



OGEECHEE
TECHNICAL COLLEGE
Education with Purpose

2012 - 2013
Catalog & Student Handbook

ADDENDUM EFFECTIVE FALL SEMESTER 2012

Please note the following changes for the 2012-2013 OTC Catalog and Student Handbook.

PROGRAM/SECTION		FEES AND EXPENSES	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
25	08/23/12	Correct Embalming Lab Fee	Funeral Service Education FSRV 2030 Embalming Techniques Lab - \$25
25	5/20/13	Add Omitted Information	Liability insurance is required for the following programs: Electrical Systems Technology Diploma \$10 Basic Electrical Technician Certificate \$10 Photovoltaic Systems Installation and Repair Technician Certificate \$10
PROGRAM/SECTION		POLICIES AND PROCEDURES	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
38	08/23/12	Add omitted Academic Misconduct Procedure	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 College 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.

			<p><i>Second Offense</i></p> <p>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.</p> <p><i>Third Offense</i></p> <p>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 follow the guidelines outlined in the Student Disciplinary Procedure in the <i>Catalog and Student Handbook</i>.</p>
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PROGRAM/SECTION	STUDENT RECORDS (FERPA)		
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PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
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48	1/9/13	Update Directory Information	<p>The Technical College System of Georgia and its technical colleges define "directory information" as follows:</p> <ul style="list-style-type: none"> • Full name of student • Address(es) • Telephone number(s) • County of residence • Email address(es) • Major and field(s) of study • Degrees and awards including nature and date received • Dates of attendance • School or division of enrollment • Enrollment status (i.e., full or part-time, undergraduate, graduate) • Name of institution last attended • Participation in official sports and activities • Height and weight of athletic team members • Photograph(s)
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PROGRAM/SECTION	PROGRAMS OF STUDY		
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PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION																																					
59	3/27/13	Add Omitted General Education Associate Degree Requirements	<table border="1"> <tr> <td colspan="3" data-bbox="914 275 1450 348">General Education Degree Requirements by Area</td> </tr> <tr> <td colspan="3" data-bbox="914 348 1450 449">General Education Core (Required Minimum: 15 Semester Credit Hours)</td> </tr> <tr> <td data-bbox="914 491 1008 768" rowspan="5">Area I</td> <td data-bbox="1008 491 1287 659">Language Arts/Communication</td> <td data-bbox="1287 491 1450 659">Minimum 3 Semester Credit Hours</td> </tr> <tr> <td colspan="2" data-bbox="1008 659 1450 768">Successful completion of ENGL 1101 (Composition and Rhetoric) is required.</td> </tr> <tr> <td colspan="2" data-bbox="1008 768 1450 835">Courses may be taken from the following Academic Fields:</td> </tr> <tr> <td data-bbox="1008 835 1287 905">English Composition</td> <td data-bbox="1287 835 1450 905"></td> </tr> <tr> <td data-bbox="1008 905 1287 974">Communications/Speech</td> <td data-bbox="1287 905 1450 974"></td> </tr> <tr> <td data-bbox="914 974 1450 1020"></td> <td data-bbox="1008 974 1287 1020">Foreign Languages</td> <td data-bbox="1287 974 1450 1020"></td> </tr> <tr> <td data-bbox="914 1062 1008 1339" rowspan="5">Area II</td> <td data-bbox="1008 1062 1287 1230">Social/Behavioral Sciences</td> <td data-bbox="1287 1062 1450 1230">Minimum 3 Semester Credit Hours</td> </tr> <tr> <td colspan="2" data-bbox="1008 1230 1450 1339">Successful completion of a Social Sciences/Behavioral Sciences course is required.</td> </tr> <tr> <td colspan="2" data-bbox="1008 1339 1450 1407">Courses may be taken from the following Academic Fields:</td> </tr> <tr> <td data-bbox="1008 1407 1287 1476">Economics</td> <td data-bbox="1287 1407 1450 1476">Political Science</td> </tr> <tr> <td data-bbox="1008 1476 1287 1545">Ethnology/Ethnic Studies</td> <td data-bbox="1287 1476 1450 1545">Psychology</td> </tr> <tr> <td data-bbox="914 1545 1450 1591"></td> <td data-bbox="1008 1545 1287 1591">History</td> <td data-bbox="1287 1545 1450 1591">Sociology</td> </tr> <tr> <td data-bbox="914 1633 1008 1808">Area III</td> <td data-bbox="1008 1633 1287 1808">Natural Sciences/Mathematics</td> <td data-bbox="1287 1633 1450 1808">Minimum 3 Semester Credit Hours</td> </tr> </table>	General Education Degree Requirements by Area			General Education Core (Required Minimum: 15 Semester Credit Hours)			Area I	Language Arts/Communication	Minimum 3 Semester Credit Hours	Successful completion of ENGL 1101 (Composition and Rhetoric) is required.		Courses may be taken from the following Academic Fields:		English Composition		Communications/Speech			Foreign Languages		Area II	Social/Behavioral Sciences	Minimum 3 Semester Credit Hours	Successful completion of a Social Sciences/Behavioral Sciences course is required.		Courses may be taken from the following Academic Fields:		Economics	Political Science	Ethnology/Ethnic Studies	Psychology		History	Sociology	Area III	Natural Sciences/Mathematics	Minimum 3 Semester Credit Hours
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			<p>Successful completion of MATH 1100 or MATH 1101 or MATH 1111 is required.</p> <p>Courses may be taken from the following Academic Fields:</p> <table border="1"> <tr> <td>Astronomy</td> <td>Geography</td> </tr> <tr> <td>Biology</td> <td>Mathematics</td> </tr> <tr> <td>Chemistry</td> <td>Physics</td> </tr> <tr> <td>Computer Science</td> <td></td> </tr> </table>	Astronomy	Geography	Biology	Mathematics	Chemistry	Physics	Computer Science												
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			Minimum Required Program-Specific Hours	15
PROGRAM/SECTION		CONSTRUCTION		
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION	
91	1/7/13	Curriculum Change	Commercial Construction Management Degree (CC13) Area II- Social/Behavioral Sciences- Any Area II Elective	
92	5/13/13	Add Omitted Information	Construction Management Diploma (CM42) Note: In order to graduate with a Construction Management diploma, a high school Diploma or GED must be completed by the time the program requirements are completed.	
PROGRAM/SECTION		CULINARY ARTS		
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION	
103-105	1/7/13	Curriculum Change	Culinary Arts Associate of Applied Science (CA43) CUUL 1110- Culinary Safety and Sanitation: Reduce credit hours from 4 to 2 CUUL 1120- Principles of Cooking: Increase credit hours from 4 to 6 CUUL 1220- Baking Principles: Increase credit hours from 4 to 5 CUUL 1370- Culinary Nutrition and Menu Development: Reduce credit hours from 4 to 3 Increase required credit hours to 65 Increase required contact hours to 1515 Add Management Course: MGMT 1115- Leadership or CUUL 2190- Principles of Culinary Leadership	
105-106	1/7/13	Curriculum Change	Culinary Arts Diploma (CA44) CUUL 1110- Culinary Safety and Sanitation: Reduce credit hours from 4 to 2 CUUL 1120- Principles of Cooking: Increase	

			<p>credit hours from 4 to 6</p> <p>CUUL 1220- Baking Principles: Increase credit hours from 4 to 5</p> <p>CUUL 1370- Culinary Nutrition and Menu Development: Reduce credit hours from 4 to 3</p> <p>Increase required credit hours to 52</p> <p>Increase required contact hours to 1320</p> <p>Add Management Course:</p> <p>MGMT 1115- Leadership</p> <p>or CUUL 2190- Principles of Culinary Leadership</p>
107	9/19/12	Curriculum Change	<p>Prep Cook Certificate (PC51)</p> <p>Replace Culinary Arts Elective with CUUL 1110- Culinary Safety and Sanitation (2 hours)</p> <p>CUUL 1120- Principles of Cooking- increase hours from 4 to 6</p>
PROGRAM/SECTION		FISH AND WILDLIFE MANAGEMENT	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
123	8/15/12	Change General Core Requirement	<p>Fish and Wildlife Management Associate of Applied Science Degree (GAF3)</p> <p>Program Specific Requirements:</p> <p>BIOL 1111- Biology I</p> <p>BIOL 1111L- Biology Lab I</p>
123	8/15/12	Change General Core Requirement	<p>Fish and Wildlife Management Associate of Applied Science Degree (GAF3)</p> <p>Area III Requirement:</p> <p>MATH 1111- College Algebra</p>
PROGRAM/SECTION		FUNERAL SERVICE EDUCATION	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
129	08/17/12	Remove the phrase “as defined in the preamble above” from the aims and objectives.	<p>AIMS AND OBJECTIVES</p> <p>The Funeral Service Education program at Ogeechee Technical College has as its central aim the recognition of funeral service personnel as members of a human services</p>

			profession; members of the community in which they serve; participants in the relationship between bereaved families and those engaged in the funeral service profession; professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice, as well as professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains. The Funeral Service Education program also has the following objectives: to enlarge the background and knowledge of students about the funeral service profession; to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession; to educate students concerning the responsibilities of the funeral service profession to the community at large; to emphasize high standards of ethical conduct; to provide a curriculum at the post-secondary level of instruction; and to encourage student and faculty research in the field of funeral service.
130	1/7/13	Change Curriculum	<p>Funeral Service Education Associate of Applied Science (FS23)</p> <p>Delete FSRV 1060- Funeral Service Practicum II; Change total credit hours required to 72</p> <p>Change total contact hours required to 1245</p> <p>Change total credit hours for FSRV 1070 to 4</p> <p>Change total credit hours for FSRV 2060 to 4</p>
PROGRAM/SECTION		GEOGRAPHIC INFORMATION SYSTEMS	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
132	9/1/12	Change General Core Requirement	<p>Geographic Information Systems Associate of Applied Science (GI13)</p> <p>Area IV- Humanities/Fine Arts - Select 1</p> <p>HUMN 1101- Introduction to Humanities</p> <p>ENGL 2130- American Literature</p>

			MUSC 1101- Music Appreciation																
132	5/13/13	Change General Core Requirement	Geographic Information Systems Associate of Applied Science (GI13) Area II- Social/Behavioral Sciences - Select 1 PSYC 1101- Introduction to Psychology SOCI 1101- Introduction to Sociology ECON 1101- Principles of Economics ECON 2105- Macroeconomics																
132	5/13/13	Curriculum Change	Geographic Information Systems Associate of Applied Science (GI13) Add MGMT course to Option I, II, and III																
133	3/27/13	Correct Admissions Requirements	Geographic Information Systems Diploma (GI12) Meet the following assessment requirements: <table border="1" data-bbox="857 940 1451 1199"> <thead> <tr> <th>Test</th> <th>Reading</th> <th>Writing</th> <th>Numerical</th> </tr> </thead> <tbody> <tr> <td>COMPASS</td> <td>70</td> <td>32</td> <td>26</td> </tr> <tr> <td>SAT</td> <td>430</td> <td>NA</td> <td>400</td> </tr> <tr> <td>ACT</td> <td>13</td> <td>12</td> <td>17</td> </tr> </tbody> </table>	Test	Reading	Writing	Numerical	COMPASS	70	32	26	SAT	430	NA	400	ACT	13	12	17
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PROGRAM/SECTION		HOTEL/RESTAURANT/TOURISM																	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION																
139	5/13/13	Correction	Hotel/Restaurant/Tourism Management Diploma (HM12) <table border="1" data-bbox="857 1419 1487 1549"> <thead> <tr> <th>Test</th> <th>Reading</th> <th>Writing</th> <th>Numerical</th> </tr> </thead> <tbody> <tr> <td>COMPASS</td> <td>70</td> <td>32</td> <td>26</td> </tr> </tbody> </table>	Test	Reading	Writing	Numerical	COMPASS	70	32	26								
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140	5/13/13	Correction	Event Coordinator Certificate (SES1) <table border="1" data-bbox="857 1619 1487 1749"> <thead> <tr> <th>Test</th> <th>Reading</th> <th>Writing</th> <th>Numerical</th> </tr> </thead> <tbody> <tr> <td>COMPASS</td> <td>70</td> <td>32</td> <td>26</td> </tr> </tbody> </table>	Test	Reading	Writing	Numerical	COMPASS	70	32	26								
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PROGRAM/SECTION		OPTICIANRY																	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION																

154	1/7/13	Change General Core Requirement	Opticianry Associate of Applied Science (OP13) Area IV- Humanities/Fine Arts - Any Humanities/Fine Arts Elective													
PROGRAM/SECTION		RADIOLOGY PICTURE ARCHIVING														
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION													
174	9/1/12	Curriculum Change	Radiology PACS Specialist Diploma (RPS4) Delete CIST 1130- Operating Systems Concepts Add CIST 2412- Microsoft Server Directory Services (4 Credits) Change total required credit hours to 87. Change total required contact hours to 2010.													
174	5/13/13	Correction	Radiology PACS Specialist Diploma (RPS4) <table border="1" data-bbox="852 945 1485 1060"> <tr> <td>Test</td> <td>Reading</td> <td>Writing</td> <td>Numerical</td> <td>Algebra</td> </tr> <tr> <td>COMPASS</td> <td>70</td> <td>32</td> <td>26</td> <td>28</td> </tr> </table>				Test	Reading	Writing	Numerical	Algebra	COMPASS	70	32	26	28
Test	Reading	Writing	Numerical	Algebra												
COMPASS	70	32	26	28												
PROGRAM/SECTION		WELDING & JOINING TECHNOLOGY														
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION													
191	9/19/12	Admissions Requirement	Basic Shielded Metal Arc Welder Certificate (FS31) High School Diploma or GED Required: Yes													
191	9/19/12	Admissions Requirement	Gas Metal Arc Welder Certificate (GM31) High School Diploma or GED Required: Yes													
192	9/19/12	Admissions Requirement	Gas Tungsten Arc Welder Certificate (GTA1) High School Diploma or GED Required: Yes													
193	9/19/12	Admissions Requirement	Vertical Shielded Metal Arc Welder Fabricator Certificate (VSM1) High School Diploma or GED Required: Yes													
PROGRAM/SECTION		COURSE DESCRIPTIONS														
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION													

197	5/13/13	Add Course	<p>ALHS 1015- Basic Inorganic Chemistry (45 Contact, 2 Credit)</p> <p>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 laws of chemistry.</p> <p>Pre-requisite: Appropriate diploma level math placement test score Co-requisite: None</p>
208	1/7/13	Change Contact/Credit Hours	<p>CUUL 1110- Culinary Safety and Sanitation (60 Contact, 2 Credit)</p> <p>CUUL 1120- Principles of Cooking (180 Contact, 6 Credit)</p> <p>CUUL 1220- Baking Principles (135 Contact, 5 Credit)</p> <p>CUUL 1370- Culinary Nutrition and Menu Development (90 Contact, 3 Credit)</p>
214	8/29/12	Change Contact/Credit Hours	<p>ELTR 1080- Commercial Wiring I (105 Contact, 5 Credit)</p>
214	8/29/12	Change Contact/Credit Hours	<p>ELTR 1090- Commercial Wiring II (105 Contact, 5 Credit)</p>
216	1/7/13	Add Course	<p>ENGL 0090- Learning Support English (75 Contact, 3 Credit)</p> <p>This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.</p>
221	1/7/13	Change Course Description	<p>FSRV 1050- Funeral Service Practicum</p>

			<p>(90 Contact, 2 Credit)</p> <p>The practicum provides exposure to arranging and directing funerals and embalming and restoration of the deceased under the supervision of a licensed funeral director and licensed embalmer. Includes filling out forms and permits, preservation, disinfection, and restoration of deceased human remains; preparation and planning for visitations; and general day-to-day funeral home operations.</p> <p>Pre-requisites: FSRV 1020, FSRV 1030, FSRV 2030</p> <p>Co-requisites: None</p>
221	1/7/13	Delete Course	Delete FSRV 1060
221	1/7/13	Delete Course Description	Delete FSRV 1060
221	1/7/13	Change Course Description	<p>FSRV 1070- Small Business Administration for Funeral Service</p> <p>(60 Contact, 4 Credit)</p> <p>The curriculum guideline is designed to introduce the student to the basic principles of small business management and ownership with emphasis on specific areas of funeral service. Basic principles of management are also covered.</p> <p>Pre-requisites: FSRV 1020, FSRV 1030</p> <p>Co-requisites: None</p>
221	1/7/13	Change Course Description	<p>FSRV 2060- Restorative Art</p> <p>(75 Contact, 4 Credit)</p> <p>A survey of the basic principles of Restorative Art as they relate to Funeral Service. Especially stressed are the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of surviving family members.</p> <p>Pre-requisites: FSRV 2030</p> <p>Co-requisites: None</p>

228	1/7/13	Add Course	<p>MATH 0090- Learning Support Mathematics (75 Contact, 3 Credit)</p> <p>This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module.</p>
233	5/20/13	Change Pre-requisites /Co-requisites	<p>PHAR 2060- Advanced Pharmacy Technology Principles</p> <p>Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050</p> <p>Co-requisite: PHAR 1050</p>
233	5/20/13	Change Pre-requisites /Co-requisites	<p>PHAR 2070- Advanced Pharmacy Technology Practicum</p> <p>Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050</p> <p>Co-requisite: PHAR 1050</p>
238	1/7/13	Add Course	<p>READ 0090- Learning Support Reading (75 Contact, 3 Credit)</p> <p>This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills.</p>

			Students progress at their own pace to master each module.
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