

**2014 - 2015**  
**CATALOG &**  
**HANDBOOK**  
Ogeechee Technical College



**ADDENDUM EFFECTIVE FALL SEMESTER 2014**

Please note the following changes for the 2014-2015 OTC Catalog and Student Handbook.

| PROGRAM/SECTION |                | GENERAL INFORMATION      |  |
|-----------------|----------------|--------------------------|--|
| PAGE #s         | EFFECTIVE DATE | ACTION                   | INFORMATION  |
| 9               | 3/5/15         | Update                   | <p><b>Mission Statement</b><br/>           Ogeechee Technical College (OTC), a unit of the Technical College System of Georgia, is a public institution of higher education that contributes to the economic, educational, and community development of its three-county service area of Bulloch, Evans, and Screven counties. OTC provides student-centered, academic, and technical education programs at the associate degree, diploma, and certificate levels utilizing traditional and distance education methodologies, support services, adult education, continuing education, and customized business and industry workforce training to the citizens of the communities it serves.</p> |
| 10              | 8/25/14        | Clarification of address | <p>The <b>Nurse Aide</b> program is approved by Alliant GMCF (Georgia Medical Care Foundation), 1455 Lincoln Parkway, Suite 800, Atlanta, GA 30346 or P.O. Box 105753, Atlanta, GA 30348, Phone 800.414.4358.</p>  |
| PROGRAM/SECTION |                | ADMISSIONS               |  |
| PAGE #s         | EFFECTIVE DATE | ACTION                   | INFORMATION  |
| 16              | 8/25/14        | Update/Replace Wording   | <p><b>PSB Aptitude Examination</b><br/>           PSB's <u>Aptitude for Practical Nursing Examination</u> is the result of requirements and needs expressed by education professionals responsible for preparing qualified, competent practical and vocational nurses. The examination addresses the required pre-requisite and acquired educational achievements commensurate with the objectives of the career preparation program for practical or vocational nursing and can predict an individual's readiness and capability for successful completion of the educational program designed to prepare the</p>   |

|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>qualified practical or vocational nurse. It comprises five separate tests that measure abilities, skills, knowledge and attitudes important for success in the program and career choice.</p> <p><u>The PSB Health Occupations Aptitude Examination</u> is selectively normed on applicants for admission to all of the various health care career choices and can predict an individual's readiness and capability for successful completion of the educational program designed to prepare qualified health care personnel. The examination addresses required pre-requisite and acquired educational achievements commensurate with the objectives of the preparation program. It comprises five separate tests that measure abilities, skills, knowledge and attitudes important for success in the program and career choice.</p> <p>The exams are given several times each semester. A student will be allowed four testing attempts of the PSB exam. A student is required to wait a minimum of 30 calendar days between the first and second attempts. If a student chooses to take the exam more than two times, he/she will be required to wait a minimum of six months between each additional attempt. PSB scores from other schools will not be accepted. A student will be allowed one attempt at no charge and will be required to pay a \$25 retest fee for each subsequent attempt. Students will be administered the entire exam during each exam attempt.</p> <p>A student may schedule for and/or find out when the test is administered by visiting the Assessment Center online at <a href="http://www.ogeecheetech.edu/testing">http://www.ogeecheetech.edu/testing</a>. Study guides are available in the Assessment Center and the Library. Test resources may also be found online at</p> |
|--|--|--|--|

|   |                       |                                   |   |
|---|-----------------------|-----------------------------------|---|
|   |                       |                                   | <a href="http://www.psbtests.com/web/guest/test-resources/#sampleQ">http://www.psbtests.com/web/guest/test-resources/#sampleQ</a> .<br><br>Additional information regarding the PSB test may be found at <a href="http://www.psbtests.com">www.psbtests.com</a> .   |
| <b>PROGRAM/SECTION</b>  |                       | <b>CAMPUS SAFETY AND SECURITY</b> |   |
| <b>PAGE #s</b>  | <b>EFFECTIVE DATE</b> | <b>ACTION</b>                     | <b>INFORMATION</b>  |
| 24  | 8/25/14               | Correct/Replace Wording           | <p><b>Intruder/Hostage/Terrorism/Civil Disturbance/Student Disruptions</b><br/>         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 secure-in-place of the building(s). A secure-in-place 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.</p> <p>A secure-in-place 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.</p> |
| <b>PROGRAM/SECTION</b>  |                       | <b>FEES AND EXPENSES</b>          |   |
| <b>PAGE #s</b>  | <b>EFFECTIVE DATE</b> | <b>ACTION</b>                     | <b>INFORMATION</b>  |
| 31  | 2/18/15               | Typographical Correction          | <b>Early Childhood</b><br>ECCE 2116 Math & Science \$10   |
| <b>PROGRAM/SECTION</b>  |                       | <b>BUSINESS MANAGEMENT</b>        |   |
| <b>PAGE #s</b>  | <b>EFFECTIVE DATE</b> | <b>ACTION</b>                     | <b>INFORMATION</b>  |
| 91  | 1/12/15               | Add New Programs                  | See information below:  |
| <b><i>Medical Office Manager Technical Certificate (MFM1)</i></b> |                       |                                   |   |

## DESCRIPTION

The Medical Office Manager Technical Certificate program focuses on entry-level skills necessary to perform a variety of managerial duties. This program introduces students to medical terminology, staff supervision/management, and leadership.

## EMPLOYMENT OPPORTUNITIES

Graduates of the Medical Office Manager technical certificate program are prepared to work in entry-level management positions in medical offices.

## 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 |
|---------|---------|---------|-----------|---------|
| COMPASS | 79      | 62      | NA        | 37      |
| SAT     | 450     | NA      | 440       | NA      |
| ACT     | 17      | 16      | 19        | NA      |

## MEDICAL OFFICE MANAGER TECHNICAL CERTIFICATE CURRICULUM

The curriculum for the Medical Office Manager Technical Certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 27 semester credit hours. The program requires a minimum of 435 contact hours and generally takes 2 semesters to complete.

| Program Courses                                   | Credits   |
|---|-----------|
| <b>General Education Core</b>                     | <b>19</b> |
| Area I – Language Arts/Communication              |           |
| ENGL 1101 – Composition and Rhetoric (OL)         | 3         |
| Area II – Social/Behavioral Sciences              |           |
| HIST 2111- U.S. History I                         | 3         |
| <i>Select one Social Science course</i>           | 3         |
| PSYC 1101- Introductory Psychology (OL)           |           |
| SOCI 1101- Introduction to Sociology              |           |
| Area III – Natural Sciences/Mathematics           |           |
| <i>Select one Math course</i>                     | 3         |
| MATH 1101 – Mathematical Modeling                 |           |
| MATH 1111 – College Algebra (OL)                  |           |
| <i>Select one Traditional Lab Science Cluster</i> | 4         |
| BIOL 1111- Biology I                              |           |
| BIOL 1111L- Biology Lab I                         |           |
| <i>OR</i>   |           |
| CHEM 1211- Chemistry I                            |           |

|  |          |
|--|----------|
| CHEM 1211L- Chemistry Lab I                                    |          |
| Area IV – Humanities/Fine Arts – Select 1                      | 3        |
| ARTS 1101- Art Appreciation                                    |          |
| MUSC 1101-Music Appreciation                                   |          |
| <b>Occupational Courses</b>                                    | <b>8</b> |
| ALHS 1090- Medical Terminology for Allied Health Sciences (OL) | 2        |
| MGMT 1100- Principles of Management (OL)                       | 3        |
| MGMT 1115- Leadership (OL)                                     | 3        |

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

**PROGRAM COSTS**

Tuition/Fees: \$3,079

Books/Supplies: \$1,200

*(Costs are estimates and are subject to change.)*

***Advanced Medical Office Manager Technical Certificate (AM01)***

**DESCRIPTION**

The Advanced Medical Office Manager certificate program focuses on the skills necessary for a variety of managerial and clerical duties. This program will introduce students to medical insurance, accounting principles, and standardized recordkeeping procedures.

**EMPLOYMENT OPPORTUNITIES**

Graduates of the Advanced Medical Office Manager technical certificate program are prepared to work in entry-level management positions in medical offices.

**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 |
|---------|---------|---------|-----------|---------|
| COMPASS | 79      | 62      | NA        | 37      |
| SAT     | 450     | NA      | 440       | NA      |
| ACT     | 17      | 16      | 19        | NA      |

**ADVANCED MEDICAL OFFICE MANAGER CURRICULUM**

The curriculum for the Advanced Medical Office Manager certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 26 semester credit hours. The program requires a minimum of 405 contact hours and generally takes 2 semesters to complete.

|                                      |                |
|--------------------------------------|----------------|
| <b>Program Courses</b>               | <b>Credits</b> |
| <b>General Education Core</b>        | <b>15</b>      |
| Area I – Language Arts/Communication |                |

|  |           |
|--|-----------|
| ENGL 1102 – Literature and Composition (OL)  | 3         |
| ENGL 2130- American Literature (OL)          | 3         |
| Area II – Social/Behavioral Sciences         |           |
| HIST 2112- U.S. History II                   | 3         |
| POLS 1101- American Government               | 3         |
| ECON 1101-Principles of Economics            | 3         |
| <b>Occupational Courses</b>                  | <b>11</b> |
| BUSN 1015- Introduction to Medical Insurance | 4         |
| ACCT 1100- Financial Accounting I (OL)       | 4         |
| MGMT 1105- Organizational Behavior (OL)      | 3         |

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$2,990

Books/Supplies: \$1,000

(Costs are estimates and are subject to change.)

| PROGRAM/SECTION |                | COMPUTER INFORMATION SYSTEMS |                        |
|-----------------|----------------|------------------------------|------------------------|
| PAGE #s         | EFFECTIVE DATE | ACTION                       | INFORMATION            |
| 95              | 1/12/15        | Add New Programs             | See information below: |

### ***Computer Security Specialist Technical Certificate (CS11)***

#### DESCRIPTION

The Computer Security Specialist TCC focuses on the skills necessary to maintain a secure IT environment in the workplace. This program introduces students to basic security protocols.

#### EMPLOYMENT OPPORTUNITIES

Graduates of the Computer Security Specialist technical certificate program are prepared to be responsible for protecting the computer networks of a company or government agency. Someone in an entry-level position may operate software to monitor and analyze information, while a more senior-level position could require investigative work to determine whether a security breach has occurred.

#### 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 |
|---------|---------|---------|-----------|---------|
| COMPASS | 79      | 62      | NA        | 37      |
| SAT     | 450     | NA      | 440       | NA      |

ACT

17

16

19

NA

## COMPUTER SECURITY SPECIALIST CURRICULUM

The curriculum for the Computer Security Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 26 semester credit hours. The program requires a minimum of 465 contact hours and generally takes 2 semesters to complete.

| Program Courses  | Credits   |
|--|-----------|
| <b>General Education Core</b>                              | <b>19</b> |
| Area I – Language Arts/Communication                       |           |
| ENGL 1101 – Composition and Rhetoric (OL)                  | 3         |
| Area II – Social/Behavioral Sciences – Select 1            |           |
| HIST 2111- U.S. History I                                  | 3         |
| <i>Select one Social Science course from the following</i> | 3         |
| PSYC 1101-Introductory Psychology (OL)                     |           |
| SOCI 1101-Introduction to Sociology (OL)                   |           |
| Area III – Natural Sciences/Mathematics                    |           |
| <i>Select one Math course from the following</i>           | 3         |
| MATH 1101 – Mathematical Modeling                          |           |
| MATH 1111 – College Algebra (OL)                           |           |
| <i>Select one Traditional Lab Science cluster</i>          | 4         |
| BIOL 1111- Biology I                                       |           |
| BIOL 1111L- Biology Lab I                                  |           |
| <i>OR</i>  |           |
| CHEM 1211- Chemistry I                                     |           |
| CHEM 1211L- Chemistry Lab I                                |           |
| Area IV – Humanities/Fine Arts- Select 1                   | 3         |
| ARTS 1101- Art Appreciation                                |           |
| MUSC 1101-Music Appreciation                               |           |
| <b>Occupational Courses</b>                                | <b>7</b>  |
| CIST 1401- Computer Networking Fundamentals                | 4         |
| CIST 1601- Information Security Fundamentals               | 3         |

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$2,990

Books/Supplies: \$1,000

(Costs are estimates and are subject to change.)



## ***Advanced Computer Security Specialist Technical Certificate (AG71)***

### **DESCRIPTION**

The Advanced Computer Security Specialist certificate program focuses on the skills necessary to maintain a secure IT environment in the workplace. This program introduces students to more advanced security protocols and the use of forensics.

### **EMPLOYMENT OPPORTUNITIES**

Graduates of the Advanced Computer Security Specialist technical certificate program are prepared to be responsible for protecting the computer networks of a company or government agency. Someone in an entry-level position may operate software to monitor and analyze information, while a more senior-level position could require investigative work to determine whether a security breach has occurred.

### **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:

| <b>TEST</b>    | <b>Reading</b> | <b>Writing</b> | <b>Numerical</b> | <b>Algebra</b> |
|----------------|----------------|----------------|------------------|----------------|
| <b>COMPASS</b> | 79             | 62             | NA               | 37             |
| <b>SAT</b>     | 450            | NA             | 440              | NA             |
| <b>ACT</b>     | 17             | 16             | 19               | NA             |

### **ADVANCED COMPUTER SECURITY SPECIALIST CURRICULUM**

The curriculum for the Advanced Computer Security Specialist technical certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 27 semester credit hours. The program requires a minimum of 495 contact hours and generally takes 2 semesters to complete.

| <b>Program Courses</b>                             | <b>Credits</b> |
|--|----------------|
| <b>General Education Core</b>                      | <b>15</b>      |
| Area I – Language Arts/Communication               |                |
| ENGL 1102 – Literature and Composition (OL)        | 3              |
| ENGL 2130- American Literature (OL)                | 3              |
| Area II – Social/Behavioral Sciences               |                |
| HIST 2112- U.S. History II                         | 3              |
| POLS 1101- American Government                     | 3              |
| ECON 1101-Principles of Economics                  | 3              |
| <b>Occupational Courses</b>                        | <b>12</b>      |
| CIST 2601- Implementing Operating Systems Security | 4              |
| CIST 2602- Network Security                        | 4              |
| CIST 2612- Computer Forensics                      | 4              |

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

**PROGRAM COSTS**

Tuition/Fees: \$3,079  
 Books/Supplies: \$1,000  
 (Costs are estimates and are subject to change.)

| PROGRAM/SECTION |                | CONSTRUCTION                     |  |
|-----------------|----------------|----------------------------------|--|
| PAGE #s         | EFFECTIVE DATE | ACTION                           | INFORMATION  |
| 105             | 1/12/15        | Curriculum Change                | <b>Construction Management Diploma (CM42)</b><br>Replace COMP 1000 with Occupational Elective (3 hours)  |
| PROGRAM/SECTION |                | CULINARY ARTS                    |  |
| PAGE #s         | EFFECTIVE DATE | ACTION                           | INFORMATION  |
| 118             | 2/18/15        | Typographical Correction         | Course Supply Fees: <ul style="list-style-type: none"> <li>• CUUL 1120 Principles of Cooking \$80</li> <li>• CUUL 1220 Baking Principles \$80</li> <li>• CUUL 1320 Garde Manger \$80</li> <li>• CUUL 1129 Fundamentals of Restaurant Operations \$80</li> <li>• CUUL 2160 Contemporary Cuisine \$80</li> </ul> |
| PROGRAM/SECTION |                | EARLY CHILDHOOD CARE & EDUCATION |  |
| PAGE #s         | EFFECTIVE DATE | ACTION                           | INFORMATION  |
| 125, 127, 128   | 2/18/15        | Typographical Correction         | Course Supply Fees: <ul style="list-style-type: none"> <li>• ECCE 2116 Math &amp; Science \$10</li> <li>• ECCE 1105 Health, Safety &amp; Nutrition \$10</li> <li>• ECCE 1112 Curriculum &amp; Assessment \$10</li> <li>• ECCE 1113 Creative Activities for Children \$10</li> </ul>                            |
| PROGRAM/SECTION |                | ELECTRICAL SYSTEMS TECHNOLOGY    |  |
| PAGE #s         | EFFECTIVE DATE | ACTION                           | INFORMATION  |
| 130             | 1/12/15        | Add New Program                  | See information below:   |

***Industrial Electrical Technology Diploma (IET2)***

**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 industrial, residential, or commercial electricians.

### 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 |
|---------|---------|---------|-----------|---------|
| COMPASS | 70      | 32      | 26        | NA      |
| SAT     | 450     | NA      | 440       | NA      |
| ACT     | 17      | 16      | 19        | NA      |

### INDUSTRIAL ELECTRICAL TECHNOLOGY CURRICULUM

The curriculum for the Industrial Electrical Technology diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 43 semester credit hours. The program requires a minimum of 745 contact hours and generally takes 3 semesters to complete.

| Program Courses  | Credits   |
|--|-----------|
| <b>Basic Skills Courses</b>  | <b>8</b>  |
| MATH 1012- Foundations of Mathematics (OL)                           | 3         |
| ENGL 1010- Fundamentals of English I (OL)                            | 3         |
| EMPL 1000- Interpersonal Relations and Professional Development (OL) | 2         |
| <b>Occupational Courses</b>  | <b>35</b> |
| IDFC 1007- Industrial Safety Procedures                              | 2         |
| ELTR 1060- Electrical Prints, Schematics, and Symbols                | 2         |
| <i>Select One of the Following Courses</i>                           | 3         |
| IDFC 1011- Direct Current I  |           |
| IDSY 1101- DC Circuit Analysis                                       |           |
| <i>Select One of the Following Courses</i>                           | 3         |
| ELTR 1020- Electrical Systems Basics I                               |           |
| IDFC 1012- Alternating Current I                                     |           |
| IDSY 1105- AC Circuit Analysis                                       |           |
| ELTR 1080- Commercial Wiring I                                       | 5         |
| ELTR 1090- Commercial Wiring II                                      | 3         |
| ELTR 1180- Electrical Controls                                       | 4         |
| ELTR 1220- Industrial PLC's  | 4         |
| ELTR 1270- N.E.C. Industrial Wiring Applications                     | 4         |
| <i>Occupationally Related Electives</i>                              | 5         |

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

**PROGRAM COSTS**

Tuition/Fees: \$4,841  
 Books/Supplies: \$1,000  
 (Costs are estimates and are subject to change.)

| PROGRAM/SECTION |                | FUNERAL SERVICE EDUCATION |             |
|-----------------|----------------|---------------------------|-------------|
| PAGE #s         | EFFECTIVE DATE | ACTION                    | INFORMATION |

|     |         |                        |   |
|-----|---------|------------------------|---|
| 143 | 2/18/15 | Add Omitted Course Fee | Embalming Lab for Cadaver Donation Program \$30 |
|-----|---------|------------------------|---|

| PROGRAM/SECTION |                | GEOGRAPHIC INFORMATION SYSTEMS |             |
|-----------------|----------------|--------------------------------|-------------|
| PAGE #s         | EFFECTIVE DATE | ACTION                         | INFORMATION |

|     |         |                   |  |
|-----|---------|-------------------|--|
| 144 | 1/12/15 | Curriculum Change | <b>Geographic Information Systems Associate of Applied Science (GI13)</b><br>See revised curriculum below: |
|-----|---------|-------------------|--|

|  |         |
|--|---------|
| Program Courses  | Credits |
| General Education Core                                     | 15      |
| Area I – Language Arts/Communication                       | 3       |
| ENGL 1101 – Composition and Rhetoric (OL)                  |         |
| Area II – Social/Behavioral Sciences                       | 3       |
| PSYC 1101 – Introductory Psychology (OL)                   |         |
| Area III – Natural Sciences/Mathematics                    | 3       |
| MATH 1111 – College Algebra (OL)                           |         |
| Area IV – Humanities/Fine Arts- Select 1                   | 3       |
| ARTS 1101- Art Appreciation                                |         |
| ENGL 2130- American Literature (OL)                        |         |
| HUMN 1101 – Introduction to Humanities                     |         |
| MUSC 1101- Music Appreciation                              |         |
| Program Specific Requirements                              | 3       |
| General Core Elective                                      |         |
| Occupational Courses                                       | 45      |
| 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  |
|                        |                       |                                      | <i>Select one of the following courses</i>  | 4  |
|                        |                       |                                      | GIFS 1126 – Database Design and Management in GIS   |    |
|                        |                       |                                      | CIST 2129- Comprehensive Database Techniques  |    |
|                        |                       |                                      | GIFS 2030- Geographic Information System Exit Review  | 2  |
|                        |                       |                                      | <i>Choose one of the following track options</i>  | 11 |
|                        |                       |                                      | Option I:<br>GIFS 2000 – Geographic Information Systems Practicum/Internship (3 hrs) and choose 8 hours of any AGRB, CIST, FWMT, HRTM, BUSN, MGMT or MKTG course  |    |
|                        |                       |                                      | Option II:<br>GIFS 2010 – Geographic Information Systems Practicum/Internship (4 hrs) and choose 7 hours of any AGRB, CIST, FWMT, HRTM, BUSN, MGMT or MKTG course   |    |
| 146                    | 1/12/15               | Curriculum Change                    | <b>Geographic Information Systems Diploma (GI12)</b><br>Remove COMP 1000- Introduction to Computers (3 hours).<br>Remove GIFS 2010- Geographic Information Systems Practicum/Internship (4 hours).<br>Add Occupational Elective (3 hours).<br>Total program credit hours are reduced to 43.   |    |
| <b>PROGRAM/SECTION</b> |                       | <b>HEALTH INFORMATION TECHNOLOGY</b> |   |    |
| <b>PAGE #s</b>         | <b>EFFECTIVE DATE</b> | <b>ACTION</b>                        | <b>INFORMATION</b>  |    |
| 147                    | 5/18/15               | Name Change                          | <b>Health Information Technology Degree (HI13)</b><br>Change name of program to Health Information Management Technology Degree.  |    |
| <b>PROGRAM/SECTION</b> |                       | <b>MEDICAL ASSISTING</b>             |   |    |
| <b>PAGE #s</b>         | <b>EFFECTIVE DATE</b> | <b>ACTION</b>                        | <b>INFORMATION</b>  |    |
| 162                    | 8/25/14               | Correct Typographical Error          | <b>Accreditation/Approval</b><br>The <b>Medical Assisting</b> program is accredited by the Commission on Accreditation of Allied Health Education Programs ( <a href="http://www.caahep.org">www.caahep.org</a> ) upon the recommendation of the Medical Assisting Education Review Board (MAERB, <a href="http://www.maerb.org">www.maerb.org</a> ) of the American Association of Medical Assistants' Endowment (AAMAE). CAAHEP may be contacted at 1361 Park Street, |    |

Clearwater, FL 33756, Phone 727.210.2350.  
Web: www.caahep.org.

|                        |                       |                                      |                        |
|------------------------|-----------------------|--------------------------------------|------------------------|
| <b>PROGRAM/SECTION</b> |                       | <b>NEUROMUSCULAR MASSAGE THERAPY</b> |                        |
| <b>PAGE #s</b>         | <b>EFFECTIVE DATE</b> | <b>ACTION</b>                        | <b>INFORMATION</b>     |
| 165                    | 1/12/15               | Add New Program                      | See information below: |

# NEUROMUSCULAR MASSAGE THERAPY

*(Pending Approval from SACSCOC)*

## *Neuromuscular Massage Therapist Diploma (NT12)*

**DESCRIPTION**

The Neuromuscular Therapist program consists of a sequence of courses that prepares students for careers in the field of Neuromuscular Therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Curriculum fundamentals, Swedish massage, musculoskeletal anatomy, identification of diseases and conditions, medical documentation, and client care prepare the graduate for an entry level position. Specialized training in nervous system pathology, postural analysis, neuromuscular therapy, muscle energy techniques, myofascial release and clinical reasoning establish this program and its graduates as specialists in their field. Program graduates receive a Neuromuscular Therapy diploma, which qualifies them to take the National Certification Examination for Therapeutic Massage (NCETM) offered by the National Certification Board of Therapeutic Massage (NCBTMB) or and apply for Georgia licensure.

**EMPLOYMENT OPPORTUNITIES**

Graduates of the Neuromuscular Massage Therapist diploma program are prepared to find employment in personal care services establishments, the offices of physicians and chiropractors, fitness and recreational sports centers and hotels, or through self-employment.

**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 |
|---------|---------|---------|-----------|---------|
| COMPASS | 70      | 32      | 26        | NA      |
| SAT     | 450     | NA      | 440       | NA      |
| ACT     | 17      | 16      | 19        | NA      |

**NEUROMUSCULAR MASSAGE THERAPIST CURRICULUM**

The curriculum for the Neuromuscular Massage Therapist diploma 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 56 semester credit hours. The program requires a minimum of 1275 contact hours and generally takes 4 semesters to complete.

|                        |                |
|------------------------|----------------|
| <b>Program Courses</b> | <b>Credits</b> |
|------------------------|----------------|

|  |           |
|--|-----------|
| <b>Basic Skills</b>  | <b>9</b>  |
| ENGL 1010- Fundamentals of English I (OL)                      | 3         |
| <i>Select one Math course</i>                                  | 3         |
| MATH 1011- Business Math (OL)                                  |           |
| MATH 1012- Fundamentals of Mathematics (OL)                    |           |
| PSYC 1010- Basic Psychology (OL)                               | 3         |
| <b>Occupational Courses</b>                                    | <b>47</b> |
| ALHS 1011- Structure and Function of the Human Body (OL)       | 5         |
| ALHS 1090- Medical Terminology for Allied Health Sciences (OL) | 2         |
| NEUT 1001- Musculoskeletal Anatomy and Physiology I            | 4         |
| NEUT 1005- Musculoskeletal Anatomy and Physiology II           | 4         |
| NEUT 1020- Pathology for the Neuromuscular Therapist           | 2         |
| NEUT 1030- Neuromuscular Therapy Fundamentals                  | 3         |
| NEUT 1050- Technique and Theory I                              | 5         |
| NEUT 1120- Clinic II   | 2         |
| NEUT 1060- Clinic I  | 2         |
| NEUT 1010- Neural Science                                      | 4         |
| NEUT 1080- Techniques and Theory II                            | 3         |
| NEUT 1081- Techniques and Theory III                           | 3         |
| NEUT 1110- Licensure Review                                    | 3         |
| NEUT 1100- Adjunctive Modalities                               | 3         |
| NEUT 1230- Professional Leadership for Neuromuscular Therapist | 2         |

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

### PROGRAM COSTS

Tuition/Fees: \$6,336

Books/Supplies: \$1,500

(Costs are estimates and are subject to change.)

| PROGRAM/SECTION |                | OPTICIANRY        |  |
|-----------------|----------------|-------------------|--|
| PAGE #s         | EFFECTIVE DATE | ACTION            | INFORMATION  |
| 167             | 10/2/14        | Curriculum Change | <b>Opticianry Degree (OP13)</b><br>Add MATH 1101- Mathematical Modeling as an Area III option.   |
| 166-167         | 1/12/15        | Curriculum Change | <b>Opticianry Degree (OP13)</b><br>Reduce total semester credit hours from 72 to 71 hours<br>OPHD 1030 is reduced from 3 credit hours to 2 credit hours. |

|         |         |                   |   |
|---------|---------|-------------------|---|
|         |         |                   | OPHD 2090 is reduced from 6 credit hours to 5 credit hours.<br>OPHD 2190 is increased from 5 credit hours to 6 credit hours.  |
| 168-169 | 1/12/15 | Curriculum Change | <b>Opticianry Diploma (OP14)</b><br>Reduce total semester credit hours from 65 to 64 hours<br>Delete EMPL 1000<br>Delete COMP 1000<br>OPHD 1030 is reduced from 3 credit hours to 2 credit hours.<br>OPHD 2090 is reduced from 6 credit hours to 5 credit hours.<br>OPHD 2190 is increased from 5 credit hours to 6 credit hours. |

| PROGRAM/SECTION |                | PARAMEDICINE TECHNOLOGY |                        |
|-----------------|----------------|-------------------------|------------------------|
| PAGE #s         | EFFECTIVE DATE | ACTION                  | INFORMATION            |
| 169             | 1/12/15        | Add New Program         | See information below: |

### ***Emergency Medical Responder Technical Certificate (EB71)***

#### **DESCRIPTION**

The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight.

#### **EMPLOYMENT OPPORTUNITIES**

The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of prehospital, industrial and first responder settings.

#### **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 | Algebra |
|---------|---------|---------|-----------|---------|
| COMPASS | 70      | 32      | 26        | NA      |

#### **EMERGENCY MEDICAL RESPONDER CURRICULUM**

The curriculum for the Emergency Medical Responder Technical Certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 11 semester credit hours. The program requires a minimum of 195 contact hours and generally takes 1 semester to complete.



| Program Courses  | Credits |
|--|---------|
| ALHS 1011- Structure and Function of the Human Body (OL)       | 5       |
| EMSP 1010- Emergency Medical Responder                         | 4       |
| ALHS 1090- Medical Terminology for Allied Health Sciences (OL) | 2       |

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

### PROGRAM COSTS

Tuition/Fees (in addition to diploma program): \$1,317

Books/Supplies: \$400

(Costs are estimates and are subject to change.)

| PROGRAM/SECTION |                | PHARMACY TECHNOLOGY         |   |
|-----------------|----------------|-----------------------------|---|
| PAGE #s         | EFFECTIVE DATE | ACTION                      | INFORMATION   |
| 174             | 8/25/14        | Correction                  | <b>Pharmacy Technology Diploma (PT22)</b><br>Number of Practicum Sites: 24<br>General Location of the Practicum Sites:<br>Bulloch, Candler, Chatham, Effingham,<br>Emanuel, Evans, Jefferson and Screven<br>Counties.                                   |
| PROGRAM/SECTION |                | PRACTICAL NURSING           |   |
| PAGE #s         | EFFECTIVE DATE | ACTION                      | INFORMATION   |
| 176             | 8/25/14        | Clarification of address    | <b>Accreditation/Approval</b><br>The <b>Nurse Aide</b> program is approved by<br>Alliant GMCF (Georgia Medical Care<br>Foundation), 1455 Lincoln Parkway, Suite 800,<br>Atlanta, GA 30346 or P.O. Box 105753, Atlanta,<br>GA 30348, Phone 800.414.4358. |
| PROGRAM/SECTION |                | RADIOLOGY PICTURE ARCHIVING |   |
| PAGE #s         | EFFECTIVE DATE | ACTION                      | INFORMATION   |
| 188             | 8/25/14        | Curriculum Change           | <b>Radiology PACS Specialist Diploma (RPS4)</b><br>Replace MATH 1013 with MATH 1012.  |
| 188             | 5/18/15        | Curriculum Change           | <b>Radiology PACS Specialist Diploma (RPS4)</b><br>See revised curriculum below   |

### RADIOLOGY PACS SPECIALIST DIPLOMA CURRICULUM

The curriculum for the Radiology PACS Specialist diploma program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 59 semester credit hours. The program requires a minimum of 1395 contact hours and generally takes 4 semesters to complete.

| <u>Program Courses</u> | <u>Credit</u> |
|------------------------|---------------|
| Basic Skills Courses   | 6             |

|   |           |
|---|-----------|
| ENGL 1010 – Fundamentals of English I (OL)                            | 3         |
| MATH 1012- Foundations of Mathematics (OL)                            | 3         |
| <b>Occupational Courses</b>   | <b>53</b> |
| RAPS 1110 – Introduction to Imaging Informatics                       | 6         |
| CIST 1001 – Computer Concepts (OL)                                    | 4         |
| RAPS 1120 – Radiology Basics for Imaging Informatics                  | 7         |
| CIST 1122 - Hardware Installation and Maintenance (OL)                | 4         |
| RAPS 1150 - Advanced Concepts of Imaging Informatics                  | 7         |
| RAPS 1160 - Theoretical Concepts of DICOM and HL7                     | 5         |
| CIST 1601 - Information Security Fundamentals (OL)                    | 3         |
| RAPS 1130 - Imaging Informatics Clinical I* (IIC1)                    | 4         |
| RAPS 1140 - Imaging Informatics Clinical II* (IIC2)                   | 7         |
| RAPS 1101 - Imaging Informatics Image QC/QA, Regulations and Security | 2         |
| CIST 1401- Computer Networking Fundamentals                           | 4         |

| PROGRAM/SECTION |                | SONOGRAPHY              |   |
|-----------------|----------------|-------------------------|---|
| PAGE #s         | EFFECTIVE DATE | ACTION                  | INFORMATION   |
| 191             | 2/18/15        | Add Omitted Course Fees | <b>Diagnostic Medical Sonography</b> <ul style="list-style-type: none"> <li>• DMSO 1010 Foundations of Sonography \$30</li> <li>• DMSO 1020 Sectional Anatomy and Normal Sonographic Appearance \$30</li> <li>• DMSO 1040 Sonographic Physics and Instrumentation \$30</li> <li>• DMSO 1050 Abdominal Sonography I \$30</li> <li>• DMSO 1070 Pelvic Sonography and First Trimester Obstetrics \$30</li> <li>• DMSO 1090 Introduction to Vascular Sonography \$30</li> <li>• DMSO 2010 OB Second and Third Trimesters \$30</li> <li>• DMSO 2020 Specialized Sonographic Procedures \$30</li> </ul> |
| 194             | 2/18/15        | Add Omitted Course Fees | <b>Echocardiography</b> <ul style="list-style-type: none"> <li>• CAVT 1030 Electrophysiology and Cardiac Anatomy \$30</li> <li>• CAVT 1080 Advanced Hemodynamics &amp; Cardiac Physiology \$30</li> <li>• ECHO 1100 Echocardiography</li> </ul>   |

|                        |                       |                          |  |
|------------------------|-----------------------|--------------------------|--|
|                        |                       |                          | Fundamentals \$30<br>• ECHO 1310 Echocardiography I \$30<br>• ECHO 1320 Echocardiography II \$30 |
| <b>PROGRAM/SECTION</b> |                       | <b>TECHNICAL STUDIES</b> |  |
| <b>PAGE #s</b>         | <b>EFFECTIVE DATE</b> | <b>ACTION</b>            | <b>INFORMATION</b>   |
| 200                    | 1/12/15               | Add New Program          | See information below:   |

## TECHNICAL STUDIES

### *Applied Technical Management Associate of Applied Science (AS33)*

#### DESCRIPTION

The Associate of Applied Science degree in Applied Technical Management allows a student to complete a diploma in a TCSG program and to continue to this Associate of Applied Science. In addition to the skills and knowledge obtained in the diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

#### EMPLOYMENT OPPORTUNITIES

Graduates of the Applied Technical Management Associate of Applied Science degree program are prepared to advance their job opportunities in their technical field. The Applied Technical Management degree provides students with general education and business-related skills beyond the diploma 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;
- Must have completed a diploma program;
- Meet the following assessment requirements:

| TEST    | Reading | Writing | Numerical | Algebra |
|---------|---------|---------|-----------|---------|
| COMPASS | 79      | 62      | NA        | 37      |
| SAT     | 450     | NA      | 440       | NA      |
| ACT     | 17      | 16      | 19        | NA      |

#### APPLIED TECHNICAL MANAGEMENT CURRICULUM

The curriculum for the Applied Technical Management Associate of Applied Science 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 68 semester credit hours. The program requires a minimum of 1005 contact hours and generally takes 5 semesters to complete.

| Program Courses                           | Credits   |
|---|-----------|
| <b>General Education Core</b>             | <b>15</b> |
| 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 – Select 1 | 3         |
| MATH 1100 – Quantitative Skills and Reasoning      |           |
| MATH 1101 – Mathematical Modeling                  |           |
| MATH 1111 – College Algebra (OL)                   |           |
| Area IV – Humanities/Fine Arts – Select 1          | 3         |
| ARTS 1101- Art Appreciation                        |           |
| ENGL 2130-American Literature (OL)                 |           |
| HUMN 1101-Introduction to Humanities               |           |
| MUSC 1101-Music Appreciation                       |           |
| Program-Specific Requirements                      |           |
| General Core Elective                              | 3         |
| <b>Occupational Courses</b>                        | <b>53</b> |
| Completion of Diploma Program                      | 37        |
| MGMT 1100- Principles of Management (OL)           | 3         |
| MGMT 1105- Organizational Behavior                 | 3         |
| <i>Select One Legal-Related Course</i>             | 3         |
| ACCT 2140- Legal Environment of Business (OL)      |           |
| MKTG 1130- Business Regulations & Compliance       |           |
| MGMT 2125- Performance Management (OL)             | 3         |
| ACCT 1100- Financial Accounting I (OL)             | 4         |

(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.

## PROGRAM COSTS

Tuition/Fees: \$7,742

Books/Supplies: \$1,500

(Costs are estimates and are subject to change.)

| PROGRAM/SECTION |                | COURSE DESCRIPTIONS |   |
|-----------------|----------------|---------------------|---|
| PAGE #s         | EFFECTIVE DATE | ACTION              | INFORMATION   |
| 212             | 1/12/15        | Add Course          | <b>AUTT 1021- Automotive Electrical Systems I (137 Contact, 4 Credit)</b><br>Introduces automotive electricity, emphasizes the basic principles, diagnosis, and |

|     |         |                   |  |
|-----|---------|-------------------|--|
|     |         |                   | service/repair of batteries, starting systems, starting system components, and basic lighting systems.<br>Pre-requisites: None<br>Co-requisites: AUTT 1010   |
| 212 | 1/12/15 | Add Course        | <b>AUTT 1022- Automotive Electrical Systems II (102 Contact/3 Credit)</b><br>Emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories.<br>Pre-requisites: None<br>Co-requisites: AUTT 1021   |
| 213 | 5/18/15 | Curriculum Change | <b>AUTT 1060- Automotive Climate Control Systems</b><br>Change Pre-requisites/Co-requisites:<br>Pre-requisites: AUTT 1020 or AUTT 1021<br>Co-requisites: AUTT 1020 or AUTT 1020  |
| 214 | 1/12/15 | Add Course        | <b>BUSN 1015- Introduction to Medical Insurance (60 Contact, 4 Credit)</b><br>This course is designed to increase efficiency and streamline administrative procedures for insurance coding and billing. Topics include documentation in the medical record, diagnostic code selections, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.<br>Pre-requisites: ALHS 1090<br>Co-requisites: None |
| 218 | 1/12/15 | Add Courses       | <b>CIST 2601- Implementing Operating Systems Security (90 Contact, 4 Credit)</b><br>This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.<br>Pre-requisites: CIST 1401 or 2451 or 2441, CIST 1601<br>Co-requisites: None  |

|     |         |            |  |
|-----|---------|------------|--|
|     |         |            | <p><b>CIST 2602- Network Security (90 Contact, 4 Credit)</b><br/> This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.<br/> Pre-requisites: CIST 1401 or 2451 or 2441, CIST 1601<br/> Co-requisites: None</p> <p><b>CIST 2612- Computer Forensics (90 Contact, 4 Credit)</b><br/> This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.<br/> Pre-requisites: CIST 1601<br/> Co-requisites: None</p>   |
| 230 | 1/12/15 | Add Course | <p><b>EMSP 1010- Emergency Medical Responder (90 Contact, 4 Credit)</b><br/> The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Service Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy &amp; Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands-on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a nationally recognized body (American</p> |

|     |          |                   |   |
|-----|----------|-------------------|---|
|     |          |                   | Heart Association, Red Cross, etc.). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.<br>Pre-requisites: Program Admission<br>Co-requisites: None |
| 231 | 5/18/15  | New Course        | <b>ENGL 2110- World Literature (45 Contact, 3 Credit)</b><br>This course explores the history of the human experience through literature and writing across cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.<br>Pre-requisite: ENGL 1101<br>Co-requisite: None  |
| 237 | 10/28/14 | Curriculum Change | <b>HIMT 1400- Coding and Classification- ICD Basic</b><br>Change HIMT 1350 to co-requisite  |
| 239 | 5/18/15  | Curriculum Change | <b>HRTM 1120- Tour and Cruise Management</b><br>Change Pre-requisite to: Provisional Admission  |
| 242 | 5/18/15  | Curriculum Change | <b>MAST 1010- Legal and Ethical Concerns in the Medical Office</b><br>Change pre-requisites to: MATH 1012, ENGL 1010, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, ALHS 1040, and BUSN 1440  |
| 242 | 5/18/15  | Curriculum Change | <b>MAST 1030- Pharmacology in the Medical Office</b><br>Change pre-requisites to: MATH 1012, ENGL 1010, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, ALHS 1040, and BUSN 1440  |
| 242 | 5/18/15  | Curriculum Change | <b>MAST 1060- Medical Office Procedures</b>   |

|     |         |                   |   |
|-----|---------|-------------------|---|
|     |         |                   | Change pre-requisites to: MATH 1012, ENGL 1010, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, ALHS 1040, and BUSN 1440  |
| 242 | 5/18/15 | Curriculum Change | <b>MAST 1080- Medical Assisting Skills I</b><br>Change pre-requisites to: MATH 1012, ENGL 1010, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, ALHS 1040, and BUSN 1440  |
| 243 | 5/18/15 | Curriculum Change | <b>MAST 1090- Medical Assisting Skills II</b><br>Change pre-requisites to: MAST 1010, MAST 1030, MAST 1060, MAST 1080   |
| 243 | 5/18/15 | Curriculum Change | <b>MAST 1100- Medical Insurance Management</b><br>Change pre-requisites to: MAST 1010, MAST 1030, MAST 1060, MAST 1080  |
| 243 | 5/18/15 | Curriculum Change | <b>MAST 1110- Administrative Practice Management</b><br>Change pre-requisites to: MAST 1010, MAST 1030, MAST 1060, MAST 1080  |
| 243 | 5/18/15 | Curriculum Change | <b>MAST 1120- Human Pathological Conditions in the Medical Office</b><br>Change name to: Human Diseases<br>Change pre-requisites to: ALHS 1011, ALHS 1090   |
| 243 | 5/18/15 | Curriculum Change | <b>MAST 1170- Medical Assisting Externship</b><br>Change pre-requisites to: MAST 1090, MAST 1100, MAST 1110, MAST 1120  |
| 243 | 5/18/15 | Curriculum Change | <b>MAST 1180- Medical Assisting Seminar</b><br>Change pre-requisites to: MAST 1090, MAST 1100, MAST 1110, MAST 1120   |
| 246 | 5/18/15 | Curriculum Change | <b>MKTG 2290- Marketing Internship/Practicum</b><br>Change pre-requisites to: MKTG 1100 and Program Instructor Approval   |
| 247 | 1/12/15 | Add Courses       | <b><u>Neuromuscular Massage Therapist</u></b><br><b>NEUT 1001- Musculoskeletal Anatomy and Physiology I (120 Contact, 4 Credit)</b><br>This is the first of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones, joints, terminology, and muscles by region.<br>Pre-requisites: Program Admission<br>Co-requisites: NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060; change to NEUT 1005, |



|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>NEUT 1050 (effective 5/18/15)</p> <p><b>NEUT 1005- Musculoskeletal Anatomy and Physiology II (120 Contact, 4 Credit)</b><br/> This is the second of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include bones, joints, terminology, and muscles by region.<br/> Pre-requisites: Program Admission<br/> Co-requisites: NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060; change to NEUT 1001, NEUT 1050 (effective 5/18/15)</p> <p><b>NEUT 1010- Neural Science (75 Contact, 4 Credit)</b><br/> This course provides an understanding of nervous system to enable the student to better assess and treat client conditions. Topics include: nervous system structure and function; communication of the neural and endocrine systems; and NMT Foundational Platform.<br/> Pre-requisites: NEUT 1000, NEUT 1030, NEUT 1050, NEUT 1060; change to ALHS 1011 (effective 5/18/15)<br/> Co-requisites: NEUT 1080, NEUT 1100; change to none (effective 5/18/15)</p> <p><b>NEUT 1020- Pathology for the Neuromuscular Therapist (30 Contact, 2 Credit)</b><br/> This course prepares students to identify general pathological conditions so as to be able to refer for medical attention or identify indications and contraindications for massage for specific body systems as states: musculoskeletal, endocrine, nervous, integumentary, circulatory and lymphatic, respiratory, gastrointestinal, urinary, and reproductive systems. Topics include: review of basic anatomy and physiology per body system; identification of pathologic conditions per body system; physiologic effects of manual</p> |
|--|--|--|--|

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>therapies upon each body system; formation of a treatment plan; indications versus contraindications for treatment; dysfunction versus disease; and critical reading.<br/> Pre-requisites: Program Admission<br/> Co-requisites: NEUT 1060; change to none (effective 5/18/15)</p> <p><b>NEUT 1030- Neuromuscular Therapy Fundamentals (75 Contact, 3 Credit)</b><br/> Provides student with knowledge and practice of basic skills necessary for maintaining a successful and responsible career as a Neuromuscular therapist. This course prepares students in practical application for clinic by developing the proper skills necessary for interviewing clients, collecting data, assessment of data collection, developing patient care plan, and proper documentation. Topics include: history of massage and body work; professionalism; effective communication skills; documentation and charting; formation of a treatment plan utilizing assessment procedures; and critical reading.<br/> Pre-requisites: Program Admission<br/> Co-requisites: NEUT 1000, NEUT 1050; change to none (effective 5/18/15)</p> <p><b>NEUT 1050- Technique and Theory I (120 Contact, 5 Credit)</b><br/> This course lays the foundation for other neuromuscular courses as it provides the essential basic skills for soft tissue manipulations. Students will learn how to incorporate the basic Swedish strokes as well as integrate each body region into a full body treatment session. Topics include: therapeutic environment; client positioning; bolstering and draping; endangerment sites; Swedish strokes per NCE; integrated routine; mobile practice; and self-care.<br/> Pre-requisites: Program Admission<br/> Co-requisites: NEUT 1000, NEUT 1030; change to NEUT 1001, NEUT 1005 (effective 5/18/15)</p> |
|--|--|--|---|

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p><b>NEUT 1060- Clinic I (90 Contact, 2 Credit)</b><br/> Students begin clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients; document assessment findings; discern indications and contraindications; develop and implement proper treatment plans; and deliver and evaluate effective Swedish and Deep tissue sessions for a minimum of three clients per week. Students will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation; effective communication skills; effective treatment; preceptor shadowing; case study; community outreach, and self-care.<br/> Pre-requisites: NEUT 1030, NEUT 1050; change to ALHS 1011, NEUT 1020, NEUT 1030, NEUT 1050 (effective 5/18/15)<br/> Co-requisites: NEUT 1000, NEUT 1020; change to none (effective 5/18/15)</p> <p><b>NEUT 1080- Techniques and Theory II (75 Contact, 3 Credit)</b><br/> This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and self-care.<br/> Pre-requisites: NEUT 1010, NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060; change to NEUT 1020, NEUT 1030, NEUT 1050 (effective 5/18/15)<br/> Co-requisites: NEUT 1010, NEUT 1100; change</p> |
|--|--|--|---|

|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>to NEUT 1010, NEUT 1060 (effective 5/18/15)</p> <p><b>NEUT 1081- Techniques and Theory III (75 Contact, 3 Credit)</b><br/> This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and self-care. Pre-requisites: NEUT 1100, NEUT 1110, NEUT 1120, NEUT 1230; change to NEUT 1080 (effective 5/18/15)<br/> Co-requisites: None</p> <p><b>NEUT 1100- Adjunctive Modalities (75 Contact, 3 Credit)</b><br/> This course is intended to be an overview of other adjunctive modalities. Further supervised study and training in these modalities is necessary for responsible therapy. Topics include: myofascial release overview; pregnancy massage; and lymphatic drainage. Pre-requisites: NEUT 1000, NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060; change to NEUT 1050 (effective 5/18/15)<br/> Co-requisites: NEUT 1110, NEUT 1230; change to none (effective 5/18/15)</p> <p><b>NEUT 1110- Licensure Review (45 Contact, 3 Credit)</b><br/> This course is an integration and review of didactic instruction in order to prepare students to take the National Certification Examination (NCETM/NCETMB) or an equivalent licensure exam approved by the Therapist's chosen state of practice. Students</p> |
|--|--|--|--|

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>will be self-directed in review of competencies of NCBTMB or other chosen licensing exam. Also, students will participate in simulated registry exams. Review topics include: anatomy, physiology, and kinesiology; massage application and assessment; pathology; professional ethics and business practices; clinical reasoning; and Eastern modalities. Pre-requisites: NEUT 1000, NEUT 1010, NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060, NEUT 1080, NEUT 1100, NEUT 1120; change to NEUT 1010, NEUT 1081 (effective 5/18/15) Co-requisites: NEUT 1100, NEUT 1230; change to NEUT 1100 (effective 5/18/15)</p> <p><b>NEUT 1120- Clinic II</b><br/> Students will continue clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients, document assessment findings, discern indications and contraindications, develop and implement proper treatment plans, and deliver and evaluate effective treatment plan sessions for a minimum of three clients per week utilizing combined therapies of NMT routines, Swedish, and deep tissue. Students will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation, advanced communication skills, effective treatment, preceptor shadowing, community outreach, and self-care.<br/> Pre-requisites: NEUT 1060, NEUT 1080; change to Program Admission (effective 5/18/15)<br/> Co-requisites: NEUT 1090; change to NEUT 1081 (effective 5/18/15)</p> <p><b>NEUT 1230- Professional Leadership for Neuromuscular Therapist (45 Contact, 2 Credit)</b><br/> This course is designed to prepare students to</p> |
|--|--|--|---|

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>develop professional leadership skills and maintain a successful practice as a Neuromuscular Therapist. This course will explore local and Georgia law as it pertains to the regulation and licensure of Massage Therapy. Also addressed are professional ethics and standards for practice per chosen professional massage therapy organization. Topics include: networking; business promotion; business management; start-up plan portfolio; financial management; State (Georgia) law; Local Law; and Professional Ethics.</p> <p>Pre-requisites: NEUT 1080; change to Program Admission (effective 5/18/15)</p> <p>Co-requisites: NEUT 1110; change to none (effective 5/18/15)</p> |
|--|--|--|---|