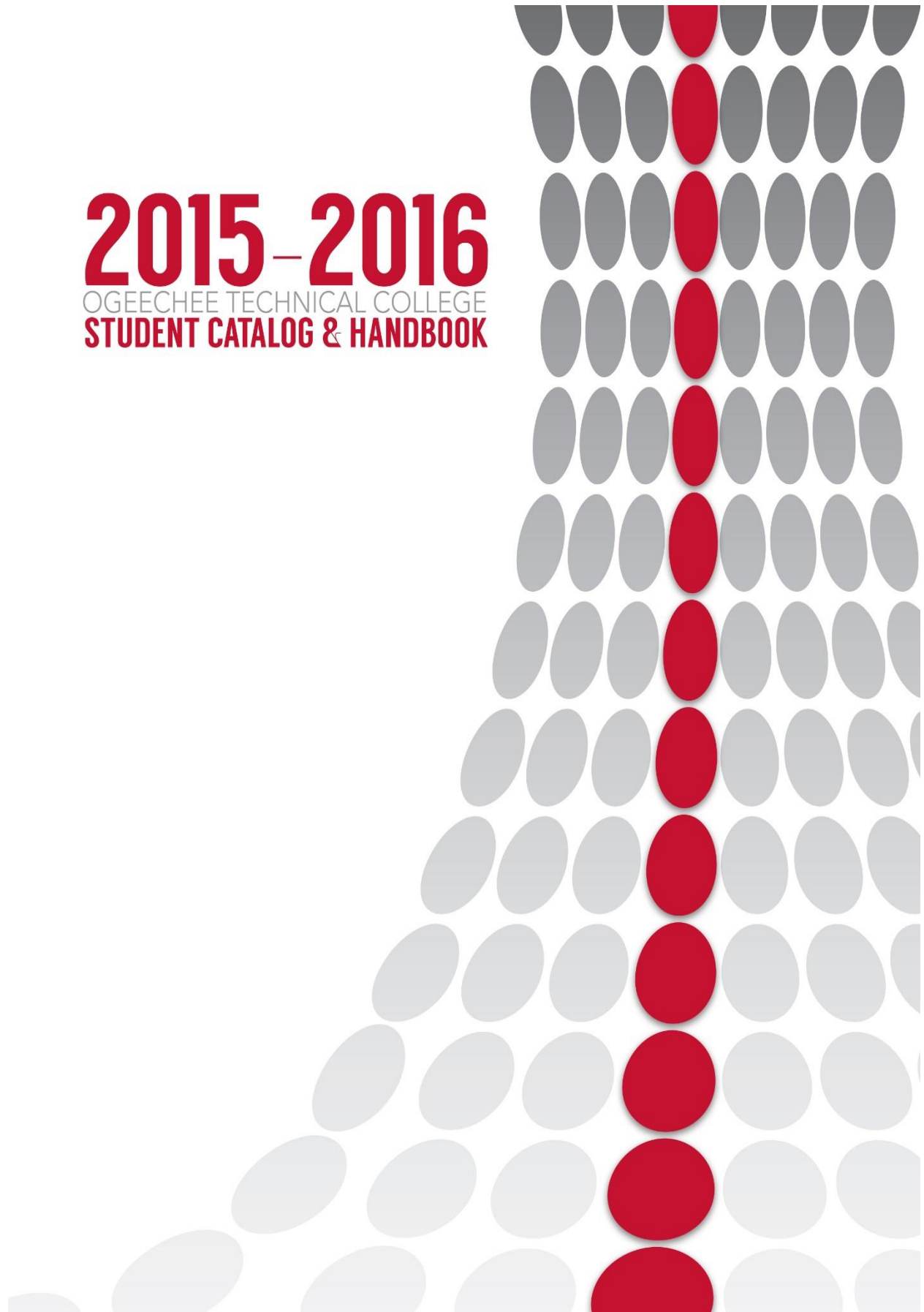


# 2015-2016

OGEECHEE TECHNICAL COLLEGE  
STUDENT CATALOG & HANDBOOK



**ADDENDUM EFFECTIVE FALL SEMESTER 2015**

**Please note the following changes for the 2015-2016 OTC Student Catalog and Handbook.**

PROGRAM/SECTION		GENERAL INFORMATION	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
10	8/17/15	Correction to spelling of CAAHEP in DMS accreditation statement	The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, www.jrcdms.org). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.
10	8/17/15	Correction to spelling of CAAHEP in Echocardiography accreditation statement	The Echocardiography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, www.jrcdms.org). CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350.
PROGRAM/SECTION		PROGRAMS OF STUDY	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
67	8/17/15	Correction to typo in major code	Advanced Medical Office Manager Technical Certificate (AMO1).
67	1/11/16	Change in program name	The name of the Business Administrative Technology Degree has changed to Business Technology Degree (BA23). <i>*All references to BA23 throughout the catalog should be titled as Business Technology Degree.</i>
67	1/11/16	Change in program name	The name of the Business Administrative Technology Diploma has changed to Business Technology Diploma (BA22). <i>*All references to BA22 throughout the catalog should be titled as Business Technology Diploma.</i>
PROGRAM/SECTION		BUSINESS ADMINISTRATIVE TECHNOLOGY	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
91	1/11/16	Add new program	See information below.

## ***Medical Front Office Assistant Certificate (MF21)***

### **DESCRIPTION**

The Medical Front Office Assistant Certificate is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related areas.

### **EMPLOYMENT OPPORTUNITIES**

Receptionists and assistants are charged with a responsibility that may affect the success of an organization-making a good first impression. Persons in these positions answer telephones, route and screen calls, greet visitors/patients, respond to inquiries from the public, and provide information about the organization.

### **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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
<b>COMPASS</b>	70	32	26
<b>SAT</b>	430	NA	400
<b>ACT</b>	13	12	17

### **MEDICAL FRONT OFFICE ASSISTANT CURRICULUM**

The curriculum for the Medical Front Office Assistant 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 22 semester credit hours. The program requires a minimum of 375 contact hours and generally takes 2 semesters to complete.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
COLL 1010- College and Career Success Skills	3
ENGL 1010- Fundamentals of English I (OL)	3
BUSN 1440- Document Production (OL)	4
BUSN 2340- Medical Administrative Procedures (OL)	4
Specific Occupational Guided Electives (OL)	6

**PROGRAM COSTS**

Tuition/Fees: \$2,684

Books/Supplies: \$500

*(Costs are estimates and are subject to change.)***Medical Billing Clerk Certificate (MB21)****DESCRIPTION**

The Medical Billing Clerk program provides instruction in medical insurance and medical billing for reimbursement purposes.

**EMPLOYMENT OPPORTUNITIES**

The Medical Billing Clerk certificate will prepare students to compile and maintain records of charges for goods and services at any health care facility. Duties may include patient billing, reimbursement, handling follow-up questions from patients, and records management.

**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
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

**MEDICAL BILLING CLERK CURRICULUM**

The curriculum for the Medical Billing Clerk 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 20 semester credit hours. The program requires a minimum of 465 contact hours and generally takes 2 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
COLL 1010- College and Career Success Skills	3

General Education Elective	3
BUSN 1440- Document Production (OL)	4
BUSN 2370- Medical Office Billing/Coding/Insurance (OL)	3
Specific Occupational Guided Elective	2
ALHS 1011- Structure and Function of the Human Body (OL)	5
ALHS 1090- Medical Terminology for Allied Health Sciences (OL)	2

**PROGRAM COSTS**

Tuition/Fees: \$2,506

Books/Supplies: \$600

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

PROGRAM/SECTION		BUSINESS MANAGEMENT	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
96	8/17/15	Correction to typo in major code	Advanced Medical Office Manager Technical Certificate (AMO1).
96	8/17/15	Add new program	See information below.

***Business Management Associate of Applied Science (MD13)***

**DESCRIPTION**

The Business Management program is designed to prepare students for entry into management and supervisory occupations in a variety of business and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

**EMPLOYMENT OPPORTUNITIES**

Graduates of the Business Management Associate of Applied Science degree program are prepared to advance their job opportunities in their technical field. The Business Management degree provides students with skills to supervise others, decide the daily priorities of the business or office, delegate projects, and coordinate teams to meet the goals of the organization.

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

## BUSINESS MANAGEMENT CURRICULUM

The curriculum for the Business 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 63 semester credit hours. The program requires a minimum of 885 contact hours and generally takes 5 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
<b>General Education Core</b>	<b>18</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)	
Area III – Natural Sciences/Mathematics – Select 1	3
MATH 1100 – Quantitative Skills and Reasoning	
MATH 1101 – Mathematical Modeling (OL)	
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 (OL)	
Program-Specific Requirements	
General Core Elective	6
<b>Occupational Courses</b>	<b>33</b>
<i>Select one of the following two courses</i>	3
ACCT 1100- Financial Accounting I (OL)	
MGMT 1135- Managerial Accounting and Finance	
<i>Select one of the following two courses</i>	3
MGMT 1110- Employment Rules and Regulations	
MKTG 1130- Business Regulations and Compliance	
COLL 1010- College and Career Success Skills	3
MGMT 1100- Principles of Management (OL)	3
MGMT 1105- Organizational Behavior (OL)	3

MGMT 1120- Introduction to Business (OL)	3
MGMT 1115- Leadership (OL)	3
MGMT 1125- Business Ethics (OL)	3
MGMT 2115- Human Resource Management (OL)	3
MGMT 2125- Performance Management (OL)	3
MGMT 2215- Team Project (OL)	3
<b>General Management Specialization</b>	<b>12</b>
<i>Business Management Guided Electives</i>	6
<i>Guided Electives</i>	6

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

**PROGRAM COSTS**

Tuition/Fees: \$7,422

Books/Supplies: \$1,500

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

***Supervisor/Management Specialist (SS31)***

**DESCRIPTION**

The Supervisor/Manager Specialist Certificate prepares individuals to become supervisors in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention, and advancement in management.

**EMPLOYMENT OPPORTUNITIES**

Supervisor/Manager Specialists perform the managerial function for the organization. Supervisors are the first line of management between hourly employees and management. The Supervisor/Management Specialist Certificate will enhance students' interpersonal skills, teach students to have clear and persuasive communication skills, analytical minds, and the skill to evaluate complex relationships.

**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
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

### SUPERVISOR/MANAGEMENT SPECIALIST CURRICULUM

The curriculum for the Supervisor/Management 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 12 semester credit hours. The program requires a minimum of 180 contact hours and generally takes 1 semester to complete.

<b>Program Courses</b>	<b>Credits</b>
MGMT 1100- Principles of Management (OL)	3
MGMT 1115- Leadership (OL)	3
MGMT 2115- Human Resource Management (OL)	3
<i>Select 1 of the Following</i>	3
MGMT 1110- Employment Rules and Regulations	
MKTG 1130- Business Regulations and Compliance	
MGMT 2120- Labor Management Relations	

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

### PROGRAM COSTS

Tuition/Fees: \$1,431

Books/Supplies: \$375

(Costs are estimates and are subject to change.)

PROGRAM/SECTION		CULINARY ARTS	
PAGE #S	EFFECTIVE DATE	ACTION	INFORMATION
124	8/17/15	Add new program	See information below.

### ***Food Production Worker Certificate (FPW1)***

#### DESCRIPTION

The Food Production Worker I technical certificate of credit is designed to provide basic entry-level skills for employment in the food service industry as prep cooks and banquet/service prep workers.



## EMPLOYMENT OPPORTUNITIES

The Food Production Worker certificate will prepare students with basic skills to work in the food service industry.

## ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

## FOOD PRODUCTION WORKER CURRICULUM

The curriculum for the Food Production Worker 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 16 semester credit hours. The program requires a minimum of 412 contact hours and generally takes 1 semester to complete.

<u>Program Courses</u>	<u>Credits</u>
CUUL 1000- Fundamentals of Culinary Arts	4
CUUL 1110- Culinary Safety and Sanitation	2
CUUL 1129- Fundamentals of Restaurant Operations	4
<i>Cooking Option</i>	6
CUUL 1120- Principles of Cooking	
CUUL 1122- Foundations of Cooking Principles	
CUUL 1124- Foundations of Cooking Techniques	

## PROGRAM COSTS

Tuition/Fees: \$1,787

Books/Supplies: \$350

Uniform/Knife Kit Package: Approximately \$270\*

Liability Insurance: \$10 per fiscal year

Physical Exam: \$150\*\*

TB Test: \$40\*\*

Hepatitis B Series: \$265\*\*

Course Supply Fes:

CUUL 1120 Principles of Cooking: \$80

\*Uniform/Knife kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.

\*\*Physical exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat), TB test, and Hepatitis B series are required by the end of the first semester. *(Costs are estimates and are subject to change.)*

### ***Catering Specialist Certificate (CS61)***

#### **DESCRIPTION**

The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

#### **EMPLOYMENT OPPORTUNITIES**

The Catering Specialist Certificate will prepare students to work under general supervision of the Food Service Director to have responsibility for various district catering orders including planning, ordering, preparing foods, developing recipes, deliver and set-up of order, to supervise the work of food service staff while catering, and to do related work as required..

#### **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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
<b>COMPASS</b>	70	32	26
<b>SAT</b>	430	NA	400

**CATERING SPECIALIST CURRICULUM**

The curriculum for the Catering 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 25 semester credit hours. The program requires a minimum of 742 contact hours and generally takes 2 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
CUUL 1110- Culinary Safety and Sanitation	2
CUUL 1220- Baking Principles	5
CUUL 1129- Fundamentals of Restaurant Operations	4
CUUL 1320- Garde Manger	4
CUUL 2160- Contemporary Cuisine	4
<i>Cooking Option</i>	6
CUUL 1120- Principles of Cooking	
CUUL 1122- Foundations of Cooking Principles	
CUUL 1124- Foundations of Cooking Techniques	

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

**PROGRAM COSTS**

- Tuition/Fees: \$2,951
- Books/Supplies: 400
- Uniform/Knife Kit Package: Approximately \$270\*
- Liability Insurance: \$10 per fiscal year
- Physical Exam: \$150\*\*
- TB Test: \$40\*\*
- Hepatitis B Series: \$265\*\*
- Course Supply Fees:
  - CUUL 1120 Principles of Cooking: \$80
  - CUUL 1320 Garde Manger: \$80
  - CUUL 2160 Contemporary Cuisine: \$80

\*Uniform/Knife kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.

**\*\*Physical exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat), TB test, and Hepatitis B series are required by the end of the first semester. (Costs are estimates and are subject to change.)**

### ***Baking and Pastry Specialist Certificate (BA51)***

#### **DESCRIPTION**

The Baking and Pastry Specialist technical certificate of credit is designed to provide advanced skills for employment in the food service industry as bakery and pastry shop workers, commercial bakers, and as pastry chefs.

#### **EMPLOYMENT OPPORTUNITIES**

The Baking and Pastry Specialist Certificate will prepare students to work as bake shop assistants, pastry shop employees, and working pastry chefs.

#### **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:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
<b>COMPASS</b>	70	32	26
<b>SAT</b>	430	NA	400
<b>ACT</b>	13	12	17

#### **BAKING AND PASTRY SPECIALIST CURRICULUM**

The curriculum for the Baking and Pastry 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 25 semester credit hours. The program requires a minimum of 692 contact hours and generally takes 2 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
MATH 1012- Foundations of Mathematics (OL)	3
CUUL 1110- Culinary Safety and Sanitation	2
CUUL 1220- Baking Principles*	5

CUUL 2250- Advanced Baking Principles	6
CUUL 1370- Culinary Nutrition and Menu Development	3
<i>Cooking Option</i>	6
CUUL 1120- Principles of Cooking	
CUUL 1122- Foundations of Cooking Principles	
CUUL 1124- Foundations of Cooking Techniques	

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

**PROGRAM COSTS**

- Tuition/Fees: \$2,951
- Books/Supplies: \$400
- Uniform/Knife Kit Package: Approximately \$270\*
- Liability Insurance: \$10 per fiscal year
- Physical Exam: \$150\*\*
- TB Test: \$40\*\*
- Hepatitis B Series: \$265\*\*
- Course Supply Fees:

- CUUL 1120 Principles of Cooking: \$80
- CUUL 1220 Baking Principles: \$80
- CUUL 2250 Advanced Baking Principles: \$80

\*Uniform/Knife kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.  
 \*\*Physical exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat), TB test, and Hepatitis B series are required by the end of the first semester. *(Costs are estimates and are subject to change.)*

***Culinary Nutrition Assistant Certificate (CNB1)***

**DESCRIPTION**

To deliver quality meals that contribute to the nutritional well-being of students.

**EMPLOYMENT OPPORTUNITIES**

The Culinary Nutrition Assistant prepares students to become assistant managers in school and hospital cafeteria settings.

**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
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

### CULINARY NUTRITION ASSISTANT CURRICULUM

The curriculum for the Culinary Nutrition Assistant 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 16 semester credit hours. The program requires a minimum of 397 contact hours and generally takes 2 semesters to complete.

<b>Program Courses</b>	<b>Credits</b>
EMPL 1000- Interpersonal Relations and Professional Development	2
CUUL 1110- Culinary Safety and Sanitation	2
CUUL 1170- Introduction to Culinary Nutrition	3
CUUL 1370- Culinary Nutrition and Menu Development	3
<i>Cooking Option</i>	6
CUUL 1120- Principles of Cooking	
CUUL 1122- Foundations of Cooking Principles	
CUUL 1124- Foundations of Cooking Techniques	

### PROGRAM COSTS

- Tuition/Fees: \$2,150
- Books/Supplies: \$400
- Uniform/Knife Kit Package: Approximately \$270\*
- Liability Insurance: \$10 per fiscal year
- Physical Exam: \$150\*\*
- TB Test: \$40\*\*

Hepatitis B Series: \$265\*\*  
 Course Supply Fees:  
 CUUL 1120 Principles of Cooking: \$80

\*Uniform/Knife kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.  
 \*\*Physical exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat), TB test, and Hepatitis B series are required by the end of the first semester. *(Costs are estimates and are subject to change.)*

PROGRAM/SECTION		DENTAL ASSISTING	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
125	8/17/15	Correction to admissions criteria	ENGL 1010, ALHS 1040, MATH 1012, PSYC 1010, and COLL 1010 must be completed prior to beginning program courses fall semester.
125	8/17/15	Correction to contact hours	The program requires a minimum of 1241 contact hours and generally takes 4 semesters to complete.
PROGRAM/SECTION		EARLY CHILDHOOD CARE AND EDUCATION	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
134	8/17/15	Add new program	See information below.

### ***Early Childhood Care and Education Basics Certificate (EC31)***

#### **DESCRIPTION**

The Early Childhood Care and Education (ECCE) Basic TCC includes three basic Early Childhood Care and Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and health, safety, and nutrition course.

#### **EMPLOYMENT OPPORTUNITIES**

The Early Childhood Care and Education Basics Certificate prepares students to be employed in early care and education settings including child care center, Head Start, and Georgia Pre-K programs. Graduates will be able to obtain jobs as teacher assistants, and early child care professionals.

#### **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
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

### EARLY CHILDHOOD CARE AND EDUCATION BASICS CURRICULUM

The curriculum for the Early Childhood Care and Education Basics 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 9 semester credit hours. The program requires a minimum of 150 contact hours and generally takes 1 semester to complete.

<u>Program Courses</u>	<u>Credits</u>
ECCE 1101- Introduction to Early Childhood Care and Education (OL)	3
ECCE 1103- Child Growth and Development (OL)	3
ECCE 1105- Health, Safety, and Nutrition (OL)	3

### PROGRAM COSTS

Tuition/Fees: \$1228  
 Books/Supplies: \$250  
 Course Supply Fee:  
 ECCE 1105 Health, Safety, and Nutrition: \$10  
*(Costs are estimates and are subject to change.)*

PROGRAM/SECTION		ELECTRICAL SYSTEMS TECHNOLOGY				
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION			
136	1/11/16	Correction to assessment requirements	Industrial Electrical Technology Diploma (IET2)			
			<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
			COMPASS	70	32	26
			SAT	430	NA	400
			ACT	13	12	17
139	8/17/15	Add new program	See information below.			

### ***Basic Mechatronics Certificate (MS41)***

#### DESCRIPTION

This program provides students with the necessary skills and understanding to perform installation, diagnostic and repair to mechatronic systems and automated equipment. The program focuses on Motor Controls and Programmable Logic Controllers.

#### EMPLOYMENT OPPORTUNITIES

The Basic Mechatronics technical certificate of credit prepares students for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process



improvement, and control systems. Students will also be prepared to apply mechatronic or automated solutions to the transfer of materials, components, or finished goods.

### 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
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

### BASIC MECHATRONICS CURRICULUM

The curriculum for the Basic Mechatronics 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 10 semester credit hours. The program requires a minimum of 300 contact hours and generally takes 1 semester to complete.

<u>Program Courses</u>	<u>Credits</u>
IDSY 1110- Industrial Motor Controls I	5
IDSY 1120- Basic Industrial PLC's	5

### PROGRAM COSTS

Tuition/Fees: \$1228

Books/Supplies: \$250

Course Supply Fees:

- IDSY 1110 Industrial Motor Controls I: \$20
- IDSY 1120 Basic Industrial PLC's: \$20

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

PROGRAM/SECTION		MARKETING MANAGEMENT	
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION
161	1/11/16	Add new program	See information below.
<b><i>Social Media Marketing Certificate (SM11)</i></b>			
<b>DESCRIPTION</b>			

Social Media Marketing centers on efforts to create content on the Internet that attracts attention and encourages readers to share it with their social network. This technical certificate of credit program explores the environment and current trends of social media as it relates to market functions.

### EMPLOYMENT OPPORTUNITIES

The Social Media Marketer will participate in a wide variety of social media activities such as blogging, community development and management, social book marking, commenting, etc., to create a comprehensive social media strategy to define program that use social media techniques to increase visibility, membership and traffic across websites.

### 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
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

### SOCIAL MEDIA MARKETING CURRICULUM

The curriculum for the Social Media Marketing 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 18 semester credit hours. The program requires a minimum of 285 contact hours and generally takes 2 semesters to complete.

<u>Program Courses</u>	<u>Credits</u>
MKTG 1100- Principles of Marketing (OL)	3
MKTG 1190- Integrated Marketing Communications	3
MKTG 2500- Exploring Social Media	3
MKTG 2550- Analyzing Social Media	3
<i>Marketing Electives</i>	6

### PROGRAM COSTS

Tuition/Fees: \$2,328

Books/Supplies: \$400

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

PROGRAM/SECTION		NEUROMUSCULAR MASSAGE THERAPY																						
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION																					
172	2/3/16	Credit hour change	NEUT 1020 Pathology for the Neuromuscular Therapist increased from 2 credit hours to 3.																					
173	2/3/16	Credit hour change	NEUT 1010 Neural Science decreased credit hours from 4 credit hours to 3.																					
PROGRAM/SECTION		PARAMEDICINE TECHNOLOGY																						
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION																					
176	1/11/16	Curriculum change	Add PSYC 1010 Basic Psychology to required courses. Total contact hours are increased to 900. Total credit hours are increased to 42.																					
PROGRAM/SECTION		RADIOLOGIC TECHNOLOGY																						
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION																					
191, 263	1/11/16	Correction to course name	RADT 2360 - Clinical Radiography IV																					
PROGRAM/SECTION		VETERINARY TECHNOLOGY																						
PAGE #s	EFFECTIVE DATE	ACTION	INFORMATION																					
212	8/17/15	Correction to assessment requirements	Veterinary Technician Assistant Certificate (VA11) <table border="1"> <thead> <tr> <th>TEST</th> <th>Reading</th> <th>Writing</th> <th>Numerical</th> <th>Algebra</th> </tr> </thead> <tbody> <tr> <td>COMPASS</td> <td>79</td> <td>62</td> <td>NA</td> <td>37</td> </tr> <tr> <td>SAT</td> <td>450</td> <td>NA</td> <td>440</td> <td>NA</td> </tr> <tr> <td>ACT</td> <td>17</td> <td>16</td> <td>19</td> <td>NA</td> </tr> </tbody> </table>		TEST	Reading	Writing	Numerical	Algebra	COMPASS	79	62	NA	37	SAT	450	NA	440	NA	ACT	17	16	19	NA
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PROGRAM/SECTION		COURSE DESCRIPTIONS																						
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218	1/11/16	Pre-requisite change	ACCT 2110 Accounting Simulation Pre-requisites: None																					
223	1/11/16	Change in contact hours	BUSN 2190 Business Document Proofreading and Editing (60 Contact, 3 Credit)																					
227	8/17/15	Correct course number and title*	COLL 1010 College and Career Success Skills (71 Contact, 3 Credit) This course is designed to assist the learner to acquire skills necessary to achieve academic, personal, and professional success and to improve student retention. Areas of importance include Getting off to a Good Start, Learning and Personality Styles, Time and Personal Financial Management, Stress Management and Wellness, Studying and Test Taking Skills, Communication Skills, Career Planning and Goal Setting,																					
		*All references to COLL 1010 throughout the catalog should be titled as College and Career Success Skills.																						

			Computer Applications/Technology Skills and Employability/Professional Skills. Pre-requisites: None; Co-requisites: None
235	1/11/16	Pre-requisite change	ECCE 1121 Early Childhood Care and Education Practicum Pre-requisite: NONE
241	1/11/16	Pre-requisite change	FOSC 2014 Documentation and Report Writing Pre-requisite: FOSC 1206
254	5/16/16	Add course	MGMT 2200 Production/Operations Management (45 Contact, 3 Credit) This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance. Pre-requisite: Program Admission; Co-requisite: None
256	2/3/16	Credit/contact hour/course description change	NEUT 1010 Neural Science (56 Contact, 3 Credit) This course provides an understanding of nervous system to enable the student to better assess and treat client conditions. Topics include: nervous systems structure and function: communication of the neural and endocrine system. Pre-requisites: ALHS 1011; Co-requisites: None
256	2/3/16	Credit/contact hour/course description change	NEUT 1020 Pathology for the Neuromuscular Therapist (49 Contact, 3 Credit) 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 stated: 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 therapies upon each body system; formation of a treatment plan; indications versus

			<p>contraindications for treatment; dysfunction versus disease; critical reading; and NMT Foundational Platform.</p> <p>Pre-requisites: Program Admission; Co-requisites: None</p>
256	7/14/16	Course description change	<p>NEUT 1050 Technique and Theory I (120 Contact, 5 Credit)</p> <p>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 draping; endangerment sites; Swedish strokes; integrated routine; mobile practice; and self-care.</p> <p>Pre-requisites: Program Admission; Co-requisites: NEUT 1001, NEUT 1005</p>
256	2/3/16	Course description change	<p>NEUT 1100 Adjunctive Modalities (75 Contact, 3 Credit)</p> <p>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: pregnancy massage, lymphatic drainage, advanced assessment techniques, muscle lengthening techniques, thermotherapy, passive and active engagement, positional release techniques, myofascial release overview, and critical reading.</p> <p>Pre-requisites: NEUT 1050; Co-requisites: None</p>
256	7/14/16	Course description change	<p>NEUT 1110 Licensure Review (45 contact, 3 credit)</p> <p>This course is an integration and review of didactic instruction in order to prepare students to take the Massage and Bodywork Licensing Exam (MBLEX) or an equivalent licensure exam approved by the Therapist's chosen state of practice. Students will be self-directed in review of competencies of MBLEX or other chosen licensing exams. Review topics include: anatomy, physiology, and kinesiology; massage application and assessment; pathology; professional ethics</p>

			and business practices; clinical reasoning; and Easter modalities. Pre-requisites: NEUT 1010, NEUT 1081; Co-requisites: None
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*The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Kelli Waters, Title IX Coordinator, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 193, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.871.1885, kwaters@ogeecheetech.edu and Laura Saunders, ADA/Section 504 Coordinator, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, lsanders@ogeecheetech.edu*