



2013 - 2014

OGEECHEE TECHNICAL COLLEGE
CATALOG & STUDENT HANDBOOK

ADDENDUM EFFECTIVE FALL SEMESTER 2013

Please note the following changes for the 2013-2014 OTC Catalog and Student Handbook.

PROGRAM/SECTION		GENERAL INFORMATION	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
9	9/18/13	Correction	Employer's Guarantee/Warranty To inquire or file a claim under this warranty, employees or employers may call the <i>Executive Vice President for Academic Affairs</i> .
10	4/23/14	Correction	Funeral Service Education Accreditation The Funeral Service Education program at Ogeechee Technical College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org .
10	5/29/14	Correction	The Practical Nursing program is approved by the Georgia Board of Nursing, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.2440.
PROGRAM/SECTION		ADMISSIONS	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
16	9/18/13	Clarification to Policy	Advanced Placement This policy guides all advanced placement activities at Ogeechee Technical College. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a certificate, diploma, and degree program. Ogeechee Technical College does not award academic credit for course work taken on a noncredit basis.
18	9/18/13	Correction	Institutional Exemption Exam Be able to present evidence which would indicate that the student has the education, training, or work experience similar to that given in a course being challenged. Faculty members are not eligible to take OTC exemption exams (2 nd bullet point). Complete the Application for Credit by Examination form, and obtain approval from

			<p>the student's academic advisor and the instructor responsible for administering the exam, the Academic Dean, and the <i>Executive Vice President for Academic Affairs</i> (3rd bullet point).</p> <p>NOTE: The Academic Affairs Division determines which courses exemption exams may be given for. A list of courses is available in the Office of the <i>Executive Vice President for Academic Affairs</i>.</p>
PROGRAM/SECTION		POLICIES AND PROCEDURES	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
39	9/18/13	Correction	<p>Student Disciplinary Procedure</p> <p>e. Failing or lowered grade- In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college President's designee will make a recommendation to the <i>Executive Vice President for Academic Affairs</i> or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.</p>
PROGRAM/SECTION		ACADEMIC INFORMATION	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
56	9/18/13	Correction	<p>Course Load/Full-time Student Status</p> <p>Approval from the <i>Executive Vice President for Academic Affairs</i> is required for a course load of more than 22 hours.</p>
58	9/18/13	Correction	<p>Academic Appeals</p> <p>Formal</p> <p>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 Academic Affairs must be made regarding the decision under question. The Dean for Academic Affairs, upon completion of his/her review (course</p>

			outline, documentation related to the student's progress, transcript, summary of events, etc.) may uphold, modify, or reverse the academic decision. The Dean for Academic Affairs 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 <i>Executive Vice President for Academic Affairs</i> . This gives the opportunity to ensure that all necessary and relevant information, documentation, opinion, and argument are fairly presented. The decision of the <i>Executive Vice President for Academic Affairs</i> is final.
PROGRAM/SECTION		AGRIBUSINESS	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
71	1/13/14	Curriculum Change	Agribusiness Associate of Applied Science (AG13) Change additional General Education Core Elective to Occupational Guided Elective. The program required 15 General Education hours and 9 Occupational Guided Elective hours.
72	1/13/14	Curriculum Change	Agribusiness Diploma (AG12) Remove ENGL 1012 requirement. The program requires a total of 49 semester credit hours.
74	1/13/14	Curriculum Change	Precision Agriculture Specialist Certificate (PAB1) The program requires a minimum of 240 contact hours and generally takes 2 semesters to complete.
PROGRAM/SECTION		COSMETOLOGY	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
104	10/9/13	Correction	COMP 1000- "C" or higher grade is not required for this course.
PROGRAM/SECTION		ELECTRICAL SYSTEMS TECHNOLOGY	
PAGE #s	EFFECTIVE	ACTION	INFORMATION

	DATE		
127	4/30/14	Curriculum Change	Electrical Systems Technology Diploma (ES12) Delete COMP 1000 (3 credits) Add Occupationally Related Elective (3 credits)
PROGRAM/SECTION		FISH AND WILDLIFE MANAGEMENT	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
133	9/5/13	Correction	Fish and Wildlife Management Associate of Applied Science Degree 16 total General Education credits are required.
PROGRAM/SECTION		FUNERAL SERVICE EDUCATION	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
139	4/23/14	Correction	Funeral Service Education Accreditation The Funeral Service Education program at Ogeechee Technical College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org .
139	2/25/14	Additional Information	National Board Examination scores, graduation rates (beginning in 2015) and employment rates (beginning in 2015), for this and other ABFSE-accredited programs are available at www.abfse.org . To request a printed copy of this program's scores and rates, go to Ogeechee Technical College, Health Science Building South, Office 533, One Joseph E. Kennedy Blvd., Statesboro, Georgia 30458 or by e-mail at mrupar@ogeecheetech.edu or by telephone at 912-871-1960.
PROGRAM/SECTION		GEOGRAPHIC INFORMATION SYSTEMS	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
142	1/13/14	Curriculum Change	Geographic Information Systems Associate of Applied Science (GI13) The curriculum for the GIS Technology degree program is designed for the semester system. A student may enter the program any

semester. To graduate, degree-seeking students must earn a minimum of 60 semester credit hours. The program requires a minimum of 1335 contact hours and generally takes 5 terms to complete.

Program Courses	Credits
General Education Core	15
Area I – Language Arts/Communication	3
ENGL 1101 - Composition and Rhetoric (OL)	
Area II - Social/Behavioral Sciences- Select 1	3
PSYC 1101 – Introductory Psychology (OL)	
SOCI 1101- Introduction to Sociology (OL)	
ECON 1101- Principles of Economics	
ECON 2105- Macroeconomics	
Area III - Natural Sciences/Mathematics	6
MATH 1111 – College Algebra (OL)	
Choose One from the following Three Options:	
MATH 1101 - Mathematical Modeling	
MATH 1112 - College Trigonometry	
MATH 1113 - Pre-calculus	
Area IV - Humanities/Fine Arts- Select 1	3
HUMN 1101 - Introduction to Humanities	
ENGL 2130- American Literature (OL)	
MUSC 1101- Music Appreciation	
Occupational Courses	45
COMP 1000 – Introduction to Computers (OL)	3
GIFS 1101 - Introduction to Geographic Information Systems*	4
GIFS 1103 - Intermediate GIS*	4
GIFS 1109 - Special Topics in GIS	4
GIFS 1114 - Advanced GIS: Application Development	4
GIFS 1116 - Spatial Analysis in GIS	4
GIFS 1122 - GIS in Science, Business, and Government	4
GIFS 1124 - Cartographic Design for GIS	4
CIST 2129 – Comprehensive Database Techniques	4

			<table border="1"> <tr> <td>OR GIFS 1126 - Database Design and Management in GIS</td> <td></td> </tr> <tr> <td>GIFS 2030 – Geographic Information System Exit Review</td> <td>2</td> </tr> <tr> <td>Choose Option I or II</td> <td>8</td> </tr> <tr> <td>Option I: GIFS 2000 – Geographic Information Systems Practicum/Internship (3 hrs) and choose 5 hours of any DFTG, AGRB, CIST, FWMT, HRTM, BUSN, FOSS, MGMT or MKTG course(s)</td> <td></td> </tr> <tr> <td>Option II: GIFS 2010 – Geographic Information Systems Practicum/Internship (4 hrs) and choose 4 hours of any DFTG, AGRB, CIST, FWMT, HRTM, BUSN, FOSS, MGMT or MKTG course(s)</td> <td></td> </tr> </table>	OR GIFS 1126 - Database Design and Management in GIS		GIFS 2030 – Geographic Information System Exit Review	2	Choose Option I or II	8	Option I: GIFS 2000 – Geographic Information Systems Practicum/Internship (3 hrs) and choose 5 hours of any DFTG, AGRB, CIST, FWMT, HRTM, BUSN, FOSS, MGMT or MKTG course(s)		Option II: GIFS 2010 – Geographic Information Systems Practicum/Internship (4 hrs) and choose 4 hours of any DFTG, AGRB, CIST, FWMT, HRTM, BUSN, FOSS, MGMT or MKTG course(s)	
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Option II: GIFS 2010 – Geographic Information Systems Practicum/Internship (4 hrs) and choose 4 hours of any DFTG, AGRB, CIST, FWMT, HRTM, BUSN, FOSS, MGMT or MKTG course(s)													
143	1/13/14	Change in Contact Hours	<p>Geographic Information Systems Technology Diploma (GI12)</p> <p>The program requires a minimum of 1095 contact hours and generally takes 4 terms to complete.</p>										
144	1/13/14	Change in Contact Hours	<p>Geographic Information Systems Technology Certificate (GT41)</p> <p>The program requires a minimum of 360 contact hours and generally takes 2 semesters to complete.</p>										
PROGRAM/SECTION		OPTICIANRY											
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION										
163	9/18/13	Additional Information	<p>Program Purpose Statement</p> <p>The purpose of the Opticianry program is to provide entry-level technical skills to students. These basic skills will give students the ability to pass the two national certification tests as well as the state board test for licensure. The program provides classroom, laboratory, and clinical training for students, qualifying them for employment with the following: retail optical stores, wholesale laboratories in addition to optical dispensaries of doctors of Optometry and medical doctors of Ophthalmology.</p>										
163	9/13/13	Additional Information	Program Goals										

			<ol style="list-style-type: none"> 1. Provide education which acknowledges differences and respects the right of individual to seek fulfilment of educational needs. 2. Provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development and stability of Georgia. 3. Provide education which develops the potential of each student to become a productive, responsible, and upwardly mobile member of society. 4. Provide quality Opticianry education in an atmosphere that fosters interest in and enthusiasm for learning. 5. Prepare graduates to function as accountable and responsible members within their field of endeavour. 6. Prepare graduates to function as safe and competent practitioners in the Opticianry field. 7. Prepare graduates with the highest level of competence possible within the constraints of the interests and ability levels of the individual. 8. Provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapped condition, academic disadvantage, or economic disadvantage. 9. Foster employer participation, understanding, and confidence in the instructional process and the competence of Opticianry program graduates. 10. Prepare graduates for successful completion of the American Board of Opticianry Examination, National Contact Lens Examination, and the State Board Licensing Exam. 11. Eliminate hazardous waste, to reduce non-hazardous waste to the minimum
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			levels economically and technically practical, and to be in full compliance with all federal and state environmental regulations.
PROGRAM/SECTION		PRACTICAL NURSING	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
174	5/29/14	Correction	<p>ACCREDITATION/APPROVAL The Practical Nursing program is approved by the Georgia Board of Nursing, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.2440.</p> <p>LICENSURE/CERTIFICATION The Georgia Board of Nursing has granted full approval to the Practical Nurse Education program at Ogeechee Technical College.</p>
PROGRAM/SECTION		COURSE DESCRIPTIONS	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
209	4/30/14	Name Change	<p>ALHS 1011- Anatomy and Physiology Change name of course to Structure and Function of the Human Body</p>
209	1/22/14	Curriculum Change	<p>AIRC 1020- Refrigeration Systems Components Change AIRC 1005 to co-requisite</p>
209	1/13/14	Curriculum Change	<p>AIRC 1040- HVACR Electrical Motors Change AIRC 1030 to pre-requisite/co-requisite</p>
209	1/22/14	Curriculum Change	<p>AIRC 1070- Gas Heat Change AIRC 1030 to co-requisite</p>
209	1/22/14	Curriculum Change	<p>AIRC 1080- Heat Pumps and Related Systems Change AIRC 1010 and AIRC 1030 to co-requisites</p>
209	1/22/14	Curriculum Change	<p>AIRC 1090- Troubleshooting Air Conditioning Systems Change AIRC 1010 and AIRC 1030 to co-</p>

			requisites
210	1/13/14	Curriculum Change	AUTT 1060- Automotive Climate Control Systems Change AUTT 1020 to pre-requisite/co-requisite
213	1/22/14	Curriculum Change	CCMN 1050- Commercial Building Code Pre-requisite: None Co-requisite: None
214	1/22/14	Curriculum Change	CCMN 1060- Construction Estimating Pre-requisite: CCMN 1030 Co-requisite: None
214	1/22/14	Curriculum Change	CCMN 2010- Construction Law Pre-requisite: None Co-requisite: None
214	1/22/14	Curriculum Change	CCMN 2020- Construction Scheduling Pre-requisite: None Co-requisite: None
214	1/22/14	Curriculum Change	CCMN 2040- Construction Project Management Pre-requisite: CCMN 1070 Co-requisite: None
220	1/13/14	Curriculum Change	CUUL 1120- Principles of Cooking Pre-requisites: CUUL 1000, CUUL 1110 Co-requisite: CUUL 1110
228	4/30/14	Curriculum Change	EMSP 1140- Special Patient Populations Pre-requisites: EMSP 1110, EMSP 1120, and EMSP 1130
228	4/30/14	Curriculum Change	EMSP 1150- Shock and Trauma for the EMT Pre-requisites: EMSP 1110, EMSP 1120, and EMSP 1130

228	4/30/14	Curriculum Change	<p>EMSP 1160- Clinical and Practical Applications for the EMT</p> <p>Pre-requisites: EMSP 1110, EMSP 1120, and EMSP 1130</p>
228	5/27/14	Change in Contact Hours	<p>ENGL 0090- Learning Support English</p> <p>(45 Contact, 3 Credit)</p>
234-235	1/13/14	Change in Contact Hours	<p>GIFS 1101- Introduction to Geographic Information Systems</p> <p>(90 Contact, 4 Credit)</p> <p>GIFS 1103- Intermediate GIS</p> <p>(90 Contact, 4 Credit)</p> <p>GIFS 1109- Special Topics in GIS</p> <p>(90 Contact, 4 Credit)</p> <p>GIFS 1116- Spatial Analysis in GIS</p> <p>(90 Contact, 4 Credit)</p> <p>GIFS 1124- Cartographic Design for GIS</p> <p>(90 Contact, 4 Credit)</p> <p>GIFS 1126- Database Design and Management in GIS</p> <p>(90 Contact, 4 Credit)</p>
235	1/13/14	New Course	<p>GIFS 2030- GIS Exit Review (90 Contact, 2 Credit)</p> <p>Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.</p> <p>Pre-requisites: None</p> <p>Co-requisites: None</p>
236	1/22/14	Curriculum Change	<p>HRTM 1100- Introduction to Hotel, Restaurant, and Tourism Management</p> <p>Pre-requisite: Provisional Admission</p> <p>Co-requisite: None</p>

236	1/22/14	Curriculum Change	HRTM 1110- Travel Industry and Travel Geography Pre-requisite: Provisional Admission Co-requisite: None
236	1/22/14	Curriculum Change	HRTM 1130- Business Etiquette and Communication Pre-requisite: Provisional Admission Co-requisite: None
236	1/22/14	Curriculum Change	HRTM 1140- Hotel Operations Pre-requisite: Provisional Admission Co-requisite: None
236	1/22/14	Curriculum Change	HRTM 1150- Event Planning Pre-requisite: Provisional Admission Co-requisite: None
236	1/22/14	Curriculum Change	HRTM 1160- Food and Beverage Management Pre-requisite: Provisional Admission Co-requisite: None
236	1/22/14	Curriculum Change	HRTM 1170-Hospitality Industry Accounting and Financial Analysis Pre-requisite: Provisional Admission Co-requisite: None
236	1/22/14	Curriculum Change	HRTM 1201- Hospitality Marketing Pre-requisite: Provisional Admission Co-requisite: None
237	1/22/14	Curriculum Change	HRTM 1210- Hospitality Law Pre-requisite: Provisional Admission Co-requisite: None

237	1/22/14	Curriculum Change	HRTM 1220- Supervision and Leadership in the Hospitality Industry Pre-requisite: Provisional Admission Co-requisite: None
240	1/13/14	Curriculum Change	MAST 1520- Medical Billing and Coding II This course is a continuance of MAST 1510 Medical Billing and Coding I. MAST 1520 topics include: medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding, including fraud and abuse.
240	5/27/14	Change in Contact Hours	MATH 0090- Learning Support Math (45 Contact, 3 Credit)
243	1/13/14	Curriculum Change	MUSC 1101- Music Appreciation Pre-requisite: Appropriate degree level writing (English) and reading placement test scores Co-requisite: None
244	4/30/14	Curriculum Change	OPHD 1080- Contact Lens I Change pre-requisite to Program Admission
250	5/27/14	Change in Contact Hours	READ 0090- Learning Support Reading (45 Contact, 3 Credit)