for instruction, and learning environments.
Prerequisite: ECE 112

ECE 212 Professional Practices (5 Contact, 5 Credit)
Develops knowledge that will enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include professional qualifications, professionalism, supervised planning, application of guidance techniques, and classroom management.
Prerequisite: Departmental approval **Corequisite:** ECE 211

ECE 217 Program Administration (5 Contact, 5 Credit)
Provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

ECE 221 Facility Management (5 Contact, 5 Credit)
Provides training in early childhood facilities management. Topics include space management, money management, and program, equipment and supplies management.

ECE 222 Personnel Management (5 Contact, 5 Credit)
This course provides training in personnel management in early childhood settings. Topics include staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation.

ECE 224 Early Childhood Care and Education Internship (36 Contact, 12 Credit)
Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance. Topics include problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development and resource file (portfolio) development.
Prerequisite: Departmental approval

ECE 260 Characteristics of Young Children with Exceptionalities (5 Contact, 5 Credit)
This course prepares child care providers and paraprofessionals with knowledge and skills in the area of physical and motor impairments, talented and giftedness, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, and multiple disabilities.
Prerequisite/Corequisite: ECE 201

ECE 262 Classroom Strategies and Intervention (5 Contact, 5 Credit)
This course prepares child care providers and paraprofessionals with knowledge and skills in the area of coping with a disability, working with families as partners, examining the laws and regulations, exploring resources, service providers and agencies that may assist the child and their family, examining the adaptations and modifications to facilities and environments, reviewing the referral process, implementing inclusion, modifying teaching and instruction to accommodate the child with special needs, and investigating ways to document and chart observations.

Prerequisite: ECE 201

ECE 264 Exploring Your Role in the Exceptional Environment (6 Contact, 3 Credit)
This course prepares child care providers and paraprofessionals with knowledge and skills in the area of examining the assessments and screenings used for placement, exploring resources, service providers and agencies that may assist the child in the child care or educational environment, examining the adaptations and modifications to environments, reviewing the referral process, implementing inclusion, and modifying teaching and instruction to accommodate the child with special needs.
Prerequisite/Corequisite: ECE 201

ECH 100 Cardiovascular Anatomy (3 Contact, 3 Credit)
A study of the anatomy, physiology, structural relationships, and path physiology of the human heart and vascular system. The course will concentrate on specialized terminology, cardiac and vascular anatomy.
Corequisites: DMS 101, DMS 102, ECH 105

ECH 105 Electro and Cardiovascular Physiology (6 Contact, 5 Credit)
The course will concentrate on electrocardiography, hemodynamics, electrocardiographic arrhythmia recognition, the structure and function of the arterial, venous capillary and pulmonary circulations and the techniques for measuring and/or calculating specified hemodynamics function indices.
Corequisites: DMS 101, DMS 102, ECH 100

ECH 110 Echocardiography I (7 Contact, 5 Credit)
A course of instruction in the specialized techniques of non-invasive cardiovascular testing and the evaluation of cardiovascular disease. Lecture will stress the performance and analysis of the echocardiogram, the relationship of echocardiographic findings to cardiac pathology and the measurement and calculation of specified hemodynamics parameters.
Prerequisites: DMS 101, DMS 102, ECH 100 **Corequisites:** PHR 100, DMS 103, ECH 120

ECH 115 Echocardiography II (7 Contact, 5 Credit)
This course is a continuation of ECH 110. It is an advanced course in the techniques utilized in the diagnosis and serial follow-up of cardiovascular disease with emphasis on pulsed wave, continuous wave, and color-flow Doppler techniques; conventional and echocardiography stress testing; and transesophageal echocardiography.
Prerequisites: DMS 101, DMS 102, DMS 103, ECH 100, ECH 105, ECH 110, ECH 120 **Corequisites:** ECH 135, ECH 130

ECH 120 Clinical Echo I (21 Contact, 7 Credit)
The student will participate in and perform with assistance procedures performed in noninvasive cardiology labs, and imaging centers. Continued participation by the student will progressively lead to the student performing diagnostic procedures unassisted with the supervision of an appropriately credentialed sonographer.
Prerequisites: DMS 101, ECH 100, ECH 105, DMS 102 **Corequisites:** ECH 110, PHR 100, DMS 103

ECH 130 Clinical Echo II (21 Contact, 7 Credit)
This course builds on the knowledge and skills learned in ECH 120, Clinical Echo I. The student will observe procedures presented, participate in and perform with assistance procedures performed in noninvasive cardiography labs, and imaging centers. Continued participation by the student will progressively lead to the student performing diagnostic procedures unassisted with the supervision of an appropriately credentialed sonographer. Students may do a brief rotation through an invasive cardiology lab.
Prerequisites: DMS 101, DMS 102, DMS 103, PHR 100, ECH 100, ECH 105, ECH 110, ECH 120
Corequisites: ECH 115, ECH 135

ECH 131 Echocardiography I (12 Contact, 6 Credit)
This course develops basic imaging skills by imaging normal hearts in the echocardiography lab. Topics include role of the noninvasive cardiovascular technologist, echocardiographic examination, basic quantification calculations, professional conduct, and ethics.
Prerequisites: CVT 103, CVT 110, CVT 111

ECH 133 Echocardiography II (12 Contact, 6 Credit)
Utilizes the fundamentals to evaluate acquired disease states. Incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Topics include cardiac chamber studies, hemodynamic correlates, valvular heart disease, coronary heart disease, cardiomyopathies, pericardial diseases, cardiac masses, and diseases of the aorta.
Prerequisite: ECH 131 **Corequisite:** ECH 137

ECH 135 Introduction to Invasive Cardiology (3 Contact, 3 Credit)

This course provides advanced study in medical electronics and instrumentation, focusing on devices utilized in invasive cardiology

Prerequisites: DMS 101, DMS 102, DMS 103, ECH 100, ECH 105, ECH 110, ECH 120, PHR 100

Corequisites: ECH 115, ECH 130

ECH 136 Echocardiography Clinical I (24 Contact, 8 Credit)

Introduces the clinical environment by assisting the technologist in the echocardiography lab in patient preparation and imaging while acquiring electrocardiograms, Holter monitors, stress testing, and pacemaker checks. Students will participate and perform (with assistance) procedures in noninvasive cardiology labs and imaging centers. Topics include clinical environment; recording medical information; patient preparation for noninvasive cardiovascular treatment; medical ethics; performance of basic normal echo under guidance; proper positioning in Doppler, CW and color; and observation of TEE and stress echo.

Prerequisites: CVT 103, CVT 110, CVT 111

Corequisite: ECH 131

ECH 137 Echocardiography Clinical II (24 Contact, 8 Credit)

Provides hands-on experience in performing noninvasive cardiovascular procedures with emphasis on instrumentation and development of clinical techniques. Topics include policies and procedures, echocardiographic instrumentation, recording patient information, patient preparation, and performing echocardiographic examinations.

Prerequisite: ECH 131

Corequisite: ECH 133

ECH 140 Clinical Echo III (21 Contact, 7 Credit)

This course builds on the knowledge and skills learned in ECH 130 - Clinical Echo II. The student will observe procedures presented, participate in and perform with assistance procedures performed in noninvasive cardiography labs, and imaging centers. Continued participation by the student will progressively lead to the student performing diagnostic procedures unassisted with the supervision of an appropriately credentialed sonographer. Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.

Prerequisites: ECH 120, ECH 130 **Corequisites:** ECH 145, ECH 150, ECH 155

ECH 145 Introduction to Vascular (6 Contact, 4 Credit)

This course is designed as an introduction into the field of vascular sonography. The student will be required to perform venous examinations, lower extremity, and arterial studies of the neck and some indirect testing of the extremity arteries. For these areas, much greater depth will be reached. The field of Vascular Sonography is much wider and encompassing than these areas. The broader field of vascular sonography will be introduced but not studied at length or in depth.

ECH 150 Introduction to Pediatric Echo (3 Contact, 3 Credit)

Introduction to congenital heart disease. With instruction on transducer selection, patient care, surgical repair and palliative procedures.

Prerequisites: DMS 101, DMS 102, DMS 103, PHR 100, ECH 100, ECH 105, ECH 115, ECH 120, ECH 135

Corequisites: ECH 145, ECH 155, ECH 140

ECH 155 – Professional Development (2 Contact, 1 Credit)

The purpose of the Case Study is to provide the opportunity for review and reinforcement of theoretical concepts with an evaluation of Echocardiography. The purpose of the Journal Review is to allow the student to study the current formats and methods of professional articles/presentations of echocardiography. Students will be asked to prepare and present interesting case studies to include clinical history, normal anatomy, clinical laboratory test modalities, protocols, techniques and findings. Topics include identification of resources, literature review, formatting according to audience, citation of sources, written presentation skills, and oral presentation skills. Emphasis is placed on professional growth and preparation to enter the field of echocardiography as a contributing member.

Prerequisites: CVT 103, CVT 110, CVT 111

ECH 200 Clinical Echo IV (28 Contact, 9 Credit)

This course builds on the knowledge and skills learned in ECH 130 Clinical Echo III. By the end of the rotation, the student will perform all echocardiography procedures independently with the supervision of an appropriately credentialed sonographer.

This course provides a culminating clinical setting experience which allows the students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical vascular courses.

Prerequisites: DMS 101, DMS 102, ECH 100, ECH 105, ECH 100, PHR 100, DMS 103, ECH 120, ECH 115, ECH 135 ECH 130, ECH 145, ECH 150, ECH 155, ECH 140 **Corequisite:** ECH 205

ECH 205 Comprehensive Registry Review (3 Contact, 3 Credit)

This course will be an overall review of Echocardiography to include demonstration of normal and abnormal cardiac anatomy, cardiac physiology, pathophysiology and hemodynamics/physics in the different types of cardiac diseases/dysfunctions. Also included will be a review of clinical noninvasive cardiac diagnostic procedures, laboratory values, pharmacology and test validation and measurements.

Prerequisites: ECH 100, ECH 105, DMS 101, DMS 102, ECH 100 ECH 105, ECH 110, PHR 100, DMS 103, ECH 120, ECH 115, ECH 135, ECH 130, ECH 145, ECH 150, ECH 155, ECH 140 **Corequisite:** ECH 200

ECH 231 Echocardiography III (Pediatric) (12 Contact, 6 Credit)

This course offers an introduction to congenital heart disease with instruction on transducer selection, patient care, surgical repair and palliative procedures. Topics include cyanotic lesions, shunt lesions, sedation, transducer selection, Doppler color flow imaging, research methods, statistics, and quality improvement. Emphasis is placed on the latest modalities and specialties of noninvasive cardiac diagnostic study.

Prerequisite: ECH 133

ECH 236 Echocardiography Clinical III (24 Contact, 8 Credit)

Provides hands-on experience in the clinical setting with an emphasis placed on the development of clinical techniques employed to obtain meaningful data. Continued participation by the student will progressively lead to the student performing diagnostic procedures with less assistance but under the supervision of an appropriately credentialed sonographer. Topics include echocardiographic instrumentation, logging and reporting information, preparation for echocardiographic examinations, medical ethics, and performing echocardiographic procedures. Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.

Prerequisite: ECH 133 **Corequisite:** ECH 231

ECH 237 – Echocardiography Clinical IV (36 Contact, 12 Credit)

This course builds on the knowledge and skills learned in Clinical Echo 3. By the end of this rotation, the student will perform all echocardiography procedures independently with the supervision of an appropriately credentialed sonographer. This course provides a culminating clinical setting experience which allows students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical vascular courses. Topics include scanning, documentation of pathologies, patient and equipment skills, current literature, professionalism, and ethical behavior.

Prerequisite: ECH 236 **Corequisite:** ECH 240

ECH 240 Comprehensive Registry Review (4 Contact, 2 Credit)

This course will be an overall review of Echocardiography to include demonstration of normal and abnormal cardiac anatomy, cardiac physiology, pathophysiology and hemodynamics/physics in the different types of cardiac disease/dysfunctions. Also included will be a review of clinical non-invasive cardiac diagnostic procedures, laboratory values, pharmacology and test validation and measurements. Topics include normal and abnormal cardiac anatomy, techniques, pathology, physics/hemodynamics, test validation and measurements, and laboratory values. Emphasis is placed on reviewing information so that the student will successfully pass the ARMDS and/or CCI certification examinations.

Prerequisites: CVT 103, CVT 110, CVT 111, ECH 131, ECH 133, ECH 231 **Corequisite:** ECH 237

ECO 191 Principles of Economics (5 Contact, 5 Credit)

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and the United States economy in perspective.

ECO 192 Microeconomics (5 Contact, 5 Credit)

Provides a description and analysis of microeconomic operations in contemporary society. Emphasis is placed on developing an understanding of microeconomic concepts and theories as they apply to daily life.

Topics include basic economic principles; theory of the corporate firm; market system; market structure, pricing, and government regulation; resource markets; and international trade.

ECO 193 Macroeconomics (5 Contact, 5 Credit)
Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies. Topics include basic economic principles, macroeconomic principles, macroeconomic theory, macroeconomic policy, money and banking, and the United States economy in perspective.

EHO 100 Horticulture Science (5 Contact, 5 Credit)
Introduces the fundamentals of plant science and horticulture as a career field. Topics include industry overview, plant parts, plant functions, environmental factors in horticulture, soil function and components, fertilizer elements and analysis, and propagation techniques.
Prerequisite: Provisional admission

EHO 101 Woody Ornamental Plant Identification. (7 Contact, 6 Credit)
Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.
Prerequisite: Provisional admission

EHO 102 Herbaceous Plant Identification (5 Contact, 5 Credit)
Emphasizes the taxonomy, identification, and culture requirements of herbaceous plants. Topics include introduction to herbaceous plants, classification of herbaceous plants, and herbaceous plant identification and culture requirements.
Prerequisites: Provisional admission

EHO 103 Greenhouse Operations (5 Contact, 3 Credit)
Develops a basic understanding of greenhouse design, construction, and environmental factors affecting plant growth. Topics include greenhouse construction, green- house heating and cooling, greenhouse soil functions and components, irrigation types and effects, fertilizer types and applications, and fall crops for the local area.
Prerequisite: Provisional admission

EHO 104 Horticulture Construction (5 Contact, 3 Credit)
Develops skills necessary to design and construct landscape features such as retaining walls, walkways, and irrigation systems. Topics include tool use and safety, retaining walls, drainage, irrigation/water use, low-voltage lighting, and walkways.
Prerequisite: Provisional admission

EHO 105 Nursery Production (7 Contact, 4 Credit)
Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.
Prerequisite: Provisional admission

EHO 106 Landscape Design (10 Contact, 5 Credit)
Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.
Prerequisite: Provisional admission

EHO 107 Landscape Installation (5 Contact, 3 Credit)
Introduces cultural techniques required for proper landscape installation with emphasis on practical application. Topics include landscape installation procedures and managerial functions for landscape installers.
Prerequisite: Provisional admission

EHO 108 Pest Management (5 Contact, 5 Credit)
Provides experience in insect, disease, and weed identification and control with emphasis on safety and legal requirements for state licensure. Topics include identification of insects, diseases, and weeds; safety regulations; equipment use and care; and regulations for licensure.
Prerequisite: Provisional admission

EHO 112 Landscape Management (10 Contact, 5 Credit)

Introduces cultural techniques required for proper landscape maintenance with emphasis on practical application and managerial techniques. Topics include landscape management; landscape equipment safety, operation and maintenance and administrative functions for landscape managers.

Prerequisite: Provisional admission

EHO 114 Garden Center Management (5 Contact, 3 Credit)

Presents cultural and managerial techniques required for success in the garden center industry. Topics include garden center establishment, garden center management, and post-production handling and marketing.

Prerequisite: Provisional admission

EHO 115 Environmental Horticulture Internship (10 Contact, 3 Credit)

Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.

Prerequisite: Completion of all required program courses

EHO 123 Greenhouse Production (10 Contact, 6 Credit)

Continues hands-on experience in crop production with emphasis on spring foliage crops and managerial skills. Topics include light and temperature; insects and diseases; production and scheduling; and winter, spring, and foliage crops for the local area.

Prerequisite: EHO 103

EHO 131 Irrigation 8 Contact, 5 Credit

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include industry overview; fluidics and hydraulics; system design and installation.

EHO 133 Turfgrass Management (8 Contact, 5 Credit)

A study of turfgrass used in the southern United States. Topics include industry overview, soil, and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and estimating costs on management practices

EHO 141 Soils (6 Contact, 5 Credit)

The formation, classification, composition, properties, management, fertility and conservation of soils in relation to the growth of plants. Topics include introduction, soil formation, soil classification, soil physical properties, soil chemistry, soil management and soil organisms and organic matter.

Prerequisite: Provisional admission

EHO 142 Golf Course Design, Construction, and Management (7 Contact, 5 Credit)

Introduces basic golf course design principles as well as construction and renovation activities and basic golf course maintenance practices. Topics include introduction and history, golf course design principles, golf course construction and golf course maintenance.

Prerequisite: Provisional admission

EHO 150 Small Gas Engine Repair and Maintenance (8 Contact, 5 Credit)

Provides instruction in basic small engine maintenance. Topics include; engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

ELT 106 Electrical Prints, Schematics, & Symbols (5 Contact, 4 Credit)

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include electrical symbols, component identification, print reading and scales and measurement.

Prerequisites/Corequisites: IFC 100, IFC 101

ELT 107 Commercial Wiring I (7 Contact, 5 Credit)

Introduces commercial wiring practices and procedures. Topics include National Electrical Code, commercial load calculations, and safety.

Prerequisite: ELT 106

ELT 108 Commercial Wiring II (7 Contact, 5 Credit)

Presents the study of three-phase power systems, fundamentals of AC motor controls, and the basic transformer connections. Topics include three-phase power systems, fundamentals of AC motor control, transformer connections (single-phase and three-phase step down), and introduction to low voltage systems.

Corequisite: ELT 107

ELT 109 Commercial Wiring III (7 Contact, 5 Credit)
Presents the theory and practical application conduit installation, system design, and related safety requirements. Topics include conduit installation, system design concepts, and safety procedures.
Prerequisites/Corequisites: ELT 107, ELT 108

ELT 111 Single-Phase & Three-Phase Motors (7 Contact, 5 Credit)
Introduces the fundamental theories and applications of single-phase and three-phase AC & DC motors. Topics include motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure and analysis, and NEC requirements.
Prerequisites: ELT 119, IFC 100, IFC 101

ELT 112 Variable Speed/Low Voltage Controls (5 Contact, 3 Credit)
Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.
Prerequisite/Corequisite: ELT 111

ELT 116 Transformers (6 Contact, 4 Credit)
Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.
Prerequisites: ELT 119, IFC 101

ELT 117 National Electrical Code Industrial Applications (7 Contact, 4 Credit)
Provides instruction in industrial applications of the National Electrical Code. Topics include rigid conduit installation, systems design concepts, equipment installation (600 volts or less), and safety precautions.
Corequisite: ELT 109

ELT 118 Electrical Controls (8 Contact, 5 Credit)
Introduces line and low voltage and manual and automatic controls and devices, and circuit controls. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, operation, application and ladder diagrams, AC and DC servo, drives, and DC steppers drives. Topics include ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.
Corequisites: ELT 108, ELT 111, ELT 112

ELT 119 Electricity Principles II (5 Contact, 4 Credit)
Introduces the theory and application of varying sine wave voltages and current. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.
Prerequisite/Corequisite: MAT 101

ELT 120 Residential Wiring I (8 Contact, 5 Credit)
Introduces residential wiring practices and procedures. Topics include residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/ receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries and receptacle installation including bonding, GFCI and AFCi circuits, special purposes outlets- ranges, cooktops, ovens, dryers, water heaters, sump pumps, etc., and sizing OCPD's (circuit breakers and fuses).
Prerequisites: ELT 119, IFC 100, IFC 101 **Corequisites:** ELT 106, ELT 121

ELT 121 Residential Wiring II (8 Contact, 6 Credit)
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include residential single family service calculations, residential two-family service calculations, load balancing, sub-panels and feeders, residential single-family service installation, residential two-family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.
Prerequisite/Corequisite: ELT 120

ELT 122 Industrial PLCs (10 Contact, 6 Credit)
Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on plc programming, connections, installations, and start-up procedures.

Topics include PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.
Prerequisites: ELT 111, ELT 112, ELT 118

EMC 100 Introduction to the EMT Profession (4 Contact, 3 Credit)
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers Sections 1, 2, 3 and 4 of the NHTSA, National Standard Curriculum, and EMT-Intermediate-1985. Topics include basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediates, well being of the EMT– Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining access, and overviews of HazMat/MCI.

EMC 103 Patient Assessment and Airway for the EMT (4 Contact, 3 Credit)
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 2 and 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Sections 5, 6, and 7. Topics include Scene-Size Up, Initial Assessment, Focused History & Physical Exam for both Medical and Trauma Patients, Detailed Physical Exam, On-Going Assessment, Communications/Documentation, EMS communications for the EMT-I, airway, advanced airway and Basic/Advanced Airway Management.
Corequisite: EMC 100

EMC 105 Medical/Behavioral & OB/Pediatric Emergencies for the EMT (5 Contact, 4 Credit)
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 4 and Module 6. Topics include general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic emergencies, allergic reactions, poisoning/overdose emergencies, environmental emergencies, behavioral emergencies, ob/gyn emergencies, infants & children and patients with special needs.
Prerequisite: EMC 103

EMC 108 Trauma Emergencies and WMD Response (3 Contact, 2 Credit)
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. Topics include bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine and emergency medical response to WMD.
Corequisite: EMC 105

EMC 110 Summative Evaluations for the EMT-Basic (6 Contact, 3 Credit)
The course serves as the exit point for students taking only the EMT-Basic program. Students continuing on to the EMT-Intermediate portion of the curriculum must pass this course in order to continue. The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This class will also contain a Comprehensive review of the US DOT EMT-Basic 1994 Curriculum, as well as portions of the NSC EMT-Intermediate 1985 Curriculum that were covered in EMS XX1 and EMS XX2, and a comprehensive written and practical exam that will serve to verify the students competencies before proceeding to the EMT-Intermediate Courses.
Prerequisites: EMC 100, EMC 103 **Corequisites:** EMC 105, EMC 108

EMC 113 Pharmacology and Shock/Trauma Management for the EMT-Intermediate (5 Contact, 3 Credit)
The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics include general pharmacology review, IV and IO therapy and shock/trauma assessment and management.
Prerequisites: EMC 100, EMC 103, EMC 105, EMC 108 **Corequisite:** EMC 110

EMC 116 Hazardous Materials, Vehicle Extrication Process, Patient Assessment/ Initial Management (5 Contact, 3 Credit)
This course covers the U.S. Department of Transportation 1985 Emergency Medical Technician - Intermediate Curriculum. Topics include hazardous material awareness level I (GEMA), patient handling (FTO), vehicle extrication lab (FTO) and general patient assessment and initial management.
Prerequisite: EMC 113

EMC 119 Summative Evaluations for the EMT-Intermediate (6 Contact, 3 Credit)
This is the final course for those pursuing EMT-Intermediate Certification. The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations.

This class will also contain a Comprehensive review of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum. The course will include a comprehensive written and practical exam that will serve to verify the students' competencies before being allowed to sit for the National Registry Intermediate-1985 Exam. Topics will include review of both the EMT-B 1994 and EMT-I 1985 Curricula, Assessment/Management Review for Trauma & Medical & OB/Peds and a NREMT examination review.
Prerequisite: EMC 113 **Corequisite:** EMC 116

EMP 100 Interpersonal Relations and Professional Development (3 Contact, 3 Credit)
Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills, job retention skills, job advancement skills, and professional image skills.
Prerequisite: Provisional admission

EMS 126 Introduction to the Paramedic Profession (4 Contact, 3 Credit)
Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal considerations, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5, Division 7, Section 1 and Division 8 sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.
Corequisite: AHS 101

EMS 127 Patient Assessment (4 Contact, 4 Credit)
Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.
Corequisite: AHS 101

EMS 128 Applied Physiology and Pathophysiology (3 Contact, 3 Credit)
This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.
Corequisite: AHS 101

EMS 129 Pharmacology (5 Contact, 4 Credit)
This unit is designed to help the paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: identification of drugs, drug calculations, drug administration techniques and procedures and drug safety and standards.
Corequisite: MAT 101

EMS 130 Respiratory Emergencies (6 Contact, 5 Credit)
This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illnesses in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.
Prerequisites: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129 **Corequisite:** AHS 101

EMS 131 Trauma (6 Contact, 5 Credit)

This Unit is designed to introduce the student to assessment and management of the trauma patient, to include systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Student should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

Prerequisites: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129

EMS 132 Cardiology I (6 Contact, 5 Credit)

Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will be taught in Cardiology II. At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

Prerequisites: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129

EMS 133 Cardiology II (5 Contact, 4 Credit)

This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Associations Advanced Cardiac Life Support Providers course. This course provides instruction on topics in Division 5 (medical), Section 2 Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

Prerequisites: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129, EMS 132

EMS 134 Medical Emergencies (6 Contact, 5 Credit)

Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies. infectious and communicable disease topics include public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

Prerequisites: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129

EMS 135 Maternal/Pediatric Emergencies (6 Contact, 5 Credit)

Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division's 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

Prerequisites: EMS 126, EMS 127, EMS 128, EMS 129

EMS 136 Special Patients (3 Contact, 2 Credit)

Provides an overview of the assessment and management of behavioral emergencies as they pertain to pre-hospital care. Topics include communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

Prerequisites: EMS 126, EMS 127, EMS 128, EMS 129

EMS 200 Clinical Application of Advanced Emergency Care (33 Contact, 11 Credit)

This course provides a range of clinical experiences for the student paramedic to include clinical application of advanced emergency care.

Prerequisites/Corequisites: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129, EMS 130, EMS 131, EMS 132, EMS 133, EMS 134, EMS 135, EMS 136

EMS 201 Summative Evaluation (8 Contact, 5 Credit)

Provides supervised clinical experience in the hospital and pre-hospital advanced life support settings to include EMS leadership, summative case evaluations, EKG interpretation and pharmacology. This course also includes a comprehensive paramedic program examination and a board examination review.
Prerequisites: EMS 126, EMS 129, EMS 130, EMS 131, EMS 132, EMS 133, EMS 134, EMS 135, EMS 136
Corequisite: EMS 200

ENG 096 English II (5 Contact, 5 Institutional Credit)

Emphasizes Standard English usage. Topics include capitalization, subjects and predicates, punctuation, sentence structure, correct verb tenses, standard spelling, and basic paragraph development.
Prerequisite: Entrance English score in accordance with approved TCSG admission score levels.

ENG 097 English III (5 Contact, 5 Institutional Credit)

Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, mechanics, spelling, and sentence writing and paragraphing skills needed for writing memos, letters, reports, and short essays.
Prerequisite: Entrance English score in accordance with approved TCSG admission score levels or ENG 096

ENG 098 English IV (5 Contact, 5 Institutional Credit)

This course emphasizes the ability to communicate using written and oral methods. Topics include writing and the process of writing, revising, and oral reports.
Prerequisite: ENG 097, or entrance English score in accordance with approved TCSG admission score levels.

ENG 101 General English (5 Contact, 5 Credit)

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques used in selected readings, writing practice, editing and proofreading, researching skills, and oral presentation skills. Homework assignments reinforce classroom learning.
Prerequisite: ENG 097 or entrance English score in accordance with approved TCSG admission score levels; and RDG 097 or entrance reading score in accordance with approved TCSG admission score levels.

ENG 111 Business English (5 Contact, 5 Credit)

Emphasizes a functional and comprehensive review of English usage. Topics include English grammar and sentence structure and composition fundamentals.
Prerequisites: ENG 097 or entrance English score in accordance with approved TCSG admission score levels; and RDG 097 entrance reading score with approved TCSG admission score levels.

ENG 112 Business Communications (5 Contact, 5 Credit)

Provides knowledge and application of written and oral communications found in business situations. Topics include writing fundamentals and speaking fundamentals.
Prerequisites: BUS 101, ENG 111

ENG 191 Composition and Rhetoric I (5 Contact, 5 Credit)

Focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, including introductory use of a variety of research skills; explores the analysis of expository essays and creative nonfiction about issues in the humanities and in society. The course includes a review of grammar and stylistic usage in proofreading and editing, with emphasis on the rhetorical function of these mechanics. Topics include writing analysis and practice, revision, and research.
Prerequisite: Degree program admission level language competency.

ENG 193 Literature and Composition (5 Contact, 5 Credit)

Develops writing skills beyond the levels of proficiency required by ENG 191, emphasizes interpretation and evaluation, and incorporates a variety of more advanced research methods; emphasizes the student's ability to read literature and literary criticism analytically and meaningfully and to communicate that information clearly. Students analyze, critically interpret, and evaluate the form and content of a range of literary texts and practice various strategies of writing. Topics include reading and analysis of fiction, poetry, and drama; advanced research methods; and writing about literature.
Prerequisite: ENG 191 with "C" or better

ENG 195 Technical Communications (5 Contact, 5 Credit)

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

Prerequisite: ENG 191 with "C" or better

FOR 102 Forest Soils (5 Contact, 4 Credit)
Introduces the role of forest soils in the forest ecosystem and the importance of forest soil properties as they relate to modern forestry practices. Topics include Forest soil formation, forest soil properties and site productivity, soils and silvicultural recommendations, and fertilization.
Prerequisite: Provisional admission

FOR 103 Dendrology (5 Contact, 4 Credit)
Provides the basis for a fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.
Prerequisite: Provisional admission

FSC 101 Introduction to Fire Service (5 Contact, 5 Credit)
This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the Federal, State, County, City and Private Fire Protection.

FSC 102 Emergency Services Fundamentals (5 Contact, 4 Credit)
Includes: fire department orientation, fire department communications, orientation, infection control, first aid, CPR, and hazardous materials fire responder awareness level.

FSC 103 Basic Firefighter: Module I (9 Contact, 6 Credit)
This is the first course for basic firefighting skills. Quite physically demanding with practical firefighting activities throughout. The course includes: firefighter orientation and safety, protective clothing, fire behavior: breathing apparatus, ropes: knots and hoisting, ladders, forcible entry, ventilation, fire streams, hoe and appliances, water supply, introduction to fire control, fire rescue, safety review and work stations, salvage, overhaul, structural fire simulations physical training/skill review, practical testing/study groups, and written testing.
Prerequisite/Corequisite: FSC 102.

FSC 104 Basic Firefighter: Module II (6 Contact, 4 Credit)
This class combines hands on, live fire training and other physically demanding firefighting activities. Topics include life safety ropes and extinguishment, portable fire extinguishers, sprinkler operations, water supplies, fire tactics and safety, foam fire streams, ground cover/wildland fires, class a fires, dumpster fires, vehicle fires, structural fires, emergency response to fires, practical testing/study groups and written testing.
Prerequisites/Corequisites: FSC 102, FSC 103.

FSC 105 Fire and Life Safety Educator I (5 Contact, 5 Credit)
This course addresses some of the most important responsibilities of the modern fire services; teaching the public to prevent, or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident, then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include the fire fighter's responsibility for fire investigation, fire reporting, introduction to the use of fire data, home fire safety inspections, introductions to fire and life safety education, fire and life safety fundamentals, fire and life safety resources, planning fire and life safety education, evaluating and selecting educational materials, working with the media preparing instruction, teaching techniques, fire and life safety education presentation, presentation evaluation and written testing.

FSC 110 Fire Service Supervision and Leadership (5 Contact, 5 Credit)
This course introduces common supervision and leadership theories and practices with emphasis on the unique supervisory requirements created by the nature of the fire department shift work and change from emergency to non-emergency situations. Topics include management styles and types, leading effectively, stress management, time management, group dynamics, communication, motivation, counseling, conflict resolution, and total quality management principles and continuous quality improvement.

FSC 121 Fire Fighting Strategy and Tactics (6 Contact, 5 Credit)
This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include principles of fire fighting, size-up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation, and search and rescue.

FSC 132 Fire Service Instructor (6 Contact, 5 Credit)
Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject.

Topics include Orientation to emergency Services Instruction, Communication, Planning and Analysis, Objectives, Learning, Assessment , Methods of Instruction, Instructor Materials, Media, Training Related Group Dynamics, Classroom Management, The Legal Environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FSC 132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FSC 141 Hazardous Materials (5 Contact, 5 Credit)

Study of basic fundamentals of chemistry used in fire science, types of chemical and processes; study of laws pertaining to use storage and transportation of chemicals - specifically hazardous chemicals. Emphasis is placed on emergency service in combating, controlling and coordinating a hazardous materials incident and NFPA 472 and NPQ hazardous material operations. Other topics include types of chemical and processes, laws pertaining to use storage and transporting chemicals, and hazardous materials incidents. Successful completers of FSC 141 are qualified to test for the National Professional Qualification (NPQ) Hazardous Materials – Operations Level Exam.

FSC 151 Fire Prevention and Inspection (6 Contact, 5 Credit)

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completers of FSC 151 are qualified to test for the National Professional Qualification (NPQ) Inspector Level-I exam.

FSC 161 Fire Service Safety and Loss Control (5 Contact, 5 Credit)

The course will provide students with skills to analyze the causes of firefighter death and injuries. The importance of firefighter health and fitness will be presented with an emphasis on individual and Departmental programs. The overall health and safety concerning pre-response, response, and post-response activities will be evaluated. The course will examine the role of the Health and Safety Officer in identifying, implementing, and evaluating policy and procedures that affect health and safety aspects for emergency responders. Additionally, the role of the Incident Safety Officer while assigned as a safety officer within the incident command system will be explored.

FSC 201 Fire Service Management (5 Contact, 5 Credit)

Presents an introduction to Fire Service Management, management theories, responsibilities and concepts are discussed beginning from a historical perspective and leading to practical modern methods. Topics include organization management, planning for and evaluating community fire protection, program management, managing innovation, financial management, personnel management, training, emergency management, emergency medical systems, community relations, public fire safety education, alternative delivery systems, equipment and buildings, and special operations, and legal aspects of fire service management.

FSC 210 Fire Service Hydraulics (6 Contact, 5 Credit)

Begins with the history and theories of the use of water for fire extinguishments then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, supplying and stand pump systems, automatic sprinkler systems, fire fighting foams, and the clip board friction loss system.

FSC 220 Fire Protection Systems (5 Contact, 5 Credit)

A review of fire detection and protection systems including automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies.
Prerequisite/Corequisite: FSC 210.

FSC 230 Fire Service Building Construction (5 Contact, 5 Credit)

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries.

Topics include principles of building construction, wood construction, ordinary construction, garden apartments, principles of fire resistance, steel construction, concrete construction, fire growth, smoke containment, high rise construction, trusses, automatic sprinklers, rack storage, building under construction, and prefire planning

FSC 241 Incident Command (6 Contact, 5 Credit)

The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. This course will cover NIMS 100, 200, 700, and 800 disciplines.

FSC 270 Fire/Arson Investigation (6 Contact, 5 Credit)

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

Prerequisite/Corequisite: FSC 260.

FSE 101 History of Funeral Service (2 Contact, 2 Credit)

A survey of the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices as well as the progression of Associations and Education within Funeral Service.

FSE 102 Funeral Service Law/Ethics (2 Contact, 2 Credit)

Introduces the student to sources of law; the legal status of the dead human body; the duty of burial; right to control funeral arrangements and final disposition and liability for funeral expenses; torts involving the deal human body and the funeral director; wills, estates and probate proceedings; cemeteries and issues related thereto; state and federal laws and regulations pertaining to funeral service; and the legal aspects of being a licensed funeral director/ mortician. In addition to legality, this course will help the student of funeral service to develop a strong set of ethics. This knowledge will help the funeral service professional do what is proper and in the best interest of bereaved families.

FSE 103 Funeral Service Management/Directing I (4 Contact, 4 Credit)

Recognizing the wide variation of funeral customs across the country, the curriculum guideline attempts to point out some general practices that contain minimal geographic and cultural differences. Topics include FTC rules, preview, notification of death, transfer of remains, conduct of the arrangement conference, prefunded /preplanned funerals, a cross-section of religious practices, fraternal and military funerals, shipment of remains, cremation and aftercare.

FSE 104 Funeral Service Management/Directing II (4 Contact, 4 Credit)

Provides a study of basic principles of management as they apply to the practice of the funeral profession and surveys basic principles of funeral home merchandising. Topics include functions and areas of management as it relates to funeral service practice, operational and disaster procedures specific to funeral service, features of caskets, outer burial containers, methods of pricing, display, presentation and control of funeral merchandise.

Prerequisite: FSE 103

FSE 105 Funeral Service Practicum I (6 Contact, 2 Credit)

Provides exposure to all aspects of funeral home operation - arranging, directing, visitations, merchandising, clerical support, preparation services, and other aspects as possible - under direct supervision of a licensed funeral director in a funeral home designated as a Certified Funeral Service Education Clinical Site.

Prerequisites: FSE 101, FSE 102, FSE 103, FSE 203

FSE 106 Funeral Service Practicum II (9 Contact, 3 Credit)

Further exposes students to all aspects of funeral home operation - providing greater opportunity for hands-on-experience in the Certified Funeral Service Education Clinical Site.

Prerequisite: FSE 105

FSE 107 Small Business Administration for Funeral Service (5 Contact, 5 Credit)

The roles and function of an effective manager are explored. Emphasis is placed on the management functions of planning, organizing, motivating, directing and controlling. Considerations of purchasing a small business are also covered

FSE 200 Anatomy (7 Contact, 6 Credit)

The study of the human body with particular emphasis on those systems (integumentary, skeletal, digestive, urinary, reproductive, respiratory, circulatory, endocrine, nervous, and muscular) providing the foundation for embalming, pathology, public health, and restorative art.

FSE 201 Pathology (4 Contact, 4 Credit)

Provides an overview of the pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Topics include nature of disease, etiology, cellular reaction to injury, structural abnormalities/birth defects, disturbances in circulation, neoplasms and cyst, diseases of bones and joints, the blood, heart, blood reproductive, endocrine, integumentary, lymphatic systems.

FSE 202 Chemistry (4 Contact, 4 Credit)

Provides a survey of the basic principles of chemistry as they relate to funeral service. Especially stressed are the chemical principles and precautions involved in sanitation disinfection, public health and embalming practice. The government regulation of chemicals currently used in funeral service is reviewed. Topics include introduction to general chemistry, organic chemistry, biochemistry, embalming chemistry and potentially hazardous chemicals used in embalming.

FSE 203 Embalming Techniques I (3 Contact, 3 Credit)

A study of the phenomenon of death in the human body. It is also a study of the process of chemically treating the dead human body to reduce the presence of growth of microorganisms to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject includes the study of government regulations applicable to the embalming process.

Prerequisites: FSE 200, FSE 201

FSE 204 Embalming Techniques II (4 Contact, 3 Credit)

This course will introduce students to discolorations, types of embalming chemicals, injection, drainage and dilution. Surveys chemistry, microbiology and pathology as applied to embalming. Fully explores the complete realm of embalming

Prerequisite: FSE 203

FSE 205 Embalming Techniques III (4 Contact, 3 Credit)

Provides complete overview of embalming, examines extenuating circumstances of embalming requiring special attention and applications. Reexamines the routine facets of embalming, as well as focusing on the unusual. Further co-ordinates academic aspects of embalming with clinical aspects through required embalming clinical cases.

Prerequisite: FSE 204

FSE 206 Restorative Art I (4 Contact, 4 Credit)

This course is designed to introduce the student to the techniques and importance of creating and acceptable physical appearance of the decreased for the benefit of the surviving family members. Topics include types of restorations, surface bones of the cranium and face, muscles of the cranium, face and neck, general characteristics of ear, nose, mouth, eye and facial markings, proportions and profiles.

Prerequisites: FSE 203, FSE 204

FSE 207 Restorative Art II (4 Contact, 3 Credit)

This course is designed to provide advanced procedures of restoring the dead human body to lifelike appearance through wax restoration, use of color theory, cosmetic application and advanced restorative techniques.

Prerequisite: FSE 206 **Corequisite:** FSE 205

FSE 208 Microbiology (5 Contact, 5 Credit)

This outline encourages a survey of the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, public health and embalming practice. The development and use of personal, professional and community hygiene and sanitation is discussed. Topics include Introduction to microbiology, anatomy and physiology of bacteria, microorganisms and disease immunology.

FSE 209 Grief Counseling/Sociology of Funeral Service (5 Contact, 5 Credit)

Provides an understanding of the stages of grief, the importance of grieving, normal grief reactions as well as styles of counseling. Explores the social impact that death has on the survivors which include family structures, social structures and the factors of change that relate to funeralization.

FSE 210 Funeral Service Seminar (3 Contact, 3 Credit)

Prepares the student to take the National Board Examination. Organization and review of previous coursework, and any new information as may be indicated. Extensive sample testing will further prepare the student for required Board Examination.

Prerequisites: All coursework prior to or during this quarter

FST 100 Introduction to Criminal Justice (5 Contact, 5 Credit)

An overview of the American Criminal Justice System emphasizing the organizational and jurisdictional inter-relationships of the Criminal Justice System components at the local, state, and federal levels. The history, development, and philosophy of the system components, including the use of forensics at each jurisdictional level will be studied. Career opportunities and employment requirements will be explored.

FST 101 Police Systems & Practices (5 Contact, 5 Credit)

An overview of the history, development and organization of police systems at the local, state and federal levels will be presented. Policies and procedures of modern policing will be examined. The impact of court cases on police practices, including crime scene investigation and evidence gathering and processing will be included. Emerging Trends in policing will be discussed.

FST 202 The American Judiciary System (5 Contact, 5 Credit)

An overview of the history and development of the American Judicial System and its structures and processes will be reviewed. An overview of the court systems at the local, state, and federal levels of jurisdiction will be presented. Trial processes and appellate systems will be presented. The impact of the judiciary on the administration of justice and the role of forensic science in the court system are included.

FST 203 Correctional Systems and Practices (5 Contact, 5 Credit)

A systematic examination of the role and function of facilities and programs for offenders will be reviewed. Topics include the evolution of corrections; contemporary correctional practices; legal and administrative issues; community facilities and programs; classification systems; special populations; prison industries; career opportunities; and the privatization of correctional facilities and programs.

FST 204 Juvenile Delinquency and Juvenile Justice Systems (5 Contact, 5 Credit)

An examination of the causes of delinquency and criminal behavior of youth will be presented. The system of justice for juveniles, including investigation, adjudication, detention, and treatment and aftercare will be discussed. Topics will include relevant court cases; comparative analysis of juvenile and adult justice systems; waiver of jurisdiction; and recent trends regarding the restructuring of the juvenile justice system.

FST 205 Criminal Behavior (5 Contact, 5 Credit)

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. A psychosocial perspective is used to study factors related to offending behavior and criminal behavioral patterns. Classification systems, prediction models, profiling, and intervention programs will be studied.

FST 206 Introduction to Forensic Science (5 Contact, 5 Credit)

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored. The practical application of forensic science in law enforcement will be emphasized.

FST 210 Crime Scene Investigation I (7 Contact, 5 Credit)

Examines the principles of forensic science specifically the various types of physical evidence, classification of evidence and the role of physical evidence in criminal investigation. Topics include Class and individual characteristic evidence, identification of fingerprint patterns, development of latent fingerprints, plaster casting trace evidence, drug identification biological evidence, firearms identification, toxicology, questioned documents and forensic pathology. An explanation of crime laboratory services, physical evidence examination, and the function evidence provides in criminal investigation are additional topics.

Prerequisite: FST 206

FST 211 Crime Scene Investigation II (7 Contact, 5 Credit)

This course explores the concepts and investigative techniques associated with crime scene reconstruction. This course will offer the student an introduction into crime scene reconstruction. Specifically the course will include an in-depth study of blood pattern analysis, crime scene documentation, pattern evidence, firearms trajectories, wound characteristics, and report preparation.

Prerequisite: FST 210

FST 212 Interviewing and Interrogation Techniques (9 Contact, 5 Credit)

Examines the practical aspects of interviewing and interrogation in both the public and private sector. Topics include Distinguishing between interviewing and interrogation, interviewing victims, witnesses, and suspects human behavior, preparation, interview environment, behavior symptoms, structured questioning techniques, statement analysis , interrogation strategy, methods of recording, legal requirements, and documentation and hypnosis.

FST 214 Documentation and Report Preparation (7 Contact, 5 Credit)

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes, reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include Field notes, initial information, observations, evidence victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

FST 215 Case Preparation and Courtroom Testimony (9 Contact, 5 Credit)

Examines the case file preparation, pre-trial conference, criminal procedure, rules of evidence and testifying. Topics include Case file structure, investigative summaries, property and evidence receipts, witness statements, reports, witness list exhibits list, identifying the officers responsibilities prior to, during and after trial. The sequence and procedure of the criminal trial process, effective testimony and witness credibility are included.

FST 226 Wildlife Law Enforcement (5 Contact, 5 Credit)

An overview of the history, development and philosophy of wildlife law enforcement will be presented. Policies and procedures that impact modern wildlife law enforcement will be examined. Course topics will include constitutional law; federal and state wildlife jurisdiction; the rules of evidence; wildlife law enforcement procedures; and the role of forensics in investigation crime scenes unique to wildlife law enforcement. Emerging trends and the future of wildlife law enforcement will also be discussed.

FST 230 Criminal Procedure (5 Contact, 5 Credit)

Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and appropriate Supreme Court rulings.

FST 231 Constitutional Law (5 Contact, 5 Credit)

An examination of the U.S. constitution as it relates to the law enforcement function. Includes statutory law and judicial decisions governing the areas of arrest, search and seizure, interrogations and confessions, self-incrimination an other constitutional guarantees. The impact of court decisions on the practice of law enforcement, crime scene investigation, and evidence collection and processing will be included.

GIS 100 Introduction to GIS (5 Contact, 5 Credit)

An introduction to the principles and applications of Geographic Information Systems. Examines applications of geographic information including data structure, spatial analysis, data management, data visualization, and data retrieval. Emphasis is placed on the interdisciplinary nature of GIS and its relevance to industry and society.

GIS 101 Natural Resources for GIS (6 Contact, 5 Credit)

An introduction to spatial analysis in the natural environment. Emphasis will be placed on how natural features are represented in GIS systems. The role of GIS in documenting and helping manage these resources will be the main focus. Students will learn the basic GIS principles as it relates to natural resources.

GIS 110 Fundamentals of Geodesy (8 Contact, 6 Credit)

An introduction to the fundamentals of geodesy and earth mapping. Topics covered include geodetic surveying, geodetic control, satellite geodesy, coordinate systems, map projections, and map interpretation.
Prerequisite: Provisional admission

GIS 112 Intermediate GIS (8 Contact, 6 Credit)

An introduction to GIS analysis and techniques. Students will learn how to create and edit spatial data layers, database management techniques, and cartographic mapping.
Prerequisites: GIS 100

GIS 114 Advanced GIS: Application Development (8 Contact, 6 Credit)

An introduction to designing a Geographic Information Systems model. Implementing a research design with spatial data relevant to their field of interest, students sharpen their GIS technical and problem-solving skills. GIS models useful to the government and private industry are examined.

Prerequisite: GIS 112

GIS 116 Spatial Analysis in GIS (8 Contact, 6 Credit)
Advanced concepts in spatial analysis will be examined through practical experience. The course will briefly review the principles of statistics and relate them to methods used in analysis of geographically referenced data. Students will integrate geographic concepts and techniques using spatial analysis and 3D analysis.
Prerequisite: GIS 112

GIS 120 Introduction to Raster-Based GIS (8 Contact, 6 Credit)
Introduction is GIS data sets including raster-based information including orthophotography and satellite imagery. Fundamental properties of remote sensing devices will be examined. The course will introduce sampling strategies for data used in GIS using raster and vector data structures. Emphasis is placed on the use of remotely sensed data to evaluate environmental GIS problems.
Prerequisite: GIS 100

GIS 122 GIS in Natural Resources, Business and Government (5 Contact, 5 Credit)
This course includes an in depth survey of the various ways that GIS applications are being used in natural science (geography, forestry, and wildlife management), government (city, county, state, and federal) and business (marketing). Topics will include data acquisition, accuracy, spatial analysis, and presentation techniques necessary for various GIS applications.
Prerequisite: GIS 112

GIS 124 Cartographic Design for GIS (8 Contact, 6 Credit)
A comprehensive study of GIS application as it relates to cartography and thematic mapping. Topics include cartographic principles, data acquisition methods used in map production, and methods of basemap development.
Prerequisite: GIS 100

GIS 126 Database Design and Management in GIS (8 Contact, 6 Credit)
An introduction to principles of database design and management including conversion fundamentals, and modeling techniques. Topics include database integration concepts, development of user interface, troubleshooting databases, relational database concepts.
Prerequisite: GIS 100

GIS 127 GIS Internet Mapping (6 Contact, 5 Credit)
This course provides the opportunity for students to explore maps on the Internet. Internet mapping case studies will be examined.
Prerequisite: GIS 100

GIS 128 Global Positioning Field Techniques (5 Contact, 3 Credit)
An introduction to the basic use of hand-held Global Positioning Systems (GPS) unit in the field. This course will include an introduction to terminology, hardware, and technology used in GPS. Instruction will include the fundamentals of operating a hand-held GPS unit. The course will introduce the basic techniques used in the determination of feature location and completion of maps in GIS.

GIS 129 Advanced Global Positioning Systems: Precision Agriculture (5 Contact, 3 Credit)
Precision Agriculture leads production agriculture towards a new era, in which innovative technology enables producers to prescribe inputs and yields more efficiently and profitably. Precision Ag technology combines Geographic Information Systems and Global Positioning Systems to scientifically manage resources and outputs in production agriculture.

GIS 130 GIS Internship (15 Contact, 5 Credit)
A directed field study program whereby students will apply classroom instruction to real-world GIS projects in the community.
Prerequisite: Completion of all GIS program courses

HCMT 203 Healthcare Supervision (5 Contact, 5 Credit)
A course dealing with the problems of management of the small working unit (division, department, section, etc.) within a larger health care agency. Included items will be unit goals, identification of problems, staffing needs, monitoring or work progress, unit communication and interpersonal relations with the unit

HCMT 204 Healthcare Management (5 Contact, 5 Credit)
A study of the principles of effective management techniques including, decision making, organizing, budgeting, communication, and direction.

HIT 201 Introduction to Health Information Technology (4 Contact, 3 Credit)

This course focuses on orienting the student to the health information profession. Students will also be introduced to primary and secondary records systems, content and structure of health care data and data sets of patient data elements; structure of health care in the United States and an outline of its providers; structure and function of the American Health Information Management Association (AHIMA); accrediting, licensing, certifying, and government participation in health care; complication of medical information throughout the patient's course of treatment in the health care facility.

HIT 202 Legal Aspects of Health Information (4 Contact, 3 Credit)

This course focuses on the study of legal principles related to patient care, medical records and health information. Also, addressed are legal terminology and procedures, court systems, and liability of health care providers. Importance of medical record as a legal document and the effect of confidentiality on release of information function; record retention and destruction of records are studied; current legal issues, ethics and laws are discussed.

HIT 203 Health Data Management (7 Contact, 5 Credit)

This course will examine various technologies used for the collection and management of clinical data. Topics include numbering, filing, patient registration, master patient index, monitoring chart completion, tracking chart location, and correspondence; organization requirements, and contents of disease registries; data abstracting and retrieval techniques, and management of medical transcription services. The methods range from paper to computer based systems, including optical disk and voice recognition.

Prerequisite: HIT 201

HIT 204 Healthcare Statistics and Research (5 Contact, 4 Credit)

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

Prerequisite: HIT 201.

HIT 205 Performance Improvement (4 Contact, 3 Credit)

This course introduces the student to the peer review process and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways State and local standards are included as well as review of the federal government role in health care and orientation to accreditation requirements of various agencies.

Prerequisites: HIT 201, HIT 203.

HIT 206 Health Information Technology Seminar I (12 Contact, 4 Credit)

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

Prerequisites: HIT 201, HIT 202, HIT 203

HIT 207 Health Information Technology Practicum II (12 Contact, 4 Credit)

This course is designed to give the students additional supervised activities in alternative care settings, to include internship in physician's office, nursing homes, home health care agencies and local county health departments.

Prerequisite: HIT 206

HIT 208 Health Information Technology Practicum III (12 Contact, 4 Credit)

This is a continuation of HIT 206 Practicum I and HIT 207 Practicum II. This course is designed to allow students to apply all functions related to the HIT profession. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. The students will be given additional advanced health information management experience. The occupational -based instruction is implemented through the use of an internship and all of the following: Written individualized training plans, written performance evaluation, and a required bi- weekly seminar.

Prerequisite: HIT 207.

HIT 210 Computers in Health Care (5 Contact, 3 Credit)

Topics include working with vendors, hardware and software components of computers for medical record applications, methods of controlling privacy, accuracy, and security of health information data in computer systems.

HIT 215 Coding and Classification I (6 Contact, 4 Credit)
This course provides an introduction to, and application of professional standards in assignment of codes to diagnoses and procedures using the International Classification of Diseases - 9th Revision - Clinical Modification (ICD-9-CM). Coding rules will be applied to case studies. DRG's will be assigned using a grouper.
Prerequisites: BIO 193, BIO 194, AHS 109, HIT 201, HIT 202, HIT 203.

HIT 216 Coding and Classification II (6 Contact, 4 Credit)
This is an advanced coding class that includes coding of actual hospital records. The medical records will be coded based on the coding principles used in HIT 215. Codes will be assigned manually as well as by an encoder. This course also focuses on the various methodologies related to reimbursement in the various healthcare setting.
Prerequisite: HIT 215.

HIT 217 Coding and Classification III (5 Contact, 3 Credit)
This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts.
Prerequisite: HIT 215 **Corequisite:** HIT 216

HRT 101 Introduction to Hotel/Restaurant/Tourism (5 Contact, 5 Credit)
Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include development of the hospitality industry, food and beverage services, hotel services, travel services, management's role in the hospitality industry, and hospitality industry trends.
Prerequisite: Provisional Admission.

HRT 103 Travel Geography (5 Contact, 5 Credit)
Provides students with a study of international, national, state, and major city geographic locations and their points of interest to the travel customer. Emphasis is placed on identifying why people travel and how geography is linked to their needs. Topics include geographical and physical aspects; individual travel needs; Americas and Greenland; Europe, Middle East, and Africa; Far East, Australia, New Zealand, and Pacific Islands; and travel regulations and documents.
Prerequisite: Provisional Admission

HRT 104 Hospitality Accounting (5 Contact, 5 Credit)
Provides students with an opportunity to gain knowledge and acquire skills of accounting as applied to the hospitality industry. Emphasis is placed on how to administer accounting procedures to minimize cost and maintain a full range of customer services. Topics include cash flow cycle, accounting principles and procedures, elements of financial statements, maintaining financial statements, and analysis of financial records.
Prerequisite: Provisional Admission

HRT 105 Hospitality Employee Training (5 Contact, 5 Credit)
Offers students the opportunity to gain knowledge and skills involved in training employees for various positions in the hotel/restaurant/travel fields. Emphasis is placed on new employee's training requirement. Topics include hospitality training needs, training methods, developing a training program, employee communication and motivation, coaching techniques, and customer service training.
Prerequisite: Provisional Admission

HRT 106 Food and Beverage Management (5 Contact, 5 Credit)
Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include history and careers, equipment layout and decor, menu and beverage list planning, distribution, merchandising and service professionalism.
Prerequisite: Provisional Admission

HRT 110 Hotel/Restaurant/Tourism Management O.B.I. I (10 Contact, 4 Credit)
Introduces students to the application and reinforcement of hotel/restaurant/travel operational principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant travel management techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.
Prerequisite: Provisional Admission

HRT 120 Hotel/Restaurant/Tourism Management O.B.I. II (10 Contact, 4 Credit)

Continues the application and reinforcement of hotel/ restaurant/travel operational principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant/travel management techniques, and professional development. The occupation- based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

Prerequisite: Provisional Admission

HRT 122 Tour Management (5 Contact, 5 Credit)

Provides students with an orientation on the duties and responsibilities of the tour operator. Emphasis is placed on the operator's role in planning and conducting tours. Topics include planning individual tours, planning group tours, transportation arrangements, accommodation options, entertainment options, foreign country tours, and manager's on-tour responsibilities.

Prerequisite: Provisional Admission

HRT 150 Convention Meeting Planning (5 Contact, 5 Credit)

Introduces students to conventions and meetings planning requirements. Develops hospitality industry basic skills necessary to plan for a convention or group meeting. Topics include meeting and convention basics; selecting meeting time and location; careers and support services for meetings and conventions; budgeting for meetings and conventions; and meetings and conventions marketing and facilitations. Provisional Admission

HRT 201 Hospitality Marketing (5 Contact, 5 Credit)

Introduces students to marketing techniques associated with hotel/restaurant/travel fields with emphasis on identifying and satisfying needs of customers. Topics include marketing introduction, research and analysis, marketing strategies, marketing plans, and salesmanship and advertising.

Prerequisite: Provisional Admission

HRT 203 Hotel/Restaurant/Travel Law (5 Contact, 5 Credit)

Introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on licensing and regulating public accommodations and the operator's responsibility to provide quality and safe service. Topics include common law, civil law, contract law, customer rights, and management rights.

Prerequisite: Provisional admission

HRT 205 Hotel Operations (5 Contact, 5 Credit)

Introduces students to operational and maintenance procedures for a lodging facility. Emphasis is placed on each department and the coordination of all services to meet guest needs. Topics include corporate structures, departmental responsibilities, hotel services and staff, feasibility determination, and industry trends.

Prerequisite: Provisional Admission

HRT 206 Food, Beverage, and Labor Control (5 Contact, 4 Credit)

A study of the principles of cost controls and their application to food and beverage operations. Emphasis is placed upon the diverse elements of sales within a food and beverage establishment and upon cost controls needed to maintain a profitable operation. Topics include costs and sales relationship, forecasting sales, preparing budgets, cost control systems, controlling inventory, and computer equipment and software.

Prerequisite: MAT 111 (Diploma) or MAT 196 (Degree)

HUM 191 Introduction to Humanities (5 Contact, 5 Credit)

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities are presented as a source of subjective insights for the understanding of people and society. Topics include historical and cultural developments, and contributions of the humanities.

Prerequisite: ENG 191 with "C" or better

IDS 141 Basic Industrial PLCs (10 Contact, 6 Credit)

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include PLC hardware and software, PLC functions, and terminology, introductory numbering systems, PLC installation and setup, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

Prerequisite/Corequisite: ELT 111, ELT 112, ELT 118

IDS 142 Industrial PLCs (10 Contact, 6 Credit)

Provides for hands-on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLC's) in an industrial setting. This course includes advanced skills necessary to complete the student's knowledge and skills to understand and work with PLC's in an industrial plant.
Prerequisite/Corequisite: IDS 141

IDS 215 Industrial Mechanics (10 Contact, 6 Credit)

Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, and teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Topics include mechanical tools, fasteners, basic mechanics, lubrication, bearings, and seals.
Prerequisite: Program admission level math achievement.

IDS 221 Industrial Fluid Power (10 Contact, 7 Credit)

Provides instruction in fundamental concepts and theories for safety operating hydraulic components and systems. Topics include hydraulic theory, suction side of pumps, actuators, valves, pumps/motors, accumulators, symbols and circuitry, fluids, filters, pneumatic theory, compressors, pneumatic valves, air motors and cylinders, and safety.

IDS 231 Pumps and Piping Systems (5 Contact, 2 Credit)

Studies the fundamental concepts of industrial pumps and piping systems. Topics include pump identification; pump operation; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

IFC 100 Industrial Safety Procedures (3 Contact, 2 Credit)

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.
Prerequisite/Corequisite: Provisional admission

IFC 101 Direct Current Circuits I (5 Contact, 4 Credit)

Introduces direct current (DC) concepts and applications. Topics include electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.
Prerequisite/Corequisite: MAT 103 or MAT 101 or higher

IIS 101 Introduction to Imaging Informatics (5 Contact, 5 Credit)

This course provides the student with fundamental concepts and basic functions of a Imaging Informatics including Picture Archiving and Communication Systems (PACS) and Digital Imaging. Emphasis is placed on basic components, functions and familiarity with the PACS system and Digital Imaging. Topics include basic components of and requirements for a PACS network structure, concepts of image capture, image quality trouble shooting, DICOM, image transfer concepts, structure reporting, hospital information systems (HIS), Radiology Information Systems (RIS), Health Level Seven (HL7), short-term and long-term storage, data back-up, workstations, and peripherals and output devices.

IIS 102 Theory of Digital Imaging (4 Contact, 4 Credit)

This course introduces the student to the fundamental theory of computed radiography (CR) and the principles of digital image acquisition and processing and its application in radiography. Emphasis is placed on image acquisition, optimizing image quality, image processing and image compression techniques, and the development of a QA/QC program. Topics include computer imaging basics, pixels and voxels, digital radiography hardware requirements, digital image processor, basics of computer radiography, concepts of direct digital radiography (ddR), image quality and quality assurance.

IIS 103 Advanced Concepts of Imaging Informatics (2 Contact, 2 Credit)

Continues to develop the knowledge needed to function in a PACS environment. Topics include Network architecture and topology, network media, basics of data transmission, data storage and retrieval, Image Acquisition, Image Workstations, Image Compression, Voice Recognition, Enterprise Imaging and Teleradiology.
Prerequisite: IIS 101

IIS 106 Theoretical Concepts of DICOM and HL7 (2 Contact, 2 Credit)

This course provides the student with fundamental concepts of DICOM standard and HL7 standard. Topics include DICOM introduction, DICOM messages and objects, DICOM storage and image management services, DICOM print, query/retrieve and structured reports, DICOM Image Quality, DICOM media, DICOM conformance statements, DICOM networking, DICOM troubleshooting,HL7 messaging, HL7 troubleshooting, IHE introduction, IHE actors and profiles, and IHE infrastructure.

ISS 132 Clinical Practice (8 Contact, 2 Credit)

An introductory clinical practice course to the hospital/imaging department clinical setting that provides an opportunity for students to participate in and observe radiographic procedure, provide patient care, process films, and practice infection control.

Prerequisites: RAD 101, AHS 104, AHS 101

MAS 101 Legal Aspects of the Medical Office (3 Contact, 3 Credit)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include introduction to medical assisting, introduction to medical law, physician-patient-assistant relationship, medical office in litigation, ethics, bioethical issues and HIPAA.

Prerequisite: Provisional Admission.

MAS 103 Pharmacology (5 Contact, 5 Credit)

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of math used in the administration of drugs. Topics include introduction of pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

Prerequisites: MAT 101, AHS 101, AHS 109

MAS 106 Medical Office Procedures (6 Contact, 5 Credit)

Emphasizes essential skills required for the typical business office. Topics include office protocol, time management, telephone techniques, office equipment, mail services, references, filing, correspondence, and travel and meeting arrangements.

Corequisite: BUS 101

MAS 108 Medical Assisting Skills I (12 Contact, 6 Credit)

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include infection control, prepare patients/assist physician with examinations and diagnostic procedures, vital signs/mensuration, minor office surgical procedures, and electrocardiograms.

Prerequisites: AHS 101, AHS 109 **Corequisite:** MAS 103

MAS 109 Medical Assisting Skills II (12 Contact, 6 Credit)

Furthers the student knowledge of the more complex activities in a physician's office. Topics include collection/examination of specimens and CLIA regulations/risk management, urinalysis; venipuncture, hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG, etc), administration of medications; emergency procedures of the medical office, respiratory evaluations, principles of IV administration, rehabilitative therapy procedures; principles of radiology safety and maintain medication and immunization records.

Prerequisites: MAS 103, MAS 108

MAS 110 Practice Management (6 Contact 3 Credit)

Emphasizes essential skills required for the typical medical office. Topics include Managed care, reimbursement, and coding.

Prerequisites: ENG 101, AHS 101, AHS 109, BUS 101, SCT 100

Corequisites: MAS 103, MAS 112, MAS 106

MAS 111 Reimbursement Management (7 Contact, 4 Credit)

Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include medical transcription, electronic health record application of computer skills, integration of medical terminology, accounting procedures, and application of software.

Prerequisites: MAS 103, MAS 112, MAS 110

MAS 112 Human Diseases (5 Contact, 5 Credit)

Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include introduction to disease and diseases of body systems

Prerequisite: AHS 101, AHS 109

MAS 117 Medical Assisting Externship (24 Contact, 8 Credit)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. These clinical practicums allow the student to become involved in a work situation at a professional level of technical application and require concentration, practice, and follow through. Topics include application of classroom knowledge and skills, functioning in the work environment, listening, and following directions
Prerequisite: Completion of all required courses except MAS 118
Corequisite: MAS 118

MAS 118 Medical Assisting Seminar (4 Contact, 4 Credit)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.
Prerequisite: Completion of all required courses except MAS 117 **Corequisite:** MAS 117

MAS 151 ICD-9-CM Coding I (5 Contact, 3 Credit)

Provides an introduction to medical coding skills and application of international coding standards for billing of health care services. Topics include international classification of diseases, code books format, guidelines and conventions, and coding techniques.
Prerequisites: AHS 101, AHS 109, ENG 101, BUS 101

MAS 152 ICD-9 Coding II (5 Contact, 3 Credit)

Continues development of skills and knowledge presented in Medical Procedures Coding I and provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include medical records coding techniques, coding hospital records, coding out-patient records.
Prerequisite: MAS 151 **Corequisite:** MAS 153

MAS 153 Physicians' Procedural Coding (3 Contact, 3 Credit)

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians' Current Procedural Terminology (CPT) manual. Topics include format of CPT manual, CPT manual coding guidelines and coding using the CPT manual.
Prerequisite: MAS 151

MAT 096 Math II (5 Contact, 5 Institutional Credit)

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include number theory, whole numbers, fractions, decimals, measurement, and word problems. Homework assignments reinforce classroom learning.
Prerequisite: Entrance arithmetic scores in accordance with approved TCSG admission score levels

MAT 097 Math III (5 Contact, 5 Institutional Credit)

Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include number theory, fractions, decimals, ratio/proportion, percent, measurement/geometric formulas, and word problems. Homework assignments reinforce classroom learning.
Prerequisite: Entrance arithmetic scores in accordance with approved TCSG admission score levels or MAT 096

MAT 098 Elementary Algebra (5 Contact, 5 Institutional Credit)

This course provides instruction in basic algebra. Topics include introduction to real numbers and algebraic expressions, solving equations and inequalities, graphs of linear equations, polynomial operations, and polynomial factoring.
Prerequisite: Entrance arithmetic scores in accordance with approved TCSG admission score levels or MAT 097

MAT 099 Intermediate Algebra (5 Contact, 5 Institutional Credit)

This course provides instruction in intermediate algebra. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.
Prerequisite: Entrance arithmetic scores in accordance with approved TCSG admission score levels or MAT 098

MAT 100 Basic Mathematics (3 Contact, 3 Credit)

Emphasizes basic mathematic concepts. Topics include mathematical operations with whole numbers, decimals, fractions, percents, ratio/proportion, and measurement and conversion. Class includes lecture, applications, and homework to reinforce learning.
Prerequisite: MAT 096 or entrance arithmetic scores in accordance with approved TCSG admission score levels

MAT 101 General Mathematics (5 Contact, 5 Credit)

Emphasizes mathematical skills that can be applied to the solution of occupational and technical problems.

Topics include properties of numbers, fractions, decimals, percents, ratio and proportion, measurement and conversion, exponents and radicals, and geometric and technical formulas. Class includes lectures, applications, and homework to reinforce learning.
Prerequisite: MAT 097 or entrance arithmetic score in accordance with approved TCSG admission score levels

MAT 103 Algebraic Concepts (5 Contact, 5 Credit)
Introduces concepts and operations which can be applied to the study of algebra. Course content emphasizes: basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts. Class includes lecture, applications, and homework to reinforce learning.
Prerequisite: MAT 098 or entrance arithmetic and algebra scores in accordance with TCSG admission score levels

MAT 104 Geometry/Trigonometry (5 Contact, 5 Credit)
Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes geometric concepts and trigonometric concepts.
Prerequisite: Grade of "C" or better in MAT 103

MAT 105 Trigonometry (5 Contact, 5 Credit)
Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics include geometric formulas, trigonometric concepts, and logarithms and exponentials.
Prerequisite: Grade of "C" or better in MAT 103

MAT 111 Business Math (5 Contact, 5 Credit)
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators (not to include the touch method).
Prerequisite: MAT 097 or entrance arithmetic score in accordance with approved TCSG admission score levels

MAT 191 College Algebra (5 Contact, 5 Credit)
Emphasizes techniques of problem solving using algebraic concepts. Topics include algebraic concepts and operations linear and quadratic equations and functions, simultaneous equations, inequalities, exponents and powers, graphing techniques, and analytic geometry.
Prerequisite: Program admission level math achievement

MAT 193 College Trigonometry (5 Contact, 5 Credit)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.
Prerequisite: MAT 191

MAT 194 Precalculus (5 Contact, 5 Credit)
This course prepares students for Calculus. The topics 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.
Prerequisite: MAT 191 with a grade of “C” or better

MAT 196 Contemporary Mathematics (5 Contact, 5 Credit)
Overview course covering algebra, statistics, and mathematic of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, and mathematics of finance.
Prerequisite: program admission level math achievement

MAT 198 Introduction to Statistics (5 Contact, 5 Credit)
Discusses the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing, chi square tests, and linear regression.
Prerequisite: Degree program admission

MKT 100 Introduction to Marketing (5 Contact, 5 Credit)
Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include marketing strategies, marketing mix, marketing trends, and dynamic forces acting on the market.
Prerequisite: Provisional admission

MKT 101 Principles of Management (5 Contact, 5 Credit)

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include management theories, including total quality management; motivation, supervision, and evaluation of employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

Prerequisite: ENG 191 (Degree) or ENG 111 (Diploma)

MKT 103 Business Law (5 Contact, 5 Credit)

Introduces the study of contracts and other business obligations and the legal environment. Topics include creation and evolution of laws, court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

Prerequisite: Provisional admission

MKT 104 Principles of Economics (5 Contact, 5 Credit)

Provides a study of micro and macro economic principles, policies, and applications. Topics include supply and demand, money and the banking system, the business cycle, and economic systems.

Prerequisite: Program admission level math competency

MKT 106 Fundamentals of Selling (5 Contact, 5 Credit)

Emphasizes sales strategy and techniques which will assist the student in the sales process. Topics include customer relations, professional image, product/service knowledge, selling techniques and procedures, sales presentation and the ethics of selling.

Prerequisite: Provisional admission

MKT 108 Advertising (5 Contact, 4 Credit)

Introduces the fundamental principles and practices associated with advertising activities. Topics include the purposes of advertising and other sales promotional techniques; principles of advertising; budgeting; marketing and advertising plans; regulations and control of advertising; media evaluation, target marketing, and selection; campaign planning; and trends in advertising.

MKT 109 Visual Merchandising (5 Contact, 4 Credit)

Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools, and materials, and installation of displays. Topics include design and color principles; tools and materials of the trade; props and fixtures; lighting and signing; installation of displays; store planning; and safety.

Prerequisite: Provisional admission

MKT 110 Entrepreneurship (10 Contact, 8 Credit)

Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include planning, location analysis, financing, and development of a business plan.

Prerequisites: Program admission level math achievement

MKT 112 Principles of Banking (5 Contact, 5 Credit)

Introduces the history, documents, and operational functions of the banking industry. Topics include history, documents, operations, and specialized services.

Prerequisite: Provisional admission

MKT 113 Money and Banking (5 Contact, 5 Credit)

Emphasizes the relevance of monetary instruments, intermediaries, and the central banks to local, state, national, and international economics. Topics include history and evolution of financial institutions; monetary instruments and flow; and central banking, operation, and policies.

MKT 114 Financial Business Machines (5 Contact, 3 Credit)

Emphasizes basic calculator, teller terminal, proof machine, and financial computer use. Topics include introduction to types of equipment, calculators, teller machines, proof machines, and financial computers.

Prerequisite: MAT 111

MKT 115 Financial Management (5 Contact, 4 Credit)

Provides knowledge and applications in the management of personal and consumer finance. Topics include record keeping, budgeting, Credit principles, investment principles, and forecasting.

MKT 122 Buying & Merchandise Management (5 Contact, 5 Credit)

Introduces the fundamental principles of buying, merchandising, and accounting for products and services.

Topics include assortment planning; locating resources; ordering merchandise; just-in-time or quick response inventory control; pricing for profit; and financial statements, ratios, and accounting vocabulary, principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, and types of discounts.
Prerequisite: Program admission level math achievement

MKT 123 Small Business Management (5 Contact, 5 Credit)
Summarizes competencies included in the entrepreneurship specialization and provide opportunities for application and demonstration of skills. Topics include management principles, marketing functions, financial applications, and the trend toward growing entrepreneurial potential.

MKT 125 Retail Operations Management (5 Contact, 5 Credit)
Emphasizes planning, organizing, and managing of retail firms. Topics include organizational development, strategic and short-term planning and organization, human resource management, inventory controls, analysis of profit and loss statements and balance sheets, and entrepreneurship.

MKT 130 Marketing Admin OBI 1 (10 Contact, 3 Credit)
Introduces students to the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisites: ENG 111 (Diploma) or ENG 191 (Degree); and MKT 101

MKT 131 Marketing Admin O.B.I. 2 (10 Contact, 3 Credit)
Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plan, written performance evaluation, required weekly seminar, and required practicum or on-the-job-training.
Prerequisite/Corequisite: MKT 130

MKT 132 Banking and Finance O.B.I. I (10 Contact, 3 Credit)
Introduces the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finance applications on the job. Topics include finance techniques, and professional development. The occupation-based instruction is implemented through the use of written individualizes training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisite: ENG 111, MKT 101 or instructor permission based upon experience.

MKT 133 Banking and Finance O.B.I. II (10 Contact, 3 Credit)
Focuses on the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finance applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of banking and finance techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisite/Corequisite: MKT 132

MKT 134 Entrepreneurship O.B.I. I (10 Contact, 3 Credit)
Introduces the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job.

Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisites: ENG 111, MKT 101 or instructor permission based upon experience.

MKT 135 Entrepreneurship O.B.I. II (10 Contact, 3 Credit)
Focuses on the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisite/Corequisite: MKT 134

MKT 136 Retail Management O.B.I. I (10 Contact, 3 Credit)
Introduces students to the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include, but are not limited to: problem solving; adaptability to the job setting; use of proper interpersonal skills; application of retail management techniques; and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, a required weekly seminar, and required practicum or on-the-job training.
Prerequisites: ENG 111, MKT 101, or instructor permission based upon experience

MKT 137 Retail Management O.B.I. II (10 Contact, 3 Credit)
Focuses on the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of retail management techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.
Prerequisite/Corequisite: MKT 136

MKT 161 Service Industry Business Environment (2.6 Contact, 2 Credit)
This course provides students with an overview of various service industries. Topics include an introduction to the service industry, learning for success, positive work ethics, customer service overview, working together, and an introduction to business principles. Completion of this course prepares participants to understand the basic business concepts and principles of high quality customer service in a fast-paced environment.

MKT 162 Customer Contact Skills (6.2 Contact, 6 Credit)
This course provides students with the skills to create positive customer relations, to communicate effectively with customers, and to successfully assist customers and to solve their problems. Participants will learn to select and sell products that benefit customers. Topics include exceeding customer expectations, customer service face-to-face, critical thinking, telephone service skills, sales skills, and managing difficult customers.

MKT 163 Computer Skills for Customer Service (3 Contact, 3 Credit)
This course teaches students basic computer skills in word processing, spreadsheet, database, and email software. Topics include an introduction to computers, the Windows operating system, and business software applications.

MKT 164 Business Skills for the Customer Service Environment (3 Contact, 3 Credit)
This course provides students with additional business skills to improve service operations. Topics include business writing, business math, managing change, tools for service excellence, and managing multiple tasks and priorities.

MKT 165 Personal Effectiveness in Customer Service (1 Contact, 1 Credit)
This course provides students with skills to increase personal effectiveness in the dynamic and change-oriented service industry. Topics covered in the course include how to create a positive image, tips and techniques for maintaining personal wellness and its impact on customer service, and job interview skills.

MKT 207 Web Based Banking and Financial Services (5 Contact, 4 Credit)

This course introduces the student to the origins of virtual banking and finance through the e-commerce model. Topics covered: web navigation, converging technologies, digital value chains, digital currency and certificates, electronic banking regulation and legislation, PIN, security and methods of setting and monitoring accounts.
Prerequisite: SCT 100

MKT 209 Real Estate Finance (5 Contact, 5 Credit)

This course emphasizes the relevance of land value. Topics covered include legal titles, legal descriptions, types of Real estate finance, and the leverage of real estate, the bank funding requirement, Mortgage amortizations, financial theory and real estate markets.

MKT 208 Service Marketing (5 Contact, 5 Credit)

This course defines the service industry and illustrates how to utilize methods of reaching and maintaining customers. Topics include service industry classifications, strategies in balancing demand and capacity, developing a marketing plan, customer loyalty, technology, and trends.

MKT 228 Advanced Marketing (5 Contact, 5 Credit)

This course gives an in depth study of marketing research, consumer behavior, and Marketing management strategies in a complex global environment. Topics include marketing research, consumer behavior, strategic management competitive advantage, and market segmentation.

MRI 101 Orientation and Introduction to MRI (4 Contact, 4 Credit)

Provides the student with an overview of magnetic resonance imaging. Program policies and student responsibilities will be outlined. The fundamental principles of MRI, an overview of MRI equipment and terminology will be introduced. The role of the technologist in maintaining patient safety and comfort will be discussed as well as personal safety and safety of coworkers. Students will be provided with an overview of nuclear magnetic resonance properties, their discovery and initial applications in the clinical setting. MR contrast agents and venipuncture will be studied.

MRI 102 MRI Instrumentation and Physics (5 Contact, 5 Credit)

This course is designed to provide the student with a comprehensive overview of MR imaging. The subjects are formatted in individual outlines and can be sequenced according to level of knowledge desired. Topics include Instrumentation, Magnetism, NMR Signal Production, Tissue Characteristics, Spatial Localization, Pulse Sequencing, Imaging Parameters/Options, and Special Applications.

MRI 103 Sectional Anatomy I (5 Contact, 5 Credit)

This course will provide a study of human anatomy as seen in axial, sagittal, and coronal planes. Other imaging planes are studied when relevant for demonstration of anatomy in specific regions. Correlation to CT and MR images is practiced in this course. Bony, muscular, vascular, organs and soft tissues of the following anatomical regions are studied: central nervous system (brain & spine), other structures in the head, soft tissue neck, and abdomen.

MRI 104 Sectional Anatomy II (3 Contact, 3 Credit)

This course continues to provide a study of human anatomy as seen in axial, sagittal, and coronal planes. Other imaging planes are studied when relevant for demonstration of anatomy in specific regions. Correlation to CT and MR images is practiced in this course. Bony, muscular, vascular, organs and soft tissues of the following anatomical regions are studied: musculoskeletal (upper/lower extremity), cardiovascular, thorax, and pelvis.
Prerequisite: "C" or better in MRI 103

MRI 105 Imaging Procedures I (6 Contact, 5 Credit)

This course will provide the student with imaging techniques related to the CNS (brain and spine, soft tissue neck, and abdominopelvic regions. Specific clinical applications, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols, and positioning criteria are practiced. Anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures.
Prerequisites:, "C" or better in MRI 101 **Corequisite:** MRI 104

MRI 106 Imaging Procedures II (4 Contact, 3 Credit)

This course will continue provide the student with imaging techniques related to the thorax and musculoskeletal (upper/lower extremity) system. Specific clinical applications, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols, and positioning criteria are practiced. Anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures.
Prerequisites: "C" or better in MRI 101, MRI 105 **Corequisite:** MRI 104

MRI 107 Advanced Imaging and Quality Assurance (6 Contact, 4 Credit)

Content is designed to impart an understanding of the tasks and protocols making up the quality management activities of a typical Magnetic Resonance Imaging Department. The roles and responsibilities of all parties contributing to the quality management effort will be presented. Tools, procedures and evaluation criteria used in the performance assessment of imaging modalities and image processing will be discussed.

Prerequisites: "C" or better in MRI 101 and MRI 102

MRI 108 MRI Registry Review (4 Contact, 4 Credit)

Provides a review of basic knowledge from previous MRI courses and helps the student prepare for the national certification examination. Topics include patient care and MRI safety, imaging procedures, data acquisition and processing, and physical principles of image formation.

Prerequisites: "C" or better in MRI 113

MRI 109 MRI Pathology (4 Contact, 4 Credit)

This course will familiarize the student with the common pathologies found in magnetic resonance imaging and their appearance with various imaging protocols. The course content will be inclusive of all commonly imaged body systems and areas including CNS, head and neck, thorax, pelvis, musculoskeletal, vasculature, and abdomen. Case studies and images of the pathologies will be used to reinforce the lectures.

Prerequisites: "C" or better in MRI 101, MRI 102, MRI 103, MRI 104, MRI 105

Corequisite: MRI 106

MRI 110 MRI Clinical I (14 Contact, 4 Credit)

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe MR procedures. Activities include observation and participation in MR activities such as preliminary patient assessment, patient preparation, patient care and handling, imaging techniques. Students will perform activities under direct supervision.

Prerequisite: "C" or better in MRI 101

MRI 111 MRI Clinical Education II (21 Contact, 7Credit)

Continues to provide an opportunity for students to participate in or observe MR procedures. Activities include observation and participation in MR activities such as preliminary patient assessment, patient preparation, patient care and handling, and imaging techniques. Advanced activities include imaging and measurement applications. Students will perform activities under direct supervision.

Prerequisites: "C" or better in MRI 101, MRI 110

MRI 112 MRI Clinical Education III (21 Contact, 7 Credit)

Continues to provide an opportunity for students to participate in or observe MR procedures. Activities include observation and participation in MR activities such as preliminary patient assessment, patient preparation, patient care and handling, imaging techniques. Advanced activities include imaging and measurement applications, anatomy and image viewing recognition. Students will perform activities under direct supervision.

Prerequisites: "C" or better in MRI 101, MRI 111

MRI 113 MRI Clinical Education IV (28 Contact, 9 Credit)

Continues to provide an opportunity for students to participate in or observe MR procedures. Activities include observation and participation in MR activities such as preliminary patient assessment, patient preparation, patient care and handling, imaging techniques, imaging, and measurements. Advanced activities include anatomy and image viewing recognition and work efficiency. Students will perform activities under direct supervision.

Prerequisites: "C" or better in MRI 101, MRI 112

MRI 114 MRI Clinical Education V (28 Contact, 9 Credit)

Continues to provide an opportunity for students to participate in or observe MR procedures. Activities include observation and participation in MR activities such as preliminary patient assessment, patient preparation, patient care and handling, imaging techniques, imaging and measurements. Advanced activities include anatomy and image viewing recognition and work efficiency. Students will perform activities under direct supervision.

Prerequisites: "C" or better in MRI 101, MRI 113

MRI 115 Cross Sectional Anatomy (5 Contact, 5 Credit)

This course will provide a study of human anatomy as seen in axial, sagittal, and coronal planes. Other imaging planes are studied when relevant for demonstration of anatomy in specific regions. Correlation to CT and MR images is practiced in this course.

Bony, muscular, vascular, organs and soft tissues of the following anatomical regions are studied: central nervous system (brain & spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen, and pelvis.
Corequisite: MRI 101

MSD 100 Principles of Management (5 Contact, 5 Credit)
Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on, real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include Understanding the Manager's Job and Work Environment, Building an Effective Organizational Culture, Leading, Directing, and the Application of Authority, Planning, Decision-Making, and Problem-Solving, Human Resource Management, Administrative Management, Organizing, and Controlling.
Prerequisite: Provisional admission

MSD 101 Organizational Behavior (5 Contact, 5 Credit)
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.
Prerequisite: Provisional Admission

MSD 102 Employment Law (5 Contact, 5 Credit)
Develops a working knowledge of the laws of employment necessary for managers. Topics include Employment Law, the Courts, and Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker’s Compensation, Unemployment Compensation, and National Labor Relations Act.
Prerequisite: Provisional Admission

MSD 103 Leadership (5 Contact, 5 Credit)
Familiarizes the student with the principles and techniques of sound leadership practices. Topics include Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MSD 104 Human Resource Management (5 Contact, 5 Credit)
This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include strategic human resource management, contemporary issues in HRM; ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design; recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and applications in HRM.
Prerequisite: Provisional Admission

MSD 106 Performance Management (5 Contact, 5 Credit)
Develops an understanding of how fostering employer/employee relationships in the work setting improve work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.
Prerequisite: Provisional admission

MSD 107 Employee Training and Development (5 Contact, 5 Credit)
Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees.

Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees; learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.
Prerequisite: Provisional Admission

MSD 109 Managerial Accounting & Finance (5 Contact, 5 Credit)
The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis. Topics include Accounting background, accounting equation, financial statements and financial statement analysis, budgeting and planning, applied analysis for management decisions, cost flow analysis in manufacturing with applications in process improvement, applications in product profitability, cost and pricing, client/server technology: computer software applications, payroll, income tax, inventory management, ethical responsibilities.

MSD 112 Introduction to Business and Economics (5 Contact, 5 Credit)
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.
Prerequisites: Provisional admission

MSD 113 Business Ethics (5 Contact, 5 Credit)
Provides students with an overview of business and ethical management practices, with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society; consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.
Prerequisite: Provisional Admission, SCT 100

MSD 114 Organizational Communications and Information Technology (6 Contact, 5 Credit)
This course focuses on communication, supervision, and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communication applied to supervisory functions in the work place. Topics include word processing applications; spreadsheet applications; database applications, presentation technology and applications, graphical interface applications, interpersonal communications; organizational communications; applications come from communications, human resource management, and general business
Prerequisites: Provisional admission, SCT 100

MSD 210 Team Project (5 Contact, 5 Credit)
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.

MSD 220 Management and Supervision Occupation-Based Instruction (10 Contact, 3 Credit)
Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job.

Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

NPT 112 Medical Surgical Practicum I (21 Contact, 7 Credit)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions, and standard precautions.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110 **Corequisite:** NSG 112.

NPT 113 Medical Surgical Nursing Practicum II (21 Contact, 7 Credit)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, medication administration, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110, NSG/NPT 112 **Corequisite:** NSG 113.

NPT 212 Pediatric Nursing Practicum (6 Contact, 2 Credit)

Focuses on health management and maintenance and the prevention of illnesses, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client, growth and development; and standard precautions.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110, NSG/NPT 112, NSG/NPT 113

Corequisites: NPT 213, NSG 213, NSG 212

NPT 213 Obstetrical Nursing Practicum (9 Contact, 3 Credit)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health normal state of health in the reproductive system, obstetric management and maintenance and prevention of illness in the reproductive systems, obstetric client, and the newborn; nursing care, treatment, pharmacology, and diet therapy of the reproductive system, obstetric client and newborn.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110, NSG/NPT 112, NSG/NPT 113

Corequisites: NPT 212, NSG 213, NSG 212

NPT 215 Nursing Leadership Practicum (7 Contact, 2 Credit)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of the nursing process, critical thinking, supervisory skills and client education methods, group and other TQM processes, and conflict resolution.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110, NSG/ NPT 112, NSG/ NPT 113

Corequisite: NSG 215

NSG 110 Nursing Fundamentals (17 Contact, 10 Credit)

An introduction to the nursing process. Topics include orientation to the profession; ethics and law; community health; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; geriatrics; customer/client relationships; and standard precautions.

Prerequisites: AHS 101, AHS 104, ENG 101, MAT 101, PSY 101

NSG 112 Medical Surgical Nursing I (9 Contact, 9 Credit))

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviation from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking and providing client education. Topics include health management and maintenance, prevention of illness, care of the individual as a whole, and deviation from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems, client care, treatment, pharmacology, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary and gastrointestinal systems.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110 **Corequisite**: NPT 112

NSG 113 Medical Surgical Nursing II (9 Contact, 9 Credit)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological integumentary and sensory systems, mental health, and oncology, client care, treatment, pharmacology, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology, and standard precautions.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110, NSG/ NPT 112 **Corequisite**: NPT 113

NSG 212 Pediatric Nursing (5 Contact, 5 Credit)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110

Corequisites: NPT 212, NPT 213, NSG 213

NSG 213 Obstetrical Nursing (5 Contact, 5 Credit)

Focuses on health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal states of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn, and standard precautions.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110, NSG/ NPT 112, NSG/ NPT 113 **Corequisite**: NPT 215

NSG 215 Nursing Leadership (2 Contact, 2 Credit)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of the nursing process, critical thinking, supervisory skills, client education methods. Group and other TQM processes, and conflict resolution.

Prerequisites: AHS 102, AHS 103, AHS 109, NSG 110, NSG/ NPT 112, NSG/ NPT 113 **Corequisite**: NPT 215

OPD 101 Introduction to Opthalmic Optics (5 Contact, 5 Credit)

Introduces students to the eye-care field and the profession of opticianry. Emphasis is placed on the scope of activities performed by opticians. Topics include eye-care professions, major divisions of opticianry, basic ocular anatomy, light and refraction, vision problems, corrective lenses and national and state regulations

Prerequisite: Provisional admission

OPD 102 Eye Anatomy and Physiology (5 Contact, 4 Credit)

Develops students' knowledge of the anatomy and physiology of the eye. Emphasis is placed on the cornea metabolism and its accommodation of a Contact lens. Topics include anatomy of the eye, physiology of the eye, eye diseases and abnormalities, anterior and posterior segments, drugs and treatment methods, and ophthalmic terminology.

Prerequisite: OPD 101

OPD 103 Applied Optical Theory (5 Contact, 5 Credit)

Introduces students to properties of light and the laws of geometrical optics. Emphasis is placed on understanding major theories of light and the principles of plane and curved surfaces of mirrors and lenses. Topics include light and vision, refraction, lens modified light, lens systems, and advanced optical calculations.

Prerequisite: OPD 101

OPD 106 Optical Laboratory Techniques I (15 Contact, 8 Credit)

Introduces students to the operations involved in lens fabrication. Emphasis is placed on gaining knowledge of equipment requirements and developing surfacing and finishing techniques. Topics include safety and environmental procedures, lens processing terminology, lens surfacing and finishing equipment, lens blank selection and layout, lens surfacing techniques, lens finishing techniques, lens final insertion and mounting techniques, standard alignment and inspection of lenses.

Prerequisite/Corequisite: Provisional Admission

OPD 107 Optical Laboratory Techniques II (15 Contact, 8 Credit)

Continues students' study of lens fabrication. Emphasis is placed on using specialized lens materials and multifocal surfacing and finishing techniques. Topics include specialized lens fabrication, multifocal lenses, inspection of multifocal lenses, optical calculations, frame repairs, final inspection, and optical equipment maintenance.

Prerequisite: OPD 106

OPD 108 Contact Lens Instrumentation (8 Contact, 6 Credit)

Introduces students to the Contact lens field. Emphasis is placed on the development of Contact lenses to correct visual defects, types of Contact lenses, and consumer selection. Topics include safety and environmental procedures, Contact lens history, Contact lens instruments, Contact lens terminology, corneal topography, lens types, prefitting evaluation and examination, patient/lens selection, and adverse effects of lens wear.

Prerequisite: OPD 102

OPD 109 Frame Selection and Dispensing (13 Contact, 6 Credit)

Introduces students to frame selection and dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include ocular measurements, frame selection, frame materials, eyewear fitting techniques, frame adjustment, lensmeter operation, administrative procedures, lens finishing, and matching frames to consumer needs.

Prerequisite: OPD 107

OPD 111 Soft Contact Lenses (8 Contact, 6 Credit)

Introduces students to soft Contact lens fitting techniques. Emphasis is placed on fitting trial and prescribed lenses. Topics include lens selection, inspection and verification, fitting guidelines and regulations, follow-up care, lens care and storage, and fitting specialty soft Contact lenses.

Prerequisite/Corequisite: OPD 108

OPD 112 Eyewear Lens Selection and Dispensing (13 Contact, 7 Credit)

Continues students' study of eyewear dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include prescription lens materials; lens positioning; multifocal lenses; absorptive lenses; special lens coatings; prescription lens selection; lens finishing; use and care of eyewear; matching lenses to consumer needs; and optical, physiological, and psychological problems.

Prerequisite/Corequisite: OPD 109

OPD 113 Rigid Contact Lenses (12 Contact, 6 Credit)

Continues students' study of Contact lenses with emphasis on rigid and gas permeable trial and prescriptive lens fitting techniques. Topics include lens selection, inspection and verification, fitting guidelines and regulations, follow-up care, lens care and storage, and fitting specialty lenses.

Prerequisite/Corequisite: OPD 111

OPD 114 Opticianry Sales (13 Contact, 6 Credit)

Introduces students to techniques of ophthalmic sales and emphasizes effective consumer service. Topics include information gathering; communicating with consumers, prescribers, and suppliers; ophthalmic sales skills; and effective consumer services and problem solving.

Prerequisite/Corequisite: OPD 112

OPD 117 Contact Lens Review (6 Contact, 3 Credit)

Continues students' study of Contact lens dispensing knowledge and skills. Emphasis is placed on reviewing types of Contact lenses, fitting techniques, and further development of associated skills. Topics include soft Contact lens fitting, hard Contact lens fitting, Contact lens instrumentation, effective consumer service, and Contact lens regulations.

Prerequisite: OPD 113

OPD 118 Opticianry Review (6 Contact, 3 Credit)

Preparation for taking the ABO exam for ophthalmic dispensing will be the main focus. Practice tests and review of all dispensing courses material will be covered.

Prerequisite/Corequisite: OPD 114

OPD 119 Opticianry Occupation-Based Instruction (18 Contact, 6 Credit)

Continues students' study of ophthalmic dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the ophthalmic consumer. Topics include special visual problems, Contact lenses, analyzing ophthalmic problems, ordering procedures, marketing eyewear, and work attitudes. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and required weekly seminar.

Prerequisite: OPD 114

OPD 125 Ophthalmic Medical Assisting Practicum (18 Contact, 6 Credit)

The Ophthalmic Medical Assistant continues their education on-the-job. Ophthalmic medical personnel can extern in private clinics, hospitals, and universities. There are 33 skills that are evaluated during the externship by a sponsoring eye care professional.

Prerequisite: Completion of all required program courses

PHL 103 Introduction to Venipuncture (6 Contact, 5 Credit)

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include Venipuncture procedure and safety, Isolation techniques, venipuncture problems, definitions, lab test profiles, other specimen collections, patient care areas, test combinations, skin punctures, specimen processing, CPR and infection control and blood-borne pathogens.

PHL 105 Clinical Practice (24 Contact, 8 Credit)

Provides work experience for phlebotomy students in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include Introduction to hospital policies and procedures, routine collections, adults, pediatrics and newborn, emergency room, ICU, CCU, recovery, isolation, and special procedures.

Prerequisites: AHS 101, AHS 104, AHS 109, PHL 103, SCT 100.

PHR 100 Pharmaceutical Calculations (6 Contact, 5 Credit)

Develops knowledge and skills in pharmaceutical calculations procedures. Topics include systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

Prerequisite: MAT 101

PHR 101 Pharmacy Technology Fundamentals (6 Contact, 5 Credit)

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include safety, orientation to the pharmacy technology field, cardiopulmonary resuscitation (CPR), ethics and laws, definitions and terms, and reference sources.

Prerequisite: Provisional admission

PHR 102 Principles of Dispensing Medications (8 Contact, 6 Credit)

This course introduces the students to principles of receiving, storing, and dispensing medications. Topics include purchasing, packaging, and labeling drugs; pharmacy policies and procedures; distribution systems; documentation; inventory and filing systems; specific drugs; compounding; contamination control; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

Prerequisite: PHR 100 **Corequisite:** PHR 105

PHR 103 Principles of Sterile Medication Preparation (8 Contact, 6 Credit)

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

Prerequisites: PHR 101, PHR 102 **Corequisite:** PHR 105

PHR 104 Pharmacology (5 Contact, 5 Credit)

The course introduces the student to principles and knowledge about all classifications of medication. Topics include disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

Prerequisite: PHR 101 **Corequisites:** PHR 103, AHS 105

PHR 105 Pharmacy Technology Practicum (21 Contact, 7 Credit)

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include aseptic and sterile techniques storage and control, documentation, inventory, filing, compounding, parenteral admixtures, filtering, disinfection, medication delivery, and hospital pharmacy techniques.
Prerequisites: PHR 101, PHR 102 **Corequisite:** PHR 103

PHR 106 Advanced Pharmacy Technology Principles (6 Contact, 5 Credit)

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, and pharmaceutical calculations review.
Prerequisites: PHR 103, PHR 105, SCT 100 **Corequisite:** PHR 107

PHR 107 Advanced Pharmacy Technology Practicum (21 Contact, 7 Credit)

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.
Prerequisites: PHR 103, PHR 105, SCT 100 **Corequisite:** PHR 106

PSY 101 Basic Psychology (5 Contact, 5 Credit)

Presents the basic principles of human behavior and their application to everyday life and work. Topics include introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; and perception and learning; and life span development.
Prerequisite: Provisional admission

PSY 191 Introductory Psychology (5 Contact, 5 Credit)

Emphasizes the basics of psychology. Topics include science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

RAD 101 Introduction to Radiography (6 Contact, 5 Credit)

Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include ethics, medical and legal considerations, "Right to Know Law," professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical institution/college affiliation, medical emergencies, contrast agents/media, OR and mobile procedures patient preparation, death and dying, and body mechanics/transportation.
Prerequisites: Program admission level reading and math competency

RAD 103 Body Trunk and Upper Extremity Procedures (5 Contact, 3 Credit)

Introduces the knowledge required to perform radiographic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, and the shoulder girdle; and anatomy and routine projections of the bony thorax.
Prerequisites: AHS 101, RAD 101

RAD 106 Lower Extremity and Spine Procedures (5 Contact, 3 Credit)

Continues to develop the knowledge required to perform radiographic procedures. Topics include anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, and anatomy and routine projections of the spine.
Prerequisites: RAD 101

RAD 107 Principles of Radiographic Exposure I (6 Contact, 4 Credit)

Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of theoretical principles and concepts. Emphasis will be placed on knowledge and techniques required to process radiographic film.

Topics include radiographic density; radiographic contrasts; recorded detail; distortion; exposure latitude; film holders and intensifying screens; processing area considerations; chemicals, handling and storage of film; characteristics of films utilized in radiographic procedures; the automatic processor; artifacts; silver recovery; processing quality assurance concepts; state and federal regulations; and basic principles of digital imaging.
Prerequisite: RAD 101

RAD 109 Contrast Procedures (4 Contact, 3 Credit)
Continues development of the knowledge and skill required prior to execution of radiographic procedures in the clinical setting. Topics include gastrointestinal (GI) procedures; genitourinary (GU) procedures; and biliary system procedures; sterile techniques; minor procedures; and sectional anatomy of the neck, thorax and abdomen.
Prerequisite: RAD 101

RAD 113 Cranium Procedures (3 Contact, 2 Credit)
This course continues to develop the knowledge required to perform radiographic procedures. Topics include anatomy and routine cranial radiography; anatomy and routine facial radiography; and sectional anatomy of the head.
Prerequisites: RAD 101, RAD 104

RAD 116 Principles of Radiographic Procedures II (3 Contact, 3 Credit)
This course continues to develop knowledge of the factors that govern and influence the production of the radiographic image on radiographic film and digital image acquisition. Topics include beam limiting devices; beam filtration; scattered/secondary radiation; control of the remnant beam; technique formation; and exposure calculations.
Prerequisite: RAD 107.

RAD 117 Radiographic Imaging Equipment (6 Contact, 4 Credit)
Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include radiographic equipment, image intensified fluoroscopy, recording media and techniques, image noise, other imaging equipment, digital imaging/PACS, monitoring and maintenance, and state and federal regulations.
Prerequisite: RAD 116

RAD 119 Radiographic Pathology and Medical Terminology (3 Contact, 3 Credit)
Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include pathology fundamentals, trauma/physical injury, systemic classification of disease and medical terminology.
Prerequisite: AHS 101

RAD 120 Principles of Radiation Biology and Protection (5 Contact, 5 Credit)
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include radiation detection and measurement, patient protection, personnel protection, absorbed dose equivalencies, agencies and regulations, introduction to radiation biology, cell anatomy, radiation/cell interaction, and effects of radiation.
Prerequisites: Program admission level competency in math and English

RAD 123 Radiologic Science (5 Contact, 5 Credit)
Introduces the concepts of basic physics and emphasizes the fundamentals of x-ray generating equipment. Topics include atomic structure, structure of matter, magnetism and electromagnetism, electrodynamics, and control of high voltage and rectification, x-ray tubes, x-ray circuits, and production and characteristics of radiation.
Prerequisite/Corequisite: MAT 103

RAD 126 Radiologic Technology Review (4 Contact, 4 Credit)
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.
Prerequisites/Corequisites: RAD 134, RAD 138.

RAD 132 Clinical Radiography I (14 Contact, 5 Credit)
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.
Prerequisite/Corequisite: RAD 103 or RAD 108

RAD 133 Clinical Radiography II (21 Contact, 7 Credit)

Continues introductory student learning experiences in the hospital setting. Topics include equipment utilization; exposure techniques; participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax; and participation in and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisites: RAD 101, RAD 132

RAD 134 Clinical Radiography III (21 Contact, 7 Credit)

Provides students with continued hospital setting work experience. Students improve skills in executing procedures introduced in Radiographic Procedures and practiced in previous clinicals. Topics include equipment utilization; exposure techniques; participation in and/or observation of gastrointestinal (GI), genitourinary (GU), and biliary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: RAD 101

RAD 135 Clinical Radiography IV (21 Contact, 7 Credit)

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: RAD 101

RAD 136 Clinical Radiography V (21 Contact, 7 Credit)

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional, minor special, and special genitourinary system procedures; participation in and/or observation of special equipment use; patient care; and behavioral and social competency. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: RAD 135.

RAD 137 Advanced Clinical Radiography VI (28 Contact, 10 Credit)

Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in previous Radiographic courses and practiced in previous clinical radiography courses. Topics include patient care; behavioral and social competency; equipment utilization; exposure techniques; and participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: RAD 136 **Prerequisite/Corequisite:** RAD 120

RAD 138 Clinical Radiography VII (28 Contact, 10 Credit)

Provides a culminating hospital setting work experience which allows the students to synthesize information and procedural instruction provided throughout the program. Topics include patient care; behavioral and social competency; equipment utilization; exposure techniques; participation in and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisites/Corequisite: RAD 120**,** RAD 137

RAD 220 Introduction to Computed Tomography (2 Contact, 2 Credit)

Tomography and patient care. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include patient preparation, patient assessment and monitoring, IV procedures, contrast agents, and radiation safety and dosimetry.

Corequisite: RAD 221

RAD 221 Computed Tomography Physics and Instrumentation (7 Contact, 7 Credit)

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include CT system principles, operation and components, imaging processing and display, image quality, and artifact recognition and reduction.

Corequisite: RAD 220

RAD 222 Computed Tomography of the Head, Neck, and Chest (4 Contact, 4 Credit)
Covers sectional anatomy and pathology and imaging protocols for the head, neck and chest. Topics include sectional anatomy of the head, neck, and chest including contrast media, scanning procedures and special procedures.
Prerequisites: RAD 220, RAD 221 **Corequisite:** RAD 225

RAD 223 Computed Tomography of the Abdomen, Pelvis, and Musculoskeletal System (4 Contact, 4 Credit)
Provides an opportunity for the student to continue developing proficiency in the hands on skills as demanded by technologist specialized in computed tomography. Emphasis is placed on skill improvement of patient care, imaging protocols and image evaluation. Topics include patient assessment, preparation and administration of contrast media, patient positioning, protocol selection, parameter selection, image display, filming and archiving, and image evaluation, and image evaluation.
Prerequisites: RAD 222, RAD 225 **Corequisite:** RAD 223

RAD 225 Computed Tomography Clinical Application I (15 Contact, 5 Credit)
Introduces the student to the computed tomography department and provides opportunity for practice of hands- on clinical skills in the clinical environment. Emphasis is placed on patient care, imaging protocols and image evaluation. Topics include patient assessment, preparation and administration of contrast media, patient positioning, protocol selection, parameter selection, image display, filming and archiving, and image evaluation.
Prerequisites: RAD 220, RAD 221 **Corequisite:** RAD 222

RAD 226 Computed Tomography Clinical Application II (21 Contact, 7 Credit)
Provides an opportunity for the student to continue developing proficiency in the hands-on skills as demanded by a technologist specialized in computed tomography. Emphasis is placed on skill improvement of patient care, imaging protocols and image evaluation. Topics include patient assessment, preparation and administration of contrast media, patient positioning, protocol selection, parameter selection, image display, filming and archiving, and image evaluation.
Prerequisites: RAD 222, RAD 225 **Corequisite:** RAD 223

RDG 096 Reading II (5 Contact, 5 Institutional Credit)
This course emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills.
Prerequisite: Entrance reading score in accordance with approved TCSG admission score levels

RDG 097 Reading III (5 Contact, 5 Institutional Credit)
This course emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.
Prerequisite: RDG 096 or entrance reading score in accordance with approved TCSG admission score levels

RDG 098 Reading IV (5 Contact, 5 Institutional Credit)
This course provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.
Prerequisite: RDG 097 or entrance reading score in accordance with approved TCSG admission score levels

RPS 101 Introduction to Picture Archiving and Communication Systems (PACS) (7 Contact, 6 Credit)
This course provides the student with fundamental concepts and basic functions of a Picture Archiving and Communication Systems (PACS). Emphasis is placed on basic components, functions and familiarity with PACS systems. Topics include basic components of and requirements for a PACS network structure, concepts of image capture, image quality trouble shooting, DICOM, image transfer concepts, structure reporting, hospital information systems (HIS), Radiology Information Systems (RIS), health level Seven (HL7), short-term and long-term shortage, date back-up, workstations, and peripherals and output device.

RPS 102 Fundamentals of Digital Imaging (6 Contact, 5 Credit)
This course introduces the student to the fundamentals of computed radiography (CR) and the principles of image acquisition and processing and its application in radiography. Emphasis is placed on image acquisition, optimizing image quality, image processing and image compression techniques, and the development of QA/QC program. Topics include computer imaging basics, pixels and voxels, digital radiography hardware requirements, digital image processor, basics of computer radiography, concepts of direct digital radiography (ddR), image quality and quality assurance.
Prerequisites: RPS 101, RPS 104 **Corequisite**: RPS 132

RPS 103 Advanced Concepts of Picture Archiving and Communication Systems (PACS) (4 Contact, 3 Credit)
Continues to develop the knowledge needed to function in a PACS environment. Topics include Network architecture and topology, network media, basics of data transmission, data storage and retrieval, Image Acquisition, Image Workstations, Image Compression, Voice Recognition, Enterprise Imaging and Teleradiology.
Prerequisite: RPS 101

RPS 104 Radiology Imaging Basics for the PACS Professional (11 Contact, 7 Credit)

This course is designed to prepare non-radiographers who are interested in incorporating a limited radiography background into their professional development for success in a health care environment. This course introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film or digital image receptor. An introduction to positioning, viewing techniques, and common terminology related to radiographic procedures will be included. Emphasis will be placed on the production of quality radiographs and laboratory experiences will demonstrate the application of theoretical principles and concepts. Topics include radiographic density, radiographic contrast, recorded detail, distortion, quality management and quality assurance concepts, automatic exposure control concepts, and positioning terminology.

Prerequisites: AHS 101, RAD 101, RPS 101 **Corequisite:** RPS 132

RPS 105 Seminar in PACS Systems (4 Contact, 3 Credit)

This course builds on the concepts presented in previous PACS courses. Emphasis will be a study of selected formal topics important for the PACS Specialist. Topics include preserving the image and information integrity, continuous improvement of efficiency and integrity of the system, troubleshooting of connectivity, components of a PACS QC program, security and patient Privacy (HIPAA) requirements for PACS, current trends and future issues in the PACS environments, and review of key concepts for entry level PACS certification.

Prerequisite: RPS 103 **Corequisite:** RPS 134

RPS 106 DICOM and HL7 (4 Contact, 3 Credit)

This course provides the student with fundamental concepts of DICOM standard and HL7 standard. Topics include DICOM introduction and objects, DICOM messages and objects, DICOM storage and image management services, DICOM print, query/retrieve and structure reports, DICOM Image Quality, DICOM media, DICOM conformance statements, DICOM networking, DICOM troubleshooting, HL7 messaging, HL7 troubleshooting, IHE introduction, IHE actors, profiles, IHE infrastructure.

Prerequisite: RPS 101 **Corequisite: 133**

RPS 132 PACS Clinical Education I (15 Contact, 5 Credit)

This course provides students with practical experience in the functioning of the radiology department and an opportunity for the student to work directly with the radiology management team. The student will be exposed to the workflow issues of the radiology department and the clinical usage of all imaging modalities, including radiography, computed tomography, sonography, magnetic resonance, and other imaging modalities. Topics include interpersonal relations, leadership and management, communication, problem-solving, understanding radiology department workflow issues, correlating patient information and clinical history with requested exam, sequencing of procedure from exam request to report charting and the function of the Radiology Information System (RIS).

Prerequisites: RAD 101, RPS 104 **Corequisite:** RPS 102

RPS 133 PACS Clinical Education II (21 Contact, 7 Credit)

This course provides the student with the opportunity to put into practice the knowledge acquired in previous courses. This clinical experience provides an excellent opportunity for the students to gain work experience under the supervision and leadership of experienced IT professionals. Topics include interpersonal relations, continued development of leadership, management, problem-solving and communication skills, equipment and PC Hardware, software, installation procedures, operating systems, network design ad implementation, troubleshooting techniques, preventive maintenance, safety and security.

Prerequisite: RPS 132

RPS 134 PACS Clinical Education III (21 Contact, 7 Credit)

This course provides the student with the opportunity to put into practice the knowledge acquired in previous courses. Students will work in a PACS environment and will be exposed to a variety of tasks and situations faced in the PACS environment. The student will have the opportunity to complete daily PACS tasks and will be expected to contribute in the successful solution of issues and problems related to PACS. Topics include interpersonal relations, leadership and management skills, communication and problem solving skills, maintain data integrity, perform patient merges/updates, sort out study/order mixups and synchronization issues, create portable patient data, communicate technical problems, troubleshoot the network and workstations, solve PACS related problems.

Prerequisites: RPS 103, RPS 133 **Corequisite:** RPS 105

SCT 100 Introduction to Microcomputers (5 Contact, 3 Credit)

Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use.

Topics include computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.
Prerequisite: Provisional admission

SOC 191 Introduction to Sociology (5 Contact, 5 Credit)
Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, and social change.

SPC 191 Fundamentals of Speech (5 Contact, 5 Credit)
Introduces the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others.
Prerequisite: Program admission level language competency or ENG 098

SUR 101 Introduction to Surgical Technology (7 Contact, 6 Credit)
Provides an overview of the Surgical Technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include Orientation to Surgical Technology, asepsis and the surgical environment, basic instrumentation and equipment, principles of the sterilization process, and application of sterilization principles.
Corequisites: SUR 108, SUR 109

SUR 102 Principles of Surgical Technology (7 Contact, 5 Credit)
Provides continued study of surgical team participation by introducing wound management and technological sciences for the operating room. Topics include biomedical principles; minimal invasive surgery; outpatient surgical procedures; hemostasis; wounds healing; surgical dressing, catheters, and drains; incisions; and tissue handling techniques, suture and needles.
Prerequisites: SUR 101, SUR 108, SUR 109
Corequisites: SUR 110, SUR 112

SUR 108 Surgical Microbiology (3 Contact, 3 Credit)
Introduces the fundamentals of surgical microbiology. Topics include historical development of microbiology, cell structure and theory, microbial function, human and pathogen relationships, infectious process, bloodborne and airborne pathogens, defense microorganisms, infection control, and principles of microbial control and destruction.
Prerequisites: AHS 101, AHS 104, AHS 109, SCT 100, ENG 101, MAT 101
Corequisites: SUR 101, SUR 109

SUR 109 Surgical Patient Care (4 Contact, 3 Credit)
Introduces a complex diversity of surgical patients. Topics include biopsychosocial diversities and needs, preoperative routine, intraoperative patient care, postoperative patient care, and health and wellness.
Prerequisites: AHS 101, AHS 104, AHS 109, SCT 100, ENG 101, MAT 101, PSY 101
Corequisites: SUR 101, SUR 108

SUR 110 Surgical Pharmacology (4 Contact, 3 Credit)
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.
Prerequisites: SUR 101; SUR 108; SUR 109, MAT 101, and PSY 101
Corequisites: SUR 102, SUR 112

SUR 112 Introductory Surgical Practicum (21 Contact, 7 Credit)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include scrubbing, gowning, gloving, and draping; assistance with patient care: processing of instruments and supplies; maintenance of sterile field, basic instrumentation; and environmental sanitation.
Prerequisites: AHS 101, SUR 101 **Corequisites:** SUR 102, SUR 110

SUR 203 Surgical Procedures I (7 Contact, 6 Credit)
Continues introduction to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include general surgery, and special techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.
Prerequisites: SUR 102, SUR 108, SUR 109, SUR 110, SUR 112. **Corequisite:** SUR 213

SUR 204 Surgical Procedures II (7 Contact, 6 Credit)

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include ophthalmic surgery, orthopedic surgery, thoracic surgery, vascular surgery, cardiovascular surgery, and neurosurgery.
Prerequisites: SUR 203, SUR 213
Corequisites: SUR 214**,** SUR 224

SUR 213 Specialty Surgical Practicum (24 Contact, 8 Credit)

Continues development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for general and specialty surgery. Topics include participation in and/or observation of general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.
Prerequisites: SUR 102, SUR 109, SUR 110, SUR 112 **Corequisite:** PSY 101, SUR 203

SUR 214 Advanced Specialty Surgical Practicum (24 Contact, 8 Credit)

Provides opportunity for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills
Prerequisites: SUR 203, SUR 213. **Corequisite:** SUR 204

SUR 224 Seminar in Surgical Technology (3 Contact, 3 Credit)

Prepares students for entry into careers as surgical technologist and enables them to effectively review for the national certification examination. The Program Assessment Examination is administered prior to completion of this course. Topics include professional credentialing, certification review and test- taking skills.
Prerequisites: SUR 203, SUR 213. **Corequisites:** SUR 204, SUR 214.

VAS 215 Vascular Physical Principles & Instrumentation Registry Review (2 Contact, 2 Credit)

Provides a review of basic knowledge from previous courses and helps the student prepare for a national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Course review includes physics, patient care, equipment/image manipulation, scanning procedures, bioeffects and safety. Emphasis will be placed on those items/issues/topics which are part of the certification examination. Topics include propagation of ultrasound through tissues, principles of pulse echo imaging, quality assurance of ultrasound instruments, elementary principles, bioeffects and safety, ultrasound transducers and pulse echo instruments.

VAS 221 Vascular I (5 Contact, 5 Credit)

This course provides a thorough understanding of the cerebrovascular anatomy, physiology, and pathology. The clinical assessment of patients for cerebrovascular disease will be discussed to include normal and abnormal anatomy. This course will discuss non-invasive and invasive tests for cerebrovascular procedures. Patient factors and patient histories will be described. Also, the course provides a thorough understanding of the anatomy, physiology and pathology of extremity venous procedures. The clinical assessment of patients with acute and chronic venous disease will be discussed. Topics include laboratory results; test validation; patient history; noninvasive tests; risk factors and contributing disease; cerebrovascular anatomy; invasive cerebrovascular tests; TCD examinations; carotid artery studies; sonographic appearance of cerebral artery disease; non-invasive cerebrovascular exams; and physical examination.

VAS 222 Vascular II (5 Contact, 5 Credit)

The course will provide a thorough understanding of the anatomy, physiology and pathology of extremity arterial vascular procedures. The clinical assessment of patients with acute and chronic arterial disease will be discussed. A description of noninvasive tests used to evaluate extremity arterial vascular examinations. The clinical assessment of patients with acute and chronic venous disease will be discussed. A description of noninvasive tests used to evaluate extremity venous vascular examinations will be discussed Topics include arterial and venous anatomy; physical examination; noninvasive physiologic testing of extremity; patient history; arterial vascular procedures; contributing diseases and risk factors of the arterial systems; contributing diseases and risk factors of the venous systems; extremity venous pathology; treatment of venous diseases; anatomy and physiology of the abdominal/visceral; mechanisms of disease; and miscellaneous procedures.

VAS 225 Advanced Vascular Technology Registry Review (3 Contact, 3 Credit)

Provides an overall review of Vascular Ultrasound Technology to include demonstration of normal and abnormal vascular anatomy, vascular physiology, pathophysiology and hemodynamics/physics in the different types of vascular disease/dysfunctions.

Also included will be a review of clinical vascular diagnostic procedures, laboratory values, pharmacology, and test validation and measurements.
Prerequisites: VAS 215, VAS 221, VAS 222

VET 101 Introduction to Veterinary Technology (4 Contact, 3 Credit)
Provides an introduction to the veterinary technology occupation. Emphasis is placed on office procedures, handling and restraint, breeds, and laboratory issues. Topics include office procedures, sanitation, regulatory and ethical issues, handling and restraint, and breeds.

VET 102 Diagnostic Laboratory Procedures I (8 Contact, 5 Credit)
Presents an introduction to the principles and procedures for the veterinary practice laboratory. Emphasis is placed laboratory safety; handling specimens; technical skills in hematology, cytology, clinical chemistry, serology, parasitology, and radiology; maintaining laboratory equipment; and quality control principles and practices. Topics include handling of laboratory specimens and laboratory safety, principles of hematology and cytology, clinical chemistry, principles of serology, principles of urinalysis, principles of parasitology, and principles of radiology.
Prerequisites: CHM 191, VET 101

VET 103 Introduction to Nursing and Surgical Procedures (5 Contact, 5 Credit)
Provides an orientation to nursing care and surgical procedures. Emphasis is placed on care of patient and equipment, examination room procedures, anesthesia and pharmacology, and procedures in the surgery room. Topics include general nursing care of patient; general care of equipment; aseptic technique; surgery room procedures; groups of drugs; drug distribution, administration, and routing; inventory control and drug laws; and weights and measures, and the metric system.
Prerequisites: BIO 191, VET 101

VET 106 Animal Anatomy and Physiology (7 Contact, 6 Credit)
Provides an overview of the functional anatomy and physiology of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the parts and functions of the systems of the animal body and associated medical terminology. Topics include musculoskeletal system, digestive system, cardiovascular system, cutaneous system, hematopoietic system, respiratory system, urogenital system, nervous system and special senses and endocrine system.
Prerequisite: VET 101, BIO 191

VET 111 Veterinary Pathology and Diseases (5 Contact, 5 Credit)
Presents a study of veterinary disease and zoonoses. Emphasis is placed on the types of diseases and how they are contracted and transmitted. Topics include classification of causes of disease; responses to injury; sources and transmission of agents; common disease; and poisonous plants, grains, and grasses.
Prerequisites: VET 101, BIO 191

VET 212 Advanced Diagnostic Laboratory Procedures (11 Contact, 5 Credit)
Provides advanced study in the principles and procedures for the veterinary practice laboratory. Emphasis is placed on microscopy, interpretation of microscopic observations, and operation and performance of routine radiologic procedures. Topics include microscopy, procedures of hematology, procedures of cytology, procedures of parasitology, procedures of urinalysis, microbiology, prosection and procedures of radiology.
Prerequisites: VET 102, VET 111.

VET 213 Large and Small Animal Nursing (11 Contact, 5 Credit)
Nursing procedures on large and small animals are performed in a laboratory setting. Emphasis is placed on performing injections and administering medications, collecting samples, bandaging, and nursing the critical patient. Topics include physical examination, venipuncture, injections, catheterization, medication administration, bandaging techniques, sample collection, care of the critical patient, and isolation.
Prerequisite: VET 103.

VET 216 Pharmacology for Veterinary Technicians (6 Contact, 5 Credit)
Provides further study in the area of veterinary drugs and medicines. Emphasis is placed on calculating dosages, administering, and dispensing drugs. Topics include calculating dosages, classes of drugs, pharmacy dispensing, and laboratory safety and record keeping.
Prerequisites: CHM 191, MAT 191 or MAT 196, VET 103.

VET 221 Laboratory and Exotic Animals (7 Contact, 5 Credit)
Provides an overview into the study of exotic animals and animals used in research. Emphasis is placed on selecting animals for research, maintaining safety and health, providing proper care and handling, managing pain and laboratory procedures.

Topics include selection and procurement of animals: safety and health considerations; husbandry, care, and importance of the environment; laboratory and exotic animal handling and restraint; pain management; animal health; laboratory procedures; and laws, regulations, and policies on care and use of laboratory animals.
Prerequisites: VET 101, VET 103, and VET 106

VET 222 Office Management and Client Education (5 Contact, 5 Credit)
Provides training in the management of veterinary facilities and in client relations and education. Emphasis is placed office management and procedures, client relations, taking histories, records maintenance, and medical emergencies. Topics include office management, client relations, medical records, patient history, medical emergencies, and bereavement.
Prerequisite: VET 101 **Corequisites:** VET 213, VET 216, VET 223.

VET 223 Advanced Anesthesiology and Surgical Procedures (10 Contact, 6 Credit)
Provides further study in surgical assisting and post- operative care and anesthesiology. Emphasis is placed on assisting in surgical procedures and administering and monitoring anesthesia. Topics include surgical assisting, anesthesia monitoring, special equipment, and dentistry.
Prerequisite: VET 106. **Corequisites:** VET 216, VET 222.

VET 230 Internship (34 Contact, 12 Credit)
Introduces students to the application and reinforcement of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary teaching hospitals at major universities, veterinary hospitals, research laboratories, and other facilities supervised by a veterinarian. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, interpretation of work authorizations, participation in or observation of veterinary technology procedures, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, and required on-the-job training.
Prerequisites: VET 106, VET 212, VET 213, VET 216, VET 221, VET 222, and VET 223

VET 241 Principles of Sonography for Veterinary Medicine (2 Contact, 2 Credit)
This course introduces students to the fundamental concepts and equipment operations needed for using and understanding sonographic equipment. Topics to be covered include Sonographic principles, artifacts, and sonographic imaging principles.
Prerequisite: Veterinary Technology Certificate or Diagnostic Medical Sonography Diploma

VET 242 Veterinary Abdominal Ultrasound for Small Animals (7 Contact, 5 Credit)
This course introduces students to the veterinary abdominal ultrasound in small animals. Topics to be covered include animal preparation, positioning, scanning techniques, and normal and abnormal sonographic anatomy.

VET 243 Introduction to Echocardiography for Small Animals (4 Contact, 3 Credit)
This course introduces students to the veterinary echocardiography for small animals. Topics to be covered include anatomy and physiology of the heart, animal preparation, positioning, scanning techniques, and normal, abnormal, and pathologic states of the cardiac anatomy as it relates to echocardiography.
Prerequisite/Corequisite: VET 106

WLD 100 Introduction to Welding Technology (8 Contact, 6 Credit)
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.
Prerequisite: Provisional Admission

WLD 101 Oxyfuel Cutting (8 Contact, 4 Credit)
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.
Prerequisite: WLD 100

WLD 103 Blueprint Reading I (5 Contact, 3 Credit)

Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include basic lines; sketching; basic and sectional views; dimensions, notes, and specifications; isometrics; and detail and assembly of prints.

Prerequisite: WLD 100

WLD 104 Shielded Metal Arc Welding I (10 Contact, 6 Credit)

Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include SMAW safety and health practices, fundamental SMAW theory, basic electrical principles, SMAW machines and set up, electrode identification and selection, materials selection and preparation, and production of beads and joints in the flat position.

Prerequisite: WLD 100

WLD 105 Shielded Metal Arc Welding II (10 Contact, 6 Credit)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

Prerequisite: WLD 104

WLD 106 Shielded Metal Arc Welding III (10 Contact, 6 Credit)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

Prerequisite: WLD 104

WLD 109 Gas Metal Arc Welding (10 Contact, 6 Credit)

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

Prerequisite: WLD 100

WLD 110 Gas Tungsten Arc Welding (7 Contact, 4 Credit)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, patterns, and joints.

Prerequisite: WLD 100

WLD 133 Metal Welding and Cutting (5 Contact, 3 Credit)

Provides instruction in the fundamental use of the electric arc welder and the oxyacetylene cutting outfit. Emphasis is placed on safe setup and use of equipment. Topics include arc welding, flame cutting, safety practices, oxyfuel welding, and brazing.

Prerequisite: Provisional admission

WLT 100 Introduction to Wildlife and Plantation Management (7 Contact, 5 Credit)

This course introduces the principles of wildlife and plantation management, including basic concepts, terminology and techniques important to wildlife managers. Topics include a review of the history of wildlife management, management concepts, wildlife population dynamics, safety afield, and principles of conservation and ecology. Upon completion, students should understand wildlife management concepts and principles of natural resources conservation, and be able to safely apply them in the field.

Prerequisite: Provisional admission

WLT 115 Terrestrial Ecology (7 Contact, 5 Credit)

This course introduces the diversity of interactions between terrestrial life forms and the ecosystems that support them. Emphasis is placed on the environmental and behavioral influences acting on wildlife species, biological monitoring, and population dynamics.

Upon completion, students should be able to sample plant and animal populations and understand the application of statistics to biological systems.

WLT 125 Wildlife Ornithology (7 Contact, 5 Credit)

This course introduces the classification and diversity of native bird species, including basic concepts, terminology, and adaptations important to their success. Upon completion, students will understand and be able to discuss avian taxonomy, terminology, and characteristics, as well as identify local species by sight and call.

WLT 127 Guiding Techniques (5 Contact, 4 Credit)

This course introduces techniques used by professional hunting guides in pursuit of game animals found in the southeast U.S., with a focus on the safety aspects of guiding hunters, and the principles of client relations. Guiding concepts, terminology, and techniques important to the safe and successful conclusion of a guided hunt are covered. Proven methods for guiding hunters in the pursuit of various game species will be included, as well as training and utilization of hunting/working dogs and horses. Recreational shooting sports and their growing role in the hunting plantation industry will also be covered. Upon completion, students should know guiding techniques used to safely bring clients in close Contact with a variety of game animals.

WLT 136 Equipment Operation, Maintenance, and Safety (3 Contact, 2 Credit)

This course covers the safe operation and maintenance of equipment items necessary for conducting wildlife management activities and those commonly used at Hunting Plantations. Topics include the safe use of tractors, backhoes, chainsaws, and other equipment to include firearms and electrical safety. Upon completion, students will demonstrate the safe operation of the various equipment covered in the course.

WLT 200 Wildlife Policy & Law (5 Contact, 5 Credit)

This course introduces the history and evolution of policies and laws that govern wildlife and natural resources and our interaction with them, to include how these regulations are proposed, passed and enforced. Topics include federal and state wildlife laws and conservation programs important to wildlife managers, current events and political issues that affect the public's view of wildlife and management practices, and policies specific to the protection of the environment and endangered wildlife species. Upon completion, students should understand jurisdictional boundaries in the field of wildlife law enforcement, wildlife and environmental policies and principles, and be able to discuss their affects on the natural resources these policies are designed to protect.

WLT 202 Forest Maintenance (5 Contact, 5 Credit)

This course introduces the principles of forestry and forest management. Topics include a review of forestry history and current forestry practices, concepts, and techniques. Other subjects covered will include the basics of silviculture, timber harvest, timber regeneration, and forest insects and disease. Upon completion, students will be able to understand and discuss associated terminology and topics pertinent to forest maintenance.

WLT 205 Wildlife Mammalogy (7 Contact, 5 Credit)

This course introduces the biology of mammals. Topics include life history and taxonomy of mammals, as well as the basics of identifying tracks and sign of mammal species, their ecology, and basic physiology. Students should gain an understanding of mammals and be able to discuss their biology and taxonomy.

WLT 210 Aquatic Ecology (7 Contact, 5 Credit)

This course provides the basis for a fundamental understanding of the underwater environment, the physical properties of water and how these properties affect all life, and the taxonomy and identification of aquatic animal and plant species. This class will emphasize freshwater aquatic organisms, with particular emphasis on those with significant impact on aquatic vertebrates and the recreational fishing industry.

WLT 211 Fisheries Management (7 Contact, 5 Credit)

This course provides a basic understanding of commercial and sport fisheries, including natural history and management techniques of important fish species. This class will focus on management techniques for freshwater fish common to the southeast, with particular emphasis on those with significant impact on the recreational fishing industry.

WLT 215 Wildlife Maintenance Technology (7 Contact, 5 Credit)

This course introduces wildlife techniques commonly used in wildlife management and a variety of skills important for wildlife technicians. Topics include wildlife data collection techniques, wildlife data analyses, aging wildlife species, radiotelemetry, and basic wildlife population census techniques. Upon completion, students will know and understand basic wildlife management techniques and the terminology associated with them.

WLT 220 Habitat Manipulation (7 Contact, 5 Credit)

This course is a study of the application of habitat management practices beneficial to wildlife. Emphasis is placed on methods for increasing food production, developing water sources, and increasing cover requirements.

Upon completion, students should be able to demonstrate an understanding of techniques and methods used to manipulate wildlife habitats.

WLT 225 Animal Immobilization (7 Contact, 5 Credit)

This course introduces the principles and procedures of animal capture and immobilization, to include the proper techniques for care and safe handling of captured wildlife species. Determination of causes of wildlife mortality is covered, including standard necropsy procedures. Topics include trapping/capture terminology, proper use of traps and other tools of the trade, application and theory of predator control, animal care and handling, and wildlife marking techniques. Upon completion, students should be able to safely and effectively capture, immobilize and handle animals.

WLT 251 Wildlife Internship (15 Contact, 5 Credit)

The Wildlife Internship provides the student with the opportunity to gain wildlife management experience under appropriate supervision in an actual job setting. It is the student's responsibility to secure a position as an intern at a Hunting plantation, Wildlife Management Area, state or federal wildlife organization, or a similar location approved by the instructor. Upon completion, the student should possess the basic knowledge and skills necessary for an entry level position in the wildlife management industry.

Prerequisite: Completion of all required program courses

ADMINISTRATION, FACULTY AND STAFF LISTING

FULL-TIME FACULTY AND STAFF

Listed below are the full-time personnel of Ogeechee Technical College. The year in parentheses indicates the initial year of continuous employment.

Akins, Sandra *(2005)*
Accounting Technician
BOT Diploma, Ogeechee Technical College

Alberson, Janice (1994)
Economic Development Specialist
CCSS Certificate, Ogeechee Technical College

Alexander, Wayne (2002)
Maintenance Technician

Allen, Teresa (2003)
Acting Associate Vice President for Academic Affairs
M.Ed., Georgia Southern University
B.S.Ed., Georgia Southern University

Alston, Angela (2001)
Bookstore Associate
CCSS Certificate, Ogeechee Technical College

Altman, J.J. (1998)
Director for Auxiliary Services
B.B.A., Georgia Southern University

Ard, Cheryl (2007)
Practical Nursing Instructor
B.S.N., Georgia College
Registered Nurse

Bacon, John (2007)
Custodian

Badie, Hyedie (2004)
Administrative Assistant to the Vice President for Administration
Accounting Diploma, Ogeechee Technical College

Barnes, Jarvis (2000)
Funeral Service Education Instructor
M.P.A., Savannah State University
B.B.A., Georgia Southern University
A.S., Gupton-Jones College of Funeral Service
Licensed Funeral Director
Licensed Embalmer

Bickerton, Dan (2002)
Biology Instructor
M.S., Marshall University
B.S., Marshall University

Bolinger, Stacie (2007)
Custodian

Bowen, Larry (1998)
Director for Career Services
M.H.R., University of Oklahoma
B.S., Park University

Brannen, Russell (2002)
Information Technology Specialist
A.A.T., Ogeechee Technical College
Diploma, Ogeechee Technical College
Certified PACS Associate
Microsoft Certified Systems Administrator

Brown, Celena (2008)
Student Affairs Assistant
B.B.A., Georgia Southern University

Brown, Sarah (2007)
Custodian

Bryant, Kenneth (2000)
Assessment Services Coordinator
B.S., University of Southern Mississippi

Burkes, April (1998)
Banner Support Technician
B.S.T.M., DeVry University
A.A.S, East Georgia College
Diploma, Ogeechee Technical College

Burrell, Michael K. (1999)
Dean for Academic Affairs
M.S.A., Central Michigan University
B.S., Southern Illinois University

Caraway, Pama (2001)
Dean for Adult Education
M.P.A., Georgia Southern University
B.S., Georgia Southern University

Cartee, Dawn (2007)
President
Ed.D., Georgia Southern University
Ed.S., Georgia Southern University
M.Ed., Georgia Southern University
B.B.A., Georgia Southern University

Cartee, Linda (2007)
Commercial Truck Driving Instructor
Licensed Commercial Truck Driver

Case, Charles (2004)
Automotive Technology Instructor
A.S., Middle Georgia College
ASE Master Automobile Technician

Collins, Charlie (2007)
Commercial Construction Management Instructor
B.S., Georgia Southern University

Collins, Chryle (1999)
Practical Nursing Instructor
B.S.N., Georgia Southern University
Patient Care Assisting/Phlebotomy Technician
Registered Nurse

Collins, Donny (2008)
Computer Information Systems Instructor
B.S.Ed, Georgia Southern University
M.S., University of Phoenix

Collins, Tonya (1995)
Account Specialist
Diploma, Ogeechee Technical Institute

Cox, Lisa (2004)
Early Childhood Care and Education Instructor
M.Ed., Nova Southeastern University
B.S.Ed, Georgia Southern University

Cummings, Nathaniel (2007)
Custodian

Davis, Jeffrey S. (2000)
Executive Director for Operations
B.S., Georgia Southern University
M.T., Georgia Southern University

DeLoach, Deborah (2007)
Opticianry Instructor
B.S., Armstrong Atlantic State University
A.A.T., Ogeechee Technical College

Denning, Rusty (2007)
Director for Business/Industry and Community Services
B.B.A., Georgia Southern University
A.A.S., East Georgia College
Diploma, Ogeechee Technical College
Certified Economic Development Trainer

DiNitto, Jan (2007)
Assistant Registrar
Diploma, Georgia Southern University

Dunn, Matthew (2008)
PACS Instructor
B.S., Emory University
Diploma, Ogeechee Technical College

Evans, Gwen (2005)
Accounts Receivable Technician
AAT, Ogeechee Technical College

Findley, Jerry C. (2003)
Forensic Science Instructor
M.F.S., National University
B.S., Georgia College

Foley, Ryan W. (2003)
Director for Enrollment Services
M.B.A., Georgia Southern University
B.B.A., Georgia Southern University

Gailey, Anne (2007)
Medical Assisting Instructor
Diploma, Ogeechee Technical College
Certified Medical Assistant, AAMA

Gainous, Matthew (2000)
English Instructor
M.Ed., Georgia Southern University
B.A., Georgia Southern University

Gibbs, Nathaniel (2007)
Drafting Instructor
B.S., Georgia Southern University

Gleissner, John (2007)
Mathematics Instructor
M.S. (Mathematics), University of South Carolina
M.S. (Computer Science), University of S. Carolina
B.S., University of South Carolina

Grabenstein, Karen (2007)
Paramedic Instructor
Diploma, Ogeechee Technical College

Groover, John (1993)
Dean for Academic Affairs
M.Ed., Georgia Southern University
B.S., Georgia Southern College

Grumbles, Janice (2006)
Veterinary Technology Instructor
D.V.M., Texas A & M University
B.S., Texas A & M University

Hand, Terry L. (2003)
Computer Information Systems Instructor
M.S., University of Phoenix
B.S., Georgia Southern University

Hart, Eyvonne (1995)
Vice President for Administration
B.S., South Carolina State University

Hendrix, Connie (2001)
Administrative Assistant to the Vice President for Academic Affairs
Diploma, Draughon Business College

Hendrix, Penny (1995)
Disability and Student Support Services Coordinator (ADA Coordinator)
B.S., Georgia Southern University

Hobbs, Benjamin (2007)
Custodian

Hodges, Y'Lonne (2006)
Funeral Service Education Instructor
M.H.S.A., Georgia Southern University
B.B.A., Tennessee State University
A.S., Gupton-Jones College of Funeral Service
Licensed Funeral Director
Licensed Embalmer

Holladay, Jennifer (2008)
Student Affairs Assistant
A.S., Darton College

Holloway, Djaras (1999)
Cosmetology Instructor
Diploma, Ogeechee Technical College

Holloway, Shenavian (2005)
Student Affairs Assistant
Certificate, Ogeechee Technical College

Holt, Nancy (2006)
Adult Literacy Instructor
M.Ed., Georgia Southern University
B.S., Georgia Southern University

Hooley, Donna (2000)
English Instructor
M.A., Georgia Southern College
B.A., Georgia Southern College

Howard, Jaclyn (2008)
Practical Nursing Instructor
B.S.N., University of Phoenix
A.S., Armstrong Atlantic State University
GYN/OB Nurse Practitioner, Emory University

Jenkins, Shelia (2007)
Acting Administrative Assistant to the Vice President for Institutional Effectiveness
B.S.Ed., Georgia Southern University
A.A., East Georgia College
A.A.S., East Georgia College

Jenkins, Yvonne (2001)
Dental Assisting Instructor
B.S., Medical College of Georgia
Registered Dental Hygienist
Certified Dental Assistant

Johnson, Pearl (1991)
Business Office Technology Instructor
B.P.A., University of District of Columbia
MOUS Certification: Word 2000

Jones, April (2007)
Surgical Technology Instructor
Diploma, Ogeechee Technical College

Jones, Mark (2007)
HVAC Technician

Jones, Shelly P. (1999)
Pharmacy Technology Instructor
Diploma, Atlanta College of Medical and Dental Careers
Certified Pharmacy Technician

Keese, Hillari (2008)
Recruiter/Admissions Counselor
B.S., Georgia Southern University

Kosmoski, Kathleen (2008)
Director for Resource Development
M.S., Purdue University
B.A., Purdue University

Lamar, Charlene J. (2003)
Vice President for Student Affairs
Ed.D., Georgia Southern University
Ed.S., Georgia Southern University
M.Ed., Georgia Southern University
B.B.A., Georgia Southern University

Leverette, Shatonna (2008)
Student Affairs Assistant

Lloyd, Scott (2000)
Opticianry Instructor
A.A.T., Ogeechee Technical College
American Board of Opticianry Certification
National Contact Lens Certification
Licensed Dispensing Optician

Locke, John (2003)
Geographic Information Systems Technology Instructor
M.U.R.P., San Jose State University
B.A., Humboldt State University
A.A., Chabot College

Lovett, Colbert (2005)
Management & Supervisory Development Instructor
M.Ed., Georgia Southern University
B.B.A., Georgia State University

Marsh, Elliott (2006)
Agribusiness Instructor
B.S.A., University of Georgia

Martin, Janice (1997)
Radiologic Technology Clinical Coordinator
B.S., Ottawa University
Diploma, Memorial Medical Center
Registered Technologist [Radiology]

Martin, John (2007)
Wildlife & Plantation Management Instructor
B.S., Clemson University
MFRM, Clemson University

Mathews, Beth (2007)
Vice President for Institutional Advancement
M.P.A., Georgia Southern University
B.A., Georgia Southern University

McClain, Marty (2006)
Information Technology Technician
A.A.T., Ogeechee Technical College
Diploma, Ogeechee Technical College
Cisco Certified Network Associate
CompTIA A+ Certified, CompTIA Net+ Certified
Microsoft Certified Professional

McCorkle, Jeannie (2008)
Early Childhood Care and Education Instructor
Ed.S., Georgia Southern College
M.Ed., Georgia Southern College
B.S.Ed., Georgia Southern College

McCranie, Michelle (2000)
Pharmacy Technology Instructor
A.A.S., East Georgia College
Certified Pharmacy Technician

McDaniel, Larry Allen (2006)
Automotive Technology Instructor
A.A.S., East Georgia College
Diploma, Swainsboro Tech
ASE Master Tech

McElwee, Pat (2005)
Academic Advisement Coordinator
M.Ed., Georgia Southern University
B.S., Georgia Southern University

Mercer-McMillan, Tonya (1995)
Accounting Supervisor
A.A.S., East Georgia College

Meyer, Michelle (1990)
Registrar
B.B.A., Georgia Southern University

Miller, Stephen E. (2000)
Director for Human Resources
M.P.A., Georgia Southern University
B.S., Brigham Young University

Mills, Cynthia Kennedy (1992)
Accounting Instructor
M.B.A., Georgia Southern University
B.B.A., Georgia Southern University
MOUS Certifications: Excel 2000 (Expert), Word 2000(Expert), and Access 2000

Mobley, Karen (2008)
Administrative Assistant to the Vice President for Student Affairs
B.S., Georgia Southern University
A.A., Brevard Community College

Morris, Collins (2006)
Maintenance Technician

Morris, Tracy (2003)
Information Technology Service Technician
A.A.T., Ogeechee Technical College
Microsoft Certified Systems Administrator

Murphey, Ray P. (2008)
English Instructor
M.A., Georgia Southern University
B.A., Georgia Southern College

Parker, John (2008)
Adult Education Instructor
B.S., Georgia Southern University

Pearsall, Vanessa (2000)
Distribution/Duplication Specialist
Certificate, Ogeechee Technical College

Peed, Charlene (2000)
Executive Assistant to the President

Phillips, Emily (2003)
Mathematics Instructor
M.S., Georgia Southern University
B.S., Georgia Southern University

Pisacano, Tony (2003)
Culinary Arts Instructor
A.O.S., Culinary Institute of America

Pope, Susan (2003)
Learning Support Mathematics Instructor
M.S., Georgia Southern University
B.S., Georgia Southern University

Price, James (2007)
Horticulture Instructor
B.S., Fort Valley State University
A.A.S., Abraham Baldwin Agricultural College

Rabeler, John Greg (2002)
Forensic Science Instructor
M.C.J., University of South Carolina
B.S., Armstrong State College

Raulerson, David (2008)
Imaging Science Instructor
B.S., St. Joseph's College
Registered Technologist

Rawls, Marilyn (2007)
Custodian

Rich, Martrella (2006)
Payroll Technician
A.A.S., Ogeechee Technical College

Richard, Bryan (2008)
Culinary Arts Instructor
A.S.T., Walnut Hill College

Rigdon, Rachel (2008)
Purchasing Technician
Diploma, Ogeechee Technical College

Robbins, Betty (2001)
Administrative Secretary
A.A.T., Ogeechee Technical College
Diploma, Ogeechee Technical College
Certificate, Ogeechee Technical College

Roberson, Susan (2004)
Tumor Registry Instructor
B.S., Western Carolina University
Registered Health Information Administrator
Certified Tumor Registrar

Robinson, LeAnne P. (2000)
Business Office Technology Instructor
M.B.A., Amberton University
B.S., Mississippi Valley State University
MOUS Certification: Word
Certificate, Ogeechee Technical College

Rogers, Sheryl H., (1998)
Accounting Instructor
M.Acc., Georgia Southern University
B.B.A., Georgia Southern University
Certified Public Accountant

Russell, Brian (2006)
Counseling and Retention Coordinator
M.S.W., Valdosta State University
B.A., Augusta State University

Sanders, Jessica
Marketing Instructor
M.B.A., Georgia Southern University
B.B.A., Georgia Southern University

Sapp, Buddy (1989)
Director for Plant Operations

Scott, Deborah, CNOR (1998)
Surgical Technology Instructor
A.S., Middle Georgia College

Scott, Tina (1997)
TANF/Adult Literacy Instructor
B.B.A., Georgia Southern College

Sharpe, Earline (1999)
Food Services Technician

Shaver, Jeff (2006)
Cosmetology Instructor
Diploma, Virgil's Beauty College

Simmons, M. Ann (1994)
Student Affairs Assistant
Diploma, Ogeechee Technical College

Smith, Jamie (1998)
Receptionist/Student Affairs Assistant
Diploma, Ogeechee Technical College

Smith, Jeff (2007)
Director for Campus Safety and Security
B.B.A., University of Georgia
Certified Police Officer
Certified Paramedic

Stanley, Loretta Jane (2006)
Echocardiography Instructor
A.S., Ohlone College
Registered Diagnostic Cardiac Sonographer

Stewart, Dianne (2007)
Vice President for Institutional Effectiveness
M.Ed., Georgia Southern University
BSED, Georgia Southern University

Stocker, Susan A. (1994)
Computer Information Systems Instructor
M.Ed., Georgia Southern University
B.A., University of Northern Iowa
MOUS Certification Word (Expert), Excel (Expert), Access

Strickland, Jessie Shields (2007)
Vice President for Academic Affairs
Ed.D., East Tennessee State University
M.A., East Tennessee State University
B.S., East Tennessee State University

Taylor, Brandy (2000)
Acting Director for Institutional Research and Planning
M.B.A., Georgia Southern University
B.B.A. Information Systems, Georgia Southern University

Taylor, Jeff (2003)
Mathematics Instructor
M.S., Georgia Southern University
B.S., Georgia Southern University

Taylor, Michele (1998)
English Instructor
Ed. D., Georgia Southern University
Ed. S., Georgia Southern University
M.A., Georgia Southern University
B.A., Georgia Southern University

Thomas, Letrell (1994)
Director for Financial Aid
M.B.A., Georgia Southern University
B.B.A., Georgia State University

Thompson, Ben (2007)
Vice President for Economic Development
J.D., University of South Carolina
M.B.A., Georgia Southern University
B.S., Georgia Southern University

Threatt, Norm (2007)
Electrical Construction and Maintenance Instructor
Diploma, Swainsboro Technical College
Unrestricted Electrical License
Low-Voltage General Electrical License

Tinker, Larry (1998)
Learning Support English/Reading Instructor
B.A., Armstrong State University

Todd, S. Shane (2005)
HVAC Instructor
Diploma, Savannah Technical College
Universal Refrigerant Transition and Recovery Certificate
Conditioned Air Non Restricted Licenses

Turner, J. Barry (2007)
Executive Director for Public Relations
B.B.A., American Intercontinental University
Diploma, Gupton-Jones College

Turner, Marilyn M. (1997)
Medical Assisting Instructor
Diploma, Georgia Baptist Hospital
Registered Nurse
Certified Medical Assistant

Vinson, Crystal (2008)
Funeral Service Education Instructor
B.S., University of South Carolina
A.S., Ogeechee Technical College
Licensed Funeral Director
Licensed Embalmer

Walker, Billie J. (2005)
Veterinary Technology Instructor
A.S., Tri-County Technical College

Wallish, Michael (2007)
Imaging Science Services Assistant Instructor
B.S. Radiologic Science, Armstrong Atlantic State University
A.A., Liberty University
Diploma, Ogeechee Technical College

Waters, Alana (2008)
Patient Care Assisting/ Phlebotomy Instructor
B.S.N., Medical College of Georgia
Registered Nurse
Certified Phlebotomy Technician

Waters, Kelli (1999)
Special Populations and Equity Coordinator (Title IX Coordinator)
B.S., Georgia Southern University

Welch, Tina (2003)
Diagnostic Medical Sonography Instructor
A.A.S., Medical College of Georgia
Registered Vascular Technologist
Registered Radiologic Technologist
Registered Diagnostic Medical Sonographer

Wells, Minnie
Adult Education Assistant
Diploma, Ogeechee Technical College

Wiggins, Jerry (2004)
Commercial Truck Driving Instructor
Certificate, Ogeechee Technical College
Licensed Commercial Truck Driver

Williams, Cassandra (2006)
Health Information Technology Instructor
M.S., Troy University
B.S., Medical College of Georgia
Registered Health Information Administrator

Williams, Jamie (2001)
Student Affairs Assistant
Diploma, Ogeechee Technical College

Williams, Melba (2000)
Student Affairs Assistant
AAT, Ogeechee Technical College
Diploma, Ogeechee Technical College

Williams, Susan (2003)
Accounting Technician
B.S. Georgia Southern University

Witherington, Jennifer (2008)
Administrative Secretary
B.A., Armstrong Atlantic State University

Witherington, John (2007)
Hotel/Restaurant/Tourism Instructor
B.S., Georgia Southern University

Wright, Patsy (1991)
Director for Accounting

PART-TIME FACULTY AND STAFF

Below is a partial listing of the part-time personnel of Ogeechee Technical College. The year in parentheses indicates the initial year of continuous employment.

Alderman, Jimmie (2006)
Commercial Wiring Instructor
Diploma, Swainsboro Technical College

Ammon, Terry (2006)
Carpentry Instructor

Bacon, Susan J. (2000)
Library Assistant
Diploma, Ogeechee Technical College
Certificate, Ogeechee Technical College

Baumann, Emil (2005)
Welding Instructor

Beard, Flora (2008)
Tumor Registry Instructor
Certificate, Ogeechee Technical College

Boddiford, McQue (2005)
Welding Instructor
B.B.A., Limestone College
A.S., North Georgia Technical College
Certificate, North Georgia Technical College

Bragg, Latrelle (2007)
Patient Care Assisting Instructor
Diploma, Ogeechee Technical College

Campbell, Pamela (2005)
Health Science Core
B.S., Georgia Southern University

Carruthers, Eyvonne P. (1997)
Secretary to Continuing Education

Clark, Timothy (2006)
Drafting/CAD Instructor

Clifton, Priscilla (2002)
Mathematics Instructor
Ed.S., Lincoln Memorial University
M.Ed., Georgia Southern College
B.A., Savannah State College

Collins, Dave (1991)
Psychology Instructor
M.Ed., Georgia Southern University
B.A., Armstrong State College

Eckles, Hollie (2008)
Health Science Core Instructor
B.S.N., Georgia Southern University
Registered Nurse

Findley, Jerry F. (2005)
Forensic Science Instructor
A.A.T., St. Leo College

Graham, Maria (2003)
Medical Coding Instructor
Diploma, Ogeechee Technical College

Hickman, JoAnn (2002)
Adult Literacy Instructor
B.S.H.S., Georgia Southern College

McClain, Constance (2006)
Phlebotomy and Patient Care Assisting Instructor,
Diploma, Macon Technical College

Devey, Tara (2004)
Psychology Instructor,
B.S., Georgia Southern University
M.S., Georgia Southern University

Nesmith, Julie (2002)
Learning Support Instructor
M.S.Ed., Georgia Southern College,
B.S.Ed., Georgia Southern College

Robinson, Lonnie (2006)
Funeral Service Education Instructor
M.B.A., Embry-Riddle Aeronautical University
B.A., Morehouse College
A.A.T., Ogeechee Technical College

Rocker, Jane (1994)
Student Affairs Specialist
B.S., Georgia Southern University

Rogers, Thomas H. (1999)
Drafting Instructor
Diploma, Swainsboro Technical Institute
Certificate, Ogeechee Technical Institute

Saxon-Kelly, Teresa (2005)
Part-time Bookstore Assistant
Certificate, Ogeechee Technical College

Shuman, Sarah Kristen (2007)
Psychology Instructor
M.S., Georgia Southern University
B.S., Georgia Southern University

Tinker, Lynda (1993)
Sociology Instructor
M.A., Georgia Southern University
B.S., St. Joseph's College

Walker, Jimmie (2008)
Paramedic Instructor
Diploma, Lanier Technical College

Walker, Nell (2007)
Evening Receptionist

Waters, Darlene (1992)
Learning Support Instructor
Ed.S., University of Georgia
M. Ed., University of Georgia
B.A., University of Illinois

West, Darlene (2003)
Interpreter Training Studies Instructor
B.A., University of Hawaii
B.S., University of Tennessee

Wilson, Amanda (2008)
Dental Assisting Instructor
Diploma, Ogeechee Technical College