Swainsboro Technical College Catalog 2003 – 2004

Swainsboro Technical College provides seamless, accessible, high-quality technical associate degree, diploma, and certificate of credit programs; continuing education; adult education; and customized business and industry training and services that meet the needs of individuals, businesses, and communities in the Candler, Emanuel, Jenkins, Johnson, and Treutlen County area to enhance economic development and to prepare people for success in the workforce.

Swainsboro Technical College
346 Kite Road
Swainsboro, Georgia 30401
(478) 289-2200
1-877-495-9188
www.swainsborotech.edu

Accreditation and Oversight

Swainsboro Technical College is a post-secondary technical and adult educational institution that operates under the auspices of the State Department of Technical and Adult Education serving the needs of business, industry, and the public in east-central Georgia. The college is accredited by the Commission of the Council on Occupational Education.

State Board of Technical and Adult Education

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Dr. Kenneth H. Breeden
Commissioner

Swainsboro Technical College reserves the right to make changes in curriculum, program offerings, costs, and regulations in this catalog as made necessary by technological circumstances, employer needs and policy revisions. The purpose of this catalog is to provide useful general information about the college. It should not be construed as the basis of a contract between students and the college.

Statement of Non-discrimination

Swainsboro Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam era, or citizen status (except in those special circumstances permitted or mandated by law). Questions regarding this policy should be addressed to Jan Brantley, Title IX Coordinator 478- 289- 2274. Catalog information is available in alternative format. Contact Jimmie Mountain, ADA/504 Coordinator 478- 289- 2298.

Requests for information regarding the policies, standards ,or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Dr. Harry L. Bowman,
Executive Director Accrediting Commission Council on Occupational Education
41 Perimeter Center East, N. E., Suite 640
Atlanta, Georgia 30346 Phone: 770-396-3898 Fax: 770-396-3790

A Message from the President

We are happy that your interest in technical education has led you to Swainsboro Technical College. We hope, through this publication, to answer many of the questions you may have about our college, its programs, and its services.

We are also happy that you realize that present jobs require training beyond high school. Eighty percent of all jobs today require training beyond high school but less than a four-year degree.

Technical education is in a constant state of change, and we all must constantly strive to improve our knowledge and skills. The faculty and staff at Swainsboro Technical College strive to provide quality training that is relevant to the industrial society in which we live. As the economy becomes increasingly globalized and more competitive, the upgraded facilities and curriculum at Swainsboro Technical College will provide the education and training that are required to compete in the global market.

Also, with the federal financial aid programs and HOPE that are available, there are very few costs incurred by our students. We pledge to maintain state-of-the-art equipment, as well as curriculum, to help you improve your employability by providing the best in technical, skilled, and adult education at Swainsboro Technical College. We are hopeful that it will be your decision to become a part of the Swainsboro Technical College family and that the education and experience you gain while at Swainsboro Technical College will lead to your personal happiness and fulfillment.

Sincerely,

Dr. Glenn Deibert, President

Swainsboro Technical College Board of Directors

Mr. Jimmie (J.C.) Douglas (Chairman) . . . . . Jenkins County
Mr. Richard Dennard . . . . . Treutlen County
Mr. Jimmy (Kinny) Dorsey . . . . . Emanuel County
Mr. C. Mack Griffin . . . . . Emanuel County
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Mrs. Erma Jenkins . . . . . Emanuel County
Mr. Richard Price . . . . . Candler County
Mr. Bob Via . . . . . Emanuel County

College Values

The members of Swainsboro Technical College recognize that the choices and decisions that we make concerning our college and its programs are based on our values – the standards that guide us. Accordingly, we recognize and support the following values.

The members of Swainsboro Technical College believe in:

1. The mission and the vision of the college in providing education, training and lifelong learning for citizens within its service area.

2. High quality education, training and lifelong learning. Quality is our first priority. We have a commitment to excel.

3. The importance of planning offerings and services based on the needs of the service area and the state. We are driven by customer needs.

4. The importance and worth of people and the uniqueness and importance of individuals.

5. Trust and respect for the individual.

6. The dignity of work and the right of every individual to work and make a living.

7. The importance of presenting a positive image to all customers.

8. Equal opportunity and equal access to education and jobs.

9. Maintaining well-trained, well-educated, competent and caring employees.

10. The importance of being good stewards of fiscal, physical and human resources.

11. Creative and innovative approaches to carrying out the mission of Swainsboro Technical College.

12. Involving community and advisory groups in the planning, development and evaluation of programs, products and services.

13. Teamwork.

14 . Continuous improvement.

Visions Statement

By the year 2005, Swainsboro Technical College will be recognized as one of the top Technical Colleges in the Southeast. The quality of its programs will continue to be excellent and comprehensive enough to meet the needs of the community, business, and industry in its region. Articulation will be fully integrated and functional between secondary and post-secondary education. There will be cooperative agreements between Swainsboro Technical College and other colleges leading to associate and baccalaureate degrees.

Swainsboro Technical College will be a major force in the economic development of the region by providing guaranteed technically trained graduates, professionally trained and technically competent faculty and state-of-the-art services. Swainsboro Technical College will be fully funded and will continue to receive funds through local, state ,and federal sources.

In addition, funding will be available from a well endowed foundation, public and private grants, and cooperative agreements and partnerships with business and industries. The facilities will adequately accommodate all programs and services.

Swainsboro Technical College will continue to have an excellent library/media resource center. Contracted child care , food services, flexible multipurpose labs, and classrooms housing state-of-the-art technology will be provided. Swainsboro Technical College will be known as a well managed, fiscally sound, effective and efficient college. The campus will continue to be attractive with excellent curb appeal.

2003-2004 Academic Calendar

Fall 2003

Quarter Begins.....September 30
Columbus Holiday .....October 13
Staff Development (No classes).....October 11
Thanksgiving Holidays.....November 26, 27, 28
Quarter Ends.....December 17
Grades Due .....December 18

Winter 2004

Quarter Begins.....January 6
Martin Luther King Jr. Holiday .....January 19
Staff Development (No classes).....February 6
Quarter Ends .....March 19
Grades Due.....March 22

Spring 2004

Quarter Begins .....March 31
Confederate Memorial Day.....April 26
Staff Development (No classes).....May 21, 28
Memorial Day Holiday .....May 31
Quarter Ends.....June 14
Grades Due .....June 15

Summer 2004

Quarter Begins.....July 13
Staff Development (No classes).....August 6
Labor Day Holiday .....September 6
Quarter Ends.....September 23
Formal Graduation .....September 23
Grades Due 24

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A History of Service

Swainsboro Technical College began offering technical and vocational training in 1963. From an initial enrollment of only 35 students in four instructional programs, the college has grown to serve classes with more than 5000 graduates.

Located on Kite Road (GA. Highway 57) in the city of Swainsboro, the school was initially given responsibility of serving the people of twenty counties. This was one of the largest geographical areas ever to be served by a technical school in Georgia. The service area has been a source of pride for college faculty and staff.

Prior to the passage of the Quality Basic Education (QBE) Act in 1985, Swainsboro Technical College was governed at the state level by the Department of Education through local administration under the Emanuel County Board of Education.

Under local governance, the school employed a variety of methods to provide education to those with the desire and ability to benefit from occupational training. Because of the large service area, school buses driven by students were used to help students get to school.

During its first decade, Swainsboro Technical College operated a skills center in Claxton and off-campus classes in the surrounding cities of Dublin, Statesboro, Lyons and Vidalia. Advisory committees provided program and curriculum suggestions to guide the school in meeting employment needs relevant to job availability.

The school rapidly grew to offer sixteen diploma programs and reached capacity on-campus enrollment. In 1978, construction of major additions to the original building increased the physical space to meet an ever-increasing demand for training.

The QBE Act provided the beginnings for a framework of a state system of technical institutes. Swainsboro Technical College and a system of 33 colleges and 17 satellite campuses operate under the auspices of the State Department of Technical and Adult Education.

Swainsboro Technical College converted to state governance in 1987 and inaugurated its charter board of directors in June of that year.

The Greater Swainsboro Technical College Foundation, Inc., was formed in 1989. A board of trustees representing business and civic leadership from the region began the work of providing support through a scholarship program and fundraising efforts to increase the effectiveness of the school.

The responsibility for adult basic skills education was assumed by the state department and technical colleges in 1989. The new division at Swainsboro Technical College began coordinating training in six counties in 1990. These programs served more than 600 adult learners during the first five years of operation.

Also in 1989, the system implemented curriculum standards which are a nationally known model for post - secondary technical instruction. These standards prompted the state board to initiate a guarantee of system graduates. The guarantee provides for the retraining of graduates who cannot demonstrate the competencies specified in the curriculum standards.

Campus improvements also continued in 1989 with the opening of the child devel-

opment center and the beginning of a renovation of the original building. The center provides on - site laboratories for the care of young children. Adults enrolled in the child development program gain experience in all areas of personal care. The renovation project provided much needed roof repair, along with carpet, paint, and a reallocation of classroom and work space.

Growing interest in technical and adult education resulted in several new initiatives during the present decade. Record numbers of Georgia citizens are benefiting from college programs and services.

Swainsboro Technical College is now an access point for the information superhighway. Through the installation of computer network systems and the distance learning lab, new worlds of information are now at the finger tips of students and faculty.

The Automated Manufacturing Technology program, the cornerstone of the Center of Excellence for Manufacturing Technology, established Swainsboro Technical College as the East-central Georgia leader in computer-driven flexible manufacturing technology.

New programs have been added to the center in response to industry training needs.

The health programs have recently been expanded to include dental assisting. The medical community throughout the region depends on the training of Swainsboro Technical College students for employment needs. Construction has been completed on the 20,000-square-foot classroom and student services building. This facility houses the health programs, adult education classrooms and computer labs, student services offices and the office of the president.

With the acquisition of the old Swainsboro High School property adjacent the campus, Swainsboro Technical College has continued to grow. An existing building on the site has been renovated to house the New Connections and Fatherhood Initiative programs. A computer classroom has recently been set up to accommodate the expansion of computer classes.

In the Fall of 2003, Swainsboro Technical College moved into its newest facility, the Larry J. (Butch) Parrish Technoloyg Center. The new, state-of-the-art facility provides space for the Drafting, Electronics, Fish and Game, Forestry and Welding programs and offices for the Vice President of Economic Development.

Swainsboro Technical College is committed to effectively fulfilling its mission in a manner that meets the needs of the citizens, business and industry of our area.

This catalog outlines the benefits of technical and adult education. Information is arranged into the topics of application, admissions, student services, financial assistance, adult education, continuing education, and career-based program outlines and course descriptions.

Application and Admission

Application and Admission

We welcome your interest in career-based technical and adult education. The programs offered at Swainsboro Technical College have helped thousands of people begin new and rewarding careers. The admission process consists of a few simple steps. The student services offices, located on the second floor of Building 1, are the initial contact point for admission. Questions concerning admission should be directed to the student services staff or a career planner. They may be reached by telephone at 478-289-2261.

How to Apply for Program Admission

1. Call, write or come by the student services offices to obtain an application for admission.

2. Return the completed application with the $15 nonrefundable application fee.

3. Contact previously attended schools or colleges, or the GED testing center to request transcripts and test scores. Ask that information be sent to the admissions office at Swainsboro Technical College.

4. Take the Asset or Compass placement test. Tests are given on Tuesday and Thursday mornings, Wednesday evenings and Saturdays. To obtain a testing schedule, call the registrar :

Mrs. Karen Vereen (478) 289-2271

5. You will be notified in writing concerning the admissions decision, registration date and new student orientation.

Non-Discriminatory Admissions Policy

The admissions policy and procedures, established under the policy of the State Department of Technical and Adult Education, assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills and attitudes necessary for the securing of personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admissions to Georgia's network of Swainsboro Technical Colleges will:

A. Be nondiscriminatory to any eligible applicant regardless of race, color, creed, national or ethnic origin, gender, disability, religion, disabled veteran, veteran of the Vietnam error, age, marital status or citizenship status (except in those special circumstances permitted or mandated by law).

B. Increase prospective students' opportunities.

C. Guide the implementation of all activities.

Admissions Policy Implementation

Implementation of the nondiscriminatory admissions policy of the State Board of Technical and Adult Education will be the responsibility of the Commissioner or a designee. The Commissioner shall assume responsibility of consistent interpretation and administration of the following admissions activities and assure equal access to all eligible applicants:

A. Recruitment

B. Orientation to admission procedures, as needed

C. Assessment of students

D. Career counseling, as needed

E. Financial aid counseling, as needed

F. Procedures to assist persons with disabilities

G. Program placement

H. Placement into developmental studies courses or admission to certificate and diploma programs on a provisional or regular basis, and

I. Advanced placement for program admission, as needed.

Eligible Applicants

The admissions policy of the State Board of Technical and Adult Education is intended to assure the nondiscriminatory processing of the application for admission to any technical college by any adult citizen of Georgia 16 years of age or older who seeks access to quality instruction designed to develop capacities to a maximum.

The President has the authority to waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

State Residency

(1) Policy

(a) Legal residence in the State of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Each institute has the responsibility of evaluating each application, while each student has the responsibility of conveying current and accurate residency information. This information is used in determining the appropriate fees to be paid by each student.

1. To be classified as an in-state student for tuition purposes, an individual who is 18 years of age or older must show that the student has been a legal resident of Georgia for a period of no less than twelve months immediately preceding the date of registration.

2. In the absence of documentation that the individual has established legal residence in Georgia, no emancipated minor or other person eighteen years of age or older shall gain in-state status while attending any educational institution in this state.

(b) If a person is under 18 years of age, such person may register as an in-state student only upon showing that the supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.

(c) If a parent or legal guardian of a minor changes his/her legal residence in Georgia, a minor student may continue to take courses for a period of twelve consecutive months as an in-state student. After the twelve month period, the student may continue this registration only upon the payment of fees at the out-of-state rate.

(d) In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of out-of state fees.

(e) Aliens shall be classified as non-resident students; however, an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

(f) Students attending technical institutes who reside outside the State of Georgia shall pay tuition twice that charged for Georgia residents. Out of state tuition may be waived for exceptions as defined in this policy.

(2) Definitions.

(a) Educational institutions - An institution of higher education, public or private, above the higher school level.

(b) Student - A person enrolling in a certificate, diploma or degree or program on a part-time of full time basis.

(c) Minor Student - An unemancipated student under 18 years of age.

(d) Military personnel - Full-time members of the Armed Forces of the United States.

(e) Military dependents - Individuals

claimed as exemptions or dependents on the Federal Income Tax Return of persons enrolled in the U.S. Armed Forces. This includes the spouse and children of military personnel.

(f) Legal Guardian - A person who by court order has been appointed to act in the place of the parents of the student.

(3) Exceptions

Exceptions to the in-state residency requirements of this policy include:

(a) These exceptions may also qualify for the HOPE Program.

1. employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40.

2. non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration;

3. full-time employees of Georgia's Technical Institutes, their spouses, and their dependent children;

4. full-time teachers in the public schools of Georgia or in the University System and their dependent children. Teachers employed full-time on military bases in Georgia shall qualify for this waiver;

5. military personnel and their dependents stationed in Georgia and on active duty;

6. military personnel and their dependents who are legal residents of Georgia, but are stationed outside the State.

(b) These exceptions do not qualify for the HOPE Program.

1. students who are legal residents of out-of-state counties bordering on Georgia counties in the service area in which an institute of the Department is located and who are enrolled in said institute.

2. international students, selected by the institute president or authorized representative, provided however, that the number of the international students exempted does not exceed one percent of the total enrollment of full-time students;

3. career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

(4) Procedures.

(a) When applying for admission to Georgia's Technical Institutes, an individual must indicate whether or not the individual is a legal resident of the State of Georgia, and for what period of time.

(b) When a question arises concerning legal residence, proof of intent to remain in Georgia indefinitely must be reviewed with each case being considered unique and evaluated accordingly.

(c) Proof of intent to remain in Georgia indefinitely can be documented by a review of factors such as drivers license, voter registration card and automobile registration.

(d) A student must petition the technical institute such student is attending for a change in residency status. Change in residency status for fee purposes in not automatic.

International Students

It is Swainsboro Tech's policy that VISA

status is not a condition for admissions. However, prospective students must meet DTAE's approved admissions requirements as outlined for all students. While VISA status is not a condition for admissions, it is critical information that may be collected for effective student advisement and tuition purposes. Swainsboro Technical College does not issue I-20's. The president has the authority to waive out-of-country tuition rates for students who are not citizens of the United States if such waivers do not exceed two percent (2%) of the college's full-time enrollment. The waiver allows the student to pay in-state tuition rates but does not qualify the student for HOPE.

International students shall be enrolled only a space available basis and shall not displace any student desiring to enroll who is a resident of the State.

International students who are residents of the State shall pay the same tuition as Georgia students.

Non-resident aliens and those on I-20 Foreign Student Visas shall pay a tuition amounting to four (4) times that paid by a resident of Georgia.

International students, to include diplomatic, consular, mission, and other non-immigrant personnel shall pay tuition fees amounting to four (4) times that paid by a resident of Georgia.

All fees, other than tuition (i.e., application, activity, insurance, library) shall be the same as for a state resident.

Procedure

1. At the time of application, an international applicant may submit to the president a request for a waiver of out-of-country tuition.

2. If an international applicant has an I-20, the applicant must provide a copy of his or her I-20 which will be on file in admissions.

3. A copy of the approved/disapproved request will be sent to the applicant. The original approved/disapproved request will be filed with admissions. A copy will be given to the business office for purposes of tuition charges.

GED Requirements

A GED or high school diploma will not be required for admission to the Technical College or to a program area unless specified by the program's standards or a Board approved program proposal. However, students in diploma, degree and specified programs must receive a GED or a high school diploma prior to graduation.

Presidents of Technical Colleges may grant a waiver to the admissions requirement as it relates only to possessing a GED or high school diploma for those secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and the Technical College.

In order to be accepted by a Technical College, high school diplomas must have been awarded by a secondary school that is accredited by an agency included in the Department's list of recognized accreditation agencies. Alternate types of diplomas from accredited schools as defined in this section may be accepted at the discretion of the president if a student shows sufficient evidence of readiness for a program of post-secondary education. However, students being admitted in this manner must meet all other eligibility criteria.

Students completing a secondary program of study that is not approved by the United States Department of Education or a recognized accreditation agency accepted by the Georgia Department of Technical and Adult Education may nevertheless be admitted to a Technical College by attaining a GED or through one of the following

paths.

1) Documentation of certified home schooling; appropriate placement test cut-off scores (e.g. ASSET-Compass); and a minimum SAT score of 430 verbal/400math, OR ACT score of 18 verbal/16 math.

2) Presidential waiver - Students being admitted under this section may seek a Presidential waiver from the usual requirement that they earn a high school diploma or GED prior to graduation from a Technical College program.

3) Students with diplomas from secondary schools located outside the United States may have their transcripts evaluated for equivalency by an approved outside evaluation organization or follow paths 1 or 2 as identified above.

ADMISSION CATEGORIES

Admissions to Swainsboro Technical College will be one of the following categories:

Regular
Provisional
Developmental Studies
Special

Statewide minimum admissions requirements are implemented for each standard diploma program.

Regular Admissions Requirements

1. Regular admissions of students to a diploma program or a technical certificate of credit for which assessment is required is contingent upon meeting statewide minimum admissions requirements and institutional admissions requirements established for that specific program and upon the proper completion of application, assessment and placement procedures.

2. Students for which program assessment is not required will be exempted from the assessment requirement but must comply with the remainder of the requirements in order to be classified as a regular student. Students admitted as a regular student under this provision must meet all requirements including assessment prior to being admitted into a diploma program.

3. Regular admissions of transfer students to a diploma program is contingent upon meeting the following :

A. Regular admission and good standing at a regionally accredited diploma or degree granting institution, and

B. Proper completion of application and related procedures.

4. A physician-signed health document must indicate that program enrollers for the "Basic Food Safety and Preparation Certificate "are able to lift at least 50 pounds, tolerate heat, and stand for lengthy periods.

Provisional Admissions Requirements

1. Provisional admission of students to a diploma or a technical certificate of credit for which assessment is required are based on an evaluation of assessment scores and other admissions file data by admissions officers and program faculty and upon proper completion of application, assessment and placement procedures.

2. Provisionally admitted students will satisfy developmental studies requirements and/or take pre-tech courses and may take certain occupational courses as designated in the program specific standards.

3. Provisional admissions of transfer students to a certificate/diploma program are contingent upon meeting applicable licensure and accreditation requirements.

4. All certificate/diploma program students initially admitted on a provisional

basis must have satisfactorily completed the necessary prerequisite and developmental studies course work in order to progress through the state standards curriculum.

Developmental Studies Admission

1. Developmental studies admissions are granted to students who do not meet the regular or provisional admissions requirements.

2. Each institution may establish its own placement test floor for this category and refer applicants who score below this floor to adult literacy classes.

3. Admissions of developmental studies transfer students are contingent upon their meeting applicable licensure and accreditation requirements.

Special Student Admissions

1. The special student admissions category is designed to be an admissions method for non-award-seeking students. The following specifics define the parameters of this classification:

A. Be classified as non-award seeking at time of entry by the admissions counselor.

B. Be granted special student status upon recommendation of admissions director.

C. Receive credit for regular program course work which is satisfactorily completed.

D. Receive credit for an unlimited number of courses, but will be able to transfer only 25 credit hours into a specific program for award seeking purposes.

E. Have the option of applying for regular student status but must meet the requirements of the regular student admissions process. This includes the state-approved assessment process. The number of hours taken as a special student in no way waives the requirements of the regular admission process.

F. Adhere to the specific institutional prerequisite requirements when selecting courses.

2. A student in good standing at another accredited institution may be permitted to enroll as a special student, on a space-available basis, at Swainsboro Technical College in order to complete work to be transferred back to the parent institution, concerning recommended courses. The student may be unable to obtain course(s) at parent technical college or may be out of sequence on course offerings.

A. Submit an application for admission to the host institution. A transient student will be designated as a special student by the host institution for reporting purposes.

B. Be recommended by parent institution with Transient Student Agreement and Hope Eligibility Certificate identifying which course(s) are needed.

NOTE: The 25-hour credit maximum may be waived for the student upon the recommendation of the parent college.

C. Pay scheduled fees of the host institution, if not, Hope eligible at parent institution.

D. Will be permitted to participate in all student activities with exception to graduation and pinning ceremonies.

The host college and home college will transmit approved transient agreement forms between the colleges by and electronic basis including the final transient agreement which will include the student's grade for the course or courses taken.

Ability to Benefit Policy

Swainsboro Technical College recognizes that a significant percentage of persons needing training do not possess a high school diploma or a General

Education Development (GED) certificate. Experience indicates that many of these prospective students can benefit from the instructional programs offered by Swainsboro Technical College. Swainsboro Technical College has established an Ability to Benefit (ATB) Policy and developed procedures to implement the policy for the admissions of students on the basis of ability to benefit. Swainsboro Technical College agrees to apply its ATB policy and procedures in a uniform manner, provide counseling and remediation as needed, maintain accurate and complete records of students admitted on the basis of ATB, and evaluate the effectiveness of the procedures used in identifying students who are capable of benefiting from the training offered. The Registrar's Office of Swainsboro Technical College has been designated an official ATB Testing Center.

Specifically, ATB requirements are:

1. All ATB applicants must meet the same requirements as all other students who graduate from Swainsboro Technical College.
2. Persons applying on the basis of "ability to benefit" must take and pass the ASSET or COMPASS tests. The ASSET and COMPASS tests are state approved for applicants who are applying to Technical Colleges in Georgia.
3. Applicable ATB acceptable scores are shown below.

Subject Areas	ASSET	Compass
Writing	35	32
Reading	35	62
Numerical	33	
Pre-Algebra		25

4. After students have been tested, the contractor refers them to the Director of Admissions for counseling. Students who do not pass the ATB will be properly identified and counseled so that they can enter remedial studies where areas of low performance can be strengthened. The Director of Financial Aid will be notified of the status of each ATB applicant. Students who do not pass the ATB test will be ineligible for Federal financial aid benefits. Each ATB student who enters Swainsboro Technical College will receive counseling as needed. Satisfactory progress will be monitored closely. Each ATB student will be encouraged to develop positive study habits, positive job attitudes, and positive work ethics.

Reentry of Ability to Benefit Students

All students who enter Swainsboro Technical College under the "Ability to Benefit" admissions policy and subsequently drop out or withdraw from school must be retested and achieve the established cutoff scores before they can reenter the program. The test will be administered by an independent contractor on an as needed basis.

This ATB Policy is designed to satisfy regulations stated in the December, 1989, (GEN-89-55) "Dear Colleague Letter" from the U. S. Department of Education. ATB students will be informed of this requirement during admission procedures, at assessment, and/or at counseling sessions where satisfactory progress is being explained to them.

Assessment Policy

The ability of a student to succeed in an occupational program at Technical College is greatly determined by the math, reading and language skills possessed by the student. Swainsboro Technical College is committed to assisting each student to

achieve at his or her maximum potential. It is the philosophy of this institution that students are not helped by admitting them to a program in which they do not possess the basic education skills needed to succeed. Therefore, all students applying for degree,diploma and certificate programs must be assessed prior to acceptance to a program of study at Swainsboro Technical College. Students will then be admitted in accordance with the nondiscriminatory admissions policy.

It is also the philosophy of Swainsboro Technical College that assessment is far more comprehensive than the basic skills testing process. Assessment is the opportunity for and the responsibility of Swainsboro Technical College to collect information about prospective students that is relevant to their educational experience. This information should be used to assist each student to experience success in his/her educational endeavor.

Swainsboro Technical College utilizes the state-approved assessment instruments (Asset and Compass) when assessing for program readiness. In lieu of the state-approved assessment instrument, Swainsboro Technical College will accept a student's official entrance score on the ACT, SAT, Compass or CPE exams, provided that this score is no more than five years old. The Georgia Department of Technical and Adult Education's minimum program scores must be used when determining the appropriate entrance score for these alternative instruments.

If a student's scores do not meet these state-established minimums, the student must be assessed with the state approved instrument. Official transcripts from a regionally accredited institution documenting equivalent program-level English and math course work successfully completed at other post-secondary institutions may be used to document a student's basic education skills and eliminate the need to complete that portion of the assessment instrument. The score made by a student on the state-approved assessment instrument will be considered valid for placement purposes for a maximum period of five years.

Assessment Procedures

Degree, diploma and certificate program students shall be assessed prior to being accepted as an award-seeking student into any occupational program. Students will receive an interpretation of their assessment scores prior to beginning their educational experience. Provisions will be made for the assessment of students with disabilities who need special assistance and consideration.

Reassessment Policy

Students with assessment scores less than the established minimum score on the ASSET test may request reassessment, provided that the assessment score falls within a two-point range of the established minimum score (e.g. required minimum is 38, then a score of 36-37 would allow reassessment). If a student's assessment score is below the two-point range, then the student must provide documentation of skills development prior to reassessment. An additional reassessment fee of $5 will be charged for all reassessments. Students taking the COMPASS version of the placement test are not eligible to retest under this rule.

Double Majors

Students are afforded the opportunity to earn more than one major. However, one program of study will need to be completed before a student will be admitted

into a second major. A student must apply with the admissions office for each major. Any courses that are common to both majors will not have to be repeated.

Readmission

Guidelines for Readmission to or Transfer Within Programs of Study at Swainsboro Tech.

1. Students who have failed to progress in their program or have been dismissed, suspended, or withdrawn may apply to re-enter for the quarter following the dismissal or suspension period. Application to re-enter must be made through the admissions office for the quarter the student wishes to return. If a student voluntarily withdraws or "sits out" for a quarter, he/she must submit an application for readmission for the quarter the student wishes to return. REAPPLICATION DOES NOT MANDATE ACCEPTANCE

2. The school reserves the right to evaluate the applicants. Students are accepted based on previous experience, education record, placement test results, and counseling by their advisor. If vacancies are not available, students are placed on the waiting list for the quarter of readmission.

3. Being placed on the waiting list does not guarantee an entrance date. Each individual will be notified as to his/her entrance date.

4. When an applicant is notified of an opening and given an enrollment date, he/she must report on that date. If the applicant does not enroll by the deadline set forth by the school, another applicant will be notified to fill the slot.

5. If applicants cannot enroll at the time of notification, they must re-apply for the quarter they wish to return.

* The Practical Nursing Program has separate guidelines for re-admission published in the LPN handbook.

New Connections to Work

The New Connections to Work Program is dedicated to improving access to education, training and job placement for a growing population of single parents; clients from the Department of Family and Children's Services, and displaced homemakers. The program provides comprehensive counseling and educational training activities which include life management, job search skills, career and occupational planning and assists with support services in the areas of child care and transportation.

Georgia Fatherhood

The Georgia Fatherhood Program provides services to non-custodial parents referred through local Child Support Enforcement offices. The program is designed to enroll non-custodial parents in skills training programs, which upon completion will assist them in obtaining gainful employment.

Housing

Swainsboro Technical College has no dormitory facilities. Student services personnel will assist students who wish to reside in Swainsboro by providing contact information for real estate agents or rental contacts.

Selective Service Registration

Students wishing to register with Selective Service may do so on line at www.sss.gov in the media center in Building 3, Room 3204.

Voter Registration

Students who wish to register to vote

may pickup a voter registration card from in Student Services and return it after completing the form. Swainsboro Technical College will forward the form to the secretary of state for processing. Disabled students who wish to register may contact Swainsboro Technical College's Americans With Disabilities Act Coordinator, Mr. Jimmy Mountain at 478-289-2298 or in his office Building 2.

Dual/Joint Enrollment

The Dual Enrollment Program is a program allowing public high school students to receive Carnegie unit credit from a public high school and post-secondary credit hours from Swainsboro Technical College.

The Joint Enrollment Program is a program allowing public high school students to take post-sedondary courses for post-secondary credit only from Swainsboro Technical College.

Any student enrolled in a Georgia Public high school who has been classified as a junior or senior or who is at least 16years of age and meets Dual/Joint and regularly admission requirements of Swainsboro Technical College is eligible to participate in the Dual/Joint Enrollment Program.

The following guidelines govern this program:

A. A student may be accepted under this plan when it has been formally certified to Swainsboro Technical College by the high school principal or counselor that the student has been approved for this program.

B. For each quarter's work that the student successfully completes for Swainsboro Technical College, credits earned toward high school graduation.

C. Courses are determined by the high school and Swainsboro Technical College as defined by the policies of the Georgia Department of Technical and Adult Education and the Georgia Department of Education.

D. Students must meet any prerequisites for any courses in which they wish to enroll.

E. Acceptance of Dual/Joint students will be based upon:

1. Evaluation of high school records
2. Recommendation of high school counselor
3. Placement Test Scores

Adult Education

Adult Education

An individual must be sixteen years old or older to enroll in adult education. Admission to the program will be either GED preparation or basic skills upgrading. All applicants to the program are assessed with the Test of Adult Basic Education (TABE) prior to program entry. Classes for both GED preparation and basic skills improvement are contingent upon TABE scores. Post-testing is done between 50-75 hours of instruction and is used to determine level movement. There is no charge for classes or assessment. Books are available for student use while in class.

GED Testing

Testing for the General Education Diploma is scheduled the second weekend of each month, weekly on an as needed basis, and quarterly for all students in the five county service area. A person must be 18 years old or older and out of high school to take the GED exam. A valid driver's license is required for identification. The cost of testing is $55. Sixteen and seventeen-year-olds may apply for special needs testing and be approved by the Office of Adult Literacy/GED Testing. For information call Nancy Bailes at (478) 289-2248.

Courses offered through the Adult Education Division include:

Advanced Writing
Basic Math
Computer Skills
English
English-As-A-Second-Language
Spelling
Science
Social Studies
Pre - Algebra/Geometry
Reading
Reading Comprehension
English Literacy/Civics Education

Adult Education students are eligible for child care services through the Emanuel County Pre-K Center. Child care for children from birth to three years of age is available from 8:00 am. until 3:00 PM., Monday through Friday.

Eligibility for Enrollment

Individuals sixteen (16), seventeen (17), or eighteen (18) are eligible for enrollment in a state approved adult education program providing they meet the following criteria:

Ages 16, 17 or 18

(1) All individuals must provide an official withdrawal from the last school attended, or a letter signed by the superintendent /designee verifying student is no longer enrolled in the public/ private school system. Home school applicants must provide a letter signed by the superintendent/designee verifying completion or withdrawal from home study program.

(2) All individuals must provide positive identification with proof of age. Acceptable forms of Photo Identification are valid Drivers License, State Identification Card, Military I.D. or Passport. Proof of residence is NOT a requirement to enroll in the adult literacy program. (However, proof of residency IS required to be eligible for the HOPE Voucher.)

Ages 16 or 17

(3) All individuals must provide a statement from a parent or legal guardian supporting the request:

Exceptions:

A. Enrolled in a special program for at-risk students, i.e., State and Federal Social Service Agencies, Youth Challenge, and Private Providers (documentation required).

B. Emancipated (documentation required)

C. Court ordered/adjusted (documentation required).

D. Married (documentation required).

Age 18

(4) Individuals eighteen years old whose high school class has not graduated must provide an official withdrawal form from the last attended school before entering the adult education program.

Application Procedures

Complete the application (Request to Enter A State-Approved Adult Education Program for Under-Age Youth) obtainable from the local adult literacy program (provide supporting documentation).

(1) Submit the application and supporting documentation to the local Adult Literacy Director.

(2) The Adult Literacy Director will review the application package and enroll the individual based upon receipt of appropriate supporting documentation.

Admission to the adult literacy program does not constitute permission for GED Testing. The Application for Special Needs Testing for Under-Age Youth must be submitted along with appropriate supporting documentation to the GED Chief Examiner for review and recommendation to the State GED Administrator for approval/non-approval. Individuals must complete a minimum of twelve (12) classroom hours prior to applying for GED Testing or score a minimum of 450 points on the official GED practice test or score 80% on other practice tests.

To pass the GED test, the examinee must score an average of 450 on each of the five (5) subtests.

Financial Aid

Federal Pell Grants

Students who demonstrate financial need and are enrolled in a diploma or degree program may be eligible for this grant if they have not already received a bachelor's degree.* Students may apply by completing the Free Application for Federal Student Aid (FAFSA). The amount of the Pell grant depends on the level of federal funding, cost of education, enrollment status, and the student's eligibility on the Student Aid Report (SAR) or Institutional Student Information Report (ISIR).

Financial aid payments will be made to eligible students after the ninth week of the quarter and no later than the last day of the quarter. Students taking online classes will not be eligible for Pell Grant after the point at which 50% of their program has been taken online.

Enrollment Status for Pell Calculation for diploma and certificate seeking students

Clock Hours	Federal Credit Hours	Enrollment Status
240 or more	12 or more	Full-time
180-239	9-11	Three-Quarter-time
120-179	6-8	Half-time
20-119	5 or less	Less than half time

Degree-seeking students are awarded based on academic credit hour enrollment.

* Some Certificate programs may also be eligible if the program includes the minimum number of clock hours for PELL Eligibility.

Georgia HOPE Grant

HOPE (Helping Outstanding Pupils Educationally) is a grant funded by the Georgia Lottery for Education. HOPE Grants are available for students enrolling in diploma or certificate programs. HOPE Grants cover tuition, mandatory fees, and a book allowance. To be eligible for this grant, a student must meet all general eligibility requirements and have been a legal resident of Georgia for the past 12 consecutive months. Georgia students enrolled in diploma and certificate programs are eligible regardless of their high school graduation date or grade point average.

Georgia HOPE Scholarship

The Georgia HOPE Scholarship is a scholarship funded by the Georgia Lottery for Education. HOPE Scholarships are available to Associate Degree students that meet specific high school and degree-seeking GPA requirements. The student must be a Georgia resident for at least the preceding 12 months, a 1993 or later high school graduate, and have completed high school with a "B" average. Non-traditional students may apply for the HOPE Scholarship after they have completed 45, 90, or 135 degree credit hours and have a 3.0 GPA. Students must also maintain a "B" (3.0) average in a degree program to

remain eligible for the HOPE Scholarship. HOPE evaluation forms are available in the Financial Aid Office. HOPE Scholarships cover tuition, mandatory fees, and book allowance.

Georgia Hope GED Vouchers

HOPE GED Vouchers are a state grant for $500 awarded to Georgia residents who pass the GED exam after June 30, 1993. After passing the GED exam, students will receive a voucher for $500 in the mail.Students wishing to use their voucher should sign the voucher and bring it to the Financial Aid Office within the first 10 days of their first quarter enrolled. Students must enroll and attend classes for a certificate, diploma or degree program in order to use their voucher. The HOPE GED voucher is valid for 24 months from the issue date. Students will be issued a check for the voucher amount after satisfactorily completing classes through midterm.

HOPE Book Vouchers

1. A student who meets all of the eligibility requirements for HOPE Grant or Scholarship to seek a certificate, diploma, or degree at a Georgia public institution is also eligible for a book allowance.
2. A student is eligible for the book allowance regardless of his or her eligibility for other types or sources of financial aid.
3. Swainsboro Tech will issue a $100 book allowance per quarter if the student is enrolled at least half time (six or more hours). A student who is enrolled for less than half time(five hours or less) will receive a $50 book allowance per quarter. The book allowance must be used to purchase books and supplies for the student's course of study.

Note: A change in course load during drop-add can affect the amount of the final book award. If a student's course load is reduced by No Shows or Withdrawals, the student will be required to pay charges not covered by the revised award to the Business Office.

Pell Book Vouchers

1. Pell book vouchers are reserved for first time Pell eligible students.
2. $200.00 is the maximum Pell book voucher amount.
3. Pell checks are issued prior to the end of each quarter. Students should reserve enough Pell funds to supplement HOPE book voucher funds to purchase books and supplies in future quarters.

Federal Work Study (FWS)

The FWS program funds part-time employment in various work settings for students enrolled at least half time and who show financial need. Students may indicate desire to participate in the FWS program by completing the FAFSA. Students must then apply by completing the individual FWS application when specific job vacancies are announced.

Veterans Program

All full-time day programs at Swainsboro Technical College are approved for veterans and other eligible persons so that qualifying persons can receive educational allowances while attending school. Some evening programs are approved for half-time benefits under this program. The veterans program is commonly called the G. I. Bill. Students interested in veterans educational assistance should contact the director of financial aid at Swainsboro Technical College. Information is also available on the web at:

www.gibill.va.gov. and www.va.gov.

Vocational Rehabilitation

Students above age 16 with certain mental or physical handicaps which might prevent employment may obtain corrective treatment by receiving braces or prostheses, or guidance and counseling services. Cost of fees, books and supplies (and room and board when applicable) may be paid for handicapped students in training for a suitable career. See or write the special needs counselor:

Georgia Dept. of Human Resources
Division of Vocational Rehabilitation
Office of Financial Services
47 Trinity Avenue, S. W.
Atlanta, GA 30334-1202

Scholarships

Scholarships for students are available from businesses, civic clubs, and industries. Students may receive information concerning these scholarships from the director of Admissions.

General Eligibility

To qualify for most Title IV (Federal) and State financial aid programs, a student must:

1. Meet financial need requirements.
2. Be admitted as a regular, provisional or developmental student in a certificate, diploma, or degree program.
3. Document a high school diploma, GED certificate or pass an Ability To Benefit test.
4. Be a U. S. citizen or an eligible noncitizen.
5. Meet and maintain the requirements of the Satisfactory Academic Progress policy.
6. Not be in default on an educational loan nor owe a refund on a grant received for attendance at a prior post-secondary institution.
7. Sign a statement of educational purpose which indicates the money will be used only for expenses related to attending school.
8. Register with Selective Service
9. Comply with drug-free school regulations.
10. Meet other program requirements.

Application Process

Students who are interested in receiving financial aid should contact the Financial Aid Office in Building 1. To apply, the student must complete the Free Application for Federal Student Aid (FAFSA), which can be obtained from the Financial Aid Office or online at www.fafsa.ed.gov. The FAFSA application process is used to award all the Financial Aid Programs (Pell, HOPE, and FWS).

1. Complete the annual FAFSA (Free Application for Federal Student Aid). Every student must apply for financial aid each academic year.
2. Return the completed FAFSA to the Financial Aid Office for electronic processing.
3. Complete the Swainsboro Technical College Local Application/Certification Statement and return it to the Financial Aid Office.
4. Once the FAFSA has been processed, a Student Aid Report (SAR) will be mailed to the applicant. Review the SAR carefully and verify the information. If corrections are needed, return the SAR to the Financial Aid Office and complete and sign a Correction Worksheet.
5. If selected for verification by the U.S. Department of Education, submit required documents.

Note: if a student wishes to apply for

HOPE only, he or she can complete the HOPE Scholarship and Grant application. The HOPE application is available in paper form in the Financial Aid Office and online at www.gsfc.org/ehope.

Verification

Students who complete the Free Application for Federal Student Aid may be selected for verification. If selected, the student must provide documentation that certain elements of the SAR or ISIR are accurate. Documentation may include, but is not limited to:

- Verification worksheet
- Signed copy of student's Federal Income Tax Return
- Signed copy of spouse's Federal Income Tax Return
- Signed copy of parent's Federal Tax Return
- W-2's of student, spouse, or parent
- Student's Social Security Card
- TANF (Temporary Assistance for Needy Families) benefit summary
- Child Support printout
- Copy of divorce or separation document
- Social Security Administration printout of benefits received
- Copy of birth certificate
- Alien Registration Card
- Passport
- Other documents that provide proof of income or asset value

Financial Aid Workshop

Financial Aid workshops are held immediately following placement testing. Dates and times are published quarterly by the Student Services Office.

Developmental Studies and Financial Aid

Students must be accepted as regular or provisional to be considered for Pell Grant. Students accepted as developmental may be considered for HOPE Grant only. Special admissions students DO NOT qualify for Pell or HOPE.

Satisfactory Academic Progress Policy

Educational institutions are required to limit federal financial aid to those students who, according to institutional standards, are in good standing and who are making satisfactory progress toward their diploma. In accordance with this federal policy, the Office of Student Services and the Financial Aid Office at Swainsboro Technical College have developed the following standards of satisfactory progress which a student must achieve in order to maintain federal and/or state financial aid eligibility:

An overall average of 2.0 is required for graduation. See the grade point average computation in the Academic Program section for the grade point equivalencies of assigned grades.

For purposes of determining financial aid eligibility, transfer students will be considered to be maintaining satisfactory progress during their first quarter of enrollment. After the first quarter, the student will be fully responsible for meeting all Swainsboro Technical College academic progress requirements.

Eligibility to receive federal financial aid is based on clock hour enrollment. Certificate-seeking students must be enrolled at least half time in a program that satisfies the minimum program length of a post-secondary Swainsboro Technical College program, i.e., six months and 24 credit hours. Swainsboro Technical College's academic year is four quarters. Therefore, summer quarter is treated the

same as any other quarter.

To maintain eligibility for receipt of financial aid at Swainsboro Technical College, students must complete at least 67 percent of the credit hours attempted each quarter and maintain a quarterly and cumulative grade point average of 2.0. Students making unsatisfactory in any developmental course will be placed on academic probation. Students who fail to meet the required minimum hours or GPA at the end of any quarter will be placed on financial aid probation during the following quarter and may receive financial aid for the quarter they are on probation.

Students who fail to bring their GPA up to the required 2.0 and/or complete the required 67 percent during the probationary quarter will have their financial aid suspended. Students may have their financial aid reinstated after they complete an additional quarter at their own expense and meet satisfactory academic progress requirements during that quarter.

Courses in which the student receives grades of IP, W, WP and WF are not considered completed hours, but are counted as course work attempted. If a course is repeated, all hours attempted will be counted for purposes of the two-thirds requirement (67 percent) and maximum time frame. If aid has been terminated due to the Satisfactory Academic Progress policy, the student must pay all educational expenses until he or she is eligible for reinstatement.

Students must complete their educational objective with a maximum time frame of 150 percent of the published length of the program in which they are enrolled. This means that students will no longer be eligible to receive federal financial aid once they have attempted one and one/half times the minimum number of credit hours required for graduation in the program in which enrolled. Academic progress determinations will be made quarterly, prior to the disbursement of quarterly awards.

Appeals Process

Students have the right to appeal a finding that they are not making satisfactory academic progress if they have extenuating circumstances which prevented them from meeting the specified requirements. Appeals must be made in Writing to the director of financial aid within ten (10) days of notification of failure to make satisfactory progress. The appeal must specifically address the extenuating circumstances and should include pertinent documentation of the extenuating circumstances. The director of financial aid will present the appeal to the appeals committee. A copy of the decision of the appeals committee will be mailed to the student within thirty (30) days.

Reinstatement of Aid

Students may reapply to be readmitted to the institution after being dismissed for academic or attendance violations after waiting a period of three months. Students whose dismissal was caused by lack of satisfactory academic progress will be enrolled on a probationary status. They will not be eligible for reinstatement of financial aid until they are no longer on academic probation which will be determined at the end of the quarter in which they reenroll. This procedure does not apply to voluntary withdrawals. Reentering students will be charged at the current tuition rates for newly entering students.

Academic Program

Grading System

Swainsboro Technical College seeks to provide an environment suitable for learning. In the light of this primary aim, Swainsboro Technical College requires of its students reasonable academic progress. The retention of students demonstrating a lack of ability, industry, maturity and preparation would be inconsistent with this requirement. In setting requirements, letter grades are given points and are weighed according to hours. Only letter grades (A, B, C, D, F,& WF) are awarded and figured for the basis of grade point averages.

Grade	Grade Point	Numerical Equivalent
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59 & Below	0
W	Withdrawn	Not Computed in GPA
WP	Withdrawn Passing	Not Computed in GPA
WF	Withdrawn Failing	Computed in GPA as an "F"
EX	Exemption Credit	Not Computed in GPA
TR	Transfer Credit	Not Computed in GPA
S	Satisfactory Completion	Not computed in GPA of Developmental Studies
U	Unsatisfactory Completion	Not computed in GPA of Course Studies
IP	In Progress	Not Computed
AU	Audit	Not Computed
AC	Articulated Credit	Not Computed

Grading System Definitions

IP - indicates that a student has completed a substantial portion of the course work, but for nonacademic reasons beyond the student's control, has not completed the course work required. An "IP" not satisfactorily removed by midterm of the following quarter will be changed to an F.

S - indicates that a student has successfully completed developmental studies course(s).

U - indicates that a student has been unsuccessful in completing developmental studies course(s).

EX - indicates that a student has exempted a course by examination. Credit is given, but no grade points are calculated.

TR - indicates that a student has been given credit for course work from another accredited post - secondary institution which is the same or equivalent to course work required at this college. Course work to be considered for transfer credit must have a grade of C or better. Credit will be granted, but no grade points will be calculated.

W - indicates that a student has formally withdrawn within the first 30 percent of a course in which competencies have not been measured. No credit is given and no grade point will be calculated.

WP - is assigned for course work from which a student has formally withdrawn when a passing grade has been assessed for competencies. WP is not calculated for grade points, but is included for hours attempted for academic progress for financial aid.

WF -is assigned when a student has formally withdrawn from a course in which a failing grade has been assessed for competencies. WF is used in grade point calculations, earns no credit hours, and carries zero grade points for each credit hour attempted.

AU - is an audit agreed upon by the student and the class instructor prior to registration. An audit carries no credit. Course requirements for audited classes are agreed upon by the student and instructor before registration. Tuition is charged for an audited class.

AC - indicates that a student has been given articulated credit for course work from a secondary institution which has the same or equivalent competencies to course work required in this college. Credit is given but no grade points are calculated.

Computing Grade Point Average

Each letter grade has a point value (i.e., A4, B3, C2, D1). A student may determine the grade points for each course by multiplying the number of points a grade is worth

times the number of credit hours the course carries. Thus, a B (3 points) in a 3 credit hour course is worth 9 grade points and an A (4 points) in the same 3 credit hour course is worth 12 grade points. The grade point average is calculated by adding the total grade point value for all courses and dividing by the total number of credits attempted during the same period.

GPA Computation Example:

EMP 100	3 Credit Hours x 4 (Grade A)=	12
ACC 104	3 Credit Hours x 2 (Grade C)=	6
ACC 105	3 Credit Hours x 0 (Grade F)=	0
COS 104	1 Credit Hour x 3 (Grade B)=	3
Totals	10 total Credit Hours	21

21 points divided

A cumulative minimum grade point average of 2.00 is required for all work attempted. While a student may earn a cumulative average of 2.00 which includes one or more grades of D, grades Below C are seldom transferable to other institutions and may prohibit progress to other courses for which the current course is a prerequisite.

Academic Standards and Evaluation

Swainsboro Technical College shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students. Instructors shall provide a copy of the course syllabus to all students in each class by the end of the first full week of class for every term.

Instructors' evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Each instructor shall keep all tests and other academic evaluations for at least 2 quarters following the course in the event of a grade appeal. Refer to Academic Appeals process.

Each faculty member shall maintain a grade book containing an historical record of students' grades, absences and other pertinent information regarding the students' progress. When grade books are filled or when the instructor leaves employment, the grade books shall be turned over to their respective supervisor.

A student who engages in academic misconduct such as cheating shall face disciplinary charges under student conduct in addition to any loss of academic credit or standing that may result from their having failed to meet a course's academic requirements.

Academic Status

Students attending Swainsboro Technical College are expected to meet certain academic standards. These standards stress the importance of successful performance by students to maintain an academic status of good standing at Swainsboro Technical

College. Students are considered to be in good standing if they are not on academic probation or academic exclusion and are making satisfactory progress with a quarterly grade point average of 2.00 or higher.

Academic Probation

Students will be placed on academic probation if their quarterly grade point average is less than 2.00 or if they make unsatisfactory in any developmental studies courses.

Mid-Quarter Deficiency

Students who are below required course competencies at the mid-quarter point are counseled by their instructor. The instructor provides suggestions for strengthening the deficient areas. Documentation of counseling is filed by student services.

Academic Dismissal/Suspension

Students on academic probation who fail to attain a quarterly grade point average of 2.00 are subject to academic dismissal. Students not previously on academic probation, but earning a quarterly grade point average of less than 1.00 will be dismissed. The length of dismissal will be for one quarter. Students who wish to return must reapply with the office of Admissions. Returning academically dismissed students will be placed on academic probation for the return quarter. Therefore, students will be ineligible for financial aid.

Program of Study Progression Policy

A student who fails to progress in the program of study and fails a course twice will not be permitted to repeat the course nor continue the program for a period of one year from the last quarter attended. A student will be required to have academic counseling by his/her advisor before repeating a course. Reapplication for admission does not mandate acceptance to the program.

President's List and Merit List

At the end of each quarter, regularly admitted students who complete 12 credit hours or more and have earned a quarterly grade point average of 3.60 or better will be placed on the President's List. In addition, regularly admitted students who complete 5 credit hours to 11 credit hours and have earned a quarterly grade point average of 3.60 or better will be placed on the Merit List.

In Progress (IP) Grades

IP - (In Progress) indicates a course continues beyond the end of the quarter for nonacademic reasons. A student is given this as a privilege, not a right, provided appropriate methodology is followed and approved. In most instances, a student has satisfactorily completed a substantial portion of the course work, but, for reasons beyond the student's control, has not completed a specific part or amount of the work required (i.e. the final examination).

If permitted, the student must remove the IP by mid - quarter. Failure to comply will result in the IP changing to a grade of F. To obtain an IP, the student and the appropriate instructor must complete a Request for IP which states the request, reason and description of work to be completed. Approval must be obtained the week prior to the end of the quarter except in cases of emergency. Copies of the Request for IP must be approved by the Vice President of Instruction and on file with student services offices and the

instructor at the time grades are due.

Advanced Placement

Swainsboro Technical College, through its philosophy, mission and commitment to livelong work policy, supports the concept of advanced placement. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a diploma program. Advanced placement includes, but is not limited to the following:

Transfer Credit

Authorization for the award of transfer credit to students enrolled in programs of study at Swainsboro Technical College will reside with the registrar. Consideration for the award of transfer credit may be requested by the student or subject instructor. The decision for the award of transfer credit will be based on a review of an official transcript, a minimum grade of C, and a review of the course description. Instructor recommendations will also be considered in the award of transfer credit.

The maximum transfer credit and credit by exam may not exceed more than 50 percent of the total program. The 50% requirement will be waived if the student has completed a program for which standards have been implemented within the system. When a student attends two or more state technical colleges, the diploma will be awarded by the college within which the larger number of hours has been accumulated. A request for transfer credit must be made within the first quarter of study. If a student wishes to transfer credit earned from another post-secondary institution, the following procedure must be followed:

1. The student must make application for transfer credit which may be obtained from the registrar.
2. The student must furnish an official transcript from the former institution as well as a school catalog.
3. Transferred courses must be equivalent to the curriculum outline of the program of study the student wishes to enter.
4. Transferred courses must have a minimum grade of C or its equivalent.

Credit by Exam

Any regular program student may request exemption credit for some courses of instruction at Swainsboro Technical College. Credit will be awarded to the student after a minimum score of 70 is earned on a comprehensive examination. The exemption examination will be developed by the subject instructor and may include both factual and skill items depending on the course of instruction.

The maximum transfer credit and credit by examination may not exceed 50 percent of the total program. The request for credit by exam must be completed prior to registration for the course intended for exemption.

If a student wishes to request credit by exam, the following procedure must be followed:

1. The student must make an application for credit by exam which may be obtained from the Institutional Services office in Building 2, Room 2101.
2. At the time of application for credit by exam, a student must pay a $20 nonrefundable application fee per exam. The vice president of instruction will arrange the examination with the appropriate instructor.
3. Hours earned by exam are recorded on a student's permanent record with notation and the course name and number.. A score above 70 will be reflected by EX. EX

will not carry any grade point average.

4. No examination may be repeated in an attempt to receive credit. A student previously enrolled in a course resulting in an F cannot attempt exemption credit by exam. Special admitted students are not permitted to receive credit by exam.

Standardized Exam Credit

Swainsboro Technical College may award Credit based on nationally normed exams, including, but not limited to, the following:

1. CLEP- Credit may be awarded for successful Completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit will be awarded based on score recommendations of the Council on College Level Services.

2. PEP- Credit may be awarded for successful completion of appropriate examinations under PEP (Proficiency Examination Program).

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

Military Training Credit

Swainsboro Technical College awards credit for training received in the Armed Forces. The training is certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education. Credit is given when the training experience closely corresponds to courses offered at Swainsboro Technical College. The maximum credit for military training may not exceed 50 percent of the total program.

Co-Op Training Program

A cooperative (CO-OP) training and employment program is available in the Electronics Fundamentals/Technology programs in conjunction with Robins Air Force Base. Students participating in this program must have the College and employer approval prior to participation. It is the intent of this program to supplement the training at Swainsboro Technical College and give the student actual job experience.

Some programs have a cooperative internship segment in their curriculum and students may receive credits for completing the internship. If a student participates in the program without receiving Swainsboro Technical College credit. he or she will not be covered by school insurance.

Secondary Articulation

Swainsboro Technical College is committed to ensuring that students receive course credit when established competencies have been achieved. Formal articulation agreements with area high schools allow high school students to participate in the post-secondary Options Program. Participants may attend technical college during the junior or senior year of high school. With satisfactory progress and conduct at Swainsboro Technical College, the student may graduate with the high school class during that school's regular graduation. The diploma or certificate from Swainsboro Technical College is

granted when the student satisfactorily completes the course of study.

Swainsboro Technical College is a participant in the Tech Prep program with high schools in the area. The Tech Prep program is a formal agreement between Swainsboro Technical College and a school system to provide students a smooth transition from secondary to post-secondary education. This program enables students to enroll in selected courses in high school and, upon satisfactory completion, receive advanced placement in a diploma program at Swainsboro Technical College.

Application for Certificate Completion

At the time a certificate-seeking student registers for his/her final quarter, the student must apply and pay fees for a certificate of completion. A student must have a cumulative grade point average of 2.00 or better to receive a certificate. The application is located on the bottom portion of the registration form.

Application for Graduation

At the time a degree or diploma-seeking student registers for his/her final quarter, the student must apply for graduation. The application is located on the bottom portion of the registration form. The application will be completed by the student and the instructor.

Graduation Honors

Students who graduate from Swainsboro Technical College and excel in their academic performance shall be recognized at graduation. A cumulative grade point average of 3.60 or higher will designate a student to graduate with honors. If a student plans to participate in graduation exercises, the student will be measured when the application is turned in. The diploma will be ordered following the collection of the application and verification of course requirements established by program standards.

Graduation Rate of Swainsboro Technical College

The (1999) graduation rate for Swainsboro Technical College is 51%. This graduation rate is inclusive of only those students who are full-time, first-time post-secondary students. The 63.6% of the student body at Swainsboro Technical College who are part time and the 73.9% who are not first - time post-secondary students are not included in this calculation. Students attend Georgia's Technical Colleges for a variety of reasons. While many attend with the intention of completing their chosen program, others upgrade their skills to a point sufficient for initial employment or promotion. Georgia's strong economy and demand for qualified employees place a high premium on the skills possessed by technical college students. This demand results in an increasingly high number of students being hired prior to graduating from a program of study.

Requirements for Graduation

In order to graduate, students must meet all requirements of program courses and hours. To receive a degree or diploma from a program of instruction, the student must have a graduation grade point average of 2.00. The Graduation Grade Point Average is calculated only on those courses required for graduation. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation. Those students completing a program with less than this level of achievement will be awarded a

transcript.

A student must acquire a high school diploma or GED prior to graduating from their chosen program. An official copy of their high school transcript showing a date of graduation with a diploma or an official copy of their GED test scores showing a passing score must be on file before a student may receive their diploma from Swainsboro Tech.

Graduation Exercises

All students graduating at the end of summer quarter are encouraged to participate in the formal graduation exercise. Students who have graduated during the school year are also encouraged to attend graduation. Students who graduate at the end of fall quarter may participate in graduation exercises provided they make application for graduation and meet program requirements. Students will not receive a degree, diploma, or certificate until all financial accounts are clear. Informal graduation ceremonies are held at the end of fall, winter and spring quarters.

Work Ethics Traits

A work ethics grade (3, 2, 1, or 0) will be given each quarter for all courses. The quarterly work ethics grades will not affect academic grade point average. The work ethics grade will be printed on quarterly student progress reports and on transcripts. The work ethics grade is designated to evaluate and encourage good work ethics. Performance factors and indicators include, but are not limited to, attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect.

Technical Education Guarantee

The Georgia Department of Technical and Adult Education guarantees employers that graduates of state technical colleges have demonstrated competencies as defined by the Industry Technical Committee and which are included in approved state curriculum standards. Should any student within two years of graduation not be able to perform one or more of the competencies as specified in the standards, including failure to pass a state required licensure examination, the Department agrees to provide specific retraining at any state technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fees.

Guidelines for Readmission to or Transfer Within Programs of Study

1. Students who have failed to progress in their programs or have been dismissed, suspended, or withdrawn, may apply to re -enter for the quarter following the dismissal or suspension period. application to re-enter must be made through the Admissions office for the quarter the student wishes to return. If a student voluntarily withdraws or "sits out" for a quarter, he/she must submit an application for readmission for the quarter the student wishes to return.

REAPPLICATION DOES NOT MANDATE ACCEPTANCE

Guidelines for Readmission

1. The school reserves the right to evaluate the applicants. Students are accepted based on previous experience, education record, motivation, placement test results, counseling by their advisor. If vacancies are not available, students are placed on

the waiting list for the quarter of readmission.

2. Being placed on the waiting list does not guarantee an entrance date. Each individual will be notified as to his/her entrance date.

3. When an applicant is notified of an opening and given an enrollment date, he/she must report on that date. If the applicant does not enroll by the deadline set forth by the school, another applicant will be notified to fill the slot.

4. If applicants cannot enroll at the time of notification, they must re-apply for the quarter they wish to return.

Drop/Add Policy

A student may drop or add course(s) without academic penalty through the fifth day of the quarter. Course(s) dropped during the drop/add period will not appear on the student's official transcript. It is the student's responsibility to obtain approval from his or her academic advisor and to notify the instructor of the drop/add class concerning the schedule change. Also, it is the student's responsibility to contact the business office regarding additional fees or refunds. Students receiving financial aid should contact the financial aid director concerning such schedule changes. Students should be aware that dropping / adding classes will affect their financial aid award.

* The Practical Nursing Program has separate guidelines for re-admission published in the LPN handbook.

Drop/Add Procedure

1. Student must obtain drop/add form from student services office.

2. Student must obtain the advisor's signature.

3. Student must obtain the signature of the instructor of the course being dropped and/or added.

4. Student must return form to the registrar.

5. All the above signatures are required for official approval.

Withdrawal Policy

A student may withdraw from one or more courses or from the college after the drop/add period. If a student should decide to withdraw, the student must officially request a course instructor to initiate a student status change form. Grade(s) will be designated W, WP or WF or the actual grade completed for the course work. Following proper procedures protects the student's privileges of readmission. Students who officially withdraw from course(s) or the college may be entitled to a refund based on the refund policy.

Withdrawal Procedure

1. It is the responsibility of the student to contact his or her advisor and course instructor to request withdrawal from a course(s) or the college. The student should produce verification to indicate that the student has discussed withdrawal with his or her advisor. The withdrawal contact should be made by the student in person, but telephone contact is acceptable in some circumstances. The student should state his or her reason for requesting withdrawal. In turn, a student on financial aid should consult the appropriate financial aid personnel.

2. The course instructor should initiate a student status change form.

3. The completed form should then be given to the appropriate personnel by the course instructor.

Institutional Policies

Course offerings are planned and scheduled according to the programs of study in effect at the time of a student's first enrollment. The courses specified in a particular program of study will normally be scheduled by quarter and in the sequence described in the program information sheet. Students must maintain continuous enrollment in order to complete their original program of study. If the program of study changes, students who have not maintained continuous enrollment may be required to complete the new program of study.

Students attending on a part time basis or in the evening are cautioned that courses are offered when enrollment and instructor availability make it feasible. Evening students may have to attend during the day to complete some required courses. Course descriptions are for information purposes only. They do not constitute an agreement or contract between the college and the student. Swainsboro Technical College reserves the right to change the curriculum as changing circumstances may dictate.

Request for Transcript

Students who desire transcripts or information to be sent to other institutions or prospective employers should contact the registrar and sign a request form for release of records or information by the school. Please allow three days for compliance with a request for transcript, provided technology is operational.

Student records

Procedures relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended and the policies of Swainsboro Technical College. Under this Act, students have the following rights:

- The right to inspect and review educational records maintained by the school that pertain to them;
- The right to challenge the content of records on the ground that they are inaccurate, misleading, or a violation of their privacy rights; and
- The right to control disclosures from their educational records with certain exceptions. Transcripts of educational records will only contain information about academic status. Disciplinary action may be recorded in cases where it affects the student's eligibility to register.

Disciplinary, medical, psychiatric, and counseling; placement; financial aid; and veterans affairs records will be maintained separately from educational records and will not be available to unauthorized persons except under legal compulsion or in cases where the health and welfare of persons or the safety of property is involved.

The following information is published annually as required by FERPA:

Definitions:

Student – any person who attends or has attended Swainsboro Technical College.

Parent – parent of a Swainsboro Technical College student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian (see Disclosure to Others — item #8).

Third Parties – non-College persons or entities.

College – Swainsboro Technical College.

College Official – College employees who have a legitimate educational interest in the records.

Education Records – any record maintained by Swainsboro Technical College or

an agent of the College which is directly related to a student except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.

2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

3. Alumni records which contain information about a student after he or she is no longer in attendance at the College and the records do not relate to the person as a student.

Family Education Rights and Privacy Act

Swainsboro Technical College is committed to meeting the provisions established by the Family Education Rights and Privacy Act (FERPA), which protects the rights of students who are attending Swainsboro Technical College.

Annual Notification

Swainsboro Technical College will notify currently enrolled students and parents of their rights under FERPA by publishing a notice annually in the school catalog.

Types, location and custodians of records:

Type of Record	Location	Custodian
Academic (e.g. transcript, transfer work, class schedule, degree requirements, probation, etc.)	Student Services, Registrars Office	College Registrar
Financial Aid	Student Services, Financial Aid	Director of Financial Aid
Placement	Student Services, Career Services	Director of Career and Job Placement
Bills, checks, fees	Business Office	Director of Accounting
Attendance, tests	Classroom	Instructor

Access to Student Records

To inspect or review an education record, a student must submit a written request to the record custodian. The student must sign the request; describe the specific record to be reviewed and must set forth the name under which the student attended Swainsboro Technical College, the student's social security number and the student's last date of attendance. Proper picture identification must be presented before the documents may be reviewed. The record custodian, or the custodian's designee, may waive the requirement for a written request. For example, the record custodian for student account records may waive the students request for a copy of the current bill.

The record custodian or an appropriate designee will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given within 45 days or less of receipt of the written request.

Student records are destroyed (per our Records Retention Policy) three years after graduation or the last date of attendance. After this point, the file doesn't exist for a student to inspect.

Right of Swainsboro Technical College to refuse access

Swainsboro Technical College reserves the right to refuse the inspection and review of:

- Financial statements of the student's parents.
- Confidential letters and statements placed in the education record after Jan. 1, 1975 for which the student has waived the right of access in writing for admission, employment, or receipt of an honor or honorary recognition, except when those docu-

ments have been used for any purpose other than that for which they were originally intended, or

• Documents excluded from the FERPA definition or education records.

Refusal to provide copies

Swainsboro Technical College reserves the right not to provide copies of transcripts it has received from other educational institutions. It also reserves the right to deny official copies of Swainsboro Technical College transcripts if the student has an unpaid financial obligation to the college.

Disclosure of Education Records to College Officials

Within the College, only those staff members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. The College will disclose information from a student's education records to

College officials who have a legitimate educational interest in the records. These staff members include administrators, the registrar, financial aid counselor and the academic personnel, all held within strict need-to-know limitation.

A College official has a legitimate educational interest if the official is:

• performing a task or service specified in the official's position description or contract;

• performing an instructional task directly related to the student's education;

• performing a task related to the discipline of a student;

• performing as a faculty advisor, this pertains strictly to access to the student's academic record;

• providing a service or benefit relating to the student or student's family, including, but not limited

to, counseling, job placement, financial aid, or health and safety emergency.

Disclosure to Others

Release of personally identifiable student information will not be allowed without the written consent of the student except as follows:

1. Release of records to officials of another school where the student seeks or intends to enroll. Student must still provide written consent to release of officials transcripts.

2. To certain government representatives authorized by law to have access to educational records, and state education authorities.

3. In connection with the student's financial aid request or award and the information is necessary for certain purposes set forth in the regulations.

4. To organizations conducting studies for or on behalf of the College.

5. To accrediting organizations to carry out their accrediting function.

6. To comply with a judicial order or lawfully issued subpoena.

7. To appropriate parties in a health or safety emergency or to protect the health and safety of students or other persons. .

Record of Requests for Disclosure to Individuals Other than the Student or College Officials

A record will be maintained of all requests for access to and disclosures of information from the education records of each student except as stated below. The record will indicate the name of the party making the requests, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information. The record

may be reviewed by the student or parent of a dependent student as stipulated above. A record of disclosure need not be kept of disclosures to the student, a College official with legitimate educational interests, a party with written consent from the student, or a party seeking directory information.

Correction of Education Records

Students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of the privacy or other rights of the student. The following are the procedures for correcting the records.

1. The student must request an informal discussion of the questionable item with the Record Custodian, who may comply or may decide not to comply.

2. If the result of the informal discussion is not satisfactory to the student, and the student still wishes to have the record corrected, the student must submit a written request for a change in the education record. This written request must state why the education record is inaccurate, misleading, or violates the privacy or other rights of the student. This request must be given to the Vice President of the affected area. The Vice President of the affected area shall then request a written statement from the Records Custodian that explains why the request for the change in the education record was denied at the informal stage.

3. After a review the Vice President of the affected area will notify the student whether or not the College will comply with the change. If not, the Vice President of the affected area will notify the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

4. Upon receiving a written request for a hearing, the Vice President of the affected area shall arrange for a hearing and notify the student, reasonably in advance, of the date, time, and place of the hearing.

5. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The hearing officer shall be appointed by the President. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

6. The College will prepare a written decision based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

7. If the College's decision is that the challenged information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the record will be amended accordingly and the student will be notified in writing by the Vice President of the records custodian of the amendment.

8. If the College's decision is that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the records custodian will inform the student of the right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as that record is maintained, and the statement will be disclosed whenever the Record Custodian discloses the portion of the record to which the statement relates.

Release of Student Information

In accordance with federal law, the Family and Educational Rights and Privacy Act, or FERPA, Swainsboro Technical College will release the following student information as directory information provided the third party makes a written, not verbal, request:

*Name
*Age
*Major
*Date(s) of attendance (quarters of enrollment)
*Award of diploma or certificate

Any adult student or minor student's parent who objects to the release of this directory information under the Family Educational Rights and Privacy Act should file an objection in writing, clearly stating what directory information should not be released to third parties. Forms are available in the office of the registrar for filing a FERPA objection. Another federal law, the Solomon Amendment, requires Swainsboro Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as name, address, age, major, date(s) of attendance, and award of credit. If a student or minor does not wish to have student recruitment information released to third parties, a FERPA objection must be on file in the office of the registrar.

Tuition, Fees and Textbooks

Total cost for a resident, full-time diploma and degree program students at Swainsboro Technical College is $370 per quarter. This includes an activity fee of $16, registration fee of $26 and student insurance of $4.

Selected Technical Certificates of Credit have higher per hour costs. Those certificates are the following: Accredited Business Accountant Preparation, Automated Manufacturing Specialist Technology, Basic Audio Systems, Basic Food Safety and Preparation, Basic Flux Core Arc Welding, Basic Gas Tungsten Arc Welding, Basic Shielded Metal Arc Welding, Certified Construction Worker, Certified Customer Service Specialist, Certified Manufacturing Specialist, Civil Drafting Specialist, Emergency Medical Technician (Basic), Emergency Medical Technician (Intermediate), Golf Course Management, Help Desk Technician, Industrial GMAW (MIG) Welding, Landscape Design and Installation Technician, Linux/Unix Administration, Master Preparation, Medical Transcriptionist, Nail Technician, Patient Care Assisting, Phlebotomy Technician, Supervisory Specialist. Total cost for these Technical Certificate of Credit Programs for resident full-time is $526. This includes activity fee of $16, registration fee of %26 and student insurance of $4.

Georgia citizens 65 years of age or older are exempt from tuition costs on a space available basis. The cost for books varies according to the program, with total amounts ranging from $190 to $660. Uniforms, instructional kits, tools, and other items are required for successful completion of some programs. The Georgia resident fee structure is based on a tuition fee of $27.00 per quarter hour. Enrollment in twelve or more quarter hours is considered full-time enrollment.

A nonrefundable application fee of $15 is charged when prospective students apply for admission. Costs for short-term and continuing education programs are determined on a cost-recovery basis. These costs are published with course announcements. A private bookstore is housed on campus for students' convenience located in Building 3, Room 3201. It is the student's responsibility to purchase books in a timely manner. Students receiving financial aid must clear the financial aid process prior to

registration in order for book vouchers to be available the first day of the quarter.

Insurance

Statewide school insurance must be purchased at 14 per quarter. Two and three wheeled vehicles are not covered under this policy. Insurance fees are not refundable.

Tuition and Fees

Tuition for credit programs is charged by the credit hour with a maximum charge of 12 credit hours per quarter based on the hourly rate established by the State Board of Technical and Adult Education (Currently $27 per credit hour.) Continuing education and customer requested short courses are charged on a cost recovery basis. Activity fees are charged for credit programs and are based upon the rate established by the State Board of Technical and Adult Education with a maximum charge of 12 credit hours per quarter.

Charts are provided at the end of this section detailing applicable fees for diploma and degree students and for selected Technical Certificates of Credit.

Current tuition and activity fees:

Tuition	27.00/Quarter Hr.*

Fees

Returned Check Fee	20.00
Retest	5.00
Registration	26.00
Student Activity	16.00
Student Accident Insurance	4.00

*Note: All charges for quarter hours are for a maximum of 12 quarter hours.

In-state Tuition

No. of Hours	Tuition	Activity	Registration	Insurance	Total
1	27.00	16.00	26.00	4.00	73.00
2	54.00	16.00	26.00	4.00	100.00
3	81.00	16.00	26.00	4.00	127.00
4	108.00	16.00	26.00	4.00	154.00
5	135.00	16.00	26.00	4.00	181.00
6	162.00	16.00	26.00	4.00	208.00
7	189.00	16.00	26.00	4.00	235.00
8	216.00	16.00	26.00	4.00	262.00
9	243.00	16.00	26.00	4.00	289.00
10	270.00	16.00	26.00	4.00	316.00
11	297.00	16.00	26.00	4.00	343.00
12	324.00	16.00	26.00	4.00	370.00

In-state Tuition for Selected TCCs

No. of Hours	Tuition	Activity	Registration	Insurance	Total
1	40.00	16.00	26.00	4.00	86.00
2	80.00	16.00	26.00	4.00	126.00
3	120.00	16.00	26.00	4.00	166.00
4	160.00	16.00	26.00	4.00	206.00
5	200.00	16.00	26.00	4.00	246.00

6	240.00	16.00	26.00	4.00	286.00
7	280.00	16.00	26.00	4.00	326.00
8	320.00	16.00	26.00	4.00	366.00
9	360.00	16.00	26.00	4.00	406.00
10	400.00	16.00	26.00	4.00	446.00
11	440.00	16.00	26.00	4.00	486.00
12	480.00	16.00	26.00	4.00	526.00

Institutional Refund Policy

Application fees, registration fees, and insurance fees are nonrefundable. A percentage of tuition paid by a student shall be refunded if the student formally withdraws within one (1) calendar week from the first day of any quarter, as follows:

Preregistered students may receive a full refund (100% of all tuition paid) provided they cancel prior to the first day of the quarter.

Within seven (7) consecutive calendar days, including holidays, from the first day of any quarter, the refund amount will be 75% of tuition paid.

After seven (7) consecutive calendar days, including holidays, following the first day of any quarter, no refund will be issued.

Example of the Institutional Refund Policy applied to a full-time student who withdraws within seven consecutive calendar days is as follows:

N/A - Non - Allowed Refund

Refund	Original Charges	% of refund	Amount
Tuition	$288.00	75%	$216.00
Activity Fee	16.00	75%	12.00
Registration Fee	26.00	N/A	0
Insurance	4.00	N/A	0
total	$334.00		$228.00

Refund Procedure

1. Students are requested to provide a current address to the business office.
2. Checks will be printed on the next check run and may be picked up or mailed.

Payment of Title IV Funds Policy

Students eligible to receive Title IV funds may or may not receive payment. Payments for Title IV recipients who totally withdraw from school are calculated as:

$$\frac{\text{The Number of Calendar Days Completed}}{\text{The Number of Days in a Quarter}} = \text{The Percentage of Title IV Aid Earned}$$

However, the student receives 100 percent of the funds if they have attended more than 60 percent of class.

If funds are remaining after tuition and fees are deducted from Title IV funds, then a check for the remainder will be issued prior to the end of the quarter. Samples of this policy are available upon request from the financial aid office.

Student Conduct

Student Conduct

Student Rights and Responsibilities

Swainsboro Technical College promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom of individual thoughts and expression consistent with the rights of others. The College protects the rights of its educational mission, vision, and purposes. Students have the rights to the following:

1. To be in an atmosphere that is conducive to learning and to attend Swainsboro Tech's educational programs, course offerings, and activities on campus or any activity sponsored by Swainsboro Technical College off campus in accordance with its policies and procedures.
2. To obtain the necessary knowledge, skills, and abilities, in order to acquire skill competencies and obtain employment by participating in programs, course offerings, and activities in accordance with Swainsboro Tech policies and procedures.
3. To develop intellectual, personal, and social values.
4. To due process procedures as outlined in catalog.
5. To participate in institutionally approved student organizations in accordance with Swainsboro Tech policies and procedures.
6. To be admitted to Swainsboro Tech without discrimination in any respect.
7. To have academic and disciplinary records kept confidential subject to existing laws. No official records of students are available to unauthorized persons without the expressed written consent of the student(s) involved except under legal compulsion.
8. To be informed of student's right to know information required by federal regulations.

Swainsboro Technical College Student Conduct Code

One of the missions of the technical college (Swainsboro Technical College) is to provide technical and adult education programs. To fulfill this mission, the technical college must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students (all persons taking course at the campuses, both full-time and part-time) assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community (any person who is a student, faculty member, technical college official or any other person employed by the technical college) recognizes its responsibility to provide an atmosphere conducive to learning and growth. With these principles in mind, the Swainsboro Technical College Student Leadership Council in conjunction with the Office of Student Services establishes this Student Code of Conduct as student responsibilities. Annually, this code shall be reviewed by the Student Leadership Council in conjunction with the judicial advisors.

Jurisdiction of the Technical College

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college premises (all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college including adjacent streets and sidewalks), off-campus classes, activities or functions sponsored by the technical college, or which adversely affects the technical college community and/or the pursuit of its objectives.

Conduct Rules and Regulations

Any student found to have committed the following infraction is subject to the disciplinary sanctions outlined below:

1. Acts of dishonesty, including but not limited to the following, such as

cheating(use of any unauthorized assistance in taking quizzes, tests, or examinations, dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments or the acquisition, without permission, of tests or other academic material belonging to a member of the technical college faculty or staff; or plagiarism, or other forms of academic dishonesty); plagiarism (use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement);furnishing false information to any technical college official, faculty member or office; forgery, alteration, or misuse of any technical college document, record, or instrument of identification; tampering with the election of any technical college recognized student organization; gambling are prohibited.

2. Misplacing, taking, or destroying or attempting to misplace, take, or destroy any item or part of an item belonging to or in the protection of the school with the intention of bringing about an undue disadvantage in the classroom work of other technical college students is prohibited.

3. Disruption or obstruction of teaching, research, administration, disciplinary proceeding, other technical college activities, including its public-service

functions on or off campus, or other authorized non-technical college activities, when the act occurs on technical college premises is prohibited.

4. Physical abuse, verbal abuse, threat, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person is prohibited.

5. Attempted or actual theft of and /or damage to property of the technical college or property of a member of the technical college community or other personal or public property is prohibited.

6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization is not allowed..

7. Failure to comply with directions of technical college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so is prohibited.

8. Unauthorized possession, duplication or use of keys to any Technical College premises or unauthorized entry to or use of Technical College premises is prohibited.

9. Violation of published Department of Technical College policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program is forbidden.

10. Violation of federal, state or local law on technical premises or at technical college sponsored or supervised activities is prohibited.

11. The sale or attempted sale, use of, or possession of any illegal, dangerous, or controlled drugs on any technical college premises or sponsored event is prohibited. (alcohol and drug abuse policy)

12. The use, possession or distribution of alcoholic beverages on any technical college premises or at any sponsored event, or public intoxication is prohibited. (see alcohol and drug abuse policy)

13. The illegal or unauthorized posses-

sion of chemicals, firearms, explosives, other weapons of any kind is forbidden and are not to be brought onto any technical college premises or to a sponsored event. (see weapon and instrument policy)

14. Participation in a campus demonstration that disrupts the normal operations of the technical college and infringes on the rights of other members of the technical college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus is prohibited.

15. Misuse or unauthorized use of telephones located on the college campus or use of on-campus telephones for illegal purposes or in an illegal manner is forbidden.

16. Obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical colleges sponsored or supervised functions is prohibited.

17. Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on technical college premises or at other locations where classes, activities, or functions sponsored or participated by the technical college may be held is prohibited.

18. Theft or other abuse of computer time, including but not limited to:

unauthorized entry into a file; to use, read, or change the contents, or for any other purpose, unauthorized transfer of a file; unauthorized use of another individual's identification and password is prohibited. (see computer and network usage policy)

19. The use of tobacco products in campus buildings except in designated smoking area is forbidden. (see smoking/tobacco usage policy.)

20. The failure to dress appropriately at all times is forbidden . (see student dress code)

21. No student shall initiate a judicial proceeding knowingly without cause nor attempt to discourage an individual's proper participation in, or use of, the judicial system. No student shall attempt to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding, nor influence or attempt to influence another person to commit an abuse of the judicial system. Harassment (verbal or physical) and/or intimidation of a member of judicial body prior to, during and/or after a judicial proceeding and failure to comply with the sanction(s) imposed under the student code are also violations of the judicial system. (See Judicial Procedure in Appeals and Grievance Section)

All students must comply with the following rules of conduct:

1. Students must show respect for all staff and faculty members and are subject to disciplinary action for failing to do so.

2. Students defacing, mutilating or destroying equipment or college property are subject to immediate dismissal. Students are subject to prosecution on felony charges.

3. Students ignoring safety regulations are subject to dismissal.

4. Students gambling, cheating or stealing are subject to disciplinary action.

5. Students participating in any unauthorized activity which interferes with the regular instructional program or normal college activities are subject to immediate dismissal.

6. Students are to be clear of the halls at all times except for normal travel to and

from classrooms and during breaks.

7. If a student violates the student dress policy, the student may be asked to leave the campus and not return until dressed appropriately.

8. Students in violation of student conduct can be placed on disciplinary probation by the president or his/her designee.

Discipline

Instructors will ensure student compliance with rules and policies as stated in the catalog. All instructors are responsible for supervising all student conduct while on the campus. College rules and policies are to be enforced at all times in a friendly, fair, but firm manner. Instructors should, in general, take care of their own discipline problems, with the realization that inability to do so will weaken the instructor's position of leadership in the classroom; however, instructors should consult with the appropriate supervisor about any unusual disciplinary problems. No instructor is to use physical force in removing a student from the classroom or shop.

In general: Once a class starts, the halls and grounds will be free of students and instructors. Individual instructors will handle as many of their discipline problems as possible. Every instructor has the responsibility of correcting any student who is acting in an unbecoming manner in the building or on the grounds. The instructor will be in complete charge of the class at all times. Students not accepting this charge will be brought to the office at once.

Reasons for Dismissal

Students defacing, mutilating or destroying equipment or college property will be subject to immediate dismissal. Students ignoring safety regulations are subject to dismissal. Students possessing or using alcoholic beverages or illegal drugs will be dismissed. Students participating in any unauthorized activity which interferes with the regular instructional program of the college may be subject to dismissal.

Health Occupations Program Dismissal

Minor Incidents:

A minor incident is not life threatening nor does it pose a serious danger. Examples are tardiness, unprofessional behavior or appearance. Two minor incidents of the same nature equal a major incident. Three minor incidents of any description will result in clinical probation.

Major Incidents:

A major incident has the potential for being life threatening and does pose a serious danger. Examples are medication errors, a break in patient confidentiality, no call/no show, unprofessional behavior that is disruptive, violation of class or clinical student procedure standards. One major incident causes student to be placed on probation for the remainder of the quarter and counseled. Two major incidents equal one critical incident.

Critical Incidents:

A critical incident is life threatening and/or has the potential to incur a crisis to life or to property and/or is inclusive of exhibiting unethical behavior. Examples of critical incidents are harmful medication errors, threatening behaviors, being under the influence of mood-altering substances, i.e., prescription or nonprescription medication that inhibits safe practice. Upon

discovery of a critical incident, the student will be removed from the class and/or the clinical area and the administration of the college shall be notified immediately. The administration will take proper administrative action which can result in permanent removal from the health occupations program.

Alcohol and Drug Abuse

Swainsboro Technical College prohibits the unlawful distribution, use or possession of drugs and alcohol by students and employees as any part of the college's activities. Students possessing or using illegal drugs or alcoholic beverages will be dismissed. A drug test may be required by the college.

Students possessing and/or using drugs or alcohol on school property or during school activities will be reported to local law enforcement authorities. Students dismissed from Swainsboro Technical College may be considered for readmission after a reasonable period of time, appropriate treatment, and release by proper authorities.

Marijuana Related Laws

In this state, the legal consequences of marijuana use or trafficking are worth serious consideration:

Any person charged and convicted of possession of one ounce or less of marijuana is guilty of a misdemeanor, which is punishable by imprisonment for a period not to exceed 12 months, or a fine not to exceed $1,000, or both. (O.C.G.A. 16-3-2.)

Substance Abuse Related Laws

Where more than one ounce of marijuana is involved, the law of the state of Georgia states the following :

It is unlawful for any person to possess, have under his control, manufacture, deliver, distribute, dispense, administer, sell or possess with intent to distribute marijuana. Except as otherwise provided in O.C.G.A. 16-3-2 (First Offender Clause), any person who violates this subsection shall be guilty of a felony and shall be punished by imprisonment for not less than one (1) year nor more than ten (10) years. (Georgia Controlled Substance Act, O.C.G.A. 16-13-30)

There is in Georgia an extensive list of other drugs that have been determined to have a high potential for abuse or are not currently accepted for medical use or have a potential for leading to psychological or physical dependence. The possession, use or sale of such controlled substances carries severe penalties, including imprisonment up to 30 years. Indeed, so serious does society regard these controlled substances that it is a serious violation (punishable by imprisonment from one to ten years) to possess, manufacture, deliver, sell, etc., a counterfeit of such drugs. Federal laws, too, provide stiff penalties for violations.

It Is a Crime for:

1. Minors to purchase or possess alcoholic beverages.
2. Parents or other adults to contribute to the delinquency of a minor through the purchase, sale or providing of alcoholic beverages to a minor. Parents may sue anyone who serves or gives alcohol to their minor child without their permission.
3. Anyone to possess an alcoholic beverage on public school grounds.
4. Anyone to operate a motor vehicle while under the influence of alcohol or

drugs, even if the person is legally entitled to use the drug.

5. Anyone to drink alcoholic beverages on the streets, sidewalks, alleyways, parking areas, public parks or other open areas.

The penalties for violating alcohol possession and selling laws are a misdemeanor charge that is punishable by 30 days' imprisonment and a fine of $300.

The penalties for driving under the influence of alcohol can be 10 days to one year imprisonment, a $100 to $1,000 fine, and suspension of the driver's license.

Additional Penalties Apply to Minors:

The Georgia legislature provides that 16 and 17 year old drivers convicted of serious traffic offenses will lose their driving privileges.

The Following Violations Can Result in suspension of a Minor's Driver's License:

1. Driving under the influence of alcohol.
2. Speeding more than 25 miles per hour above the speed limit.

Some of the Health Risks Associated with the Use of Illicit Drugs and Alcohol:

1. May cause permanent brain cell damage, particularly areas controlling memory and behavior.
2. May cause acute fears and anxiety.
3. May increase the heart rate by 50 percent, lowering the oxygen supply to the heart muscle.
4. May contain cancer-causing agents, irritate lungs and damage the way they work.
5. May make the user more susceptible to colds, pneumonia and flu.
6. May lead to chronic bronchitis, emphysema, and lung cancer.
7. May cause temporary loss of fertility, impair normal sexual development, and be especially harmful during adolescence or pregnancy.
8. May cause paranoia, aggressive behavior, hallucinations and convulsions.
9. May cause hepatitis from injection with non-sterile needles.
10. May cause ulcers in the mucous membrane.
11. May cause serious and life-threatening infections, including AIDS, from injecting with non-sterile equipment.
12. May cause severe swelling of the liver or cirrhosis of the liver.
13. May cause weakness and loss of tissue.

Drugs that may cause the above health risks include marijuana, cocaine, opiates, amphetamines, phencyclidines, tobacco and alcohol.

Facilities for the Treatment of Alcohol and Drug Disorders

Bulloch, Candler County, Evans and Tattnall Counties:

Pineland Mental Health Services
9 Allencail Drive
Statesboro, GA 30458
912-764-9868

Emanuel County:

Ogeechee Area Day Service
207 N Anderson Drive
Swainsboro, GA 30401
478-289 - 2530
478- 289 - 2524 (Crisis Line)

Jenkins County:

Outpatient Behavioral Health Services
727 Virginia Ave.
Millen, GA 30442

478-982-2137

Johnson County / Montgomery County / Treutlen County:

Mental Health Center of Middle Georgia
2121 A Bellevue Ave.
Dublin, GA 31021
(478) - 272 - 1190

Screven County:

Outpatient Mental Health & Substance Abuse
302 East Ogeechee Street
Sylvania, GA 30467
912-564 - 7825

Toombs County:

Toombs Counseling Center
1805 Manning Drive
Vidalia, GA 30474
912-537-9316

Student Dress Code

Students at Swainsboro Technical College are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and good taste. All students shall be modestly dressed and groomed so as not to distract the attention of others, or cause disruption or interference with the educational program or the orderly operation of the college.

Extremes in dress and grooming will not be permitted. Such extremes include bare feet (no flip-flops), bare midriffs; body shirts; tank tops; fish net shirts; cut off jeans; ragged or torn clothing; clothing advertising alcoholic beverages, illegal drugs, suggestive or profane slogans. The wearing of walking shorts or mini skirts may be permitted in some programs. For safety reasons, the decision to allow this type of clothing will be left up to the instructor of the program. When permitted, walking shorts or mini skirts/dresses will not be shorter than four inches above the bend of the knee. Skirts/dresses will not be split more than six inches above the bend of the knee. The instructor will notify the administration if a student is violating the dress code policy. The president or designee shall determine whether any particular mode of dress or grooming results in a violation of the spirit and intent of this rule. The student in violation of the dress code may be asked to leave the campus and not return until dressed appropriately.

Medical Emergency Treatment: Primary Consideration

1. Attempt to determine extent of injury, if in doubt, get first responders in your respective building.
2. Apply only that first aid which is essential:
   A. Stop excess bleeding with pressure.
   B. If electrical shock or any other form of unconsciousness occurs, check for pulse and respiration and take appropriate first aid measures.
   C. Wash eyes immediately with appropriate solution if necessary.
   D. If ambulance services are needed, call 911.
3. Notify the vice president of instructional services located in Building 2 of the incident. (289-2212)

Secondary Considerations

1. Stabilize other members of class.
2. Determine cause of accident.
3. Eliminate possibility of similar accident occurrence.
4. Fill out accident report on all school -related accidents.

First Aid

1. A well-stocked first aid kit is to be maintained in each classroom and lab for minor emergencies. When in question, first respondents for each building should be consulted.

2. All students are required to carry accident insurance; therefore, if there is any doubt as to the seriousness of an injury, a doctor should be consulted.

3. If ambulance services are needed, call 911.

Smoking/Tobacco Usage

Swainsboro Technical College strives to provide a healthy and safe environment for all of its employees and students. All facilities will be smoke free. Smoking will only be permitted outside the buildings in designated areas determined by the college president or designee. Due to unsanitary conditions, no tobacco chewing or dipping will be permitted inside the school facilities.

Equipment

Students should not abuse nor misuse equipment. Any damage to equipment by students will result in disciplinary action. Under no circumstances shall equipment be removed from the school premises by students.

Flowers and Gifts

As the result of increased enrollment and in order to prevent classroom disruptions, Swainsboro Technical College will not accepts flowers or gifts for students.

Electronic Devices

Cellular phones, pagers, CD players and/or similar devices are not permitted in classrooms/lab facilities. Use of these devices during class or lab time will result in disciplinary action and may lead to dismissal.

Field Trips

Field trips with specific educational objectives will be planned by the instructors and approved by the vice president of instruction. During field trips, students will conduct themselves properly at all times and adhere to all policies of the school.

Campus Security

Swainsboro Technical College is committed to providing a safe environment for organized learning in all technical programs and activities.

Responsibility

It is the responsibility of the president or designee to ensure that all provisions of the campus security policy are followed.

Policy

1. Criminal actions or other emergencies occurring on campus will be immediately reported to the president or designee who will in turn report these actions by contacting the local law enforcement which serves as the college's campus security.

2. The lighting of access areas and landscaped grounds is essential for safety and appearance. The college's maintenance personnel are responsible for the closing and opening of the facilities on campus. The monitoring of the lighting system is conducted weekly.

3. Swainsboro Technical College's cam-

pus security is the local law enforcement, which patrols the buildings and campus daily. All crimes are accurately and promptly reported to this agency.

4. A signed statement indicating that students have read and will agree to abide by the college's policies is kept in each student's file by the advisor.

5. Students are informed about crime prevention quarterly during student awareness sessions. Employees are given a copy of the campus security policy found in the employee handbook.

6. Statistics concerning the occurrence on campus of the following criminal offenses reported to campus administrators or the local law enforcement will be maintained on murder, rape, robbery, aggravated assault, burglary and motor vehicle theft.

7. All authorized off-campus activities will be supervised by school designated personnel. Criminal activity will be promptly reported to the college's administrators and the local law enforcement.

8. Statistics concerning the number of arrests for the following crimes occurring on campus will be maintained on liquor law violations, drug abuse violations and weapons possession.

Campus Crime Report

Effective Sept. 1, 2000 , federal law requires that every educational college must provide an annual Campus Crime Report and make it available to current and prospective students. Copies of the Swainsboro Tech Campus Crime Report are available on the world wide web at www.swainsborotech.edu or posted on campus bulletin boards.

Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit a razor, ice pick, explosive, loaded can (i.e., mace), sword, cane, machete, knife (except as is required in the instructional program), pistol, rifle, shotgun, pellet gun, or other objects that can reasonably pose a danger to the health and safety of students, instructors or any other persons:

A. On the campus at any time

B. Off the campus at a college activity, function or event.

During the employee orientation process and the student admission process, employees and students will be informed that the bringing, possession, or having under their control any firearm, explosive material, or other dangerous weapon on the college premises is prohibited. Any student, employee or other private citizen found in violation of this policy will be reported to local law enforcement officials. College personnel will make no effort to disarm an individual or confiscate a weapon.

Sexual Offender Registry

Federal law requires educational institutions to provide students with information concerning registered sex offenders in our service area. This information is available at the Georgia Bureau of Investigation website at the following address: www.ganet.org/gbi/sorsch.cgi.

Fundraising

It is the policy of Swainsboro Technical College to prohibit the soliciting of funds or advertising outside the school by the students except for special projects sponsored or approved by student organizations. No other outside soliciting in the name of the school can be done by students. Fund raising projects within the school must be approved by the administration.

Food and Beverage

Students will not be allowed to have food or drinks inside the building with the exception of child care where food must be prepared in the kitchens and served to the children in the centers. Employees are allowed to eat and drink at their desks in their classrooms or offices.

Bulletin Board Policy

Swainsboro Technical College reserves the right to monitor the display of information and use of bulletin boards. Approval must be obtained from the president or any of the vice presidents. The method of approval will be a red stamp with the president's or vice president's initials and date of approval. Non-approved or non-stamped items will be discarded. Students, faculty, and civic and community organizations which sponsor projects will be given consideration in regard to display and use of bulletin boards.

Information which discriminates on the basis of race, color, sex, religion, national origin, age, handicap, disability or veteran status will not be considered for approval. Student information must list person's name and program of enrollment for identification purposes.

The following bulletin boards are assigned to respective offices/programs which will consider information for approval.

1. Business Office Bulletin Board: school use for state openings and employee information.
2. Building 2 Bulletin Board: school use for school activities (assigned to Marketing Management program)
3. Student Center Bulletin Board: student use.
4. Student Services Bulletin Board: school use for financial aid, job placement, advisement, registration, etc.
5. Classroom Bulletin Boards – faculty use for program and school information.

Continuing Education

Continuing education courses are developed in response to special educational demands and requests of community individuals, professional and business groups and other organizations. The role of continuing education is to develop and implement courses for career and professional development and personal interest and enrichment. For more information, contact Ms. Susan Cross : 478-289-2257.

Developmental Studies Program

The developmental studies program provides remediation for persons with deficiencies in math, reading, and language skills as identified on the ASSET Test.

Orientation Program

An orientation program for new students is held in the college's auditorium. The program informs new students about school and department rules, regulations and policies. Program orientation also provides students with information about employment opportunities available upon program completion. A school-wide orientation is held at the beginning of each quarter. Students are introduced to school personnel and informed about student activities, opportunities, regulations and requirements and available services.

Meals

Snacks are available in the snack bar/canteen and vending machines are

available in the student center located in Building 3. Snack bar hours are from 6:45 am. until 3:30 p.m.. and from 6:30 p.m.. until 9:30 PM. Students may bring food onto the campus for consumption at the tables provided in the courtyard or in the student center.

Campus Facilities

A spacious student center, located in Building 3, provides an area suitable for studying, meetings and dining. The student center serves as an informal lounge and contains tables and chairs, informational bulletin board, electronic monitor displaying newsworthy school information, a public telephone, restrooms, and an adjoining canteen.

The campus bookstore is in Building 3 and is privately owned by College Bookstore. Bookstore hours are scheduled to accommodate day and evening students. Hours are announced on the electronic monitors located throughout the buildings and are posted at the bookstore. New and used books are available for sale along with a variety of supplies and personal items needed by students.

The media center in Building 3 supports all areas of instruction through an electronically transmitted library and a distance learning lab. It provides both print and non-print resources, facilities and services to students, faculty and the community.

Student parking is located behind Building 2 and adjacent to Building 1. Each student driving a vehicle to school must place a Technical College parking decal on the driver's side of the rear bumper. The decal can be obtained in Building 2, room 2401, at no charge. Students are not permitted to park in the fenced area behind the shops without permission from an appropriate instructor. Visitors are requested to park in designated areas adjacent to Building 1. Faculty parking is designated adjacent to Buildings 1 and 2. Handicapped parking is provided and marked near entrances to all buildings. Fines will be assessed for violation of the published parking regulations.

Counseling

Counseling is available to help students with personal, academic, financial and other problems encountered during the educational process. These confidential services are available in the student services offices. The staff is trained in counseling skills that often lead to problem resolution. Once admitted, a program advisor will help with advisement, scheduling, registration, planning and other career preparation and placement matters.

Safety

Each student shall be informed of the safety program and shop regulations appropriate for his/her shop class. Instructors should discuss safety manual with class.

"Live" Production Jobs

All live projects must be supervised by instructional personnel. Live project work will conform to published regulations governing the selection of live work projects.

Computer and Network Usage Policy

These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services. Departments may add, with the approval of the Vice President for Instruction, individual guidelines which supplant, but do

not relax, this policy. In such cases, the department should inform its users and the Technical Support Director prior to implementation.

Access to networks and computer systems owned or operated by Swainsboro Technical College imposes certain responsibilities and obligations and is granted subject to college policies and local, state and federal laws. Appropriate use should always be legal, ethical, and reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. Appropriate use of computing and networking resources includes instruction; independent study; independent research; communications; and official work of the offices, departments, recognized student and campus organizations, and agencies of the college.

Software Policy

Swainsboro Technical College supplies licensed software on the school computers to enable students to complete their assignments. These copies of software are licensed for the machine on which they are installed and are not to be copied to storage media or other machines. Employees and students are not permitted to copy these licensed programs for use elsewhere. Students are not to load any software on Swainsboro Technical College computers unless instructed to do so by their instructor as a part of their class.

Copying copyrighted software without a license is a violation of federal and state laws. All employees and students shall comply with this policy.

Individual Privileges

The following individual privileges, all of which are currently existent at Swainsboro Technical College, are conditioned upon acceptance of the accompanying responsibilities:

1. Privacy

To the greatest extent possible in a public setting, we want to preserve the individual's privacy. Electronic and other technological methods must not be used to infringe upon privacy. However, users must recognize that Swainsboro Technical College computer systems and networks are public and subject to the Georgia Open Records Act. Users, thus, utilize such systems at their own risk.

2. Freedom of Expression

The constitutional right to freedom of speech applies to all members of the campus, no matter the medium used.

3. Freedom from Harassment and Undesired Information

All members of the campus have the right not to be harassed by computer or network usage by others.

Individual Responsibilities

Each of us is held accountable for our actions as a condition of privileges we enjoy. As such, we have certain responsibilities in processing, storing, and transmitting information by electronic means.

1. Common Courtesy and Respect for Rights of Others

It is your responsibility to respect and value the rights of privacy for all, to recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to comply with all

legal restrictions regarding the use of information that is the property of others.

2. Privacy of Information

Files of personal information, including programs, no matter on what medium they are stored or transmitted, may be subject to the Georgia Open Records Act if stored on Swainsboro Technical College computers. No one should look at, copy, alter, or destroy anyone else's personal files without explicit permission (unless authorized or required to do so by law or regulation). Simply being able to access a file or other information does not imply permission to do so.

3. Intellectual Property

You are responsible for recognizing (attributing) and honoring the intellectual property rights of others.

Harassment

No member of the community may, under any circumstances, use Swainsboro Technical College's computers or networks to libel, slander, or harass any other person.

The following shall constitute Computer Harassment:

A) Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family.

B) Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or when no purpose of legitimate communication exists, and when the recipient has expressed a desire for the communication to cease.

C) Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection).

D) Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another.

E) Intentionally using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

Personal Software

Do not use any personal, non-school software on any college computer without permission from your instructor.

Sharing of Access

Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. You are responsible for any use of your account.

Permitting Unauthorized Access

You may not run nor otherwise configure software or hardware to intentionally allow access to unauthorized users. You must not use facilities, accounts, access codes, privileges, nor information for which you are not authorized.

Unauthorized Activities

The following unauthorized activities

are prohibited: creating or propagating viruses; disrupting services; damaging files; intentionally destroying or damaging equipment, software, or data belonging to Swainsboro Technical College or other users; and the like.

Academic Dishonesty

You should always use computer resources in accordance with the high ethical standards of the college community. Academic dishonesty (plagiarism, cheating) is a violation of those standards.

Use of Copyrighted Information and Material

You are prohibited from using, inspecting, copying, and storing copyrighted computer programs and other materials, in violation of copyright

Use of Licensed Software

No software may be installed, copied, or used on college resources except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly adhered to.

Responsible Use of Resources

You are responsible for knowing what information resources (including networks) are available, remembering that the members of the community share them; and refraining from all acts that waste or prevent others from using these resources, or from using them in whatever ways have been proscribed by the college and the laws of the State and Federal governments.

Game Playing

For recreational game playing, that is not part of an authorized and assigned research, instructional or other college approved activity, Swainsboro Technical College computing and network services are not to be used.

Fire Drill

All students shall be informed of the procedures to be followed in case of fire. A copy of the procedures is posted in each room.

Emergency Tornado Plan

An emergency action plan is posted in each room. In the event that a tornado warning is issued for the vicinity of Swainsboro Technical College, students should abide by the rules listed in the plan.

Medical Emergency

In the event of a medical emergency, the procedure posted in each room should be followed.

Emergency School Closing

Should Swainsboro Technical College be forced to close because of inclement weather or other circumstances, the following television stations will be contacted. Students should check the station in their area for the announcement.

WJBF-Channel 6	Augusta
WMAZ-Channel 13	Macon
WTOC-Channel 11	Savannah
WJAT & WXRS	Swainsboro
WHCG & WBMZ	Metter
WPEH	Louisville
WHKN	Millen/Statesboro

Occupation-based Instruction

Swainsboro Technical College offers occupation-based instruction in all programs in which the experience is appropriate. Occupation-based instruction includes internships, externships, and practicums. Programs that require occupation-based experiences do so on the basis of designated essential competency areas and courses for the given program. Students may not receive compensation for time spent on internships, externships, occupational-based instruction, or practicums.

Visitors

Visitors are encouraged at Swainsboro Technical College. Any student desiring to bring a visitor to campus is required to obtain permission from the program instructor and the administration. Students that wish to visit other classes/labs should receive permission from their instructor and the instructor of the class or lab to be visited.

Child Care for Children of Students

Formal child care is available at a reasonable cost. Information about childcare is available in the child care center. Children may be brought to school as a drop-in participant. Only under these provisions may a student bring a child to school.

For more information on locating child care contact Kay Wilson or Tonya Wilburn at the Child Care Resource & Referral Agency of East Central Georgia of Swainsboro Technical College located in the media center on campus, at 478-289-2275 or toll free 877-495-9188.

Child Care Resource & Referral Agency of East Central Georgia of Swainsboro Technical College has a satellite office located in Laurens County at the DFCS office at 904 Claxton Dairy Road, Dublin GA: Angela Hines at 478 -274 - 1362

Telephone Calls

Students are asked to make phone calls before school, at lunch and after school. Students should inform friends and business acquaintances that they are not to be called at school. Pay phones are located on top level of Building 1 and in the Student Center. Emergency calls will be forwarded to students as they are received.

Rationale

The educational programs at Swainsboro Technical College reflect those requirements and standards which are necessary for future successful employment in business and industry. Employers expect their employees to be present and to be on time for work every day. Likewise, Swainsboro Technical College expects each student to be present and to be on time for all classes every day.

Attendance Policy

Swainsboro Technical College educates students for direct entry into the labor market. Therefore, the college stresses regular school attendance and evaluates attendance and punctuality as part of the Work Ethics grade for each credit course.

Attendance Requirements

A student must attend at least 80% of their academic and/or technical classes. If a student misses more than 20% of the class time, he or she will be dropped from the class. A student is expected to be in class each day and be responsible for any work missed due to absences/tardiness. When a

student misses class, he/she should provide the instructor with appropriate documentation when requesting make-up assignments. A student will be withdrawn from a course after exceeding the maximum number of absences unless the final absence falls within the last 10 days of the quarter, in which case the student may receive an "F".

Any student enrolled in the Practical Nursing or Cosmetology program will be required to make up any hours according to the state standards. Otherwise, consent papers to take the State Board Test will not be signed by the instructor of that program. It is the responsibility of the student to read and comply with the attendance policies.

There may be occasions in which a student cannot avoid an absence. An excused absence allows the instructor to work with a student to complete missed assignments and/or tests. With documentation, absences may be excused when caused by:

Personal illness (physicians' excuse)

Serious illness or injury to a member of the immediate family (physicians' statement)

Death in immediate family (copy of the obituary)

Approved school activity

Military duty (military orders)

Jury duty / Court Duty (copy of summons)

A student who has been called to involuntary active military duty, or jury/court duty, or has a documented disabling condition may be allowed excused absences with documentation of each individual absence. The student is responsible for providing acceptable documentation.

NOTE: Any student whose name appears on the official roster who does not attend the first five calendar days of the quarter will be designated as a "no show".

Tardiness

A student anticipating an absence or tardiness should contact the instructor in advance. Three instances of tardiness will be counted as one absence. To receive credit for attending a class, a student must be present at least two-thirds of the time scheduled. Arriving late for class, returning late from lunch/break, or leaving early will be counted as an instance of tardiness.

Attendance Records

Instructors will keep an accurate record of class attendance. Class attendance is calculated from the first officially scheduled class meeting through the last scheduled meeting. The class roll book maintained by the instructor is the official record for a class.

Failure to Attend

A student may appeal in writing to the Vice President of Instruction within two class days of dismissal from a class. The Vice President of Instruction must render a decision within three class days of receipt of an appeal. Final decision rests with the Vice President of Instruction.

Appeals and Grievance Policy

Appeals and Grievance Policy

Judicial Procedures

I. Any member of the technical college community may file charges against any student for misconduct as outlined in the code. A charge involving a student infraction must be filed in writing with the Judicial Advisor (a technical college official authorized on a case-by-case basis by the President to impose sanctions upon student(s) found to have violated the student code) within 5 business days (when classes are in session). The "Judicial Advisor" of the technical college is the Vice President of Student Services for day credit students, Director of Adult Education for adult education students, or Director of Continuing Education for evening credit and non-credit students.

Within 5 business days after the charge is filed, the Judicial Advisor shall complete a preliminary investigation of the charge and immediately schedule a meeting with the student. After discussing the alleged infraction with the student, the Judicial Advisor may act as follows:

Drop the charges.

Impose a sanction consistent with those listed in section of Student Appeal Committee.

Refer the student to a Swainsboro Technical College office or community agency for services.

The decision of the judicial advisor shall be presented to the student in writing within 5 business days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the judicial advisor, or where the student refuses to cooperate, the judicial advisor shall send to the student's last known address a certified letter providing the student with a list of the charge(s), the judicial advisor's decision, and instructions governing the appeal process.

A student who disagrees with the decision of the judicial advisor may request a hearing before the Student Appeals Committee (the judicial body). This written request must be submitted within 2 business days after receipt of the judicial advisor's decision unless a request is made and approved for an extension of time. The judicial advisor shall refer the matter of the committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

II. The Student Appeals Committee

Each year Swainsboro Technical College will establish a Student Appeals Committee(hereinafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the judicial advisor.

The hearing shall be held within 15 business days after the student has officially appealed the decision of the judicial advisor.

1. Membership of the committee shall be composed of the following:

a. One faculty member appointed by the Vice President of Instruction and approved by the President.

b. One student member appointed by the student leadership council and approved by the President.

c. One member of the student services staff appointed by the Vice President of Student Services and approved by the President.

d. The Judicial Advisor serves as an ex-officio non-voting member of the committee.

e. The chairperson shall be appointed by the President from among the membership of the committee.

2. Functions of the committee are described as follows:

a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.

b. To hand down a decision based only on evidence introduced at the hearing.

c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:

1. A written reprimand.
2. An obligation to make restitution or reimbursement.
3. A suspension or termination of particular student privileges.
4. Disciplinary probation for a period of time.
5. Suspension from the technical college for a definite period of time and conditions for readmission.
6. Expulsion from the technical college.
7. In cases of groups or organizations (any number of persons who have complied with the formal requirements for technical recognition),

a. deactivation.

b. loss of all privileges, including technical college recognition, for a specified period of time.

III. Procedures for Hearings before the Student Appeals Committee

A. Procedural Duties of the Judicial Advisor

At least 7 business days prior to the date set for a hearing before the committee, the judicial advisor shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge(s).
2. The time and place of the hearing.
3. A statement of the student's procedural rights.
4. A list of witnesses.
5. The names of the committee members.

On written request of the student, the hearing may be held prior to the expiration of the 7 day notification period, if the judicial advisor concurs with this change.

B. Basic procedural rights of student(s) including the following:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel may not address the committee. Payment of legal fees is the responsibility of the student.
2. The right to produce witnesses on one's behalf.
3. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualifications may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate administrator or nominating body shall appoint a replacement to be approved by the President.
4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify or give testimony detrimental to the student.
8. The right to appeal the decision of the committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be within 7 business days after the receipt of the decision.

C. The conduct of the Committee Hearing(s)

1. Hearing(s) before the committee shall be confidential and shall be closed to all persons except the following:

a. Student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.

b. Counsels of the accused, the grievant, and Committee.

c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.

d. Witnesses who shall:

1. Give testimony singularly and in the absence of other witnesses.

2. Leave the committee meeting room immediately upon completion of the testimony.

2. The committee shall have the authority to adopt supplementary rules of procedure consistent with the meaning and application of this code.

3. The conduct of hearing(s) before this committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.

4. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

5. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.

6. Decisions of the Committee shall be made by majority vote.

Within 2 business days after the decision of the Committee, the judicial advisor shall send a certified letter to the student's last known address providing the student with the committee's decision.

D. Appeal to the President

The student may appeal in writing to the President within two weeks of the committee's decision. When the student appeals to the President, the President, whose decision is FINAL, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.

2. Review the findings of the proceedings of the Committee.

3. Hear from the student, the judicial advisor, and the members of the committee or other parties deemed necessary before ruling on an appeal.

4. Approve, modify, or overturn the decision of the committee.

5. Inform the student in writing of the final decision within 10 business days of the receipt of the appeal.

Appeals

A student who has been dismissed for non attendance may appeal the decision as outlined in the Swainsboro Technical College Appeals and Grievances Policy.

Grade and other academic appeals

A student may appeal a final grade or academic dismissal in the following manner:

Step 1

The student may appeal by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. Reply of the instructor must be given to student in writing within 5 days.

Step 2

If the consultation with the instructor does not resolve the appeal, a student may appeal to the department head by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. Reply of department head must be to the student in writing within 5 days. In lieu of no department head, the student goes to step 3.

Step 3

If the student is not satisfied with the decision of the department head, the student may appeal in writing to the Vice President of Instructional Services. Absent extraordinary circumstances, this request for review must be filed within six weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. The final decision of the Vice President of Instructional Services must be given to the student in writing within 5 days.

The final decision of the Vice President for Instructional Services shall be final.

Appeal (Nondiscrimination), justified grievance

A student who has been dismissed from STC for attendance or disciplinary reasons or a student who feels that a justified grievance exists and wishes to make an appeal must follow the following procedure:

Step 1

The appeal must be in writing and it must be delivered to the Vice President of the Department (Vice President of Instruction for program courses) . In the absence of the Vice President, the appeal should be delivered to the President's Office. A response to the student's appeal will be made within five (5) working or school days following receipt of the appeal. If the student is not satisfied with the decision, the student must follow Step 2.

Step 2

If the student feels that further review is warranted, the student must appeal in writing to the Swainsboro Technical College Appeal Committee through the appropriate Department Vice President. In the absence of the Vice President, it should be delivered to the President's Office. A hearing will be held within five (5) working days or school days of the appeal. The Appeal Committee will consist of two administrators and an instructor. If the student is not satisfied with the decision of the Swainsboro Technical College Appeal Committee, the student must follow Step 3.

Step 3

If the student feels that further review is warranted, the student must appeal in writing to the President of Swainsboro Technical College within five (5) working or school days of the Appeal Committee decision, disciplinary action, or the event leading to the grievance. The President will respond in writing to the appeal or grievance within ten (10) working or school days. If satisfaction is not received from the President, follow the next step.

Step 4

A written appeal to the Swainsboro Technical College Board of Directors must be made within five (5) working days following receipt of the President's response. A hearing will be scheduled with the appeals committee of the Board of Directors.

Grievance procedure, discrimination

Appeals and Grievance Policy

(Title IX and Title VI)(Section 504/ADA, P.L. 94-142, sexual, racial harassment and harassment against the handicapped

Swainsboro Technical College, in compliance with the rules and regulations pertaining to nondiscrimination/harassment on the basis of race, color, national origin, sex, or disability under Federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of Section 504/ ADA, P.L. 94-142, Title IX and Title VI Rules and Regulations may be quickly and smoothly resolved. Students and employees of Swainsboro Tech are eligible to participate in this grievance procedure. Any party eligible to file a grievance may do so without fear of retaliation.

The resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration, and the Board of Technical and Adult Education.

The Swainsboro Technical College designated Title IX/Equity Coordinator is Jan Brantley, (478) 289-2274 and the Section 504/Americans with Disabilities Act and Civil Rights Coordinator is Jimmie Mountain, (478) 289-2298. Swainsboro Technical College, 346 Kite Road, Swainsboro, Georgia 30401. The following grievance procedure has been adopted by Swainsboro Technical College:

Definitions

1. Grievance: An issue that reaches Step One. This issue involves the violation, interpretation, or application of the Federal Regulations mentioned above.
2. Student: Any person enrolled as a student in any school and/or educational recreational program authorized by Swainsboro Tech.
3. Employee: Any full-time or part-time person receiving compensation for services rendered at Swainsboro Technical College. For employment concerns refer to State Board policy 03-06-06.

Step One

Persons feeling they have been grieved shall seek to remedy the Situation with the employee's supervisor or the student's instructor. The supervisor/instructor will respond in writing to the appeal or grievance within twenty (20) working or school days. If satisfaction is not received from the supervisor, follow the next step.

Step Two

An appeal must be filed in writing and delivered to the vice-president of the department. A response to the grievance will be made within twenty (20) working or school days following receipt of the grievance. If satisfaction is not received from the vice-president, follow the next step.

Step Three

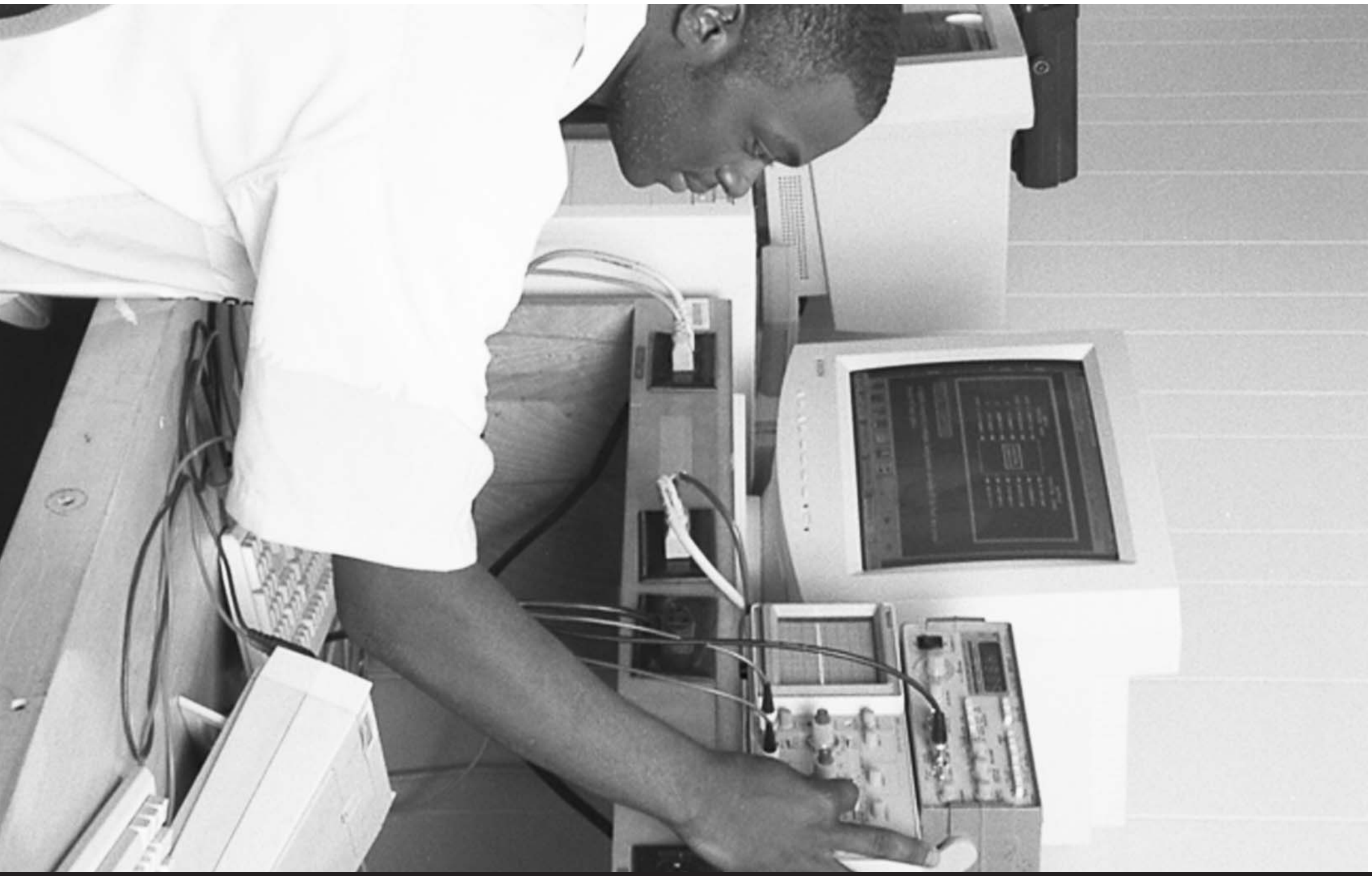
An appeal must be filed in writing and delivered to the president of Swainsboro Technical College. A response to the grievance will be made within twenty (20) working or school days following receipt of the grievance. If satisfaction is not received from the president, follow the next step.

Step Four

Employees:
May appeal to the Department of Technical and Adult Education. The grievance must

be in writing and delivered to the Department of Technical and Adult Education.

All other parties:
May appeal to the local Board of Directors. The grievance must be in writing and delivered to the local Board of Directors.
If grievance is not settled at the local level, appeal may be referred to the Accrediting Commission of the Council on Education.



Student Organizations

Student Organizations

College Organizations Policy

Worthy organizations may be established and operate within the college; however, it is the policy of Swainsboro Technical College that the guidelines below be adhered to:

1. All organizations functioning within any division of Swainsboro Technical College will operate under the sanction, knowledge, advisement, and approval of the Vice President of Instruction, the Vice President of Student Services, and the President.
2. No organization will be allowed to affect administrative or operational policies; however, they may function in an advisory capacity and their suggestions will be given due considerations.
3. All organizations shall have a charter and by-laws at the time of requesting recognition.
4. All organizations shall function under the direct supervision of a faculty sponsor/advisor approved by the administration.
5. Frequency and scheduling of meetings and fund raising projects of approved organizations must be cleared through the faculty sponsor and Vice President of Instruction.
6. Fund raising projects shall be related to the purpose/mission of the college and shall be in compliance with sound business practices.

GOAL

The GOAL (Georgia Occupational Award of Leadership) program is sponsored by the Business Council of Georgia and the Georgia Department of Technical and Adult Education. The outstanding student in each area -- personal/public, business, health, and technical -- is selected by a committee composed of school staff members. From these four students, the local Chamber of Commerce selects the GOAL student to represent Swainsboro Technical College in state-wide competition in Atlanta. Prizes are awarded at each level of competition to winners. For more information contact the Career Placement office : Leisa Dukes -478- 289 - 2256

Student Leadership Council

The goal of the council is to assist the president in helping to improve the quality and personal services offered to the students of Swainsboro Technical College. We believe the best way to do this is by directly involving students who can give their perspectives on the services provided by the college. Students are recommended for membership to the council by their advisors based on their academic standings and leadership qualities. Meetings are held once a month.

Springfest

Springfest is held during spring quarter to permit classes and student organizations an opportunity to have some fun in the sun. Activities usually include softball, horseshoes, sack race, 1 mile run, 1 mile walk, etc., and lunch is provided for faculty, staff, and students. This event is sponsored by the President's Advisory Council.

Cookouts

End-of-quarter activities are optional and are scheduled for the last day of the quarter to take place at the school. Any exceptions to this time and place must be approved by the administration.

SkillsUSA

The technical college has a nationally chartered chapter of SkillsUSA. An-

nouncements will be made concerning membership, meetings, and competitions.

Delta Epsilon Chi

Delta Epsilon Chi is an organization associated with Marketing/Management programs at the postsecondary and junior college level. The purpose of the organization is preparing today's marketing students to be the marketing leaders of tomorrow. It provides an opportunity for members to gain skills and recognition by participating in conferences and competitive events; some will perform community service with projects that help others attain their goals; and all members will move closer to the goal of a career in marketing and management. In addition, it promotes the qualities that create a path for students to make a smooth transition from school to career and respect for the American free enterprise system and the opportunities it presents and the entrepreneurial spirit to face the future with confidence.

Dental Club

The Swainsboro Technical College Dental Club was formed to promote the practice of dental assisting to the highest standards of the profession. Dental students seek to enhance the technical and practical application of dental assistant training, as well as enjoy teamwork and social fellowship. We seek to perfect our dental assisting skills, to improve our techniques to compete in local, state, national and VICA dental assisting competition. What we learn and experience while in training will enable us to better serve our patients and bring credit to our program and Swainsboro Technical College.

Phi Beta Lambda

Along with Future Business Leaders of America, Phi Beta Lambda is a nonprofit educational association of student members preparing for careers in business. Its mission is to bring business and education together in a positive working relationship through innovative leadership development programs. Phi Beta Lambda's goals are to promote competent, aggressive business leadership, to understand American business enterprise, to establish career goals, to encourage Scholarship, to promote sound financial management, to develop character and self-confidence, and to facilitate transition from school to work.

National Vocational-Technical Honor Society

National Vocational-Technical Honor Society is a national honor society that recognizes academically outstanding students. Swainsboro Technical College is a chartered organization with the National Vocational-Technical Honor Society.

Forestry Club

The Forestry Club was formed to promote forestry practices and ethics. The mission of the club is to enhance the members forestry knowledge and ethical backgrounds. The club will promote the desirable character traits of responsibility, loyalty, honesty, trustworthiness, dependability, reliability, initiative, and self-discipline, all of which will be needed when making the transition from school to a career in forestry. The club members will be working with local communities and schools on forestry-related projects.

EAGLE.

The EAGLE. (Excellent Adult Georgian in Literacy Education) awards

program is sponsored by the Office of Adult Literacy and recognizes outstanding students, statewide, in Levels I, II, III; ESL I, II, III. The seven winners become ambassadors for the literacy programs as they travel around the state.

Recycling

The faculty, staff, and student body of Swainsboro Technical College support environmental awareness through a school recycling program. Items designated for collection are aluminum cans, white paper, colored paper, newspaper, computer paper, and cardboard. Containers are provided throughout the campus for collection of the items.

Job Placement

Job placement assistance is available for all Swainsboro Technical College students and graduates. Job placement assistance consists of:

Career Planning
Personalized Service
Resume assistance
Job Search Workshops
Jon Listings (Full- & Part-time)
Resume Bank
Federal & State Hiring Information
Job Referrals (internet and Intranet referrals)
Samples of Cover and Thank You letters
Interview Assistance
Average Salaries
Web Services (**www.swainsborotech.edu**)

The job placement office is located in the student services office on the second floor of Building 1. Once a student is placed on a job, continued assistance is available.

Programs of Study

Technical College Associate Degrees

Swainsboro Technical College offers the following Associate of Applied Technology degrees:

A. Accounting
B. Administrative Office Technology
C. Criminal Justice
D. Database Specialist
E. Dental Assisting
F. Drafting
G. Early Childhood Education Care and Education
H. Electronics Technology
I. Fish and Game Preseve Management
J. Forest Technology
K. Internet Specialist Website Design
L. Internet Specialist E-Comnerce Website Design
M. Medical Assisting
N. Microcomputer Specialist
O Networking Specialist

Diploma Programs

Swainsboro Technical College offers the following career-based diploma programs on our main campus:

Accounting

Air Conditioning Technology

Automotive Fundamentals

Automotive Technology

Business Office Technology

Cosmetology

Criminal Justice Technology

Database Specialist

Dental Assisting

Drafting

Early Childhood Care and Education

Electrical Construction and Maintenance

Electronics Fundamentals

Electronics Technology

Environmental Horticulture

Forest Technology

Fish and Game Preserve Management

Industrial Electrical Technology

Internet Specialist E-Commerce Web Site Design

Internet Specialist Web Site Design

Marketing Management

Medical Assisting

Microcomputer Specialist

Networking Specialist

Practical Nursing

Paramedic Technology

Welding and Joining Technology

In addition Swainsboro Tech offers the following diploma programs at our Treutlen County Center:

Early Childhood Care and Education

In addition Swainsboro Tech offers the following diploma programs at our Johnson County Center:

Business Office Technology

Technical Certificate Programs

Swainsboro Technical College offers the following career-based technical certificate programs on our main campus:

A+ Certification
Advanced Dental Assisting
Air Conditioning Repair Specialist
Applications Software Specialist
Auto Transmission/Transaxle Technician
Automated Manufacturing Systems Tech.
Automotive Climate Control Technician
Basic Audio Systems
Basic Dental Assisting
Basic Food Safety & Preparation
Basic Gas Tungsten Arc Welding
Basic Shielded Metal Arc Welding
Certified Construction Worker
Certified Customer Service Specialist
Certified Manufacturing Specialist
Child Care Assisting
Child Development Associate
Cisco CCNP Specialist
Cisco Specialist
Civil Drafting Specialist
Computer Aided Drafting Specialist
Computer Applications Specialist
Computer Repair Technician
Database Development
Drafting Aide
Emergency Medical Technology (Basic)
Emergency Medical Technology
Family Child Care Provider
Flux Cored Arc Welding
Full Charge Bookkeeper
Golf Course Turf Maintenance
Industrial GMAW (MIG) Welding
Industrial Supervisory/Leadership Spec.
Infant & Toddler Child Care Specialist
Introduction to Architectural CAD
Landscape Design and Installation Tech.
Landscape Design and Management
Linux/Unix Administration
Medical Administrative Technician
Medical Transcription
Mous Specialist
Nail Technician
Nurse Technician
Patient Care Assisting
PC Operations
Phlebotomy Technician
Prep. for Accredited Business Accountant
Tune-Up Specialist
Visual Basic Programmer
Web Design Specialist
Web Site Fundamentals
Windows Programming Specialist
Word Processing Specialist

In addition Swainsboro Tech offers the following certificate programs at our Treutlen County Center:

Child Care Assisting
Child Development Associate I
Help Desk Technician
Word Processing Specialist
Patient Care Assisting
Preparation for A+ Certification

In addition Swainsboro Tech offers the following certificate programs at our Johnson County Center:

Patient Care Assisting
PC Operations
Preparation for + Certification
Word Processing Specialist

Accounting

The Accounting Program is a sequence of courses that prepares students for careers in the maintenance of financial records of an enterprise. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using manual and computerized accounting systems. Program graduates receive an Associate's Degree in Applied Technology (AAS), which qualifies them for leadership accounting positions in small-to-medium-sized companies. Full-time degree seeking students can normally complete the requirements within 5 quarters. The Accounting Degree requires 103 credit hours for graduation.

Accounting Associate Degree Course Outline

First Quarter		**Credit Hours**
ACC 101	Principles of Accounting I	6
BUS 101	Beginning Document Processing	5
ENG 191	Composition & Rhetoric I	5
MAT 191	College Algebra	5
Second Quarter		
ACC 102	Principles of Accounting II	6
BUS 108	Word Processing	7
ENG 193	Composition & Rhetoric II	5
PSY 191	Introductory Psychology	5
SCT 100	Introduction to Microcomputers	3
Third Quarter		
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 151	Individual Tax Accounting	4
ENG 195	Technical Communications	5
ECO 191	Principles of Economics	5
	or	
SPC 191	Fundamentals of Speech	5
Fourth Quarter		
ACC 106	Spreadsheet Fundamentals	3
ACC 152	Payroll Accounting	4
Electives	Electives from area of specialization	8

Fifth Quarter

Select 17 hours of electives; 12 from the list below and 5 instructor approved hours from outside area of specialization:

ACC 107	Full-time Internship	12
ACC 108	Half-time Internship	6
ACC 150	Cost Accounting	6

ACC 154	Personal Finance	5
ACC 155	Legal Environment of Business	5
ACC 156	Business Tax Accounting	6
ACC 201	A.B.A. Law Review	6
ACC 202	Principles of Accounting II	5
ACC 204	ABA Tax Accounting II	6
ACC 157	Integrated Accounting Management Systems	6
ACC 158	Managerial Accounting	6
ACC 159	Accounting Simulation	6
ACC 160	Ad. Accounting Spreadsheet Applications	3
BUS 105	Database Fundamentals	3
DIS 150	Directed Independent Study	3
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 110	Entrepreneurship	8
XXX XXX	Elective from Outside area of Specialization	5

Accounting Diploma Course Outline

The following outlines are suggested course sequence for the accounting diploma, program. Course schedules are determined on a quarter-by-quarter basis. The Accounting Diploma requires 73 credit hours for graduation.

First Quarter		**Credit Hours**
ACC 101	Principles of Accounting I	6
BUS 101	Beginning Document Processing	5
ENG 111	Business English	5
MAT 111	Business Mathematics	5

Second Quarter		**Credit Hours**
ACC 102	Principles of Accounting II	6
SCT 100	Introduction to Microcomputers	3
BUS 108	Word Processing	7
ENG 112	Business Communications	5

Third Quarter		**Credit Hours**
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 106	Accounting Spreadsheet Fundamentals	3

Fourth Quarter		**Credit Hours**
EMP 100	Interpersonal Relations & Prof. Devel.	3
ACC 152	Payroll Accounting	4
ACC 107	Fulltime Internship	12
	or	
ACC 108	Halftime Internship and or electives	6

	and	
XXX XXX	Electives	6

Technical Certificates of Credit

Technical certificates of credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Course requirements and a suggested course sequence follow.

Full Charge Bookkeeper

The Full Charge Bookkeeper Technical Certificate of Credit is a 25 credit hour certificate that can normally be completed in two quarters. This technical certificate of credit is designed to provide students with the accounting skills necessary to fill bookkeeping positions with small to medium-sized organizations.

Required Course		**Credit**
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 104	Computerized Accounting	3
ACC 152	Payroll Accounting	4
BUS 157	Electronic Calculator Operations	3
SCT 100	Introduction to Microcomputers	3

Accredited Business Accountant Preparation

The technical certificate consists of 28 hours of instruction, which can normally be completed in three quarters. The technical certificate is designed to prepare students for the nationally recognized Uniform Accredited Business Accountant examination. Qualified applicants must have a minimum of a diploma in accounting from an accredited technical school, junior college, or qualifying experience. The uniform Accredited Business Accountant examination is offered twice annually nationwide.

Required Course		**Credit**
ACC 201	A.B.A. Law Review	6
ACC 202	A.B.A. Managerial Accounting Review	6
ACC 203	A.B.A. Income Tax I Review	4
ACC 204	A.B.A. Income Tax II Review	6
ACC 205	A.B.A. Financial Accounting Review	6

Administrative Office Technology

The Administrative Office Technology and Business Office Technology programs emphasize a combination of practical computer applications and typical office procedures necessary for successful employment in a business office environment. The sequence of courses provides learning opportunities to develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. Full-time students can normally complete requirements in four to six quarters.

Administrative Office Technology Degree

The following outline is a suggested course sequence for the Associate of Applied Administrative Office Technology Degree. Course schedules are determined on a quarter-by-quarter basis; therefore, a student's schedule may not follow this outline. Students are advised quarterly and kept on track for graduation. The Administrative Office Technology Degree requires 100 credit hours for graduation.

First Quarter		**Credit**
SCT 100	Introduction to Microcomputers	3
ACC 101	Principles of Accounting	6
BUS 101	Beginning Document Processing	5
ENG 191	Composition & Rhetoric I	5

Second Quarter		**Credit**
MAT 191	College Algebra	5
BUS 102	Intermediate Document Processing	5
BUS 102	Spreadsheet Fundamentals	3
ENG 193	Composition & Rhetoric II	5

Third Quarter		**Credit**
ACC 102	Principles of Accounting II	6
BUS 108	Word Processing	7
BUS 103	Advanced Document Processing	5
ECO 191	Principles of Economics	5

Fourth Quarter		**Credit**
SPC 191	Fundamentals of Speech	5
PSY 191	Introductory Psychology	5
MKT 101 or BUS 203	Principles of Management	5
BUS 106	Office Procedures	5
BUS 107	Machine Transcription	3

Fifth Quarter		**Credit**
BUS 201	Advanced Word Processing	3
MKT 103	Business Law	5
Electives		6
BUS 105	Database	3

Administrative Office Technology

Business Office Technology Diploma Course Outline

The following outline is a suggested course sequence for the Business Office Technology Diploma. Course schedules are determined on a quarter-by-quarter basis; therefore, a student's schedule may not follow this outline. Students are advised quarterly and kept on track for graduation. The Business Office Technology program requires XX hours for graduation.

First Quarter		**Credit**
SCT 100	Introduction to Microcomputers	3
ENG 111	Business English	5
MAT 111	Business Math	5
BUS 101	Beginning Document Processing	5

Second Quarter		**Credit**
ENG 112	Business Communications	5
BUS 102	Intermediate Document Processing	5
BUS 108	Word Processing	7
EMP 100	Interpersonal Relations and Prof. Devel.	3

Third Quarter		**Credit**
BUS 105	Database Fundamentals	3
BUS 202	Spreadsheet Fundamentals	3
BUS 103	Advanced Document Processing	5
BUS 106	Office Procedures	5

Fourth Quarter		**Credit**
BUS 201	Advanced Word Processing	3
ACC 101	Principles of Accounting	6
BUS 107	Machine Transcription	3
Elective		6

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. The following are course requirements, credits and a suggested course sequence:

Computer Application Specialist

The purpose of the Computer Application Specialist technical certificate is to provide training in software applications and provide a middle ground for students who choose not to pursue the full diploma/degree in Business Office Technology. This certificate offers enough training to qualify students for entry-level jobs using word processing, database, and spreadsheet application software.

Required Course		Credit
BUS 101	Beginning Document Processing	5
BUS 102	Intermediate Document Processing	5
BUS 105	Database Fundamentals	3
BUS 108	Word Processing	5
BUS 202	Spreadsheet Fundamentals	3
Credit Hours needed to graduate		**21**

Word Processing Specialist

The purpose of the Word Processing Specialist technical certificate is to provide training in software applications and provide a middle ground for students who choose not to pursue the full diploma/degree in Business Office Technology. This certificate offers enough training to qualify students for entry-level jobs using word processing.

Required Course		Credit
BUS 101	Keyboarding	5
BUS 102	Intermediate Keyboarding	5
SCT 100	Introduction to Microcomputers	3
BUS 108	Word Processing	5
BUS 201	Advanced Word Processing	3
Credit Hours needed to graduate		**21**

Air Conditioning Technology

The Air Conditioning Technology program is a sequence of courses that prepares students for careers in the air conditioning and refrigeration industries. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an air conditioning technology diploma and have the entry-level qualifications of an air conditioning technician. Full-time diploma-seeking students can normally complete requirements in five quarters.

Air Conditioning Diploma Course Outline

The following is a suggested course sequence for the Air Conditioning Diploma program which requires 86 credit hours for graduation. Course schedules are determined on a quarter-by-quarter basis. The Air Conditioning Technology Diploma requires 91 hours for graduation

First Quarter		**Credit**
IFC 100	Industrial Safety Procedures	2
ACT 100	Refrigeration Fundamentals	4
ACT 101	Principles & Practices of Refrigeration	7
ACT 102	Refrigeration System Components	7

Second Quarter		**Credit**
IFC 101	Direct Current Circuits	4
ACT 103	Electrical Fundamentals	5
ACT 104	Electric Motors	3
ACT 105	Electrical Components	5

Third Quarter		**Credit**
ACT 106	Electrical Control Systems & Installation	4
ACT 107	Air Conditioning Principles	8
ACT 108	Air Conditioning System Installation	3

Fourth Quarter		**Credit**
ACT 109	Troubleshooting Air Conditioner Systems	7
ACT 110	Gas Heating Systems	5
ACT 111	Heat Pumps & Related Systems	6

Fifth Quarter		**Credit**
MAT 101	General Mathematics	5
ENG 100	English	5
EMP 100	Interpersonal Relations and Prof. Devel.	3
SCT 100	Introduction to Microcomputers	3
DIS 150	Directed Independent Study	5

Air Conditioning Technology

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. This program is designed for Air Conditioning employees who want to increase their knowledge and advance more rapidly in the A/C field. Certificates require three to twelve months for completion. A 23 credit hour certificate is available in Air Conditioning Repair. Course requirements and a suggested course sequence follow.

Air Conditioning Repair

Required Course		**Credit**
IFC 100	Industrial Safety	2
ACT 100	Refrigeration Fundamentals	4
ACT 103	Electrical Fundamentals	5
ACT 104	Electric Motors	3
ACT 110	Gas Heating Systems	5
ACT 111	Heat Pumps & Heated Systems	6

Automotive Technology

The Automotive Technology Program is a sequence of courses that prepares students for careers in the diagnosis and repair of automotive systems. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of automotive theory and practical application necessary for successful employment in the automotive repair industry. Program graduates receive an automotive technology diploma. Full-time diploma-seeking students can normally complete requirements in six quarters. Students have the option to seek a diploma in Automotive Fundamentals or Automotive Technology.

Automotive Technology Diploma Course Outline

The following is a suggested course sequence for the automotive technology diploma program which requires 103 credit hours for graduation. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
ENG 101	English	5
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 124	Battery, Starting & Charging System	4

Second Quarter		**Credit**
MAT 101	General Mathematics	5
AUT 126	Engine Principles of Operation & Repairs	6
AUT 128	Fuel, Ignition & Emission Systems	7
EMP 100	Interpersonal Relations & Prof. Devel.	3

Third Quarter		**Credit**
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension and Steering Systems	4
AUT 134	Drivelines	4
AUT 138	Manual Transmissions/ Transaxle	4

Fourth Quarter		**Credit**
AUT 140	Electronic Engine Controls Systems	7
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Auto Transmission	4

Fifth Quarter		**Credit**
AUT 210	Automatic Trans. Repair	7
AUT 212	Advanced Electronic Trans. Diagnosis	3
AUT 214	Advanced Electronic Braking Systems	4
AUT 216	Advanced Elec. Controlled Suspension & Steering	4

Sixth Quarter		Credit
SCT 100	Introduction to Microcomputers	3
AUT 218	Advanced Electronic Engine Control Systems	4
AUT 220	Automotive Technology Internship	6

Automotive Fundamentals Diploma Course Outline

The following is a suggested course sequence for the automotive fundamentals diploma program which requires 77 credit hours of coursework to graduate. Course schedules are determined on a quarter-by-quarter basis.

First Quarter		Credit
ENG 101	English	5
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 124	Battery, Starting & Charging System	4
SCT 100	Introduction to Microcomputers	3

Second Quarter		Credit
MAT 101	General Mathematics	5
AUT 126	Engine Principles of Operation & Repairs	6
AUT 128	Fuel, Ignition & Emission Systems	7
EMP 100	Interpersonal Relations & Prof. Devel.	3

Third Quarter		Credit
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension and Steering Systems	4
AUT 134	Drivelines	4
AUT 140	Electronic Engine Controls Systems	7

Fourth Quarter		Credit
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Auto Transmission	4
AUT 220	Automotive Technology Internship	6

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Course requirements, credit and a suggested course sequence for automotive technical certificates follow.

Automatic Transmission/Transaxle Repair

Required Course		Credit
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6

AUT 144	Introduction to Automatic Transmissions	4
AUT 210	Automatic Trans. Repair	7
AUT 212	Advanced Electronic Transmissions Diagnosis	3
Credit hours needed to graduate		**23**

Automotive Air Conditioning

Required Course		**Credit**
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 140	Electronic Engine Control Systems	7
AUT 142	Climate Control Systems	6
Credit hours needed to graduate		**22**

Tune-up Specialist

Required Course		**Credit**
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 128	Fuel, Ignition & Emission Systems	7
AUT 140	Electronic Engine Control Systems	7
Credit hours needed to graduate		**23**

Computer Information Systems

The Computer Information Systems program allows students to choose from five degrees or diplomas; Database Specialist, Internet Specialist-Web Site Design, Internet Specialist E-commerce Web Site Design, Microcomputer Specialist, or Networking Specialist. Students may obtain a diploma or an associate degree in any of the five areas of specialization. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. Full-time students can normally complete requirements in any of the specialization areas in five to six quarters.

Microcomputer Specialist Degree Course Outline

The following outlines are suggested course sequences for Computer Information Systems degree and diploma programs. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design & Development	5
ENG 191	Composition and Rhetoric I	5

Second Quarter		**Credit**
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 2229	Microcomputer Database Programming	6
CIS XXX	Language Course	7

Third Quarter		**Credit**
PSY 191	Introductory Psychology	5
MAT 191	College Algebra	5
ENG 193	Composition and Rhetoric II	5

Fourth Quarter		**Credit**
CIS 127	Word Processing and Desktop Pub.	6
ECO 191	Principles of Economics	5

Fifth Quarter		**Credit**
SPC 191	Fundamentals of Speech	5
CIS 2228	Spreadsheet and Database Techniques	6
CIS 1140	Networking Concepts	6

Sixth Quarter	**Credit**
Occupationally Appropriate Elective or Internship	23
Credit hours needed to graduate	**110**

Computer Information Systems

MicroComputer Specialist Diploma Course Outline

First Quarter		Credit
ENG 111	Business English	5
	or	
ENG 101	English	5
MAT 103	Algebraic Concepts	5
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design and Development	5

Second Quarter		Credit
ENG 112	Business Communications	5
	or	
ENG 102	Technical Writing	5
EMP 100	Interpersonal Relationship and Prof. Development	3
CIS 106	Computer Concepts	5
CIS XXX	Language Course	7
CIS 122	Microcomputer Installation and Maintenance	7

Third Quarter		Credit
CIS 2228	Advanced Spreadsheet Techniques	6
CIS 127	Adv. Word Processing and Desktop Pub.	6
XXX XXX	Elective or Internship	5

Fourth Quarter		Credit
CIS 2229	Advanced Database Technology	6
CIS 1140	Networking Fundamentals	6
XXX XXX	Elective or Internship	10
Credit hours needed to graduate		**90**
	Additional courses suggested by Program Faculty	
BUS 100	Keyboarding	3

Networking Specialist Degree Course Outline

First Quarter		Credit
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design and Development	6

Second Quarter		Credit
CIS 106	Computer Concepts	5
CIS XXX	Language Elective	7
CIS 1140	Networking Concepts	6

Third Quarter		**Credit**
ENG 191	Composition and Rhetoric I	5
PSY 191	Introduction to Psychology	5
CIS XXX	Specialty Course	6
CIS XXX	Specialty Course	6

Fourth Quarter		**Credit**
CIS 122	Microcomputer Installation and Maintenance	7
CIS XXX	Specialty Course	6
ENG 193	Composition and Rhetoric II	5

Fifth Quarter		**Credit**
CIS XXX	Specialty Course	6
MAT 191	College Algebra	5
CIS XXX	Networking Electives	9

Sixth Quarter		**Credit**
SPC 191	Fundamentals of Speech	5
ECO 191	Principles of Economics	5
Credit hours needed to graduate		**10**

Networking Specialist Diploma Course Outline

First Quarter		**Credit**
CIS 106	Computer Concepts	5
MAT 103	Algebraic Concepts	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
CIS 105	Program Design and Development	5
CIS xxxx	An operating systems course	6
CIS 1140	Networking Fundamentals	6

Third Quarter		**Credit**
CIS 122	Microcomputer Installation and Maintenance	7
CIS xxxx	Language Elective	7
CIS xxxx	Specialty Course	6

Fourth Quarter		**Credit**
CIS xxxx	Networking Elective	3
CIS xxxx	Specialty Course	6
ENG 101	English	5

Fifth Quarter		**Credit**
CIS xxxx	Networking Elective	3
CIS xxxx	Specialty Course	6

ENG 102 Technical Writing		5

Sixth Quarter		**Credits**
CIS xxxx	Networking Elective	3
CIS xxxx	Specialty Course	6
EMP 100	Interpersonal Relations and Prof. Development	3

Degree and Diploma Networking Specializations

Microsoft Windows 2000 Certification

Course		**Credit**
CIS XXX	Language Elective	7
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing MS Windows Networking	6
CIS 2154	Implementing MS Win. Network Directory Server	6

Preparation for Cisco Certification

Course		**Credit**
CIS XXX	Language Elective	7
CIS 2321	Introduction to LAN and WAN	6
CIS 2322	Introduction to WANs and Routing	6
CIS 276	Advanced Routers and Switches	6
CIS 277	WAN Design	6

Linux/Unix Speciality

CIS 2554	Introduction to Linux/UNIX	6
CIS 2555	Linux/UNIX Administration	6
CIS 2556	Linux/UNIX Advanced Administration	6
CIS 2557	Linux/UNIX Shell Script Programming	6
Credit hours needed to graduate		**90**

Database Specialist Degree Course Outline

First Quarter		**Credit**
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design and Development	6
CIS 1140	Networking Fundamentals	6

Second Quarter		**Credit**
CIS 106	Computer Concepts	5
CIS XXX	Procedural Language Course	7
CIS 214	Database Management	6

Third Quarter		**Credit**
CIS 2128	Introduction to Databases	7
ENG 191	Composition and Rhetoric I	5
PSY 191	Introduction to Psychology	5

Fourth Quarter		**Credit**
CIS 2129	Database Administration	7
CIS 2130	Database Backup and Recovery	7
ENG 193	Composition and Rhetoric II	5

Fifth Quarter		**Credit**
CIS 2131	Database Performance Tuning	7
CIS 2132	Database Network Administration	7
MAT 191	College Algebra	5
CIS XXX	Elective	

Sixth Quarter		**Credit**
SPC 191	Fundamentals of Speech	5
ECO 191	Principles of Economics	5
Credit hours needed to graduate		**104**

Database Specialist Diploma Course Outline

First Quarter		**Credit**
ENG 111	Business English	5
	or	
ENG 101	English	
MAT 103	Algebraic Concepts	5
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design & Development	5
BUS 100	Keyboarding	3

Second Quarter		**Credit**
ENG 112	Business Communications	5
	or	
ENG 102	Technical Writing	
EMP 100	Interpersonal Relationship and Prof. Devel.	3
CIS 106	Computer Concepts	5
CIS XXX	Language Course	7
CIS 1140	Networking Fundamentals	6

Third Quarter		**Credit**
CIS 214	Database Management	6
CIS 2128	Introduction to Databases	7
CIS 2129	Database Administration	7

Fourth Quarter		Credit
CIS 2130	Database Backup and Recovery	7
CIS 2131	Database Performance Tuning	7
CIS 2132	Network Administration	6
Credit hours needed to graduate		**93**

Internet Specialist Web-site Design Degree

First Quarter		Credit
ENG 191	Composition and Rhetoric I	5
MAT 191	College Algebra	5
SCT 100	Introduction to Microcomputers	3
CIS 105	Program Design and Development	5

Second Quarter		Credit
ENG 193	Composition and Rhetoric II	5
CIS 106	Computer Concepts	5
CIS 1140	Networking Fundamentals	6
CIS 103	Operating Systems Concepts	5

Third Quarter		Credit
ECO 191	Principles of Economics	5
CIS 2191	Internet Business Fundamentals	5
CIS 2201	HTML Fundamentals.	3
CIS 2211	Web Site Design Tools	6

Fourth Quarter		Credit
SPC 191	Fundamentals of Speech	5
CIS 2221	Web Graphics and Multimedia	6
CIS 2231	Design Methodology	6
CIS 2261	Javascript Fundamentals	4

Fifth Quarter		Credit
PSY 191	Introduction to Psychology	5
CIS 2271	Fundamentals of CGI using Perl	4
CIS 2281	Database Connectivity	7
XXX XXX	Elective	3
Credit hours needed to graduate		**98**

Internet Specialist Web-site Design Diploma Course Outline

First Quarter		Credit
ENG 111	Business English	5
	or	
ENG 101	English	
MAT 103	Algebraic Concepts	5

SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design and Development	5
BUS 100	Keyboarding	3

Second Quarter		**Credit**
ENG 112	Business Communications	5
	or	
ENG 102	Technical Writing	
EMP 100	Interpersonal Relationship and Prof. Development	3
CIS 106	Computer Concepts	5
CIS XXX	Language Course	7
CIS 1140	Networking Fundamentals	6

Third Quarter		**Credit**
CIS 2191	Internet Business Fundamentals	5
CIS 2201	HTML Fundamentals.	3
CIS 2211	Web Site Design Tools	6

Fourth Quarter		**Credit**
CIS 2221	Web Graphics and Multimedia	6
CIS 2231	Design Methodology	6
CIS 2261	Javascript Fundamentals	4

Fifth Quarter		**Credit**
CIS 2271	Fundamentals of CGI using Perl	4
CIS 2281	Database Connectivity	7
XXX XXX	Elective	4
Credit hours needed to graduate		**95**

Internet Specialist E-Commerce Web Site Degree Course Outline

First Quarter		**Credit**
ENG191	Composition and Rhetoric I	5
MAT 191	College Algebra	5
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design and Development	5
Second Quarter		**Credit**
ENG 193	Composition and Rhetoric II	5
CIS 106	Computer Concepts	5
CIS 214	Database Fundamentals	6
CIS 1140	Networking Fundamentals	6

Third Quarter		**Credit**
PSY 191	Introduction to Psychology	5
CIS 2431	Advanced Java Programming	7

CIS 2201	HTML Fundamentals	3
ACC 101	Principles of Accounting I	6
CIS 157	Introduction to Visual BASIC Programming	7

Fourth Quarter		**Credit**
SPC 191	Fundamentals of Speech	5
CIS 2570	Advanced Visual Basic Programming	7
CIS 2261	Javascript Fundamentals	4
CIS 2421	Intermediate Java Programming	7

Fifth Quarter		**Credit**
ECO 191	Principles of Economics	5
CIS 2271	Fundamentals of CGI Using Perl	4
XXX XXX	Elective	7
Credit hours needed to graduate		**110**

Internet Specialist E-Commerce Web Site Diploma Course Outline

First Quarter		**Credit**
ENG111	Business Communications	5
or		
ENG 101	English	5
MAT 103	Algebraic Concepts	5
CIS 103	Operating Systems Concepts	6
or		
CIS XXX	An Operating System Course	6
SCT 100	Introduction to Microcomputers	3
BUS 100	Keyboarding	3

Second Quarter		**Credit**
ENG 112	Business Communications	5
or		
ENG 102	Technical Writing	5
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 2281	Database Connectivity	6
EMP 100	Interpersonal Relations	3

Third Quarter		**Credit**
CIS 1140	Networking Fundamentals	6
CIS 2201	HTML Fundamentals	3
CIS 2191	Internet Business Fundamentals	5
CIS 2241	Internet Systems Management	5
CIS 242	TCP/IP	7

Fourth Quarter		Credit
CIS 2291	Networking Security	6
CIS 2301	E-Commerce Concepts and Practices	6
CIS 2311	E-Commerce Strategies and Solutions	7
Credit hours needed to graduate		**96**

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Below are course requirements, credit and a suggested course sequence.

Application Software Specialist

Applications Software Specialist is for those students who have completed a related technical diploma, degree or have appropriate work experience in the Computer field. Upgrades Computer application software skills and prepares for certification.

Required Course		Credit
CIS 128	Spreadsheet/Database Techniques	7
SCT 100	Introduction to Microcomputers	3
CIS 2228	Advanced Spreadsheet Techniques	6
CIS 2229	Advanced Database Techniques	6
Credit hours needed to graduate		**22**

Database Development

Required Course		Credit
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 2128	Introduction to Databases	7
CIS 157	Introduction to Windows Programming with Microsoft BASIC	7
Credit hours needed to graduate		**24**

Cisco Specialist

The Cisco program is a sequence of courses that provides the student with the knowledge and skills to design, build, and maintain small to medium - size networks. Any applicant applying for this certificate must provide proof of three years experience in the networking field or a diploma or degree in CIS or related field. Provisional admission status is available with Developmental Studies courses required in Computer Information Systems Specific Standards.

Course Required		Credit
CIS 2321	Introduction to LAN and WAN	6
CIS 2322	Introduction to WANS and Routing	6
CIS 276	Advanced Routers and Switches	6
CIS 277	Wan Design	6
Credit hours needed to graduate		**24**

Cisco CCNP Specialist

Course Required		Credit
CIS 2501	Building Scalable Cisco Networks	6
CIS 2502	Building Cisco Remote Access Networks	6
CIS 2503	Building Cisco Multilayer Switched Networks	6
CIS 2504	Cisco Internet working Troubleshooting	6
Credit hours needed to graduate		**24**

Help Desk Technician

The Help Desk Technician certificate will provide the foundations to facilitate installation, implementation, maintenance and documentation of a variety of computer technologies. This certificate will allow students to obtain the skills necessary to become Customer Service Representatives, Technical Support Representatives or Call Center Specialists.

Required Course		Credit
SCT 100	Introduction to Microcomputers	3
CIS 106	Computer Concepts	5
CIS 103	Operating Systems Concepts	6
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1131	Help Desk Concepts	6
Credit hours needed to graduate		**27**

Master Preparation

Master Preparation prepares proficient Microsoft Office Users to sit for the Microsoft Expert Certification Exam. Applicants must provide proof of one year experience using Microsoft Office and/or a post-secondary diploma or degree.

Required Course		Credit
CIS 221	Advanced Word	5
CIS 222	Advanced Excel	5
CIS 223	Advanced Assess	5
CIS 224	Advanced Power Point	5
CIS 225	Advanced Outlook	5
Credit hours needed to graduate		**25**

Microcomputer Hardware Specialist

This technical certificate program consists of 32 hours of instruction in Windows programming classes. This certificate is designed for those students who have completed a related technical diploma or degree, or who have appropriate work experience in the computer field. This certificate will enable the students to upgrade programming skills and prepare for certification.

Required Course		Credit
CIS 103	Operating Systems	6
CIS 122	Microcomputer Installation	7
CIS 1140	Networking Concepts	6
CIS 2321	Introduction to LANs and WANs	6
XXX XXX	Occupationally-related Electives	14
Credit hours needed to graduate		**39**

PC Operations

This certificate program trains students in concepts, terminology, processing capabilities, and communications associated with the microcomputer. Students should be skilled as end users on microcomputer systems and be able to recognize and resolve minor microcomputer problems. They will ultimately be prepared for entry level PC Operations jobs.

Required Course		Credit
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating System Concepts	6
CIS 122	Microcomputer Install./Maintenance.	7
CIS 127	Word Processing & Desktop Pub. Tech.	6
CIS 2228	Advanced Spreadsheet	6
CIS 2229	Advanced Database	6
Credit hours needed to graduate		**34**

Preparation for A+ Certification

Preparation for A+ Certification is designed for those students who have a basic knowledge of computer operating systems, networking and computer hardware and software and enable the student to prepare for the A+ Certification exam.

Required Course		Credit
CIS 103	Operating Systems Concepts	6
CIS 104	Advanced Operating Systems Concepts	6
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1140	Networking Concepts	6
CIS 286	A+ Preparation	6
Credit hours needed to graduate		**31**

Linux/Unixdministration

Preparation for Linux+ Certification is designed for those students who have completed a related technical diploma or degree or who have appropriate work experience in the computer field. The certificate will enable the students to prepare for the Linux+ Certification exam.

Required Course		Credit
CIS 106	Computer Concepts	5
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems	6
CIS 104	Advanced Operating Concepts	6
CIS 122	Hardware and Maintenance	7
CIS 2554	Introduction to Linux/Unix	6
Credit hours needed to graduate		**33**

Visual Basic Programmer

This technical certificate program consists of 52 credit hours of instruction in Virtual Basic programming classes. This certificate program is designed for those students who have completed a related technical diploma or degree, or who have appropriate work experience in the computer field. This certificate will enable the students to upgrade programming skills and prepare for certification and Windows programming jobs.

Required Course		Credit
CIS 106	Computer Concepts	5
CIS 105	Program Design and Development	5
CIS 253	Basic Programming I	7
CIS 254	Basic Programming II	7
CIS XXX	Advanced Windows Project	7
Credit hours needed to graduate		**31**

Windows Programming Specialist

This technical certificate program consists of 35 credit hours of instruction in Microcomputer Hardware , operating systems, networking and communications. This certificate is designed for those students who have completed a related technical diploma or degree, or who have appropriate work experience in the computer field.

Required Course		Credit
CIS 106	Computer Concepts	5
CIS 105	Program Design and Development	5
CIS 253	Basic Programming I	7
CIS 254	Basic Programming II	7
CIS 255	Introduction to C Programming	7
CIS 256	Advanced Programming	7

CIS XXX	Object-oriented Prog C++	7
CIS 124	Microcomputer Database Programming	6
CIS 157	Visual Basic Programming	7
Credit hours needed to graduate		**37**

Web Site Fundamentals

Required Course		**Credit**
SCT 100	Introduction to Microcomputers	3
CIS 2191	Internet Business Fundamentals	5
CIS 2201	HTML Fundamentals	3
CIS 1140	Networking Concepts	6
Credit hours needed to graduate		**17**

Web Design Specialist

Required Course		**Credit**
CIS 2191	Internet Business Fundamentals	5
CIS 2201	HTML Fundamentals	3
CIS 2211	Web Site Deign Tools	6
CIS 2231	Design Methodology	6
CIS 2261	Javascript Fundamentals	4
Credit hours need to graduate		**24**

Cosmetology

The Cosmetology Program is a sequence of courses that prepares the students for careers in the fields of hair care and styling, manicuring or esthetician (skin care and make-up artist.) Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, skin and nail care, receptionist, and sales and management. The course is supplemented by competency-based tests designed in accordance with the Georgia State Board of Cosmetology for the certification of master cosmetologist. Program graduates receive a diploma in cosmetology. Full-time diploma-seeking students can normally complete requirements in four quarters.

Cosmetology Diploma Course Outline

The following is a suggested course sequence for the diploma program which requires 73 hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
MAT 100	Basic Mathematics	3
EMP 100	Interpersonal Relationship and Prof.Devel.	3
COS 100	Introduction to Cosmetology Theory	5
COS 101	Introduction to Permanent Waving and Relaxing	2
COS 103	Introduction to Skin, Scalp and Hair	2
COS 105	Introduction to Shampooing and Styling	4
COS 106	Introduction to Haircutting	3

Second Quarter		**Credit**
SCT 100	Introduction to Microcomputers	3
COS 108	Permanent Waving and Relaxing	3
COS 109	Hair Color	6
COS 110	Skin, Scalp and Hair	3
COS 111	Styling	3
COS 112	Manicuring and Pedicures	3

Third Quarter		**Credit**
ENG 101	English	5
COS 113	Practicum I	4
COS 114	Practicum II	8

Fourth Quarter		**Credit**
COS 115	Practicum/Internship I	4
COS 116	Practicum/Internship II	5
COS 117	Salon Management	4

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Course requirements, credit and a suggested course sequence for cosmetology technical certificate follow.

Nail Technician

Required Course		**Credit**
COS 100	Introduction to Cosmetology Theory	5
COS 112	Manicuring and Pedicures	3
COS 117	Salon/Shop Management	4
COS 118	Nail Care I	7
COS 119	Nail Care II	9
Credit hours needed to graduate		**28**

Criminal Justice

The Criminal Justice Technology program is a sequence of courses that prepares students for Criminal Justice Technology professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice Technology theory and practical application necessary for successful employment. Program graduates receive an Associate of Applied Technology Degree and are qualified to obtain employment that can lead to training for certification as a peace officer. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Note: Students who intend to become certified as a Peace Officers or Corrections Officers in the State of Georgia should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Criminal Justice Technology Degree

The following is a suggested course sequence for the degree program which requires 95 hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit Hours**
SCT 100	Introduction to Microcomputers	3
ENG 191	Composition and Rhetoric I	5
MAT 191	College Algebra	5
ENG 193	Composition & Rhetoric II	5

Second Quarter		**Credit Hours**
CRJ 101	Introduction to Criminal Justice	5
PSY 191	Introduction to Psychology	5
SPC 191	Fundamentals of Speech	5
XXX xxx	Electives	5

Third Quarter		**Credit Hours**
ECO 191	Principles of Economics	5
CRJ 202	Constitutional Law	5
CRJ 103	Corrections	5
XXX XXX	Elective	5

Fourth Quarter		Credit Hours
CRJ 104	Principals of Law Enforcement	5
CRJ 105	Criminal Procedure	5
CRJ 206	Criminology	5
CRJ 207	Introduction to Juvenile Justice	5

Fifth Quarter		Credit Hours
CRJ 209	Criminal Justice Practicum/Internship	5
XXX XXX	Occupationally Related Electives	12

Criminal Justice Technology Diploma

The following is a suggested course sequence for the diploma program which requires 70 hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		Credit Hours
ENG 101	English	5
MAT 101	General Mathematics	5
CRJ 101	Introduction to Criminal Justice	5
CRJ 207	Introduction to Juvenile Justice	5

Second Quarter		Credit Hours
PSY 101	Basic Psychology	5
SCT 100	Introduction to Microcomputers	3
CRJ 202	Constitutional Law	5
CRJ 206	Criminology	5

Third Quarter		Credit Hours
CRJ 103	Corrections	5
CRJ 104	Principals of Law Enforcement	5
CRJ 105	Criminal Procedure	5

Fourth Quarter		Credit Hours
CRJ 109	Criminal Justice Practicum/Internship	5
XXX XXX	Electives	12

Dental Assisting

The Dental Assisting Program is a sequence of courses that prepares students for careers in the dental or oral health offices. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of dental theory and practical application necessary for successful employment in positions requiring dental assisting clinical and business office skills. Program graduates receive a diploma in dental assisting which qualifies them as dental assistants. Full-time diploma-seeking students can normally complete requirements in five quarters.

Dental Assisting Associate Degree Course Outline

The following is a suggested course sequence for the dental assisting degree program which requires 98 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis and are subject to change because of having only on instructor.

First Quarter		**Credit**
AHS 104	Introduction to Health Care	3
MAT 191	College Algebra	5
ENG 191	Composition and Rhetoric I	5
PSY 191	Introduction to Psychology	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
DEN 101	Basic Human Biology with Medical Terminology	3
DEN 102	Head and Neck Anatomy	2
DEN 106	Oral Anatomy and Morphology	5
DEN 134	Dental Assisting I	7
DEN 146	Dental Practicum I	2

Third Quarter		**Credit**
DEN 103	Preventive Dentistry	4
DEN 135	Dental Assisting II	7
DEN 147	Dental Practicum II	2
DEN 139	Dental Radiology	5

Fourth Quarter		**Credit**
DEN 107	Oral Pathology and Therapeutics	4
DEN 136	Dental Assisting III	4
DEN 138	Scopes of Professional Practice	2
DEN 140	Dental Practice Management	5
SPC 191	Fundamentals of Speech	5

Fifth Quarter		**Credit**
DEN 109	Dental Assist. National. Board. Exam Prep.	3
DEN 137	Dental Assisting-Expanded Functions.	4
DEN 148	Dental Practicum III	8

ECO 191	Economics	5

Dental Assisting Diploma Course Outline

The following is a suggested course sequence for the dental assisting diploma program which requires 88 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis and are subject to change because of having only on instructor.

First Quarter		**Credit**
AHS 104	Introduction to Health Care	3
MAT 101	Basic Mathematics	5
ENG 101	English	5
PSY 101	Basic Psychology	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
DEN 101	Basic Human Biology with Medical Terminology	3
DEN 102	Head and Neck Anatomy	2
DEN 106	Oral Anatomy and Morphology	5
DEN 134	Dental Assisting I	7
DEN 146	Dental Practicum I	2

Third Quarter		**Credit**
DEN 103	Preventive Dentistry	4
DEN 135	Dental Assisting II	7
DEN 147	Dental Practicum II	2
DEN 139	Dental Radiology	5

Fourth Quarter		**Credit**
DEN 107	Oral Pathology and Therapeutics	4
DEN 136	Dental Assisting III	4
DEN 138	Scopes of Professional Practice	2
DEN 140	Dental Practice Management	5

Fifth Quarter		**Credit**
DEN 109	Dental Assist. National. Board. Exam Prep.	3
DEN 137	Dental Assisting-Expanded Functions.	4
DEN 148	Dental Practicum III	8

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Course requirements, credit and a suggested course sequence for dental assisting technical certificates follow:

Dental Assisting

Basic Dental Assisting

Required Course		Credit
AHS 104	Introduction to Health Occupations	3
DEN 106	Oral Anatomy and Tooth Morphology	5
DEN 134	Dental Assisting I	7
DEN 146	Dental Practicum I	2
Credit hours needed to graduate		**17**

Advanced Dental Assisting

The advanced dental assisting certificate is designed to prepare the student completing the program for a workplace position requiring expertise with advanced dental assisting knowledge and skills and to provide advanced dental assisting knowledge, skills and techniques to meet entry-level occupational needs of the dental community. The program is comprised of laboratory and clinical experiences thus offering a composite of classroom and practical application necessary for success in the training environment as well as the workplace.

Required Course		Credit
DEN 102	Head and Neck Anatomy	2
DEN 135	Dental Assisting II	7
DEN 139	Dental Radiology	5
DEN 140	Dental Practice Management	5
DEN 147	Dental Practicum II	2
Credit hours needed to graduate		**21**

Drafting

The Drafting Program is a sequence of courses that provides the student with knowledge and skills to become employed as a drafter and exposes them to a variety of C A D programs.

Drafting Degree Course Outline

The following is a suggested course sequence for the associate degree program which requires 91 hours to graduate. Course schedules are determined on a quarter-by-quarter basis.

First Quarter		**Credit**
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description I	5
SCT 100	Introduction to Microcomputers	3
MAT 191	College Algebra	5

Second Quarter		**Credit**
DDF 103	Size and Shape Description II	5
DDF 107	Introduction to CAD	6
ENG 191	Composition and Rhetoric I	5
PSY 191	Introduction to Psychology	5

Third Quarter		**Credit**
DDF 105	Auxiliary Views	3
DDF 106	Fastners	3
DDF 111	Intermediate CAD	6
ENG 193	Composition and Rhetoric II	5
DDF 158	Introduction to ARRIS	3

Fourth Quarter		**Credit**
DDF 108	Intersections and Developments	5
DDF 109	Assembly Drawings I	5
DDF 112	3-D Drawing and Modeling	6

Fifth Quarter		**Credit**
SPC191	Fundamentals of Speech	5
ECO 191	Economics`	5
XXX XXX	Occupationally-Related Electives	5

Drafting Diploma Course Outline

The following is a suggested course sequence for the diploma program which requires 74 credit hours of coursework to graduate. Course schedules are determined on a quarter-by-quarter basis.

First Quarter		**Credit**
DDF 101	Introduction to Drafting	6

DDF 102	Size and Shape Description I	5
SCT 100	Introduction to Microcomputers	3
MAT 103	Algebraic Concepts	5

Second Quarter		**Credit**
DDF 103	Size and Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 107	Introduction to CAD	6
MAT 104	Geometry and Trigonometry	5

Third Quarter		**Credit**
DDF 106	Fasteners	3
DDF 108	Intersections and Developments	5
DDF 111	Intermediate CAD	6
ENG 101	English	5

Fourth Quarter		**Credit**
DDF 109	Assembly Drawings I	5
DDF 112	3-D Drawing and Modeling	6
EMP 100	Interpersonal Relationship and Prof. Devel.	3
Electives		3

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Experience in the drafting field is preferred for Technical Certificates or a prerequisite of DDF 101. Course requirements, credit and a suggested course sequence for drafting technical certificates follow.

Civil Drafting Specialist

The Civil Drafting Specialist Certificate is a two-quarter certificate program for graduates of the Drafting diploma and degree programs, and those drafters who are already in industry. Graduates are employed by civil engineers, surveyors, and landscape architects. Students focus on surveying techniques, civil blueprint reading, civil terminology, civil-based CAD programs and legal principles of surveying.

Required Course		**Credit**
DDF 203	Surveying I	3
DDF 217	Civil Drafting I	5
DDF 218	Civil Drafting II	6
DDS 215	Legal Principles of Surveying	5
Credit hours needed to graduate		**19**

Computer Aided Drafting Specialist

The CAD Specialist Certificate is a three-quarter certificate program designed to specifically teach AutoCAD. This certificate includes 2-D and 3-D design using the AutoCAD program. Experience in the drafting field is preferred or a prerequisite of DDF 101.

Required Course		**Credit**
DDF 107	Introduction to CAD	6
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawings and Modeling	6
Credit hours needed to graduate		**18**

Drafter's Aide

The Drafters Aid Certificate is a two to three quarter program and is designed as an introductory certificate. Courses will teach students the basic principles of drafting and introduce them to two dimensional CAD. The certificate does not prepare the student for employment; however, it introduces them to the field of drafting.

Required Course		**Credit**
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description	5
DDF 107	Introduction to CAD	6
DDF 111	Intermediate CAD	6
Credit hours needed to graduate		**23**

Introduction to Architectural CAD

The Architectural CAD Certificate is a two-quarter certificate program designed to introduce students to various CAD programs used in the architectural field. The certificate also includes architectural blueprint reading and terminology.

Required Course		**Credit**
SCT 100	Introduction to Computers	3
DDF 107	Introduction to CAD	6
DDF 111	Intermediate to CAD	6
DDF 158	Introduction to ARRIS	3
Credit hours needed to graduate		**18**

Early Childhood Care and Ed.

The Early Childhood Care and Education program is a sequence of courses that provides the student knowledge and skills needed for entry level responsibilities involved in a variety of early childhood care situations. The student is introduced to the physical, cognitive, social, and emotional developmental needs of the young child. Learning opportunities in the program develops the academic, technical, and professional knowledge and skills required for job acquisition, retention and advancement.

To be employed in child care centers, public schools or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in the child care field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum of internship as part of the Early Childhood Care and Education Program.

Early Childhood Care and Education Associate Degree Program

The associate degree program permits the students to continue their education in obtaining the Associate of Applied Technology degree with 110 credit hours needed for graduation. This would allow the student to obtain job positions at a more advanced level. The degree program usually can be completed in six quarters by enrolling in six additional core classes after the completion of the diploma with specialization.

First Quarter		**Credit**
ECE 101	Introduction to Early Childhood Care and Education	5
SCT 100	Introduction to Microcomputers	3
ECE 105	Health, Safety and Nutrition	5
ECE 103	Human Growth and Development I	5

Second Quarter		**Credit**
ENG 191	Composition and Rhetoric I	5
ECE 112	Curriculum Development	3
ECE 113	Art for Children	3
ECE 121	Early Childhood Care and Education Practicum I	3
ECE 202	Social Issues and Family Involvement	5

Third Quarter		**Credit**
ECE 114	Music and Movement	3
MAT 191	College Algebra	5
ECE 122	Early Childhood Care and Education Practicum II	3
ENG 193	Composition and Rhetoric II	5
ECE 201	Exceptionalities	5

Fourth Quarter		**Credit**
ECE 115	Language Arts and Literature	5
ECE 116	Math and Science	5
SPC 191	Fundamentals of Speech	5
ECE 224	Early Childhood Care and Education Internship	12

SOC 191	Introduction to Sociology	5

Paraprofessional Specialization

Fifth Quarter		**Credit**
ECE 203	Human Growth and Development II	5
ECE 211	Methods and Materials	5
ECE 212	Professional Practices	5
PSY 191	Introduction to Psychology	5

OR

Management Specialization

Fifth Quarter		**Credit**
ECE 217	Day Care Administration	5
ECE 221	Facility Management	5
ECE 222	Personnel Management	5
PSY 191	Introduction to Psychology	5

Early Childhood Care and Education Diploma Program

Program graduates receive a diploma after completing 73 credit hours in early childhood care and education, or they may continue to advance their education and specialize in paraprofessional or early childhood management. Full time students can usually complete the program in four to five quarters with completion of the specializations taking an additional quarter.

First Quarter		**Credit**
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 113	Art for Children	3
EMP 100	Interpersonal Relations and Professional Development	3

Second Quarter		**Credit**
ECE 112	Curriculum Development	3
ECE 114	Music and Movement	3
ECE 121	Early Childhood Care and Education Practicum I	3
ENG 101	English	5
MAT 101	General Mathematics	5

Third Quarter		**Credit**
ECE 115	Language Arts and Literature	5
ECE 116	Math and Science	5
ECE 122	Early Childhood Care and Education Practicum II	3
ECE 202	Social Issues and Family Involvement	5
SCT 100	Introduction to Microcomputers	3

Fourth Quarter		Credit
ECE 224	Early Childhood Care and Education Internship	12

Although it is not required, it is highly recommended that students complete one of the following tracks.

Paraprofessional Track

Fifth Quarter		Credit
ECE 201	Exceptionalities	5
ECE 203	Human Growth and Development II	5
ECE 211	Methods and Materials	5
ECE 212	Professional Practices	5

OR

Management Track

Fifth Quarter		Credit
ECE 217	Program Administration	5
ECE 221	Facility Management	5
ECE 222	Personnel Management	5
ECE 201	Exceptionalities	5

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Course requirements, credit and a suggested course sequence for technical certificates follow.

Basic Food Safety

Required Course		Credit
EMP 100	Interpersonal Relations and Prof. Development	3
CUL100	Professionalism in Culinary Arts	3
CUL110	Safety, Sanitation and Equipment	3
CUL112	Principles of Cooking	5
MAT100	Basic Math	3
Credit hours needed to graduate		**17**

Child Care Assisting

The purpose of this technical certificate is to provide the necessary skills needed for entry-level employment as a Child Care Assistant. Skill areas include planning a safe and healthy environment, steps to advance children's physical and intellectual development, positive ways to support children's social and emotional development, strategies to establish developmentally appropriate curriculum for various age groups, observing and recording children's behavior, principles of child growth and development, professional-

ism and employment skills.

Required Course		Credit
EMP 100	Interpersonal Relations and Professional Development	3
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 112	Curriculum Development	3
ECE 113	Art for Children	3
ECE 114	Music and Movement	3
Credit hours needed to graduate		**27**

Child Development Associate I

The purpose of the Child Development Associate I certificate is to provide a solid Early Childhood Care and Education foundation of knowledge, skills, attitudes and techniques that will improve the quality of care for infants and toddlers. This program has been approved and recognized as the training necessary to gain employment in Early Head Start programs and in many other public and private infant/toddler care and education settings.

Required Course		Credit
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 125	Professionalism Through CDA Certificate Preparation	2
ECE 126	CDA Certificate Assessment	2
Credit hours needed to graduate		**19**

Infant and Toddler Child Care Specialist

The CDA I Certificate Program is designed to meet the training needs of persons already working in the field of early care and education. Persons enrolling in this program must have previously completed a minimum of 480 hours of work in the field with young children. This program is designed to provide the minimum formal training in early care and education competencies, knowledge, skills and techniques required to apply for a CDA credential from the Council for Early Childhood Recognition in Washington, D.C. The CDA credential is not issued by the technical college and must be applied for and paid for separately from this program. However, this program is approved to provide the needed training to attain this credential. Once achieved, this credential is recognized by Head Start and the Georgia Pre-K programs and in many other public and private early care and education settings.

Required Course		Credit
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5

ECE 105	Health, Safety and Nutrition	5
ECE 132	Infant/Toddler Development	5
ECE 134	Infant/Toddler Group Care	5
Credit hours needed to graduate		**25**

Family Child Care Provider

The purpose of the Family Child Care Provider Certificate is to provide a solid Early Childhood Care and Education foundation of knowledge, skills, attitudes and techniques that will improve the quality of care for children who are cared for by family child care providers. Through the coursework in the program students are provided with guidelines and responsibilities required for professional business practices associated with the establishment and administration of a Family Child Care Home.

Required Course		**Credit**
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 142	Family Child Care Program Management	5
ECE 144	Family Child Care Business Management	5
Credit hours needed to graduate		**25**

Electrical Const. and Maintenance

The Electrical Construction and Maintenance Program is a sequence of courses that prepares students for careers in electrical installation, service and repair industries. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of electrical theory and practical application necessary for successful employment in the field. Program graduates receive a diploma in electrical construction and maintenance. Full-time diploma-seeking students can normally complete requirements in four quarters.

Electrical Construction & Maintenance Diploma Course Outline

The following is a suggested course sequence for the diploma program which requires 72 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
ELT 119	Electricity Principles II	4
IFC 100	Industrial Safety Procedures	2
IFC 101	DC Circuits I	4
MAT 101	General Mathematics	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
ELT 106	Electrical Prints, Schematics and Symbols	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
EMP 100	Interpersonal Relationship and Prof. Devel.	3

Third Quarter		**Credit**
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
XXX xxx	Elective	3

Fourth Quarter		**Credit**
ENG 101	English	5
ELT 111	Single- and Three-Phase Motors	5
ELT 112	Variable Speed/Low Voltage Cont.	3
ELT 118	Electrical Controls	5

Electronics Technology

The Electronics Technology Program is a sequence of courses that prepares students for careers as electronic technicians. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of electronic theory and practical application necessary for successful employment. Program graduates receive a diploma in Electronics Technology which qualifies them for employment in electronics. Students have the option of choosing from five specialty areas. Full-time diploma-seeking students can normally complete requirements in six quarters.

Electronics Technology Associate Degree Course Outline

The following outlines are suggested course sequence for the Electronics Technology degree program which requires 102 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis.

First Quarter		**Credit**
ELC 104	Soldering Technology	2
ELC 108	Direct Current Circuits	4
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
MAT 191	College Algebra	5

Second Quarter		**Credit**
ELC 110	Alternating Current II	4
ENG 191	Composition and Rhetoric	5
IFC 102	Alternating Current I	4
MAT 193	College Trigonometry	5
SCT 100	Introduction to Microcomputers	3

Third Quarter		**Credit**
ELC 115	Solid State Devices II	4
ELC 117	Linear Integrated Circuits	7
ENG 193	Composition and Rhetoric	5
IFC 103	Solid State Devices I	4
PSY 191	Introduction to Psychology	5
	OR	
ECO 191	Principles of Economics	(5)

Fourth Quarter		**Credit**
ELC 118	Digital Electronics I	4
ELC 119	Digital Electronics II	7
ELC 120	Microprocessors I	4
ENG 195	Technical Communications	5

General Electronics Specialization

Fifth Quarter		**Credit**
ELC 123	Communications Electronics Survey	7
Elective	Technically Related Elective(s)	4

Sixth Quarter		**Credit**
ELC 124	Industrial Electronics Survey	4
Elective	Technically Related Elective(s)	10

Industrial Electronics Specialization

Fifth Quarter		**Credit**
ELC 211	Process Control	6
ELC 214	Mechanical Devices	3

Sixth Quarter		**Credit**
ELC 212	Motor Controls	6
ELC 213	Programmable Controllers	5
ELC 215	Fluid Power	3
ELC 216	Robotics	2

Automation Processes Specialization

Fifth Quarter		**Credit**
ELC 216	Robotics	2
ELC 213	Programmable Controllers	5
AMF 115	Manufacturing Control and Work Cell Interfacing	5

Sixth Quarter		**Credit**
AMF 206	Work Cell Design Laboratory	3
AMF 207	Flexible Manufacturing Systems I	4
AMF 208	Flexible Manufacturing Systems II	4
XXX XXX	Electives (AMF, ELC, or ICS)	2

Electronics Technology Diploma Course Outline

The following is a suggested course sequence for the Electronics Technology diploma program which requires 90 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
ELC 104	Soldering Technology	2
ELC 108	Direct Current Circuits	4
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4

MAT 103	Algebraic Concepts	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
ELC 110	Alternating Current II	4
ENG 101	English	5
IFC 102	Alternating Current I	4
MAT 104	Geometry and Trigonometry	5
	or	
MAT 105	Trigonometry	5

Third Quarter		**Credit**
ELC 115	Solid State Devices	4
ELC 117	Linear Integrated Circuits	4
IFC 103	Solid State Devices I	4

Fourth Quarter		**Credit**
ELC 118	Digital Electronics I	4
ELC 119	Digital Electronics II	7
ELC 120	Microprocessors I	4
EMP 100	Interpersonal Relations and Prof. Devel.	3

General Electronics Technology Specialization

Fifth Quarter		**Credit**
ELC 123	Communications Electronics Survey	7
Elective	Technically Related Elective(s)	7

Sixth Quarter		**Credit**
ELC 124	Industrial Electronics Survey	4
Elective	Technically Related Elective(s)	7

Industrial Electronics Technology Specialization

Fifth Quarter		**Credit**
ELC 211	Process Control	6
ELC 215	Fluid Power	3
ELC 214	Mechanical Devices	3

Sixth Quarter		**Credit**
ELC 212	Motor Controls	6
ELC 213	Programmable Controllers	5
ELC 216	Robotics	2

Automation Processes Specialization

Fifth Quarter		**Credit**
ELC 216	Robotics	2
ELC 213	Programmable Controllers	5
AMF 115	Manufacturing Control and Work Cell Interfacing	5
Sixth Quarter		**Credit**
AMF 206	Work Cell Design Laboratory	3
AMF 207	Flexible Manufacturing Systems I	4
AMF 208	Flexible Manufacturing Systems II	4
XXX XXX	Electives (AMF, ELC, or ICS)	3

Electronics Fundamentals

The Electronic Fundamentals Program is a sequence of courses that prepare students for careers in the electronic fields. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of electronic theory and practical application necessary for successful employment. Program graduates receive a diploma in electronic fundamentals which qualifies them for employment in electronics. Full-time diploma-seeking students can normally complete requirements in four quarters.

Electronics Fundamentals Diploma Course Outline

The following is a suggested course sequence for the Electronic Fundamentals Diploma Program which requires 65 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis.

First Quarter	**Credit**	
ELC 104	Soldering Technology	2
IFC 100	Industrial Safety Procedures	2
IFC 101	DC Circuits I	4
MAT 103	Algebraic Concepts	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
ENG 101	English	5
IFC 102	Alternating Current I	4
MAT 104	Geometry and Trigonometry	5
ELC 108	DC Circuits II	4
	or	
MAT 105	Trigonometry	5

Third Quarter		**Credit**
ELC 115	Solid State Devices II	4

ELC 110	Alternating Current II	4
IFC 103	Solid State Devices I	4
ELC 118	Digital Electronics I	4

Fourth Quarter		**Credit**
ELC 117	Linear Integrated Circuits	4
ELC 119	Digital Electronics II	7
ELC 120	Microprocessors I	4
EMP 100	Interpersonal Relations and Prof. Devel.	3

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. A certificate is available in Basic Audio Systems, Automated Manufacturing Specialist and Certified Manufacturing Specialist. Course requirements and a suggested course sequence follow:

Basic Audio Systems

This certificate is to provide basic training that meets the current needs of the local area in this field of interest and to provide training for operation and installation of audio systems. This certificate is also designed to develop interest for students to continue further studies in the field of electronics or a related program of study.

Required Course		**Credit**
MAT 103	Algebraic Concepts	5
ELC 104	Soldering Technology	2
IFC 101	Direct Current Circuits I	4
IFC 102	Alternating Current I	4
IFC 103	Solid State Devices	4
ELC 227	Audio Systems I	7
ELC 231	Audio Systems II	4
Credit hours needed to graduate		**30**

Automated Manufacturing Specialist Technology

This certificate is to provide advanced technical training for skilled employees in the field of computer integration in manufacturing systems to further their opportunities for advancement as lead technicians or entry level management positions over systems operations or maintenance.

To be admitted to the Automated Manufacturing Specialist Technology Certificate a student must meet state admissions requirements for the Automated Manufacturing Technology program, have completed the Industrial Maintenance or Electronics diploma/ degree requirements, or have five years in-field work experience as documented by present or previous employment.

Required Course		Credit
AMF 106	Introduction to Robotics	4
ELC 118	Introduction to Digital Logic	4
AMF 113	Programmable Controllers I	4
AMF 214	Programmable Controllers II	4
AMF 115	Manufacturing Control Work Cell	5
AMF 206	Work Cell Design Laboratory	3
AMF 207	Flexible Manufacturing Systems I	4
AMF ELC ICS XXX	Program Guided Electives	4
Credit hours needed to graduate		**30**

Certified Manufacturing Specialist

Required Course		Credit
AMF 152	Manufacturing Organization Principles	2
AMF 154	Manufacturing Workplace Skills	2
AMF 156	Manufacturing Production Requirements	2
AMF 158	Automated Manufacturing Kills	3
AMF 160	Representative Manufacturing Skills	6
Credit hours needed to graduate		**15**

Environmental Horticulture

The Environmental Horticulture Program is a sequence of courses that prepares students for careers in environmental horticulture. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of electronic theory and practical application necessary for successful employment.

Program graduates receive a diploma in Environmental Horticulture which qualifies them for employment as horticulturists. Full-time diploma-seeking students can normally complete requirements in four quarters. The program requires 76 credit hours to graduate.

A graduate of this program may expect to find career opportunities as a greenhouse worker or manager, a nursery worker or manager, landscape/grounds manager, a landscape designer or contractor, a garden center employee, or a small business owner in one or more of these areas.

Environmental Horticulture Diploma Course Outline

First Quarter		**Credit**
EHO 100	Horticulture Science	5
EHO 101	Woody Ornamental Plant Identification	6
ENG 100	English	5
Second Quarter		**Credit**
EHO 102	Herbaceous Plant Identification	5
EHO 108	Pest Management	5
MAT 100	Basic Mathematics	3
Third Quarter		**Credit**
EHO 103	Greenhouse Operations	3
EHO 104	Horticulture Construction	3
EHO 105	Nursery Production	4
XXX XXX	Guided Elective	5
Fourth Quarter		**Credit**
EHO 106	Landscape Design	5
EHO 107	Landscape Installation	3
EHO 112	Landscape Management	5
EHO 114	Garden Center Management	3
Fifth Quarter		**Credit**
EHO 115	Environmental Horticulture Internship	3
SCT 100	Introduction to Microcomputers	3
EMP 100	Interpersonal Relations and Professional Dev.	3
XXX XXX	Guided Elective	7

Environmental Horticulture

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Certificates are available in golf course management, landscape management and small engine repair. Course requirements and a suggested course sequence follow

Golf Course Turf Management

Required Course		Credit
EHO 108	Pest Control	5
EHO 140	Golf Course Equipment Maintenance	4
EHO 141	Soils and Nutrition	6
EHO 202	Irrigation	5
EHO 203	Turfgrass Management	5
Credit hours needed to graduate		**25**

Landscape Design and Management

Required Course		Credit
EHO 100	Horticulture Science	5
EHO 101	Woody Ornamental Plant Identification	6
EHO 102	Herbaceous Plant Identification	4
EHO 104	Horticulture Construction	3
EHO 108	Pest Control	5
EHO 154	Plant Propagation	5
Credit hours needed to graduate		**28**

Landscape Design and Installation Specialist

Required Course		Credit
EHO 100	Horticulture Science	5
EHO 101	Woody Ornamental Plant Identification	6
EHO 102	Herbaceous Plant Identification	4
EHO 106	Landscape Design	5
EHO 107	Landscape Installation	3
EHO 152	Irrigation	5
Credit hours needed to graduate		**28**

Fish and Game Preserve Management

The Fish and Game Preserve Management Program is a sequence of courses that prepares students for careers as Game and Fish Preserve Managers.The program will provide students with the basic knowledge and skills needed to obtain employment with the Department of Natural Resources and other occupations including park ranger, park naturalist, conservation ranger, game preserve manager, outdoor guides and campground manager. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement.

Fish and Game Preserve Management Degree Course Outline

The following is the course outline for the diploma program which requires 101 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
FGM 100	Equipment and Firearm Safety	3
FGM 101	Hunting Preserve and Lodge Management	5
FGM 102	Harvest Game Handling and Processing	5
FGM 103	Environmental Law	5
FGM 104	Aquatic Ecosystems Management	3

Second Quarter		**Credit**
FGM 105	Managing Forests for Wildlife and Diversity	6
PSY 191	Introduction to Psychology	5
FGM 106	Field Orientation and Measurements	6
ENG 191	Composition & Rhetoric I	5
FGM 107	Vertebrate Identification	4

Third Quarter		**Credit**
FGM 108	Physiology and Nutrition of Vertebrates	7
FGM 109	Introduction to Population Dynamics and Management	5
FGM 110	Applied Population Dynamics and Management	5
FGM 111	Game and Fish Management Project	5

Fourth Quarter		**Credit**
SCT 100	Introduction to Microcomputers	3
FOR 103	Dendrology	4
CRJ 101	Introduction to Criminal Justice	5
MAT 191	College Algebra	5

Fifth Quarter		**Credit**
ENG 193	Composition & Rhetoric II	5
SPC 191	Fundamentals of Speech	5
ECO 191	Principles of Economics	5

Fish and Game Preserve Management

Fish and Game Preserve Management Diploma Course Outline

The following is the course outline for the diploma program which requires 84 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
FGM 100	Equipment and Firearm Safety	3
FGM 101	Hunting Preserve and Lodge Management	5
FGM 102	Harvest Game Handling and Processing	5
FGM 103	Environmental Law	5
FGM 104	Aquatic Ecosystems Management	3

Second Quarter		**Credit**
FGM 105	Managing Forests for Wildlife and Diversity	6
FGM 106	Field Orientation and Measurements	6
ENG 101	English	5
FGM 107	Vertebrate Identification	4

Third Quarter		**Credit**
FGM 108	Physiology and Nutrition of Vertebrates	7
FGM 109	Introduction to Population Dynamics and Management	5
FGM 110	Applied Population Dynamics and Management	5
FGM 111	Game and Fish Management Project	5

Fourth Quarter		**Credit**
SCT 100	Introduction to Microcomputers	3
FOR 103	Dendrology	4
CRJ 101	Introduction to Criminal Justice	5
MAT 101	General Math	5
EMP 100	Employability Skills	3

Forest Technology

The Forest Technology Program is a sequence of courses that prepares students for careers as forest technicians. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes forest management theory practical application necessary for successful employment.

Forest Technology Associate Degree Course Outline

The following is the course outline for the diploma program which requires 98 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
FOR 101	Forest Safety & Orientation	1
FOR 102	Forest Soils	5
FOR 103	Dendrology	4
FOR 104	Forest Protection	4
MAT 191	College Algebra	5

Second Quarter		**Credit**
FOR 105	Forest Products	4
FOR 116	Introduction to Surveying and Mapping I	4
FOR 117	Introduction to.Surveying and Mapping II	3
ENG 191	Composition & Rhetoric I	5

Third Quarter		**Credit**
FOR 121	Applied Surveying and Mapping I	3
FOR 122	Applied Surveying and Mapping II	3
FOR 126	Introduction to Forest Management I	4
FOR 127	Introduction to Forest Management II	3

Fourth Quarter		**Credit**
FOR 141	Applied Forest Measurements I	3
FOR 142	Applied Forest Measurements II	3
FOR 131	Silviculture I	4
FOR 132	Silviculture II	4
ENG 193	Composition and Rhetoric II	5

Fifth Quarter		**Credit**
PSY 191	Introduction to Psychology	5
FOR 146	Intro...to...Forest Management I	5
FOR 147	Forest Management II	5
SCT 100	Introduction to Microcomputers	3

Sixth Quarter		**Credit**
FOR 158	Wildlife Management	4

FOR 160	Forestry Technology OBI	4
SPC 191	Fundamentals of Speech	5
ECO 191	Principles of Economics	5

Forest Technology Diploma Course Outline

The following is the course outline for the diploma program which requires 81 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
FOR 101	Forest Safety & Orientation	1
FOR 102	Forest Soils	4
FOR 103	Dendrology	4
FOR 104	Forest Protection	4
MAT 101	General Mathematics	5

Second Quarter		**Credit**
FOR 105	Forest Products	4
FOR 116	Intro. to Surveying and Mapping I	4
FOR 117	Intro. to Surveying and Mapping II	3
ENG 101	English	5

Third Quarter		**Credit**
FOR 126	Introduction to Forest Measurements I	4
FOR 127	Introduction to Forest Measurements I	3
FOR 121	Applied Surveying and Mapping I	3
FOR 122	Applied Surveying and Mapping II	3
SCT 100	Introduction to Microcomputers	3

Fourth Quarter		**Credit**
FOR 141	Applied Forest Measurements I	3
FOR 142	Applied Forest Measurements II	3
FOR 131	Silviculture I	4
FOR 132	Silviculture II	4

Fifth Quarter		**Credit**
EMP 100	Interpersonal Relations and Prof. Development	3
FOR 146	Forest Management I	5
FOR 147	Forest Management II	5
FOR 158	Wildlife Management	4
	or	
FOR 160	Forestry Technology OBI	4

Industrial Electrical Technology

The Industrial Electrical Technology Program is a sequence of courses that prepares students for careers as industrial electricians. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of electrical theory and practical application necessary for successful employment. Program graduates receive a diploma in industrial electrical technology which qualifies them for employment in electrical fields in industry. Full-time diploma-seeking students can normally complete requirements in four quarters.

Industrial Electrical Technology Diploma

The following outline are suggested course sequences for the Industrial Electrical Technology diploma program which requires 88 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
ELT 119	Electricity Principles II	4
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
MAT 101	General Mathematics	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
ELT 106	Elect. Prints, Schematics and Symbols	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
EMP 100	Interpersonal Relationship and Professional Development	3

Third Quarter		**Credit**
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ENG 101	English	5

Fourth Quarter		**Credit**
ELT 111	Single- and Three-Phase Motors	5
ELT 112	Variable Speed/Low Voltage Cont.	3
ELT 118	Electrical Controls	5
XXX xxx	Elective	5

Fifth Quarter		**Credit**
ELT 116	Transformers	4
ELT 117	National Electrical Code for Ind. Apps.	4
ELT 122	Industrial PLC's	6

Industrial Systems Technology

The Industrial Systems Technology Program is a sequence of courses that prepares students for careers as industrial maintenance technicians. Learning opportunities develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of electrical and mechanical theory and practical applications necessary for successful employment. Program graduates receive a diploma in industrial maintenance technology which qualifies them for employment in many areas of plant and industrial maintenance. Full-time diploma-seeking students can normally complete requirements in six quarters.

Industrial Systems Technology Diploma Course Outline

The following is a suggested course sequence for the diploma program which requires 90 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
IFC 101	Direct Current Circuits I	4
IFC 102	Alternating Current I	4
IFC 100	Industrial Safety Procedures	2
MAT 103	Algebraic Concepts	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
IFC 103	Solid State Devices I	4
IDS 103	Industrial Wiring	6
IDS 105	DC and AC Motors	3
ENG 101	English	5

Third Quarter		**Credit**
IDS 110	Fundamentals of Motor Controls	3
IDS 113	Magnetic Starters and Braking	3
IDS 115	Two-Wire Control Circuits	2
IDS 121	Advanced Motor Controls	2
IDS 131	Variable Speed Motor Controls	3

Fourth Quarter		**Credit**
IDS 141	Basic Industrial PLC's	6
IDS 142	Industrial PLC's	6
EMP 100	Interpersonal Relations and Professional Development	3

Fifth Quarter		**Credit**
IDS 215	Industrial Mechanics	6
IDS 221	Industrial Fluidpower	7
IDS 231	Pumps and Piping Systems	2

Sixth Quarter		Credit
IDS 101	Industrial Computer Applications	5
IDS 209	Industrial Instrumentation	6

Marketing Management

The Marketing Management Program is a sequence of courses that prepares students for careers in professional sales, supervisory and mid-management level positions involved in the marketing of goods and services. The program emphasizes development of those skills and techniques needed to function as strong, contributing, successful members of the sales and marketing team. Group and individual projects and on-the-job training give students an opportunity to apply their knowledge and organizational skills to practical problems. Program graduates receive a diploma in marketing/management which qualifies them for employment in many positions in retailing, wholesaling, transportation, communications, finance, insurance and real estate industries. Full-time diploma-seeking students can normally complete requirements in four quarters.

Marketing Management Diploma Course Outline

The following is a suggested course sequence for the diploma program which requires 88 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

First Quarter		**Credit**
ENG 111	Business English	5
MKT 100	Introduction to Marketing	5
MKT 104	Principles of Economics	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
ENG 112	Business Communications	5
MAT 111	Business Mathematics	5
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 106	Fundamentals of Selling	5

Third Quarter		**Credit**
ACC 101	Principles of Accounting I	6
MKT 107	Buying	5
MKT 108	Advertising	4
XXX XXX	Technical Electives	3

Fourth Quarter		**Credit**
MKT 125	Retail Operations Management	5
MKT 136	Retail Management O.B.I. I	3
XXX XXX	Technical Electives	4

Fifth Quarter		**Credit**
MKT 109	Visual Merchandising	4
MKT 137	Retail Management O.B.I. II	3
EMP 100	Interpersonal Relat. and Prof. Devel.	3
Electives		4

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. A certificate is available in certified customer service specialist. Course requirements and a suggested course sequence follow.

Certified Customer Service Specialist

Required Course		Credit
MKT 161	Service Ind. Business Environment	2
MKT 162	Customer Contact Skills	6
MKT 163	Computer Skills for Customer Services.	3
MKT 164	Business Skills for Customer. Service. Env.	3
MKT 165	Personal Effectiveness in Customer. Service.	1
Credit hours needed to graduate		**16**

Retail Department Management

Required Course		Credit
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 106	Fundamentals of Selling	5
MKT 108	Retail Operations Management	5
ENG 111	Business English	5
MAT 111	Business Math	5
Credit hours needed to graduate		**30**

Industrial Leadership Supervisory Specialist

Required Course		Credit
MSD 101	Interpersonal Employee Relations	5
MSD 103	Leadership and Decision Making	5
MSD 106	Counseling and Disciplinary Actions	5
MSD 107	Training and Performance Evaluation	5
Credit hours needed to graduate		**20**

Medical Assisting

The Medical Assisting Program is a accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistant's Endowment (AAMAE).The program prepares students for a variety of careers in medical ambulatory care settings. It provides learning opportunities which introduce, develop and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention and advancement in the ambulatory medical field. Program graduates may receive an associate degree or diploma in medical assisting. These credentials qualify them for employment in many positions in ambulatory health care office environments. Full-time diploma-seeking students can normally complete requirements in five quarters. Students completing the program are eligible to take the AAMA certifying exam in June or January following completion. Any student with a history of a felony will be unable to take the American Association of Medical Assistant's (AAMA) certifying examination but this may be appealed on a person-by-person basis through the AAMA Certifying Board.

The following outlines are suggested course sequences for the Medical Assisting Degree and diploma programs. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are available from the program instructor based on the State Standard Guide. Students must successfully complete the Medical Administrative Assistant Certificate prior to being able to enroll in either the Medical Assisting Degree or Diploma Programs.

Medical Administrative Assistant Certificate

The Medical Administrative Assistant Certificate is designed to provide a solid foundation of knowledge, skills, techniques and attitudes for entry-level employment in the administrative medical assisting profession. This program encompasses development of observational skills, critical thinking, planning, implementation, evaluation techniques and basic administrative medical assisting skills found in ambulatory care settings. Students meeting the degree level entrance scores for Medical Assisting may substitute the higher level degree courses in place of ENG 101, MAT 101 and PSY 101 during the Medical Administrative Technician Certificate.

First Quarter		**Credit**
BUS 101	Beginning Document Processing	5
ENG 101	English	5
SCT 100	Introduction to Microcomputers	3
PSY 101	Introduction to Psychology	5

Second Quarter		**Credit**
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for A.H.S.	3
AHS 104	Introduction to Health Care	3
MAS 106	Medical Office Procedures	4
MAT 101	General Math	5
MAS 101	Medical Law and Ethics	2

Medical Assisting Associate Degree Course Outline

Below are the additional courses for the Medical Assisting Degree program. Students who did not take the degree level core classes in English, Algebra and Psychology as part of the Medical Administrative Assistant Certificate must take those courses as part of the Medical Assisting Degree Program. Students must have successfully completed the Medical Administrative Technician Certificate prior to enrolling in the associate degree program.

Third Quarter		**Credit**
MAS 103	Pharmacology	5
MAS 114	Medical Administrative Procedures. I	3
MAS 108	Medical Assisting Skills I	5
MAS 112	Human Diseases	5
ENG 193	Composition & Rhetoric II	5

Fourth Quarter		**Credit**
SPC 191	Fundamentals of Speech	5
MAS 115	Medical Administrative Procedures. II	3
MAS 109	Medical Assisting Skills II	5
MAS 113	Maternal and Child Care	5

Fifth Quarter		**Credit**
MAS 117	Medical Assisting Externship	8
MAS 118	Medical Assisting Seminar	4
ECO 191	Economics	5
Credit hours to graduate		**98**

Medical Assisting Diploma Course Outline

The following is a suggested course sequence for the additional courses required for the diploma program. Students must have received the Medical Administrative Technical Certificate prior to enrolling in the diploma program. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are available from the program instructor based on the State Standard Guide. The Medical Assisting Diploma requires 83 credit hours to graduate.

Third Quarter		**Credit**
MAS 103	Pharmacology	5
MAS 114	Medical Administrative Procedures I	3
MAS 108	Medical Assisting Skills I	5
MAS 112	Human Diseases	5

Fourth Quarter		**Credit**
MAS 115	Medical Administrative Procedures II	3
MAS 109	Medical Assisting Skills II	5

MAS 113	Maternal Child Care	5

Fifth Quarter		**Credit**
MAS 117	Medical Assisting Externship	8
MAS 118	Medical Assisting Seminar	4

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Course requirements and a suggested course sequence follow.

Medical Transcription

The Medical Transcription Program is a minimum three-quarter certificate program. Medical Transcriptionist are employed in physicians' offices, hospitals and other healthcare provider facilities. Students focus on business office skills as well as medical terminology and anatomy. The student learns proper medical terminology for the transcription of verbal medical records to computer format.

Required Course		**Credit**
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for A.H.S.	3
BUS 101	Beginning Document Processing	5
BUS 108	Word Processing	5
BUS 213	Medical Document Processing / Transcription	5
ENG 111	Business English	5
Credit hours needed to graduate		**28**

Phlebotomy Technician

The Phlebotomy Technician Program is a minimum three quarter certificate program offered during the evening. Phlebotomy technicians are employed in physicians' offices, hospitals and other healthcare provider facilities. Students study techniques used in blood collection and learn proper use of equipment needed to perform venipunctures.

Required Course		**Credit**
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Occupations	3
PHL 103	Introduction to Venipuncture	4
	or	
MAS 109	Medical Assisting Skills I	(5)
PHL 105	Clinical Practice	8
	or	
MAS 117	Medical Assisting Externship	(8)
Credit hours needed to graduate		**20 (21)**

Paramedic Technology

The Paramedic Technology Program prepares students for employment in paramedic positions in today's health services field. The Paramedic Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the basic EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology diploma and are eligible to sit for the paramedic certification test. Full time students can usually complete program requirements in five quarters.

Paramedic Technology Course Outline

The following is a suggested course sequence for the diploma program which requires 78 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis.

First Quarter		**Credit**
AHS 101	Anatomy and Physiology	5
EMS 126	Introduction to Paramedic Technology	3
EMS 127	Patient Assessment	4
EMS 200 A	Clinical Application of Advance Emergency Care I	2
MAT 101	General Mathematics	5

Second Quarter		**Credit**
EMS 128	Applied Physiology and Pathapysiology	3
EMS 129	Pharmacology	4
EMS 130	Respiratory Management and Function	5
EMS 200 B	Clinical Application of Advanced Emergency Care II	2

Third Quarter		**Credit**
EMS 132	Cardiology I	5
EMS 133	Cardiology II	5
EMS 134	Medical Emergencies	4
EMS 200 C	Clinical Application of Advanced Emergency Care II	2

Fourth Quarter		**Credit**
EMS 131	Trauma	5
EMS 135	Maternal/Pediatric Emergencies	5
EMS 200 D	Clinical Application of Advanced Emergency Care II	2
ENG 101	English	5

Fifth Quarter		**Credit**
EMS 136	Special Patients	2
EMS 200 E	Clinical Application of Advanced Emergency Care II	2
EMS 201	Summative Evaluations	5
SCT 100	Introduction to Microcomputers	3

Paramedic Technology

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. The Emergency Medical Technology (Basic) Certificate Program is intended to provide the entry-level component of training for students to receive initial Emergency Medical Technician Certification in the state of Georgia. This program is based on the United States Department of Transportation (DOT) National Standard Curriculum for Emergency Medical Technician-Basic. Course requirements and a suggested course sequence follow.

Basic Emergency Medical Technician

Required Course		**Credit**
EMS 120	Emergency Medical Technology I - Basic	8
EMS 121	Emergency Medical Technology II - Basic	7
Credit hours needed to graduate		**15**

Intermediate Emergency Medical Technology

This program covers both U.S. Department of Transportation 1985 Emergency Medical Technician- Intermediate Curriculum and the 1995 Emergency Medical Technician- Basic Curriculum. The EMT-I Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician EMT-I certification examination and receive Georgia certification.

Required Course		**Credit**
EMS 120	Emergency Medical Technology I - Basic	8
EMS 121	Emergency Medical Technology II - Basic	7
	Or	
National Registry EMT-Basic Certificate		
EMS 122	Emergency Medical Technology-Intermediate	9
Credit hours needed to graduate		**24**

Practical Nursing

The Practical Nursing Program is designed to prepare students to successfully complete the state board examination for licensure as practical nurses. The six-quarter program prepares graduates to give competent nursing care beginning with the Nurse Technician Certificate followed by three-quarters of Practical Nursing. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse. Full time students can usually complete program requirements in six quarters.

Nurse Technician Certificate

First Quarter		**Credit**
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5
SCT 100	Introduction to Microcomputers	3
Second Quarter		**Credit**
AHS 101	Anatomy and Physiology	5
AHS 103	Nutrition and Diet Therapy	2
AHS 104	Introduction To Health	3
AHS 109	Medical Terminology	3
Third Quarter		**Credit**
AHS 102	Drug Calculations and Administration	3
NSG 110	Nursing Fundamentals	10

Practical Nursing Course Outline

The following is a suggested course sequence for the diploma program which requires 95 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the Practical Nursing Handbook. Student must have successfully completed the Nurse Technician Certificate prior to being able to enroll in the Practical Nursing Diploma.

Fourth Quarter		**Credit**
NSG 112	Medical/Surgical Nursing I	9
NPT 112	Medical/Surgical Nursing I Practice.	7
Fifth Quarter		**Credit**
NSG 113	Medical/Surgical Nursing II	9
NPT 113	Medical/Surgical Nursing II Practice.	7

Sixth Quarter		Credit
NSG 212	Pediatric Nursing	5
NPT 212	Pediatric Nursing Practice	2
NSG 213	Obstetrical Nursing	5
NPT 213	Obstetrical Nursing Practice	3
NSG 215	Nursing Leadership	2
NPT 215	Nursing Leadership Practice	2

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma program. Certificates require three to twelve months for completion. Course requirements and a suggested course sequence follow.

Patient Care Assisting

Required Course		Credit
CNA 100	Certified Nurse Assistant Fundamentals	8
AHS 109	Medical Terminology	3
PSY 101	Psychology	5
Credit hours needed to graduate		**16**

Welding and Joining Technology

The Welding and Joining Technology Program is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

Welding and Joining Technology Course Outline

The following is a suggested course sequence for the diploma program which requires 73 credit hours to graduate. Course schedules are determined on a quarter-by-quarter basis.

First Quarter		**Credit**
MAT 100	Basic Mathematics	3
EMP 100	Employability Skills	3
SCT 100	Introduction to Microcomputers	3
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4

Second Quarter		**Credit**
ENG 100	Basic English	5
WLD 103	Blueprint Reading I	3
WLD 104	Shielded Metal Arc Welding I	6
WLD 105	Shielded Metal Arch Welding II	6

Third Quarter		**Credit**
WLD 106	Shielded Metal Arc Welding III	6
WLD 107	Shielded Metal Arc Welding IV	6
WLD 108	Blueprint Reading II	3

Fourth Quarter		**Credit**
WLD 109	Gas Metal Arc Welding	6
WLD 110	GAs Tungsten Arc Welding	4
WLD 112	Preparation for Industrial Qualification	4

Fifth Quarter		**Credit**
WLD 160	Welding and Joining Technology Half-time Internship	5
	or	
XXX XXX	Electives	5

Technical Certificates of Credit

Technical Certificates of Credit represent training within specialty areas of a diploma

program. Certificates require three to twelve months for completion. Course requirements and a suggested course sequence for available technical certificates follow.

Basic Flux Cored Arc Welding

The Basic Flux Cored Arc Welding 18 credit hour certificate program prepares students to enter the work where Flux-cored Arc Welding is needed, with the skills and knowledge in the theory and practices of FCAW.

Required Course		**Credit**
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 103	Blueprint Reading	3
WLD 153	Flux-cored Arc Welding	5
Credit hours needed to graduate		**18**

Basic Gas Tungsten Arc Welding

The Basic Gas Tungsten Arc Welding 19 credit hour certificate program prepares students to enter the work force as TIG welders, with the necessary skills and knowledge in the theory and practices of TIG welding.

Required Course		**Credit**
WLD 100	Introduction to Welding Technology	6
WLD 103	Blueprint Reading I	3
WLD 110	Gas Tungsten Arc Welding	4
WLD 150	Advanced Tungsten Arc Welding	5
Credit hours needed to graduate		**18**

Basic Shielded Metal Arc Welding

The Basic Shielded Metal Arc Welding 19 credit hour certificate program prepares students for employment as structural welders, with the skills and knowledge in the theory and practices of stick welding.

Required Course		**Credit**
WLD 100	Introduction to Welding Technology	6
WLD 103	Blueprint Reading I	3
WLD 101	Oxyfuel Cutting	4
WLD 104	Shielded Metal Arc Welding	6
Credit hours needed to graduate		**19**

Industrial MIG Welding

The Industrial MIG Welding 17 credit hour certificate program prepares students to enter the work force as industrial Mig Welders, with the skills and knowledge in the the-

ory and practices of Mig Welding.

Required Course		**Credit**
WLD100	Introduction to Welding	6
WLD 103	Blueprint Reading I	3
WLD 109	Industrial Gas Metal Arc Welding	6
MAT 100	Basic Mathematics	3
Credit hours needed to graduate		**18**

Course Descriptions

ACC 101 Principles of Accounting I Introduces the basic concepts of the complete accounting cycle and provides necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary, business transactions, rules of debit and credit, journalizing and posting transactions, general and subsidiary ledgers, financial statements, adjusting and closing entries and accounting for cash.

ACC 102 Principles of Accounting II Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include receivables, inventory, assets, payroll, payables, sales tax returns and partnerships.

ACC 103 Principles of Accounting III Emphasizes a fundamental understanding of corporate and cost accounting.Topics include accounting for a corporation, departmental accounting, job order/ process cost accounting and budgeting.

ACC 104 Computerized Accounting Emphasizes operation of computerized accounting systems from manual input forms. Topics include setup and operation of equipment, general ledger, accounts receivable, accounts payable, advanced payroll, financial reports, and other topics, such as inventory and depreciation for which software is available.

ACC 106 Accounting Spreadsheet Fundamentals Provides instruction in the use of electronic spreadsheet software packages for programming-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheets. Topics include editing and deleting entries, introduction to macros, computation through the use of formula and/or logic functions, and program-related spreadsheet applications.

ACC 107 Full-time Accounting Internship Provides students with in-depth and reinforced accounting employability principles in an actual job setting. This internship allows the student to become involved in intensive on-the-job accounting applications that require Full-time concentration, practice, and follow-through. The internship is implemented through the use of written individualized training plans, written performance evaluations, required weekly seminars, and a required student project.

ACC 108 Halftime Accounting Internship Introduces students to the application and reinforcement of employable accounting principles in an actual job setting. The internship is implemented through the use of written individualized training plans, written performance evaluations and two required seminars.

ACC 150 Cost Accounting Emphasizes a thorough understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to manufacturing cost systems. Topics include job order cost accounting, process cost accounting, and standard cost accounting.

ACC 151 Intermediate Spreadsheet Provides instruction in Federal and State income tax return preparation for individuals. Topics include: dependency tests, gross income inclusions and exclusions, adjustments to income, itemized deductions, purchase and sale of principal residence, earned income credit, child care credit, small business (sole proprietor) income/loss and tax liability.

ACC 152 Payroll Accounting Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACC 154 Personal Finance Introduces

practical applications of concepts and techniques used to manage personal finance. Topics include: budgeting, cash management, credit, housing, transportation, insurance, investments, retirement, and estate planning.

ACC 155 Legal Environment of Business Introduces law and its relationship to business. Topics include: legal processes, sales contracts, commercial papers, risk-bearing devices, and Uniform Commercial Code.

ACC 156 Tax Accounting Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACC 157 Integrated Accounting Management Systems Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACC 158 Managerial Accounting Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include: budgeting, capital investment decisions, price level and foreign exchange, analysis of financial statements, and internal reporting.

ACC 159 Accounting Simulation Develops skills for the potential accountant to effectively prepare financial statements for presentations and income tax returns. Emphasis is placed on providing students with opportunities for application and demonstration of skills associated with automated accounting. Topics include: financial statement preparation, accounting system installation, automated accounting work sheet preparation, automated accounting income tax return preparation, and job search planning.

ACC 160 Advanced Accounting Spreadsheet Applications Provides students with laboratory based theoretical and technical advanced spreadsheet applications. Emphasis is placed on developing an understanding of scope and application of advanced spreadsheet software. Topics include: advanced computational functions, advanced data management functions, advanced file management, advanced data manipulation, advanced spreadsheet printing options, advanced spreadsheet macros, advanced spreadsheet command language, advanced graph generation, and advanced accounting and financial applications.

ACC 201 A.B.A. Business Law Review Provides an in-depth look at commercial law, including contracts, negotiable instruments, suretyships, and bankruptcy; property law, including personal property, real property, mortgages, and creditor law; business associations, including agencies, partnerships, and corporations. Additionally, course coverage is provided for an introduction to the U.S. legal system, governmental regulations, and accountants' liability and ethics.

ACC 202 Principles of Accounting II Emphasizes a fundamental understanding of accounting principles as they relate to providing information for managerial decision-making. Topics include the fundamentals of cost accounting systems, cost behavior and analysis, product pricing, budgeting and capital investment analysis

ACC 203 A.B.A Income Tax I Review Emphasizes tax planning and tax return preparation from the standpoint of the individual. Topics include introductions to, exemptions, deductions, gross income,

credits, capital gains and losses, and special issues.

ACC 204 A.B.A Income Tax II Review Provides the student with a foundation for corporation income tax planning and tax return preparation. Topics include introductions to, gross income determination, deductions and credits, proprietorship tax returns, partnership tax returns, and corporation tax returns, including subchapter S returns.

ACC 205 A.B.A. Financial Accounting Review Provides a thorough review of financial accounting concepts. Topics include financial statement preparation and analysis, accounting for depreciation, extraordinary gains and losses, discontinued operations, job and process costing, partnerships, corporations, and fund accounting.

ACT 100 Refrigeration Fundamentals Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, refrigerant identification, the refrigeration cycle, and safety.

ACT 101 Principles and Practices of Refrigeration Introduces the use of refrigeration tools, materials and procedures needed to install, repair, and service refrigeration systems. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, reclamation, evacuation, charging, and safety.

ACT 102 Refrigeration Systems Components Provides the student with the skills and knowledge to install, test and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 Electrical Fundamentals Introduction to fundamental electrical concepts and theories as applied to the Air conditioning industry. Topics include AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

ACT 104 Electric Motors Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and Air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, ,and safety.

ACT 105 Electrical Components Provides instruction in identifying, installing, and testing commonly used electrical components in Air conditioning systems. Topics include pressure switches, overload devices, transformers and starters, diagnostic procedures, and safety.

ACT 106 Electric Control Systems Installation Provides instruction on wiring various types of Air conditioning systems. Topics include service procedures, solid state controls, system wiring, control circuits, and safety.

ACT 107 Air Conditioning Principles Introduces fundamental theory and techniques needed to identify major components and functions of Air conditioning system. Instruction is given on types of Air conditioning systems and use of instrumentation. Topics include system types, heat load calculation, properties of Air, psychometrics, duct design, Air filtrations, and safety.

ACT 108 Air Conditioning System Installation Provides instruction on the installation and service of residential Air conditioning systems. Topics include installation procedures, service, split systems, add-on systems, packaged systems and safety.

ACT 109 Troubleshooting Air

Conditioning Systems Provides instruction on troubleshooting and repair of a residential Air conditioning system. Topics include troubleshooting techniques, electrical controls, Air flow, refrigeration cycle, and safety.

ACT 110 Gas Heating Systems Introduces principles of combustion and service requirements for gas heating systems. Topics include service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

ACT 111 Heat Pumps and Related Systems Provides instruction on installation and servicing of electrical heating systems, heat pumps, and related systems. Topics include installation procedures, servicing procedures, troubleshooting, valves, electrical components, safety, geothermal ground source energy supplies, and dual fuels.

AHS 101 Anatomy and Physiology Focuses on the basic normal structure and function of the human body. Emphasis is placed on body systems and how systems coordinate activities to maintain a balanced state.

AHS 102 Drug Calculations and Administration Utilizes basic mathematical concepts and includes basic drug administration. Topics include resource materials, systems of measurement, abbreviations, drug calculations and administration of medications in a simulated clinical environment.

AHS 103 Nutrition and Diet Therapy A study of the nutritional needs of the individual. Topics include basic nutrients, food sources, the role nutrition plays in the maintenance of health for the individual, and using diet to treat certain pathologic conditions.

AHS 104 Introduction to Health Care Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support / CPR, basic emergency care / first aid and triage, vital signs, infection control, and blood / air - borne pathogens.

AHS 109 Medical Terminology for Allied Health Sciences Introduces the elements of Medical terminology. Emphasis is placed on building familiarity with Medical words through knowledge of roots, prefixes and suffixes.

AMF 103 Manufacturing Processes Survey Acquaints students with a wide variety of techniques used by industry to produce goods. Various methods are used to familiarize students with many of the production processes that a flexible manufacturing system may be called upon to perform. Topics include modern manufacturing concepts, product manufacturing stages, manufacturing specifications, quality control, materials, forming, welding, and assembly.

AMF 106 Introduction to Robotics Explores fundamental robotic concepts including coordinate systems and applications. Students study robots in typical application environments. Topics include classification, power sources, control techniques, path control and arm tooling.

AMF 107 Machine Tool Numerical Control Theory and Practice Provides an overview of machine tool Technology. Topics include benchwork operations, CNC fundamentals, mill and lathe programming and operation.

AMF 108 Applied Hydraulics, Pneumatics, and Mechanisms Emphasizes mechanical techniques for maintaining, troubleshooting, installing, and repairing drives, conveyor systems, and valves. Topics include: gas laws; pressure and force calculations; hydraulic systems vs pneumatic systems; cylinders, pressure

controls, and system controls; hydraulic and pneumatic symbology; hydraulic and pneumatic system layout; interfacing hydraulic or pneumatic systems with other systems; applied mechanisms; belt, chain, and gear drives; drive train components; valves; and conveyor systems.

AMF 113 Programmable Controllers I Provides students with basic skills and techniques used in programmable controller applications. Students will study programmable controllers in typical environs and as an element of a complex manufacturing cell. Topics include CRT hardware, power-up and initialization, CRT capabilities and mode selection, rack addressing, basic ladder programming, ladder editing and display, time scan, data entry, monitoring, forcing and cross referencing, printer operation and print out routines.

AMF 115 Manufacturing Control Devices & Work Cell Interfacing Provides an in-depth study of automated system sensors, switches, transducers, vision transducers, and cell level interfacing with emphasis on human factors related to automated systems. Topics include sensors and interfacing, cell level interfacing, operator training, acceptance, and safety.

AMF 152 Manufacturing Organizations Principles Provides students with an overview of the functional and structural composition of manufacturing organizations. Topics include : manufacturing / consumer connection, manufacturing operational types, structure of manufacturing organizations, manufacturing business principles, and types of manufacturing processes.

AMF 154 Manufacturing Workplace Skills Provides students with the knowledge and skills needed to succeed in the manufacturing environments. Topics include listening, working together, change management, stress management, decision making, job interview skills, and creating a positive image.

AMF 156 Manufacturing Production Skills Provides students with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include: world class manufacturing tools for excellence, and statistical process control.

AMF 158 Automated Manufacturing Skills Provides students with an introduction to computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include basic mechanics, mechanical systems, hand tools, power tools, industrial controls, electrical safety, hydraulic systems, pneumatic systems, troubleshooting principles, and computers and automation principles.

AMF 160 Representative Manufacturing Skills Provides students with an introduction to representative manufacturing skills and associated safety requirements. Topics include: plant safety, materials movement equipment, precision measurements for manufacturing, and blueprint reading.

AMF 206 Work Cell Design Laboratory Allows students to work in teams, under the instructor's supervision, to assemble and operate an automated production system. The students select equipment, write specifications, design fixtures and interconnects, integrate systems, and make the assigned system operate. Topics include work cell assembly, programming, debugging, troubleshooting, and demonstration of work cell operation.

AMF 207 Flexible Manufacturing Systems I Presents a review of electrical, electronic and mechanical principles related to a flexible system. Opportunities provide planning, preparation, construction ,and operation of a flexible manufacturing system.

AMF 208 Flexible Manufacturing Systems II Continues the study of flexible manufacturing systems. Students will utilize planning documentation developed in

AMF 209 Flexible Manufacturing Systems III Provides an opportunity for students to use the flexible characteristics of the automated system developed in AMF 208. Emphasis is placed on changing the function or product produced by the automated system, thereby adapting the automated system to function as a flexible system.

AUT 120 Introduction to Automotive Technology Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include safety regulations, legal/ethical responsibilities, shop organization, management, and work flow systems; measurement concepts, instruments, and techniques; machining operations and procedures; and hand tool use.

AUT 122 Electrical and Electronic Systems Introduces automotive electricity. Topics include basic circuit construction, use of electrical measuring devices; functions, operation and diagnostics of electrical and electronic components.

AUT 124 Battery, Starting and Charging Systems Emphasizes the basic principles, diagnosis and service / repair of batteries starting systems and components, alternators and regulators. Topics include battery diagnosis and service, current and voltage tests, inspection, diagnostic testing and replacement of starting system components, regulators, and alternators.

AUT 126 Engine Principles of Operation and Repair Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include: general diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUT 128 Fuel, Ignition and Emission Systems Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair, and service for vehicles with carburetion and fuel injection systems. Topics include: engine operation and air pressure, chemistry, and combustion; airflow requirements; air - fuel ratios, ignition and emission systems theory, concept and controls; repair and replacement of components, and total performance analysis.

AUT 130 Automotive Brake Systems Introduces brake systems theory and its application to automotive systems. Topics include hydraulic control devices, system service, power brakes, brake problems and diagnostics, brake service philosophy, legal and health issues.

AUT 132 Suspension and Steering Systems Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include steering systems diagnosis and repair; wheel alignment diagnosis and adjustment; wheel/tire service; and diagnosis of electrical and electronic control steering and suspension systems.

AUT 134 Drivelines Introduces basics of rear-wheel drive, front-wheel drive drive-line related operation, diagnosis, service, and related electronic controls. Topics include drivetrain operation and diagnosis; front and rear wheel drive; 4x4 operation, modes and diagnosis, and limited slip differentials.

AUT 138 Manual Transmission / Transaxle Introduces basics of front and rear-wheel drive, including clutch operation, diagnostics and service. Electronic controls related to transmission/transaxle operation are discussed.

AUT 140 Electronic Engine Control Systems Introduces concepts of electronic

engine control. Topics include on-board diagnostics I (OBD) to include requirements and monitoring Technology, diagnostic trouble code definitions, essentials of drive ability diagnosis, and data interpretation using a scanner.

AUT 142 Climate Control Systems Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service and repair of heating and air conditioning systems and related components. Topics include basic principles of refrigeration/heating/air management and controls, and climate control operation, diagnosis, and service.

AUT 144 Introduction to Automatic Transmissions Introduces students to basic transmission/transaxle theory, inspection and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include hydrau-lic/mechanical theory, automatic transmission service, and adjustments.

AUT 210 Automatic Transmission Repair Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include proper repair procedures.

AUT 212 Advanced Electronic Transmission Diagnosis Continues the study of automatic transmission hydraulic/mechanical and electronic diagnosis and repair. Topics include electronically controlled automatic transmission diagnosis and repair.

AUT 214 Advanced Electronic Controlled Brake System Diagnosis Introduces anti-lock brake system (ABS) to include components, operation, testing, and diagnosis.

AUT 216 Advanced Electronic Controlled Suspension and Steering Systems Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include diagnosis, adjustment, and repair.

AUT 218 Advanced Electronic Engine Control Systems Introduces on-board diagnostics II (OBD II), California Air Research Board (CARB) requirements and monitoring Technology, diagnostic trouble code definitions, and essentials of advanced drive ability diagnosis and data interpretation using a scanner.

AUT 220 Automotive Technology Internship Provides student work experience in the occupational environment. Topics include application of automotive knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity and acceptable job performance.

BUS 100 Introduction to Keyboarding Introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUS 101 Beginning Document Processing Introduces the touch system of keyboarding, placing emphasis on correct techniques, mastery of the keyboard, and simple business correspondence. Students attain a minimum typing speed of 25 words per minute with a maximum of three errors on a three-minute, timed typewriting test. Topics include alphabetic and numeric symbols, simple formatting, keyboarding speed and accuracy, care of equipment, and proofreading.

BUS 102 Intermediate Document Processing Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Students attain a minimum typing speed of forty words per minute with a maximum of five errors on a five minute

timed keyboarding test. Topics include: equipment care, keyboarding skills, formats and styles, communications skills, decision making, mailability, proofreading, and production keyboarding.

BUS 103 Advanced Document Processing Continues the development of increased keyboarding speed and accuracy with mastery of complex document production. Students attain a minimum typing speed of fifty words per minute with a maximum of five errors on a five minute timed keyboarding test. Topics include: equipment care, advanced keyboarding skills, decision making, communications skills, complex formats and styles, proofreading, mailability, and production keyboarding. Laboratory practice parallels class instruction.

BUS 105 Database Fundamentals Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include data entry, data access, manipulation, database creation and file documentation.

BUS 105 Database Fundamentals Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include data entry, data access, manipulation, database creation and file documentation.

BUS 106 Office Procedures Emphasizes essential skills required for the typical business office. Topics include office protocol, time management, telephone techniques, office equipment, mail services, references, records management, and travel and meeting arrangements.

BUS 107 Machine Transcription Emphasizes transcribing mailable documents from dictation using a typewriter or computer. Topics include equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

BUS 108 Word Processing Emphasizes an intensive use of word processing software to create and revise mailable documents or reports from rough copy or straight copy. Topics include equipment and supplies maintenance and usage, work area management, word processing software, productivity and mailability

BUS 157 Electronic Calculators Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.

BUS 201 Advanced Word Processing Provides instruction in advanced word processing. Topics include equipment and supplies, work area management, advanced word processing concepts and applications, productivity and mailability.

BUS 202 Spreadsheet Fundamentals Provides instruction in the use of electronic spreadsheet software packages in simple business applications. Students become proficient in the creation and modification of spreadsheets.

BUS 203 Office Management Provides students with an overview of management concepts, styles, and skills. Topics include: Management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

BUS 213 Medical Document Processing/Transcription Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

CAR 101 Safe Use of Hand Tools and Power Tools Provides instruction in the use of hand and power tools. Emphasis will be placed on the safe use of each tool covered. Topics include : layout and measuring tools, shaping and cutting tools, fastening tools, drilling and boring tools, finishing tools, and ladders and scaffolding safety.

CAR 105 Print Reading Introduces the reading and interpretation of prints and architectural drawings. Topics include: types of plans, scales, specifications, conventions, and schedules.

CFC 100 Safety Provides a review of general safety rules and practices, and provides students with information about state and federal regulations including OSHA Hazard Communication Standard and Material Safety Data Sheets (MSDA). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding hazards. Topics include overview of safety rules and regulations, protective equipment, barriers and barricades, flammable materials, electrical hazards, ladders and scaffolding, safety in trenches and excavations, introduction to rigging

CFC 101 Introduction to Construction Covers orientation and introduction to construction Technology dealing with building and facility maintenance, cabinet making, carpentry, construction management, masonry, plumbing, professional ethical standards, proper communication practices, working with teams, learning for success, and life skills.

CIS 103 Operating Systems Concepts Provides an overview of operating systems and commands that are necessary in a micro/mainframe computer working environment.

CIS 104 Advanced Operating Systems Concepts Provides a continued study of operating systems functions and commands that are necessary in a micro/mainframe computer working environment. Topics include: multiprogramming, multiuser systems, data communications, utilities, job control languages, allocation of system resources, and networking

CIS 105 Program Design and Development Provides an emphasis on business problem identification and solution through systems of computer programs, using such tools as structure charts, flowcharts and pseudocode. Topics include problem-solving process, fundamentals of structured programming, program development building blocks, file and report structure, and business application structure.

CIS 106 Computer Concepts Provides an overview of computers and information processing. Topics include computer history and terminology, data representation, data storage concepts, fundamentals of information processing, hardware operation, communications and networking, structured programming concepts, program development methodology, system development methodology, and computer numbering systems.

CIS 122 Microcomputer Installation and Maintenance Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventive maintenance.

CIS 124 Microcomputer Database Programming Provides a study of database programming, using microcomputer database management systems (DBMS) software packages. Topics include development of systems, structured programming techniques, data editing, and output design.

CIS 127 Word Processing and Desktop Publishing Techniques Provides a study of word processing and desktop publish-

ing. Topics include word processing and desktop publishing concepts, development of macros, and presentation graphics.

CIS 128 Spreadsheet and Database Techniques Provides a study of spreadsheets and databases. Topics include: spreadsheet fundamentals, advanced spreadsheet concepts, development of macros, database management fundamentals, and advanced database management concepts.

CIS 140 Networking Concepts Introduces the fundamental concepts involved in selecting and installing a local area network. Topics include: introduction to LANs, networking components, LAN standards, network operating systems (NOS), data communications, and client-server concepts.

CIS 157 Introduction to Windows Programming using Microsoft Visual BASIC Introduces the student to Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing and incorporating graphics.

CIS 214 Database Management Provides an overview of the skills and knowledge of database application systems which are used in business, government, and industry. Topics include: models, structures, physical database, logical database, and accessing techniques.

CIS 221 Advanced Microsoft Word Provide the fundamental, intermediate and advanced instruction in Microsoft Word competencies to provide user with the skills necessary to obtain the expert user certification. Topics include all skill areas as defined by Microsoft Office User Specialist Expert exam objectives and additional information in workgroup editing and advanced features such as macros, mailmerge, HTML creation, and tables.

CIS 222 Advanced Microsoft Excel Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

CIS 223 Advanced Microsoft Access Provide the fundamental, intermediate and advanced Microsoft Access competencies to provide user with the skills necessary to obtain the Microsoft Office User Certification in Access. Topics include creating and modifying a database, locating information, macro and module creation and advanced features such as advanced queries, forms, advanced reports, sub-form creation, HTML creation, data integrity, and integration with other applications.

CIS 224 Advanced PowerPoint Provides the fundamental, intermediate, and advanced Microsoft PowerPoint competencies to provide the user with the skills necessary to obtain expert user certification. Topics include presentation creation, presentation views, slide shows, templates, animations, HTML creation, navigation, and presentation transition.

CIS 225 Advanced Outlook Provides the fundamental, intermediate, and advanced Microsoft Outlook competencies to provide the user with the skills necessary to obtain expert user certification. Topics include using Outlook 2000 Mail to

communicate with others inside and outside your company, to manage your mail, navigating thorough Outlook, using calendar, using task, and using contacts and notes. Integrate Office applications and other applications with Outlook 2000 components.

CIS 253 QBASIC Programming I Provides a study of the BASIC programming language on a microcomputer to solve business applications. Topics include: programming from stated problems using BASIC language, array processing/sorting, string manipulation, and interactive processing.

CIS 254 QBASIC Programming II Empathizes structured BASIC programming using advanced programming techniques. Topics include control break reporting, sequential file processing and maintenance, direct file processing and maintenance, and multi-file references and updates.

CIS 255 Introduction to C++ Programming Provides opportunity to gain a working knowledge of C programming. Topics include C concepts, simple I/O expressions and control statements, and managing data and developing programs.

CIS 242 TCP/IP Provides students with the knowledge and skills required to setup, configure, use, and support Transmission Protocol/Internet Protocol (TCP/IP). Topics includes: planning a TCP/IP network, Installing and Configuring TCP/IP, using DHCP manager, Windows name resolution techniques, subnetting and supersubnetting, and DNS name resolution.

CIS 256 Advanced C ++ Programming Covers theory and practice in developing advanced skills in C programming. Topics include pointers, function arrays, file input/output, BIOS and system service level operations, and program design and development.

CIS 276 Advanced Routers and Switches (CISCO Semester 3) Provides an overview of LAN switching, creating and managing VLANS, concepts of LAN design, routing protocols, ACLS, and Novell IPX.

CIS 277 Wan Design (CISCO Semester 4) Provides a study of Wide Area Networks. Topics include WAN Design and Management, Point-To-Point Protocol (PPP), ISDN concepts, Frame Relay concepts.

CIS 286 – A+ Preparation Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include: A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks

CIS 1140 Networking Fundamentals Introduces networking technologies and prepares students to pass CompTIA's broad-based, vendor independent networking certification exam, Network +. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of both the LAN and WAN technologies, TCP-IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting.

CIS 2128 Introduction to Databases This course provides an introduction to the ORACLE database management system platform and to Structured Query

Language (SQL) and ORACLE PL/SQL.

CIS 2129 Systems Applications Project This course enables the database student to be able to fine tune ORACLE databases. Topics include: ORACLE architectural components, ORACLE administration tools, ORACLE instances, creation of an ORACLE database, construct Data Dictionary views, Maintain the control file, Maintain the Redo Log File, Manage table spaces and data files, Understand relationships and impacts on storage structures, Manage tables, indexes and segments, maintain data integrity, manage users, profiles, privileges, roles, understand and use database auditing options, using National Language Support (NLS).

CIS 2130 Backup and Recovery This course enables the database student to develop the skills necessary to support the backup and recovery needs of ORACLE installations.

CIS 2131 Database Performance This course enables the database student to be able to fine tune ORACLE databases.

CIS 2132 Network Administration Participants in this course will be able to understand and implement solutions to ORACLE networking issues using the network administration capabilities or ORACLE.

CIS 2149 Implementing Microsoft Windows Professional Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.

CIS 2150 Implementing Microsoft Windows Server Provides the ability to implement, administrator, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.

CIS 2153 Implementing Microsoft Windows Networking Infrastructure Provides students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

CIS 2154 Implementing Microsoft Windows Network Directory Provides students with knowledge and skills necessary to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

CIS 2191 Internet Business Fundamentals Teaches students how to access the Internet and the World Wide Web using a Web Browser as a general-purpose Internet application. Students will learn to use the Internet for e-mail, the World Wide Web, news-groups, Gopher, Veronica, File Transfer Protocol (FTP) and Telnet. Student will gain experience using and configuring both Netscape Navigator and Microsoft Internet Explorer to access rich multimedia data and objects as well as Java, Shockwave, and Active X content. A variety of Web-based search engines will be used to conduct advanced searches and learn the basics of project leadership, security, and e-business solutions. Students will also learn about business on the Internet, and how business research can help gain market intelligence.

CIS 2201 HTML Fundamentals Designed to teach basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications, a wide range of

HTML tags and attributes.

CIS 2211 Web Site Design Tools Teaches an understanding of how to create and manage impressive s using the sizeable amounts of new technology available on the Web. Students will learn to create web sites using various web tools such as FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards.

CIS 2221 Web Graphics and Multimedia Teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating attractive textures for backgrounds, com-positing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.

CIS 2228 Advanced Spreadsheet Techniques Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets.

CIS 2229 Advanced Database Techniques Provides a study of databases. Topics include: advanced database concepts, data integration concepts, development of user interfaces, troubleshooting databases, development of macros, and relational database concepts.

CIS 2231 Design Methodology Teaches students how to create and mange Web sites using FrontPage, NetObjects Fusion Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third generation Web site, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, and scenario development and performance evaluations.

CIS 2241 Internet System Management Provides the student with an understanding of TCP/IP operation, Domain Name System (DNS) name service, Dynamic Host Configuration Protocol (DHCP) automation, File Transfer Protocol (FTP) services, security, and the auditing activities related to Web services and firewalls. Students will also perform an in depth analysis of IP packets on the network.

CIS 2261 JavaScript Fundamentals JavaScript Fundamentals teaches developers how to use the features of the JavaScript language and the Netscape Navigator browser. Students learn how to write JavaScript programs that can be plugged into Web pages or customized, and examine advanced issues such as debugging techniques and JavaScript security.

CIS 2271 Fundamentals of CGI Programming using PERL Teaches students how to use Common Gateway Interface (CGI) PERL programs and scripts on a Web server. Students will learn how to writer print-to-screen scripts, customize Web page hit counters, create and use business forms that interface with text files, manipulate data in a database, work with a relations database via Open Database Connectivity ODBC), and explore Web server security issues related to CGI. A survey of other products such as Microsoft Active Server Pages, Netscape LiveWire, and Cold Fusion by Allaire will be discussed. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

CIS 2281 Database Connectivity Teaches students how to manipulate data in a database, work with relational database via Open Database Connectivity (ODBC) and learn how to work with different database systems. Students will learn to install and configure Cold Fusion, or equivalent software, and use the system to develop forms and applications to interact with file systems, e-mail and database servers.

CIS 2291 Network Security Introduces students to network security, firewalls, Windows NT network security, UNIX and TCP/IP network security, security auditing, attacks, and threat analysis.

CIS 2301 E-Commerce Concepts and Practices Focuses on high-level information and planning to provide necessary background for designing and building electronic commerce Web sites. The student will focus on standards, technologies, and practices in electronic commerce.

CIS 2311 E-Commerce Strategy and Solutions Focuses on the practical implementation of an electronic commerce site. Students will build a functional site through a series of labs that cover the various aspects of a commercial site. The class will also examine the relationships among cardholders, merchants, issuers, payment gateways and other parties in electronic transactions.

CIS 2321 Introduction to LAN and WAN Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

CIS 2322 Introduction to Routing This course provides instruction on performing basic router configuration and troubleshooting.

CIS 2421 Intermediate Java Programming Programmers familiar with object-oriented concepts will learn how to develop Java[tm] applications. This course is used to teach students the syntax of the Java programming language and object-oriented programming with the Java programming language. The course uses the Java 2 Software Development Kit (SDK).

CIS 2431 Advanced Java Programming Advanced Java progress into advanced JAVA programming techniques and program development. Server side programming and client side programs are integrated. Students also learn debugging techniques and security.

CIS 2501 Building Scalable Cisco Networks This course focuses on advanced routing and using Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this training course, the student will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. This curriculum prepares the student for the BSCN exam one of four for the CCNP Certification.

CIS 2502 Building Cisco Remote Access Networks The focus of this course is on how to use one or more of the avail-

able WAN permanent or dialup technologies to connect company sites. Students will be able to connect, configure, and troubleshoot the various elements of a remote network in a WAN environment. This course prepares students for the BCRAN exam one of four for the CCNP Certification.

CIS 2503 Building Cisco Multilayer Switched Networks The focus of this course is on how to build and manage high-speed Ethernet networks. This course also introduces the emerging Multilayer Switching technology and describes how it enhances performance and scalability in campus networks. Finally, the course explores how to manage traffic traversing the network. The student will be able to connect, configure, and troubleshoot the various elements of a campus network in an Ethernet environment. This curriculum prepares the student for the BCMSN exam one of four for the CCNP Certification.

CIS 2504 Cisco Internetworking Troubleshooting The focus of Cisco Internetworking Troubleshooting is on troubleshooting network problems. Upon completion of this training course, the student should be better able to analyze and resolve problems. This curriculum prepares the student for the CIT exam one of four for the CCNP Certification.

CIS 2570 Advanced Visual BASIC Programming Advanced Visual BASIC teaches developers random file access, database programming techniques, and programming form the Web in client-server environment. Emphasis is placed on Active-X Data Objects (ADO), incorporating SQL into programs, Open Database Connectivity (ODBC), Remote Data Objects (RDO), creating Web based database applications, and security considerations.

CIS 2554 Introduction to Linux/UNIX This course introduces the Linux/UNIX operating system skills necessary to perform entry-level user functions. Topics include: History of Linux/UNIX, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, Linux/UNIX manual help pages, using the Linux/UNIX graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIS 2555 Linux/UNIX Administration Covers Linux/UNIX operating system administration skills necessary to perform administrative functions. Topics include: Installing Linux/UNIX, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

CIS 2556 Linux/UNIX Advanced Administration Covers Linux/UNIX operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding Linux/UNIX networking, managing network printing, configuring and troubleshooting TCP/IP on Linux/UNIX, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X

Windows, sharing files and printers, and advanced shell programming.

CIS 2557 Linux/UNIX Shell Script Programming Course covers Linux/UNIX shell programming techniques necessary for Linux/UNIX System Administrators to understand and create shell script programs in a Linux/UNIX environment Topics include: Shell variables, running shell script program, conditional processing, looping structures, arrays, functions, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

CNA 100 Certified Nurse Assistant Fundamentals Introduces the functions, roles and responsibilities of the CNA in a health care setting. Emphasis is placed on the psychosocial needs of the geriatric patient, work ethics, legal issues, infection control, safety, cardiac pulmonary resuscitation, patient unit/rehabilitative issues, mobility/mechanical restraints, elimination, vital signs, death and dying and clinical skills.

COS 100 Introduction to Cosmetology Theory Introduces the fundamental theory and practices of the cosmetology profession. Emphasis is placed on professional practices and safety. Topics include: state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and anatomy and physiology

COS 101 Introduction to Permanent Waving and Relaxing Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Students apply procedures and practice skills on mannequins.

COS 103 Introduction to Skin, Scalp, and Hair Introduces the theory, procedures, and products used in the care and treatment of skin, scalp, and hair. Topics include: basic corrective hair and scalp treatments, plain facial, products and supplies, diseases and disorders, and safety precautions.

COS 105 Introduction to Shampooing and Styling Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, fingerwaves, roller placement and combouts. Laboratory training includes styling training to total 20 hours on mannequins and 25 hours on live models without compensation. Topics include: braiding / intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pincurls, roller placement, fingerwaves, comb-out techniques, skipwaves, ridecurls, and safety precautions.

COS 106 Introduction to Haircutting Introduces the theory and application of haircutting techniques in the laboratory. Topics include: haircutting terminology, safety and sanitation, cutting implements, and haircutting techniques, head/hair/body analysis, safety, decontamination/precautions and client consultations.

COS 108 Permanent Waving and Relaxing Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers are emphasized. Application of perms and relaxers on live models is included. Topics include timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance, chemistry of permanent waving/soft curl perming/chemical relaxing.

COS 109 Hair Color Presents the application of temporary, semipermanent deposit only and permanent hair coloring, decolonization products, and special effects

COS 110 Skin, Scalp, and Hair Provides introduction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis on work with live models.

COS 111 Styling Continues the theory and application of hairstyling and introduces thermal techniques.

COS 112 Manicures and Pedicures Introduces the theory, procedures, and products used in the care of nails and cuticles.

COS 113 Practicum I Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the state board of cosmetology.

COS 114 Practicum II Continues laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the state board of cosmetology.

COS 115 Practicum/Internship I Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis on the display of professional conduct and positive attitudes. Requirements for this course may be met in the laboratory setting or in a combination of a laboratory setting and an approved internship facility.

COS 116 Practicum/Internship II Continues experience necessary for professional development and completion of requirements for state licensure. Emphasis on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. The maximum number of internship hours for this course is 50 clock hours. Interns must be approved with a minimum "B" average in both course work and work ethics.

COS 117 Salon Management Emphasizes the steps involved in opening and operating a privately owned cosmetology salon.

COS 118 Nail Care Practicum Provides additional experience in manicuring and pedicuring techniques required of applicants for state state licensure

COS 119 Nail Care II This course provides nail care experience on live models/manikins to meet state board requirements in the following areas: nail repair, artificial nails, nail art, electric file as well as sanitation, disinfection, manicuring, pedicuring, positive attitude and professional conduct.

CRJ 101 Introduction to Criminal Justice Technology Examines the emergence, progress, and problems of the Criminal Justice system in the United States. Topics include: the American Criminal Justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJ 202 Constitutional Law Emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government, principles governing the operation of the Constitution, and Bill of Rights and the Constitutional Amendments.

CRJ 103 Corrections Provides an overview of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing;

rehabilitation; community involvement; and staffing.

CRJ 104 Principles of Law Enforcement Examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJ 105 Introduction to Criminal Procedure Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice /overview of Constitutional Law.

CRJ 206 Criminology Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime; sociological, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

CRJ 207 Juvenile Justice Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJ 209 Criminal Justice Technology Practicum/Internship Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: observation and/or participation in law enforcement activities, law enforcement theory applications, and independent study project.

CUL 100 Professionalism In Culinary Arts Provides an overview of the professionalism in culinary arts and culinary career opportunities. Chef history, pride, and espirit d corp are taught. Topics include: cuisine, food service organizations, career opportunities, food service styles, and basic culinary management techniques.

CUL 101 Introduction to Culinary Arts Provides an overview of the culinary arts field and career opportunities. Topics include: cuisine, culinary history, food service organizations, career opportunities, food service styles, and basic culinary management techniques.

CUL 110 Safety, Sanitation, and Equipment Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUL 112- Principles of Cooking Introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights

and measures, conversions, basic cooking principles, methods of food preparation, and recipe utilization. Laboratory demonstrations and student experimentation parallel class work.

DDF 101 Introduction to Drafting Introduces the student to fundamental drafting techniques.

DDF 102 Size and Shape Description I Provides multi-view and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include dimensioning practices, tolerances and fits, sketching, and precision measurement.

DDF 103 Size and Shape Description II Continues dimensioning skill development and introduces sectional views. Topics include advanced dimensioning practices and section views.

DDF 105 Auxiliary Views Introduces techniques necessary to auxiliary view drawings. Topics include primary and secondary auxiliary views.

DDF 106 Fasteners Provides knowledge and skills necessary to draw and specify fasteners. Topics include utilization of technical reference sources, types of threads, representation of threads; and specifying threads, fasteners and welding symbols.

DDF 107 Introduction to CAD Introduces basic concepts, terminology and techniques necessary for computer aided design operations. Topics include terminology, CAD commands, basic entities and basic CAD applications.

DDF 108 Intersections and Development Introduces the graphic description of objects represented by the intersection of geometric components. Topics include surface development, establishment of true length and intersection of surfaces.

DDF 109 Assembly Drawings I Provides knowledge and skills necessary to make working drawings. Topics include detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference sources.

DDF 111 Intermediate CAD Continues development of CAD utilization skills in discipline-specific applications. Topics include entity management, advance linetypes, block construction, block management, advanced entity manipulation, and system variables.

DDF 112 3-D Drawing and Modeling Continues development of CAD utilization in discipline specific applications. Topics include advanced CAD commands, CAD applications, macro utilization, 3-D modeling, rendering, and advanced application utilization.

DDF 158 Introduction To ARRIS Introduces the basic concepts, commands, and terminology for Architectural applications. Topics include architectural blueprint reading, architectural terminology, ARRIS commands and applications.

DDS 203 - SURVEYING I Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

DDS 215 Legal Principles of Surveying Investigates written and physical evidence to locate property boundaries in accordance with Georgia plat law and technical standards. Topics include: evidence and preservation of evidence, transfer of ownership, adverse rights and eminent domain, location of written title boundaries, Georgia plat law and technical standards, and written legal descriptions.

DDS 217 Civil Drafting I Emphasizes drawing assignments related to the most common mapping and civil site planning design problems. Topics include: loan and boundary surveys, as-builts, plan and profile drawings, cross-sections, earth-work determination, and grade determination.

DDS 218 Civil Drafting II Pertains to site planning and subdivision design. Students have an opportunity to develop a major design project. Topics include: landscape architecture, construction layout, street design, sewerage systems, county codes, and flood control methods.

DEN 101 Basic Human Biology and Medical Terminology Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include Medical terminology as it relates to the normal human body normal structure and function of the human body, cells and tissues, organ systems, and homeostatic mechanisms.

DEN 102 Head and Neck Anatomy Focuses on normal head and neck anatomy. Topics include muscles of mastication and facial expressions, temprary mandibular joint, vascular and nerve supply of the head, tongue, claivary glands, and related structures.

DEN 103 Preventive Dentistry Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include etiology of dental disease, patient education techniques, plaque control techniques, types and use of fluoride, diet analysis for caries control, and dietary considerations for the dental patient.

DEN 106 Oral Anatomy and Morphology Focuses on the development and functions of oral anatomy. Topics include dental anatomy, oral histology and oral embryology.

DEN 107 Oral Pathology and Therapeutics Focuses on the diseases affecting the oral cavity and Pharmacology as it relates to dentistry. Topics include identification and disease process, signs/symptoms of oral diseases and systemic diseases.

DEN 109 Dental Assisting National Board Examination Preparation Emphasises radiology safety and techniques, sterilization and infection control and general chairside dental assisting functions. Passing the three written tests given by DANB qualifies the student to be a Certified Dental Assistant.

DEN 134 Dental Assisting I Introduces students to chairside assisting procedures with diagnostic and operative techniques. Topics include four-handed dentistry techniques, clinical data collection techniques, introduction to operative dentistry, dental material basics.

DEN 135 Dental Assisting II Focuses on chairside assisting with restorative and nonsurgical specialty procedures. Topics include operative dentistry, prosthodontic procedures (fixed and removable), orthodontics, and pediatric dentistry.

DEN 136 Dental Assisting III Focuses on chairside assisting in surgical specialties. Topics include periodontic procedures, oral and maxillofacial surgery procedures, endodontic procedures, and management of dental office emergencies.

DEN 137 Denatal Assisting-Expanded Functions Focuses on expanded duties of dental auxiliary personnel approved by the Georgia Legislature offered through the Georgia Board of Dental Examiners. Topics include expanded functions approved by law for performance by dental assistants and leads to title of certified dental assistant with expanded duties.

DEN 138 Scopes of Professional Practice Focuses on ethics, jurisprudence, and employability skills for the dental assistant. Students will relate integration of didactic and laboratory instruction with clinical experiences. Topics include ethics and jurisprudence related to the dental office and employability skills.

DEN 139 Dental Radiology After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and

prepare dental films for the dental office. Topics include fundamentals of radiology and radiation safety, radiographic anatomy and interpretation, intraoral and extraoral radiographic techniques, and quality assurance techniques.

DEN 140 Dental Practice Management Emphasizes procedures for office management in dental practices. Topics include records management in dentistry, appointment control in dentistry, dental insurance form preparation, accounting procedures in dentistry, supply and inventory control as related to dentistry, and operation of basic business equipment. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures, on a microcomputer.

DEN 146 Dental Practicum I Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include infection control procedures, clinical diagnostic procedures and general dentistry procedures, and preventative dental patient education.

DEN 147 Dental Practicum II Practicum focuses on assisting with diagnostic and restorative procedures and clinical radiographic techniques. Topics include general dentistry procedures and dental radiography procedures.

DEN 148 Dental Practicum III Practicum focuses on advanced general dentistry procedures and chairside assisting in dental specialties with special emphasis on nonsurgical specialties. Topics include advanced general dentistry and specialties.

ECE 101 Introduction to Early Childhood Care and Education Introduces concepts relating to the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives, career opportunities, work ethics, functioning in a team environment, transitional activities, program management, learning environment, cultural diversity, licensure and accreditation, and professional development file (portfolio) guidelines.

ECE 103 Human Growth and Development I Introduces the student to the physical, social, emotional, and intellectual development of the young child (0 to 5 years of age). Provides for competency development in observing, recording, and interpreting growth and development stages in the young child. Topics include developmental characteristics, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

ECE 105 Health, Safety and Nutrition Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECE 112 Curriculum Development Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, approaches to teaching, learning, and assessing.

ECE 113 Art For Children Introduces the concepts related to creativity in art. Combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities; planning and preparation of art lessons; appreciation of children's art processes and products; developmental stages in art; and aesthetic appreciation. Introduces the concepts related to creativity in music

and movement. Also combines lecture and lab experiences to introduce the developmental influences of music and movement; their social and emotional value; and media, methods, and materials used to foster musical activity and creative movement. Topics include spontaneous/ planned music and movement, music equipment, music material, and coordination of movement and music, developmental stages in art, art appreciation.

ECE 114 Music and Movement Introduces the concepts related to creativity in music and movement. Combines lecture and lab experiences to introduce the developmental influences of music and movement; their social and emotional value; and media, methods, and materials used to foster musical activity and creative movement. Topics include spontaneous/ planned music and movement, media, methods and material, music material, and coordination of movement and music, Developmental Stages of Music, Music Appreciation.

ECE 115 Language Arts and Literature Develops knowledge and skills that will enable the student to plan and implement appropriate listening, speaking, pre-writing, and reading readiness activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation and stages of Language Acquisition.

ECE 116 Math and Science Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include cognitive stages and developmental processes in math and science, math and science activity planning, development of math and science materials.

ECE 121 Early Childhood Care and Education Practicum I Provides the student with a supervised opportunity to gain experience in the actual lab job setting. Practicum training topics include good work habits, supervised planning, interaction with children, parents and co-workers, application of guidance techniques, classroom management and documentation of child's development.

ECE 122 Early Childhood Care and Education Practicum II Provides the student with a supervised opportunity to gain additional experience in the actual lab job setting. Practicum training topics include good work habits, application of guidance techniques, human relations, program planning and classroom management.

ECE 125 Professionalism through CDA Certificate Preparation Provides training in professionalism through Child Development Associate Credentialing Certificate preparation in the following areas: applying for the Child Development Associate Credential through Direct Assessment, professional resource file development, and strategies to establish positive and productive relationships with families

ECE 126 CDA Certificate Assessment Association Provides opportunities to demonstrate and obtain documentation of competency in the following areas: professional resource file completion, parent opinion questionnaires, formal observation, oral review; and written assessment.

ECE 132 Infant/Toddler Development Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth.

Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECE 134 Infant/Toddler Development Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship- based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECE 201 Exceptionalities Provides for the development of knowledge and skills that will enable the student to understand individuals with special-needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with special needs persons. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, community resources.

ECE 202 Social Issues and Family Involvement Enables the student to become familiar with the social issues that affect families of today and to develop a plan for coping with these issues as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. The student will be able to understand their professional role in dealing with children and families who have special needs. Additionally, examines ways to plan and implement a comprehensive parent involvement program. Emphasis is placed on fostering multicultural and anti-bias sensitivity through family involvement in the child's care and education. Topics include professional responsibilities, inclusion and the law, parent education and support, family issues within a socially diverse community, school-family activities, teacher-parent communication, and community partnerships/resources.

ECE 203 Human Growth and Development II Introduces the student to the physical, social, emotional, and intellectual development of the school age child (6 to 12 years of age). Provides learning experiences related to the principles of human growth, development and maturation, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, developmentally appropriate practice, introduction to children with Special Needs and Observation Skills.

ECE 211 Methods and Materials Develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include: instructional techniques, curriculum, materials for instruction, and learning environments.

ECE 212 Professional Practices and Classroom Management Develops knowledge that will enable the student to become acquainted with the factors involved in a good program for pre-kindergarten through elementary aged children. Topics include: professional qualifications, professionalism, supervised planning, applica-

tion of guidance and techniques and classroom management.

ECE 217 Program Administration Provides training in planning, implementation, and maintenance of an effective early childhood organization. Topics include: organization, mission, philosophy, goals, and history of a program; types of programs; laws, rules, regulation, accreditation and program evaluation; needs assessments; administrative roles and board of directors; marketing, public and community relations, grouping, and enrolling and retention; working with parents; professionalism and work ethics, and time and stress management.

ECE 221 Facility Management Provides training in early childhood facilities management. Topics include: money management, space management and program, equipment and supplies management

ECE 222 Personnel Management Provides training in personnel management in early childhood settings. Topics include: staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation

ECE 224 Early Childhood Care and Education Internship Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are their focus. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance on the job. Topics include problem solving, use of proper interpersonal skills, application of developmental appropriate practices, professional development, and resource file (portfolio) assessment.

ECO 191 Principles of Economics Provides a description and analysis of economic operations in contemporary society. Emphasis on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuation in production, employment, and income; and United States economy in perspective.

ECO 192 Microeconomics Provides a description and analysis of microeconomic operations in contemporary society. Emphasis is placed on developing an understanding of microeconomic concepts and theories as they apply to daily life. Topics include: basic economic principles; theory of the corporate firm; market system; market structure, pricing, and government regulation; resource markets; and international trade.

ECO 193 Macroeconomics Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies. Topics include: basic economic principles, macroeconomic principles, macroeconomic theory, macroeconomic policy, money and banking, and United States economy in perspective.

EHO 100 Horticulture Science Introduces the fundamentals of plant science and horticulture as a career field. Topics include: industry overview, plant parts, plant functions, environmental factors in horticulture, soil function and components, fertilizer elements and analysis, and propagation techniques.

EHO 101 Woody Ornamental Plant

Identification Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

EHO 102 Herbaceous Plant Identification Emphasizes the taxonomy, identification, and culture requirements of herbaceous plants. Topics include: introduction to herbaceous plants, classification of herbaceous plants, and herbaceous plant identification and culture requirements.

EHO 104 Horticulture Construction Develops skills necessary to design and construct landscape features such as retaining walls, walkways, and irrigation systems. Topics include: tool use and safety, retaining walls, drainage, irrigation/water use, low-voltage lighting, and walkways.

EHO 106 Landscape Design Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

EHO 107 Landscape Installation Introduces cultural techniques required for proper landscape installation with emphasis on practical application. Topics include: landscape installation procedures and managerial functions for landscape installers.

EHO 108 Pest Management Provides experience in insect, disease, and weed identification and control with emphasis on safety and legal requirements for state licensure. Topics include: identification of insects, diseases, and weeds; safety regulations; equipment use and care; and regulations for licensure.

EHO 154 Plant Propagation Introduces the student to the basic principles of plant propagation. Focus of the course will be hands-on experience. Topics include: seed germination, rooting cuttings, propagation facilities construction, layering, insect disease and control, and cultural controls for propagation.

ELC 104 Soldering Technology Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include safety practices, antistatic grounding, and surface mount techniques.

ELC 108 Direct Current Circuits II Continues direct current (DC) concepts and applications. Topics include complex series and parallel circuits and DC theorems.

EHO 112 Landscape Management Introduces cultural techniques required for proper landscape maintenance with emphasis on practical application and managerial techniques. Topics include: landscape management and administrative functions for landscape management.

EHO 115 Environmental Horticulture Internship Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.

EHO 140 Golf Course Equipment Maintenance Provides an orientation to and basic hands-on training in the use of the typical equipment used in the operation of a golf course. Topics include: history, practical use, adjustments and calibration of golf course equipment, tools and materials for troubleshooting and repair, determining golf course equipment needs,

and evaluating various features of different brands of equipment.

EHO 141 Soils and Nutrition Introduces the basics of soil physics and chemistry and their relationship to plant growth. Topics include: soil structure, soil chemistry, nutrition, fertilization, and soil preparation.

EHO 201 Floriculture Listed for a couple of schools but is not identified or described in any manner. It is not listed on DTAE site and I have run up against a brick wall with this one. I am not sure if I could even give it a good guess. Maybe someone in Atlanta could give us a hand with this one.

ELC 110 Alternating Current II Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuit, using RLC theory and oscilloscopes. Topics include simple RLC circuits, AC circuit resonance, passive filters, transformer theory and applications, and non-sinusoidal wave forms.

ELC 115 Solid State Devices II Continues the exploration of the physical characteristics and applications of solid state devices. Topics include bipolar junction theory and bipolar junction applications

ELC 117 Linear Integrated Circuits Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include operational amplifiers, timers, and three-terminal voltage regulators.

ELC 118 Digital Electronics I Introduces the basic building blocks of digital circuits. Topics include binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families and digital test equipment.

ELC 119 Digital Electronics II Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced devices and circuits. Topics include flip-flops, counters, multiplexers, encoding and decoding, display drivers, and analog to digital and digital to analog conversions.

ELC 120 Microprocessors I Introduces microprocessor fundamentals with a focus on current generation microprocessors. Topics include microprocessor architecture, instruction set, addressing schemes, debugging and memory devices.

ELC 123 Communications Electronics Survey Introduces the fundamental concepts and devices used in electronics communications. Topics include: transmission, modulation and detection, receivers, transmitters, propagation, antennas, and deterioration.

ELC 124 Industrial Electronics Survey Introduces the fundamental concepts and technologies utilized in industrial electronics applications. Topics include process controls, sensors, motor controls, programmed controls, mechanical devices, fluid power, and robotics.

ELC 125 Solid State Devices III Continues the exploration of the physical characteristics and applications of solid state devices. Topics include field effect transistors, power control and switching devices, and display/optical devices.

ELC 211 Process Control Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include symbols and drawing standards, sensors and signal conditioning, ISA, and other relevant standards

ELC 212 Motor Controls Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

ELC 213 Programmable Controllers Provides the basic skills and techniques

used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELC 214 Mechanical Devices Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELC 215 Fluid Power Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELC 216 Robotics Explores robotic concepts, terminology, and basic applications. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include: safety, terminology, languages, and programming.

ELC 227 Audio Systems I Introduces audio systems concepts and emphasizes the fundamentals of audio systems service. Topics include: audio test instruments, audio signal theory, audio systems service, and audio amplifiers/ loudspeaker systems.

ELC 231 Audio Systems II Continues the study of audio systems with emphasis on the service of receiving, recording, playback, and automotive systems. Topics include: AM/FM receiver service, CD player service, cassette recorder/player service, and automotive sound system service

ELT 106 Electrical Prints, Schematics and Symbols Introduces electrical symbols and their use in construction blueprints, schematics, and diagrams.

ELT 107 Commercial Wiring I Introduces commercial wiring practices and procedures. Topics include the National Electrical Code, commercial load calculations and safety.

ELT 108 Commercial Wiring II Presents the study of three-phase power systems, fundamentals of AC motor controls, and basic transformer connections. Topics include single- and three-phase step down transformer connections.

ELT 109 Commercial Wiring III Presents the theory and practical application of conduit installation, system design, and related safety requirements.

ELT 111 Single-Phase and Three-Phase Motors Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements

ELT 112 Variable Speed/Low Voltage Controls Introduces types of electric motor control, reduced voltage starting and applications. Emphasis on motor types and applications. Includes information on wye and delta motor connections, part wind/autotransformer, adjustable frequency drives and applications, and oscilloscopes and their operation

ELT 113 Programmable Logic Control I Introduces operational theory, systems terminology, field wiring/installing and start-up procedures for programmable logic controls. Emphasis on PLC programming, connections, installation and start-up procedures. Topics include introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering system, relay/programming logic, and field wiring and start-up.

ELT 114 Programmable Logic Control II Provides for development of operational skills in the use of PLC equipment and

peripheral devices. Emphasis on printers and other peripheral devices, hard wiring, program writing, and the operation of PLC programs. Topics include program control information/data manipulation, report generation (outputs), field wiring/installation, troubleshooting and program enhancement/optimization.

ELT 115 Diagnostic Troubleshooting Introduces diagnostic techniques related to electrical malfunctions. Special attention given to use of safety precautions during troubleshooting. Topics include problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ELT 116 Transformers Provides instruction in the theory and operation of specific types of transformers. Emphasis on the National Electrical Code as requirements related to the use of transformers. Topics include transformer theory, types of transformers, NEC requirements and safety precautions.

ELT 117 National Electrical Code Industrial Applications Provides instruction in industrial applications of the National Electrical Code. Topics include rigid conduit installation, systems design concepts, equipment installation (600 volts or less), and safety precautions.

ELT 118 Electrical Controls Introduces line and low voltage switching circuits, manual and automatic controls and devices and circuits. Emphasis on switching circuits, operation, application and ladder diagrams, AC and DC servo drives and DC stepper drives. Topics include ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

ELT 119 Electricity Principles II Continues the discussion of electrical theory and principles used in residential and commercial applications. Topics include transformer fundamentals.

ELT 120 Residential Wiring I Introduces residential wiring practices and procedures. Topics include residential circuits, print reading, the National Electrical Code and wiring materials.

ELT 121 Residential Wiring II Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include hand and power tools, branch circuits/feeders, residential single family load calculations, residential multifamily service calculations and installations, and equipment installations.

EMP 100 Interpersonal Relations and Professional Development Provides a study of human relations and professional development that prepares students for living and working in a complex society. Topics include job acquisition skills, interviewing techniques, resume preparation, performance skills and attitudes.

EMS 100 Emergency Medical Terminology I Introduces emergency medical services and emergency medical technician's kills, Emergency Medical Service and the law, emergency vehicle operations and equipment, blood and airborne pathogens, universal precautions, hazardous materials, anatomy and physiology, patient assessment and radio communications.

EMS 101 Emergency Medical Technology II Introduces shock, instruction in MAST and IV therapy as invasive procedures, use of epinephrine-SQ 1:1,000 in anaphylaxis, injuries to soft tissues, musculoskeletal injuries, injuries to the skull, chest, spine, and abdomen. Emphasis on radio operation, communication and Medical/legal documentation. Includes supervised experience with patients in clinical facilities.

EMS 102 Emergency Medical Technology III Provides procedures in treatment of Medical emergencies: obstet-

ric, genitourinary, neonatal, pediatric and environmental emergencies. Involves situations of multicasualty scenario, special patient handling, and extrication. Includes supervised experience with patients in clinical facilities.

EMS 126 Introduction to the Paramedic Profession Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include: the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal considerations, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5, Division 7, Section 1 and Division 8 sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 127-Patient Assessment Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation.

EMS 128-Applied Physiology and Pathophysiology This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. Topics include: a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances, genetics and familial diseases, hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment, information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity, and stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129-Pharmacology This unit is designed to help the paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: identification of drugs, drug calculations, drug administration techniques and procedures and drug safety and standards.

EMS 130-Respiratory Emergencies This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illnesses in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections.

EMS 131-Trauma This Unit is designed to introduce the student to assessment and management of the trauma patient, to include: systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Student should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

EMS 132-Cardiology I Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiography monitoring. Management of the cardiovascular patient will be taught in Cardiology II. At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease.

EMS 133-Cardiology II This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) Providers course.

EMS 134-Medical Emergencies Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management.

EMS 135 Maternal/Pediatric Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division's 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum

EMS 136 - Special Patients Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

EMS 200 Clinical Application of Advanced Emergency Care This course provides a range of clinical experiences for the student paramedic to include clinical application of advanced emergency care.

EMS 201 Summative Evaluation Provides supervised clinical experience in the hospital and prehospital advanced life support settings to include: EMS leadership, summative case evaluations and EKG interpretation. This course also includes a: comprehensive paramedic program exami-

nation and a board examination review.

EMT 104 Emergency Medical Technology IV Provides practical experience to include history and treatment of at least ten emergency patients and emergency trips. Extrication training and total program review precede comprehensive exam of emergency skills.

ENG 195 Technical Communications Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include: reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

ENG 096 English II Emphasizes standard English usage. Topics include capitalization, subjects and predicates, punctuation, sentence structure, correct verb tenses, standard spelling, and basic paragraph development.

ENG 097 English III Emphasizes the rules of grammar, punctuation, and spelling in order to ensure a smooth transition into oral and written communications. Topics include basic grammar review, use of punctuation marks, use of capitalization, recognition of clauses and phrases, application of the rules of spelling, writing varied and complicated sentences, and writing simple paragraphs.

ENG 098 English IV Emphasizes written and oral communication methods. Topics include construction of basic paragraphs; proofreading to eliminate errors in mechanics, punctuation, and spelling; and presenting written and oral reports.

ENG 100 English Includes basic grammar, language usage, vocabulary, idea development, spelling, sentence development, outlining, sentence elements, paragraph development, revision, listening skills, reading skills; and locating, using and organizing information.

ENG 101 English Emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing techniques used in selected readings, writing practice, editing and proofreading, research skills, and oral presentation skills. Homework assignments reinforce classroom learning.

ENG 102 Technical Writing Emphasizes practical knowledge of technical communication techniques, procedures, and reporting formats used in industry and business. Topics include: composition/grammar review, technical communications, construction of informal reports, business letters, oral reports, graphics use, information collection, and production of technical reports. Homework assignments reinforce classroom learning.

ENG 111 Business English Emphasizes functional and comprehensive review of English usage and oral communication skills.

ENG 112 Business Communications Provides knowledge and application of principles of written and oral communications found in business situations.

ENG 191 Composition and Rhetoric I Students read and practice various modes of writing. Course includes a review of standard grammar, style, and usage for editing purposes. Introduction to library resources for research. Topics include: writing analysis and practice, revision, and research.

ENG 193 Composition and Rhetoric II emphasizes reading literature analytically and meaningfully, and to communicating clearly. Students practice various modes of writing. Topics include reading, analyzing, and sriting about fiction, poetry, and drama and performing research.

FGM 100 Equipment and Firearm Safety This course develops a basic understanding of the safe operation and mainte-

nance of equipment commonly used by Conservation Rangers and Wildlife Technicians. Topics include equipment descriptions and use, use of power equipment, use of heavy machinery, firearm and boating safety.

FGM 101 Hunting Preserve and Lodge Management This course develops a basic understanding in the general management activities of a hunting preserve, as well as, an introduction to lodge management. Emphasis will be placed on personnel management, general book and record keeping, and hospitality and marketing techniques.

FGM 102 Harvested Game Handling and Processing This course develops a basic understanding in the proper handling techniques of harvested game, as well as, general techniques used to process harvested game. Emphasis will be placed on field dressing, transporting, and storage of harvested game. Processing of game for human consumption will also be introduced.

FGM 103 Environmental Law This course studies the Acts and regulations governing resource management, as well as, the policies and procedures of enforcement. Emphasis will be placed on interpreting and enforcing environmental, fishing, wildlife, and forestry regulations and Acts.

FGM 104 Aquatic Ecosystems Management This course studies the Acts and regulations governing resource management, as well as, the policies and procedures of enforcement. Emphasis will be placed on interpreting and enforcing environmental, fishing, wildlife, and forestry regulations and Acts.

FGM 105 Managing Forests for Wildlife and Diversity This course provides an analysis of the principles and practices related to the management of forested ecosystems for wildlife diversity. Habitat management at the landscape and stand level will be emphasized. Habitat management through the use of environmentally sound silvicultural practices and wildlife enhancement techniques will be studied.

FGM 106 Field Orientation and Measurements This course will introduce the student to measurements and mapping techniques used by professionals in the fish and game field. Emphasis will be placed on the interpretation of aerial photographs, map generation, field measurements, and GPS work.

FGM 107 Vertebrate Identification This course will emphasize techniques in the identification of local vertebrate species. Emphasis will be placed on the major taxa of vertebrates and the special anatomical, morphological, behavioral, and ecological features that characterize each group.

FGM 108 Physiology and Nutrition of Vertebrates This course will explain the usefulness and application of physiological principles and techniques in the management of wildlife populations. Emphasis will be placed on reproduction, nutrition, environmental contaminants, and genetics. Species native to Georgia will be studied in depth.

FGM 109 Introduction to Population Dynamics and Management This course provides an analysis of principles governing conservation and management of game and non-game vertebrates. The history of game and non-game vertebrate management and current sound management techniques will be emphasized. Basic techniques of managing fish and wildlife populations will be studied.

FGM 110 Applied Population Dynamics and Management This course will introduce advanced techniques used to manage local wildlife populations. Both game and non-game species will be stud-

ied. This course will also develop management and laboratory techniques used to assess wildlife populations for health.

FGM 111 Fish and Game Management Project This course will focus on the student's ability to make wise management decisions and express them in the form of a written management plan. Topics include, hunting preserve management, interpretation of field data, management plan formulation, and management plan presentation.

FOR 101 Forest Safety and Orientation Introduces the fundamentals of safety in the field and the profession of forestry. Topics include multiple uses forests, forest regional identification, forest hazard identification and personal safety.

FOR 102 Forest Soils Develops a basic understanding of the principles of agronomy. Topics include soil classification methods, soil sampling methods, and fertilizer application.

FOR 103 Dendrology Provides fundamental understanding of the taxonomy and identification of trees and shrubs.

FOR 104 Forest Protection Provides experience in identification and control of destructive and harmful agents in the forest environment. Topics include detrimental growth factors; biological and economic factors of forest pests; chemical pest control; classification and description of wildfires, and fire fighting methods, tools, and equipment.

FOR 105 Forest Products Emphasizes identification of primary and secondary forest products and their manufacturing processes and uses. Topics include history of forest products, manufacturing, and raw forest resources.

FOR 116 Surveying and Mapping I Introduces the fundamental principles and practices of land surveying and mapping,and the use of surveying and mapping equipment. Topics include mapping measurements, drawing plats, use of transit, electronic measuring devices, and computing bearings and angles.

FOR 117 Surveying and Mapping II Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping equipment. Topics include mapping measurements, drawing plats, use of transit, electronic measuring devices and computing bearings and angles.

FOR 120 Introduction to Forest Measurements I Introduces the fundamental principles and practices of timber cruising. Emphasizes fixed plot method of statistical sampling. Topics include tools and equipment use, cruising and scaling methods.

FOR 121 Introduction to Forest Measurements II Introduces the fundamental principles and practices of timber cruising. Emphasizes fixed plot method of statistical sampling. Topics include tools and equipment use, cruising and scaling methods.

FOR 122 Applied Forest Measurements I Focuses on the application of the fundamental principles and practices of timber cruising. Emphasizes fixed plot method of statistical sampling, map construction, and volume determination.

FOR 123 Applied Forest Measurements II Focuses on the application of the fundamental principles and practices of timber cruising. Emphasizes fixed plot method of statistical sampling, map construction, and volume determination.

FOR 124 Silviculture and Artificial Reforestation I Provides an overview of the activities that are involved in the regeneration and maintenance of forest stands. Topics include timber stand improvement, regeneration methods, seedling choice, silvicultural practices, and site preparation.

FOR 125 Silviculture and Artificial

Reforestation II Provides an overview of the activities that are involved in the regeneration and maintenance of forest stands. Topics include timber stand improvement, regeneration methods, seedling choice, silvicultural practices, and site preparation.

FOR 126 Forest Management and Timber Harvesting I Introduces the techniques of multiple-use forest resource management. Topics include plans, prescribed burning, land ownership, timber marking, and logging.

FOR 127 Forest Management and Timber Harvesting II Introduces the techniques of multiple-use forest resource management. Topics include plans, prescribed burning, land ownership, timber marking and logging.

FOR 128 Applied Surveying, Mapping and Aerial Photography I Focuses on application of the fundamental principles and practices of land surveying and mapping, and the use of instruments. Emphasizes areas of plane and boundary surveying, area determination, deed search, tract location, photo coding systems, and index mosaics.

FOR 129 Applied Surveying, Mapping and Aerial Photography II Focuses on application of the fundamental principles and practices of land surveying and mapping, and the use of instruments. Emphasizes areas of plane and boundary surveying, area determination, deed search, tract location, photo coding systems, and index mosaics.

IDS 101 Industrial Computer Applications Provides a foundation in Industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communication platforms.

IDS 103 Industrial Wiring Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDS 105 DC and AC Motors Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

IDS 110 Fundamentals of Motor Controls Introduces the fundamental concepts, principles, and devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include: principles of motor control, control devices, symbols and schematic diagrams, and Article 430 NEC.

IDS 113 Magnetic Starters and Braking Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IDS 115 Two-Wire Control Circuits Provides instruction in two-wire motor control circuits using relays, contactors, and motor starters with application sensing devices. Topics include: wiring limit switches, wiring pressure switches, wiring float switches, wiring temperature switches, wiring proximity switches, and wiring photo switches.

IDS 121 Advanced Motor Controls Continues the study and application of motor control circuits with emphasis on

sequencing circuits, complex circuits, and motor control centers. Topics include: sequencing circuits, reduced voltage starting, motor control centers, and troubleshooting.

IDS 131 Variable Speed Motor Control Provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include: fundamentals of variable speed control, AC frequency drives, DC variable speed drives, installation procedures, and ranges.

IDS 141 Basic Industrial PLC's Introduces operational theory, systems terminology, plc installations, and programming procedures for programmable logic controls. Emphasis is placed on plc programming, connections, installations, and start-up procedures. Topics include: plc hardware and software, plc functions and terminology, introductory numbering systems, plc installation and set up, plc programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and plc safety procedures.

IDS-209 Industrial Instrumentation Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: Instrument Tags, Process Documentation, sensing Pressure, Flow, Level, and Temperature, Instrument calibration, and Loop tuning.

IDS 215 Industrial Mechanics Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, and teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Topics include: mechanical tools, fasteners, basic mechanics, lubrication, bearings, and packings and seals.

IDS 221 Industrial Fluidpower Provides instruction in fundamental concepts and theories for safely operating hydraulic components and pneumatic systems. Topics include: hydraulic theory, suction side of pumps, actuators, valves, pumps/ motors, accumulators, symbols and circuitry, fluids, filters, pneumatic theory, compressors, pneumatic valves, air motors and cylinders, and safety.

IDS 231 Pumps and Piping Systems Studies the fundamental concepts of industrial pumps and piping systems. Topics include: pump identification; pump operation; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

IFC 100 Industrial Safety Procedures Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrical equipment. Topics include introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IFC 101 DC Circuits I Introduces direct current (DC) concepts and applications. Topics include fundamental electrical principles and laws; batteries; direct current test equipment; series, parallel, and simple combination circuits; and basic laboratory procedures and safety.

IFC 102 Alternating Current I Introduces the theory and application of varying sine wave voltages and current. Topics include AC wave generation, oscilloscope operation, inductance and capacitance.

IFC 103 Solid State Devices I Introduces the physical characteristics and applications of solid state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

LER 100 4-Cycle Engine Repair This course is designed to give students classroom and hands on training in small engines. Competency areas include basic engine theory, engine rebuilding and repair, engine tuneup, fuel system repair and ignition system repair.

LER 105 Transaxle Repair This course is designed to give students classroom and hands on training in transaxle repair. Competency areas include mechanical transaxle and hydrostatic transaxles.

LER 110 General Lawn Mower Repair This course is designed to give students classroom and hands on training in the repair of lawn equipment. Competency area include general lawn mower maintenance, steering repair, cutting deck repair and electrical programs.

LER 115 2-cycle Engine Equipment Repair This course is designed to give students classroom and hands on training in the repair of lawn equipment with 2-cycle engines. Students will become familiar with edger repair, blowers repair, weed eaters repair and hedge trimmers repair.

MAS 112 Human Diseases Provides a survey of the disease processes and the wellness continuism found throughout a lifetime. Provides the student with a working knowledge of how diseases affect the body.

MAS 101 Medical Law and Ethics Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides students with knowledge of medical jurisprudence and the essentials of professional behavior.

MAS 103 Pharmacology Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions.

MAS 106 Medical Office Procedures Emphasizes essential skills required for the typical business office. Topics include office protocol, time management, telephone techniques, office equipment, mail services, references, records management, and travel and meeting arrangements.

MAS 108 Medical Assisting Skills I Introduces the skills necessary for assisting the physician with a complete history and physical in all types of practices. Students also develop skills for sterilizing instruments and equipment and the theory and practice of electrocardiography.

MAS 109 Medical Assisting Skills II Furthers the student's knowledge of the more complex activities in a physician's office such as specimen collection/examination, venipuncture, urinalysis, the administration of medications and related activities.

MAS 113 Maternal and Child Care Focuses on the reproductive system, care of the mother in all stages of pregnancy, the normal and emotional growth of the healthy child, and care of sick children.

MAS 114 Medical Administrative Procedures I Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include: introduction to the computer and medical transcription

MAS 115 Medical Administrative Procedures II Emphasizes essential skills required for the typical medical office. Topics include: accounting procedures and insurance preparation and coding.

MAS 117 Medical Assisting Externship Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through.

MAS 118 Medical Assisting Seminar Seminar focuses on job preparation, maintenance skills and review for the certification exam.

MAT 191 College Algebra Emphasizes techniques of problem solving using algebraic concepts. Topics include algebraic concepts and operations, linear and quadratic equations and functions, simultaneous equations, inequalities, exponents and powers, graphing techniques, and analytical geometry.

MAT 096 Math II Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include number theory, whole numbers, fractions, decimals, measurement and word problems.

MAT 097 Math III Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include number theory, fractions, decimals, ratio/proportion, percent, measurement/geometric formulas and word problems.

MAT 098 Pre-Algebra Introduces pre-algebra concepts and operations which will be applied to the study of beginning algebra. Topics include number theory, arithmetic review, signed numbers, algebraic operations and introduction to algebra word problems.

MAT 100 Basic Mathematics Emphasizes basic mathematical concepts. Topics include mathematical operations, fractions, decimals, percents, ratio and proportion, and measurement and conversion.

MAT 101 General Mathematics Emphasizes mathematical skills that can be applied to the solution of occupational and technical problems. Topics include properties of numbers, fractions, decimals, percents, ratio and proportion, measurement and conversion, exponents and radicals, and geometric and technical formulas.

MAT 103 Algebraic Concepts Introduces concepts and operations which can be applied to the study of algebra. Topics include basic mathematical concepts and basic and intermediate algebraic concepts. Class includes lecture, applications and homework to reinforce learning.

MAT 104 Geometry & Trigonometry Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics include geometric formulas, trigonometric concepts, logarithms and exponential functions.

MAT 105 Trigonometry Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics include geometric formulas, trigonometric concepts, logarithms and exponential functions.

MAT 111 Business Math Emphasizes mathematical concepts commonly practiced in business situations.

MAT 193 College Trigonometry Emphasizes techniques of problem solving using trigonometric concepts. Topics include: trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.

MCH 157 Introduction to Blueprints Provides instruction in geometric dimensions, features, and the identification of blueprint lines. Students learn basic drafting techniques to draw various blueprint views.

MCH 158 Precision Measurement Introduces student to precision measurement using steel rules, dial indicators, dial calipers, bevel protractors, radius gauges, steel protractors, sine bars, gauge blocks, and digital/dial height gauges.

MCH 159 Press Brake Operations Provides experience in object construction involving the use of a press brake. Students learn metal properties, pattern

layout and tooling.

MKT 100 Introduction to Marketing Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of marketing functions.

MKT 101 Principles of Management Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis is placed on personnel management, basic supervisory functions, skills, and techniques.

MKT 103 Business Law Introduces the study of contracts, other business obligations, and the legal environment.

MKT 104 Principles of Economics Provides a study of macro economic principles, policies and applications.

MKT 106 Fundamentals of Selling Emphasizes sales strategy and techniques which will assist the individual in the sales process.

MKT 107 Buying Introduces the fundamental principles of buying, merchandising and accounting for products and services.

MKT 108 Advertising Introduces the fundamental principles and practices associated with advertising activities.

MKT 109 Visual Merchandising Focuses on components of display necessary for effective visual presentation of goods and services. Opportunities are provided to utilize principles and techniques common to display work in various types of businesses.

MKT 110 Entrepreneurship Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include: planning, location analysis, financing, and development of a business plan.

MKT 125 Retail Operations Management Emphasizes planning, organization, and managing retail firms.

MKT 136 Retail Management O.B.I. I Introduces students to the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic situations and are provided with insights into retail management applications on the job.

MKT 137 Retail Management O.B.I. II Focuses on the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job.

MKT 161 Service Ind. Business Environment Introduces students to the services industry. Topics include : an introduction to the service industry business environment, an introduction to life- long learning, work ethic and positive behaviors required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

MKT 162 Customer Contact Skills Provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face -to- face situations. Topics include skills to communicate effectively with customers, developing rapport with customers, problem solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multi-cultural customer. Computer-based training (CBT) is used to allow students to practice skills using simulated business situations.

MKT 163 Computer Skills for Customer Service Provides students with the fundamentals of computer skills used in customer service environment. Topics

include introduction to computer Technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases, introduction to E-mail, and credit card processing.

MKT 164 Business Skills for the Customer Service Environment Provides students with the fundamentals of business skills used in the customer service environment. Topics include introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tools for team problem solving and service improvement.

MKT 165 Personal Effectiveness in Customer Service Provides students with skills that allow them to present a positive image to both co-workers and customers. Topics include personal wellness and stress management, positive image, and job interview skills.

NPT 112 Medical Surgical Nursing Practicum I Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NPT 113 Medical / Surgical Nursing II Practicum Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include wellness and the prevention of illness; nursing care; treatments; drug and diet therapy related to patients with disorders of the musculoskeletal, neurological, integumentary and sensory systems; nursing care, treatments, drug and diet therapy related to patients with mental health disorders; and oncology.

NPT 212 Pediatric Nursing Practicum Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include; health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

NPT 213 Obstetrical Nursing Practicum Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions

NPT 215 Nursing Leadership Practicum Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include leadership skills, management skills, and employability skills.

NSG 110 Nursing Fundamentals An introduction to the nursing process. Topics include orientation to the profession; ethics and law; community health; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; and standard precautions.

NSG 112 Medical Surgical Nursing I Practicum Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include cardiovascular, respiratory, endocrine, urinary and gastrointestinal systems; pharmacology and diet therapy.

NSG 113 - Medical Surgical Nursing II Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NSG 212 Pediatric Nursing Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

NSG 213 Obstetrical Nursing Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions

NSG 215 Nursing Leadership Practicum Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include leadership skills, management skills and employability skills.

PHL 103 Introduction to Venipuncture Introduces blood collecting techniques employed in the hospital laboratory. Emphasis is placed on equipment necessary for performing each technique.

PHL 105 Clinical Practice Provides the opportunity for students to apply theoretical knowledge.

PSY 101 Basic Psychology Presents the basic principles of human behavior and their application to everyday life and work. Topics include introduction to psychology, social environments, communications and group processes, personality, emotions and motives, conflicts, stress and anxiety, perception and learning, and life span development

PSY 191 Introduction to Psychology Emphasizes the basics of psychology. Topics include science of psychology, social environments, life stages, physiology and behavior, personality, learning, and intelligence

RDG 096 Reading II Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary development, comprehension skills, study skills and occupational survival reading.

RDG 097 Reading III Emphasizes basic vocabulary and comprehension skills development. Topics include study skills, test-taking techniques, and occupational reading.

RDG 098 Reading IV Provides instruction in vocabulary and comprehension skills with emphasis on occupational applications. Topics include vocabulary development, comprehension skills development, critical reading skills, and study skills.

SCT 100 Introduction to Microcomputers Introduces the fundamentals concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use to include terminology; Introduction to the Windows environment the environment; introduction to networking; word processing, spreadsheets, and databases.

SOC 191 Introduction To Sociology Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include: basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, and social change.

SPC 191 Fundamentals of Speech Introduces the fundamentals of oral communication. Topics include : selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others.

WLD 100 Introduction to Welding Technology Provides an introduction to welding Technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WLD 101 Oxyfuel Cutting Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WLD 103 Blueprint Reading I Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include: basic lines; sketching; basic and sectional views; dimensions, notes, and specifications; isometrics; and detail and assembly of prints.

WLD 104 Shielded Metal Arc Welding

I Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices, fundamental SMAW theory, basic electrical principles, SMAW machines and set up, electrode identification and selection, materials selection and preparation, and production of beads and joints in the flat position.

WLD 159 Industrial Gas Metal Arc Welding Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions , are used in the evaluation of student progress toward making industrial standard welds. Topics include : GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

Administrative Staff

Name	Title	Degree	Educational Institution	Telephone
Deibert, Glenn	President	EdD Ed. Leadership MEdOccupational Stud. BEd Occupational Stud. Diploma Drafting/ Design	Nova Southeastern Univ. University of Georgia University of GA Thomas Technical Institute.	289-2250
Thornton, Richard	Vice President Instructional Services	EdD/MEd ,BA	University of GA Valdosta State	289-2212
Lawson , Ann	Vice President Student Services	MEd , BS	University of GA GA Southern Univ.	289-2272
Williams, Jim	Vice President Economic Development	BBA Markeiting MBA	Lamar University Cox School of Business Southern Methodist University	289-2230
Folds , Wayne	Vice President Administrational Services	BS	GA Southwestern	289- 2204

Support Staff

Akins, Harold	Librarian	MS	University of SC	237 - 9199
Anders, Harvey	Maintenance			289 - 2283
Avery, Stacie W.	Director of Accounting	BBA, Accounting Certified Public Accountant	Georgia Southern University	289-2314
Bailes, Nancy	GED Chief Examiner In-Take Specialist	Diploma	Dorsey Business School	289-2248
Betts, Janene	Secretary. Econimic Dev	Diploma Comp. Info. Sys.	Swainsboro Technical College	289-2230
Brantley, Jan	New Connections Coordinator	BS	University of GA	289 - 2274
Braswell, Don	Director, Institutional Effectiveness	Diploma	Swainsboro Technical College	289 - 2273
Brinson, Troup	Program Manager Georgia Fatherhood	BA Psychology	Georgia Southern Univ.	289 - 2258
Brown, Randall	Custodian			
Bynum, Lisa	Secretary Student Services	Accounting /Microcomputer Specialist Diploma	Swainsboro Technical College	289 - 2267
Claxton, Diane	Director Financial Aid	AA BS/ MEd/EdS	East GA College GA Southern University	289 - 2268
Collins, Missy	Inclusion Specialist	BS	Ga Southern University	274-1362
Cox, Joanne	Accounts Receivable	Diploma	Swainsboro Technical College	289 - 2207
Craig, Beverly	Secretary, Instructional Services	Diploma BOT	Swainsboro Technical College	289-2215
Cross, Susan	Director Adult Education	AB, MST	GA Southern Univ.	289 - 2257
Dukes, Leisa	Director- Career Services	BA General Ed/Psychology	Brewton Parker College	289 - 2256

Faculty and Staff

Ellis, Reta Mae	Child Care Paraprofessional			912-685-5021
Evans, Annie	Child Care Paraprofessional	Diploma	Swainsboro Technical College	289 - 2241
Fagler, Mitchell J.	Admissions Director	Seeking EdD MBA ABJ, Journalism AA	University of Georgia Georgia Southern University University of Georgia East Georgia College	289-2261
Farmer, Beth	Intake/Certification	Certificate	Swainsboro Technical College	289 - 2270
Fletcher, Peggy	Payroll/Personnel Technician			289 - 2209
Hines, Angela	Resource Assistant	AA	East Georgia College	274-1362
Hostilo, Anne	Secretary Admissions	AA	Anderson College	289 - 2261
Hughes, Lillie	Secretary/Cashier	Diploma	Swainsboro Technical College	289 - 2205
Hutcheson, Bonnie	Paraprofessional Child Care	Diploma	Swainsboro Technical College	289-2241
Jackson, Vince	Director of Information Systems	AA BS MMIS Comptia A+ Certified Compitia Network+ Certified Certified IBM AIX UNIX Systems Administrator ORACLE MASTER, version 7 & 8 Microsoft Certified Systems Engineer Mercer University	Brewton Parker College Mercer University Georgia College and State University	289 -2210
Jones, Karen	Financial Aid Specialist	AA/AAS Diploma	East Georiga College Swainsboro Technical College	289 - 2269
Kersey, Ryan	Maintenance Supervisor	Diploma	Swainsboro Technical College	289-2283
Ledford, William H.	Technical Support Spec.	Diploma Computer Programming Micro-Computer Specialist Comptia A+ Certified	Swainsboro Technical College	289-2311
Lumpkin, Margie R..	Custodian			289-2283
Mathews,Vinson Marie	Custodian			
Mills, Deborah	Child Care Paraprofessional			912 - 529 - 5759
Neal, Charlotte	Receptionist	Diploma	Swainsboro Technical College	289-2200
Oglesby, Mary	Georgia Fatherhood Data Entry Spec.	Seeking Degree Micro Diploma IOT	Swainsboro Technical College Swainsboro Technical College	289-2264
Pitts, Hope	New Connections Secreatary/Data Entry	Diploma IOT	Swiansboro Technical College	289-2305
Rainey, Lois	Custodian			2859-2283
Riner, Shirley	Administrative Assistant	Diploma	Swainsboro Technical College	289 -2250
Royal, Frances	Child Care Paraprofessional	Diploma	Swainsboro Technical College	289 - 2241

Scott, Velma Jean	Career Coach	BSED	University of Georgia	289-2266
Smith, Ola	Quality Improvement Coordinator for CCR&R	Diploma	Swainsboro Technical College	289 - 2320
Thompson , Linda	Accounts Payable	Diploma	Swainsboro Technical College	289 - 2208
Tiller, Chris	Institutional Advancement Specialist			289 - 2218
Vereen, Karen	Registrar	BBA	Georgia College	289 - 2215
Whitehead, April D.	Child Care Paraprofessional			685-5021
Wilburn, Tonya E.	Resoursce Room Assistant	Diploma	Swainsboro Tech	478-289-2275
Williams, Mike	School To Work Coordinator	BA, Med	Georgia Southern	289-2319
Wilson, Deborah	Secretary Adult Education	Diploma	Swainsboro Technical College	289 - 2260
Wilson, Kay	Program Manager CCR&R	AAT	Swainsboro Tech. College	289 - 2275
Zorn, Bonnie	Financial Aid	AA	Brewton - Parker	289 - 2262

Swainsboro Technical College Full-time Facutly

Beasley, Delores	Adult Education	BS	GA Southern Univ.	289-1303
Blumer, III, John F. Dr.	Dental Assisting	DDS Dental Surgery	Emory University	289 - 2225
Braswell, Peggy	Cosmetology	Master Cosmetologist		289 - 2238
Chapman, Gay	Adult Education	AS/BS	Fairmont State College	289 - 2244
Closser, Gloria	English	PhA English MSA Engligh BA English	University. of Arkansas University of Arkansas Shorter College	289-2219
Cook, Cynthia	Adult Education	BA	Savannah State	529-4889
Crumpler, Michael	Welding and Joining Tech.	AA Certified in SMAW, GMAW, FCAW, GTAW Certified Boilermaker	Brewton Parker College	289-2229
Donald, Walter	Electrical Construction	Diploma Heatin and Air	Swainsboro Technical College	289 - 2235
Edenfield ,Cynthia	Early Childhood Care and Education	EdS Early Childhood MEd Early Childhood BS Early Childhood	Georgia Southern Univ. Georgia Southern Univ. Georgia Southern Univ.	289 - 2240
English , Lynda H.	Business & Office Technology	BS/Med, EdS	GA Southern Univ.	289 - 2222
Fulcher, Eugenia Dr.	Medical Assisting	BSN, RN, CMA MEd, EdD Curriculum Studies	Emory Univ. GA Southern University GA Southern University	289 - 2243
Galdi, Gary	Adult Eductaion Inst.	BA Pol. Science/Spanish Masters Int. Management	Washington and Jefferson Co. American Graduate School of Int. Management	912-685-5021
Garrett, Jessie H.	Psychology	MEd Audlt Ed.	GA Southern Univ.	289 - 2211

Faculty and Staff

		BS Home Economics	GA Southern Univ.	
Gross,Sarah	CAD-Drafting	BS Furnishings and Int.	University of GA	289 - 2227
Hall, Beth G.	Adult Literacy Instructor	BS Education	Georgia Southern University	289-2237
Harris, Allen	Electronics/ Automated Mantufacturing	BA Human Resources AAS Electtronic Systems AS Pre-Engineering	St. Leo College Community College of Air Force Waycross Junior College	289 - 2229
Harrison, Joyce	Adult Education	BS	GA Southern Univ.	864 - 4908
Hodges, Gary L.	Air Conditioning	Diploma Air Condit.	Savannah Technical College	289 - 2233
Holt , Kathy	Practical Nursing	AS Nursing	Augusta College	289 - 2245
Hunter, Katherine	Adult Ed. Instructor	BS Child and Family Dev.	Georgia Southern Univ.	912-685-5021
Japuntich, Athony	Criminal Justice	MA Public Administration BA Theology AS Criminal Justice	Columbes State Univ. Mt. Vernon Bible College Camerson Univ.	289-2285
Kellum, Rodney	Forestry	BS Forestry	MS State Univ	289 -2234
McMillan, Bobby	Automotive Tech	Master Tech	ASE	289 - 2228
McMillan, Sherida	CIS Instructor	MBA Business Admin. BS CIW Certified Instructor CIW Certified Proctor i-Net+ Certified Professional CIW Assoiate MOUS-Microsoft Office User Specialist IC3 - Comp T1A	Regis University Brewton Parker College	289 - 2285
Minton, Randy CPA	Accounting .	Pursing DBA MBA Business Admin. AB Accounting CISCO Centified Academy Instructor CISCO Certified Network Associate	Nova Southeastern Univ. Nova Southeastern Univ. St. Francis College	289 - 2223
Mountain, Jimmie L.	Disadvantaged Specialist	EdS Occupational Stud. MEd Adult and Voc. Ed. BS Agriculture	University of Georgia GA. Southern University Ft. Valley State	289 - 2298
Moxley, Angela	Computer Information	BA CISCO Networking CISCO Certified Academy Instructor CISCO Certified Networking Instructor CISCO Centified Network Associate	GA College	289 - 2221
Oglesby, Barbara	Adult Education Instructor			
Oglesby, Julie	Adult Education Instructor	MS Clinical Psychology BS Psychology AA Psychology	Georgia Southern Univ. Georgia Southern University East Georgia College	
Olander, David	Computer and Information Systems	BS MSA Diploma Micrsoft Certified Systems Engineer (MCSE) Windows NT, Windows 2000 Micrsoft Certified Systems Administrator (MCSA) CISCO Certified Academy Instructor (CCAI) CISCO Certified Network Associate (CCNA) Comptia Network+ Certified Comptia A+ Certified	Univer. of Maryland Central Michigan University Altamaha Technical Institute	289-2318

Payne, Matt	Forestry Instructor	Pursing MEd.Evir. Stud. BS	Georgia Southern Univeristy University of Georgia	289 - 2303
Peters, Kaye	Nursing Instructor	AS Nursing	Augusta State University	289-2249
Riner, Jeannine	EMS Instructor	AS Respitory Therapy BS Biology MHSA Associates of Science RRT, NREMT-P	California Col. for Health Science Georgia Southern University Armstrong-Alantic Stat Univ.	289-2284
Sapp, Gena	Early Childhood Inst.	Seeking MEd. BS Family and Con. Sci.	Georgia Southern University Georgia Southern University	289-2240
Surrency, Susan	Business & Office Technology	EdS Business Education AS, BSSS BSEd , Med Certified Microsoft Office 2000 &2002 Certified Microsoft Office 2000 Powerpoint Micrsoft Office Certification Microsoft Office 2000 and 2002 Word Expert Microsoft Office 2000 Master	Georgia Southern Univ. Middle GA College GA Southwestern College GA Southern Univ.	289 - 2220
Tanner, Kim	Adult Ed. Instructor			864-4908
Tapley, Julie	Practical Nursing	AS Nursing	Augusta College	289 - 2246
Thompson, Brenda	Practical Nursing	Pursing Master of Nursing BSN Dipolma	Georga Southern University Ga. College & State Univ. Piedmont School of Nusing	289 - 2247
Williams, Elaine	Adult Ed. Instructor	MS	Georgia Southern University	982-1303
Williams , Jack	Marketing	EdS Counselor Ed. M.Ed. Guidance & Coun. BS Distributive Ed.	Georgia Southern University University of Georgia University of Georgia	289 - 2236

Swainsboro Tech Part-time Faculty

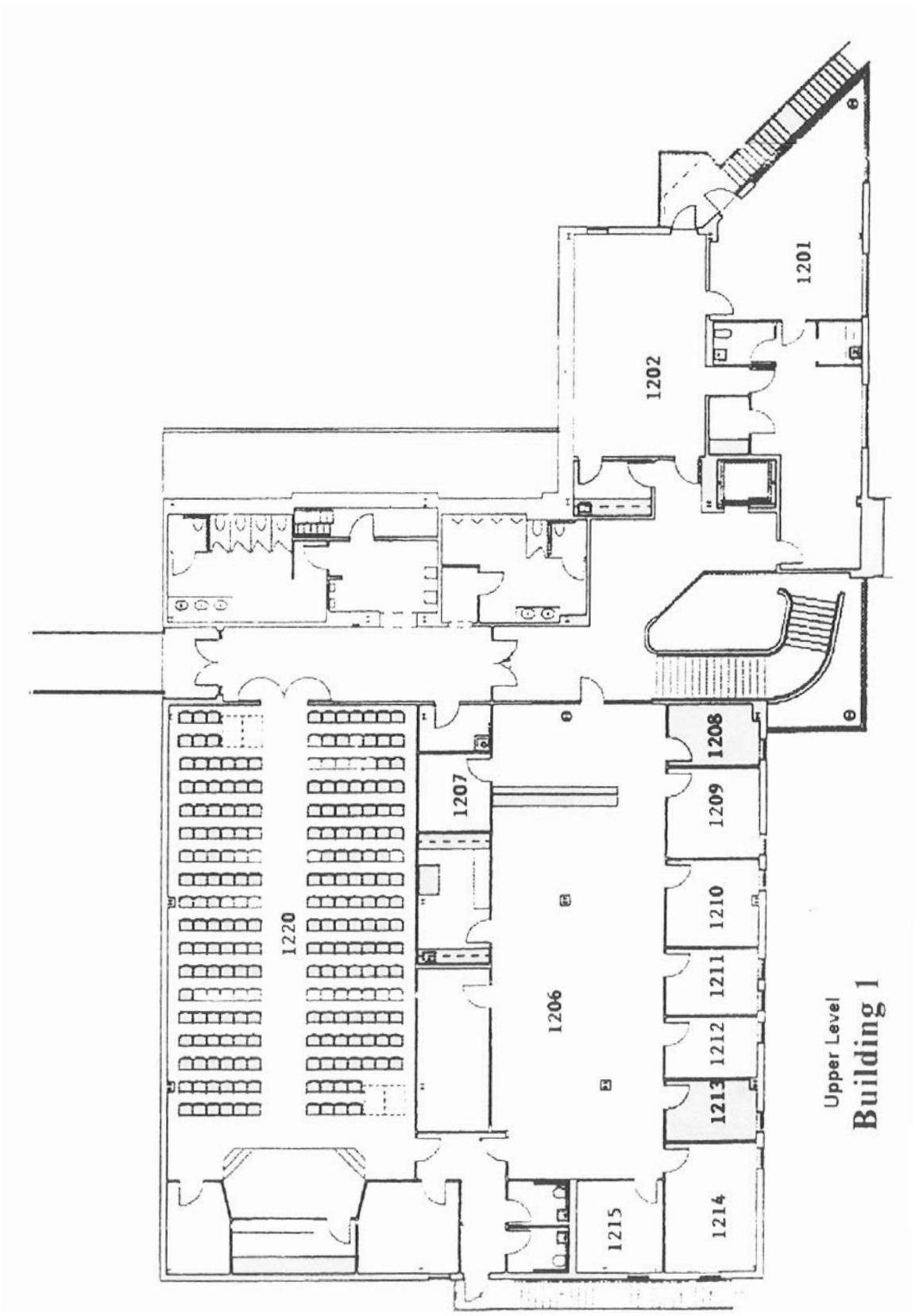
Bacon , Judy	CNA	Diploma	Swainsboro Technical College
Bostic, Delphine	Early Childhod	B.S. Early Childhood	Brewton-Parker College
Clyborne, Mary	English	EdS English Ed. MEd German/English BA German/English	GA Southern Univ. University of Georgia Valdosta State University
Hadden-Tanner, Jennifer	Psychology	MS Clinical Psychology BS Psychology	Georgia Southern Univ. University of Georgia
Hammock, Lisa	Phlebotomy	Diploma	Glenwood Paramedical Institute
Harrison, Jennifer	CNA	BS Nursing	University of South Carolina
Harrison, Joanna	Business Instructor	BBA Business Ed.	University of Georgia
Hilliard, Joe Manley	Psychology	BA	GA State University MED GA College
Luhn, Wesley D	CIS	BA	St. Andrews College
Key, Brian	Environmental Hort.	A.S. Environmental Hort.	Abraham Baldwin Agri. College
May, Jr. , James H.	Business and Office Technology	AA BBA Buisness Ad.	East Ga. College GA College
McMickle, Kimberly	CNA	AS Nursing	Darton College

Faculty and Staff

Perry, Millie	English	EdD Occupational Stud. MEd English BA Sociology AA	University of Georgia Georgia Southern University Georgia Southern University Middle Georgia College
Reynolds, Gina	CNA	LPN	Swiansboro Technical College
Sapp, Lucretia	Early Childhood	MEd Early Childhood BS Elementary Ed.	Valdostat State University Georgia Southern University
Scott, J Alisa	Career Academy/ Continuing Education Instructor	BS Sociology Diploma	Georgia Southern University Swainsboro Tech
Simons, Ricky	CIS Instructor	MBA Business Ad. BA Business	Georgia College and State University Georgia College and State University
Smith, Susan	Business Instructor	MEd Business Ed. BS Business Ed.	Georgia Southern University Georgia Southern University
VanSickle, Donna	Math Instructor	Seeking MED BSED Mathematics	GA Southern University GA Southern University
Waters, Delores	CNA	37 hours	Wallace State Community College
White, Erica	Developmental Studies	EdS Education	Troy State University
Williams, Elaine	Early Childhood	MEd Early Childhood BSEd Early Childhood	Georgia Southern University Georgia Southern University
Youmans, Deborah	Adult Education Instructor		

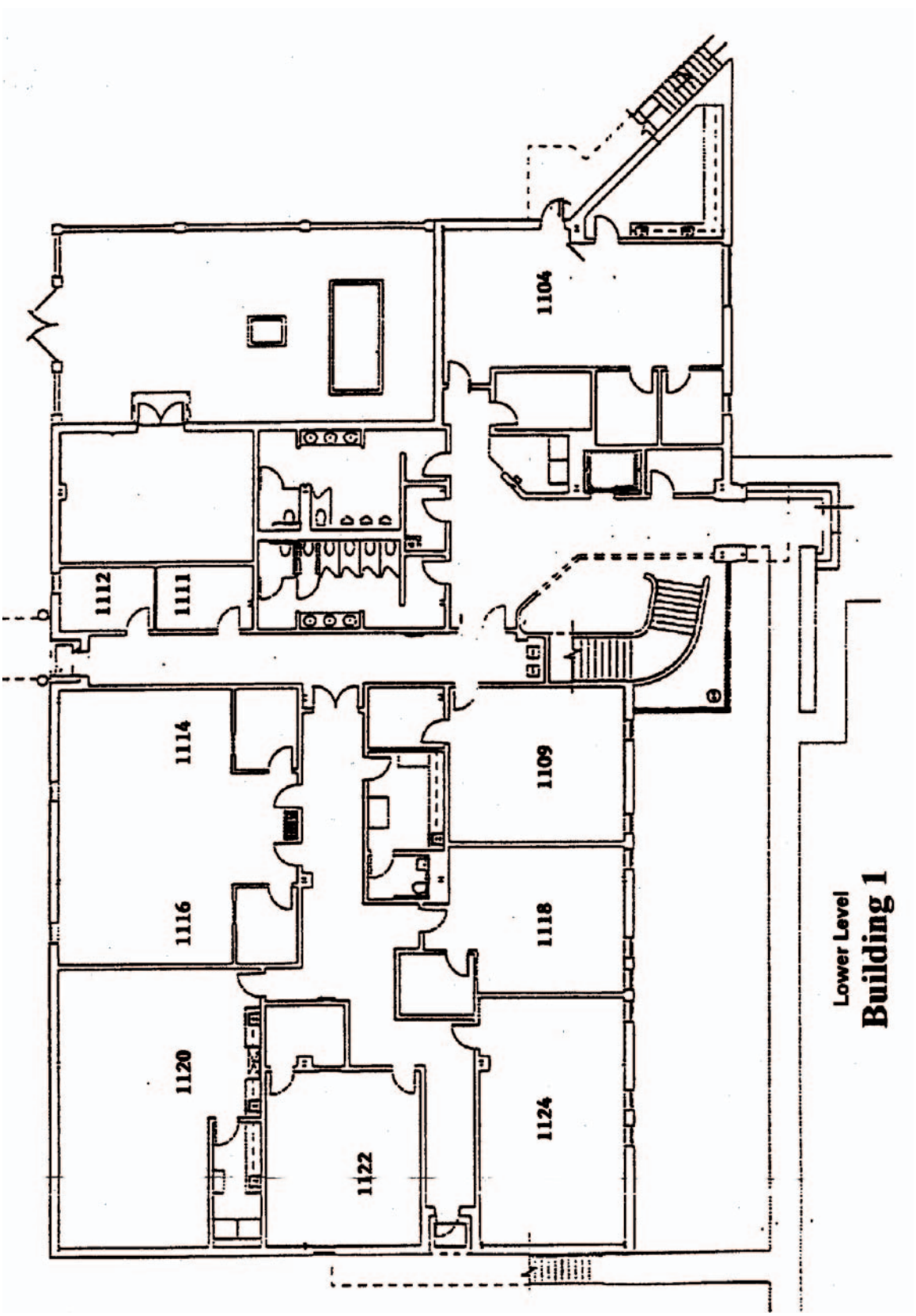
Building 1 - Upper Level

Building 1 Upper Level



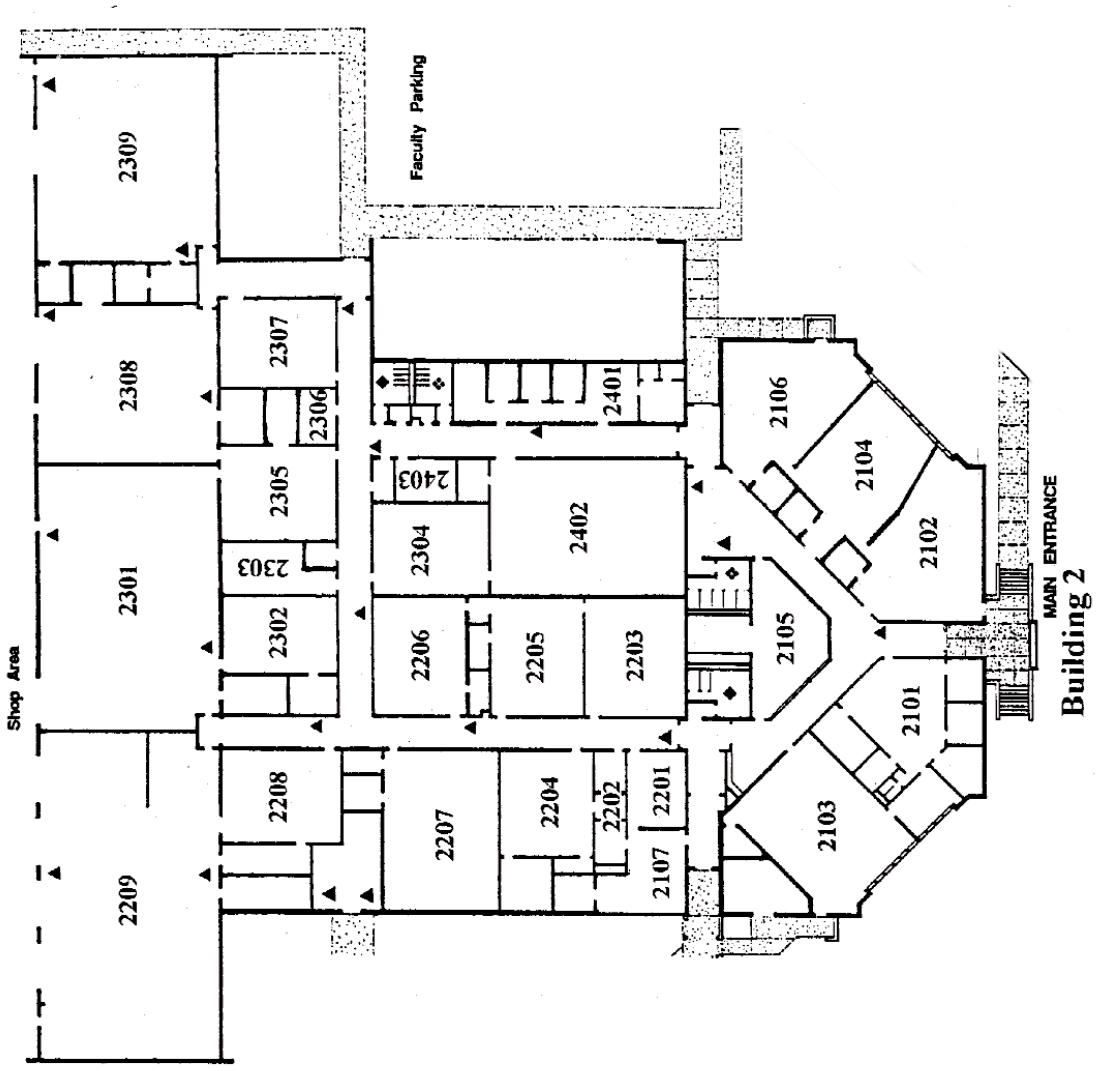
Building 1- Lower Level

Building 1 Lower Level



Building 2

Building 2


Faculty Parking
Shop Area
MAIN ENTRANCE
Building 2
2309
2308
2307
2306
2305
2303
2301
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2208
2207
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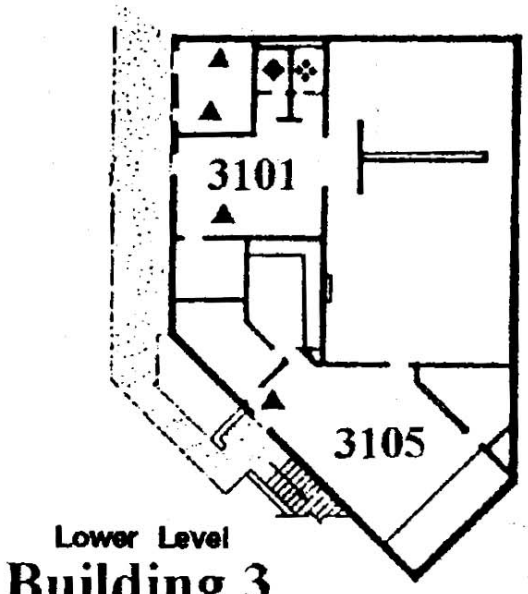
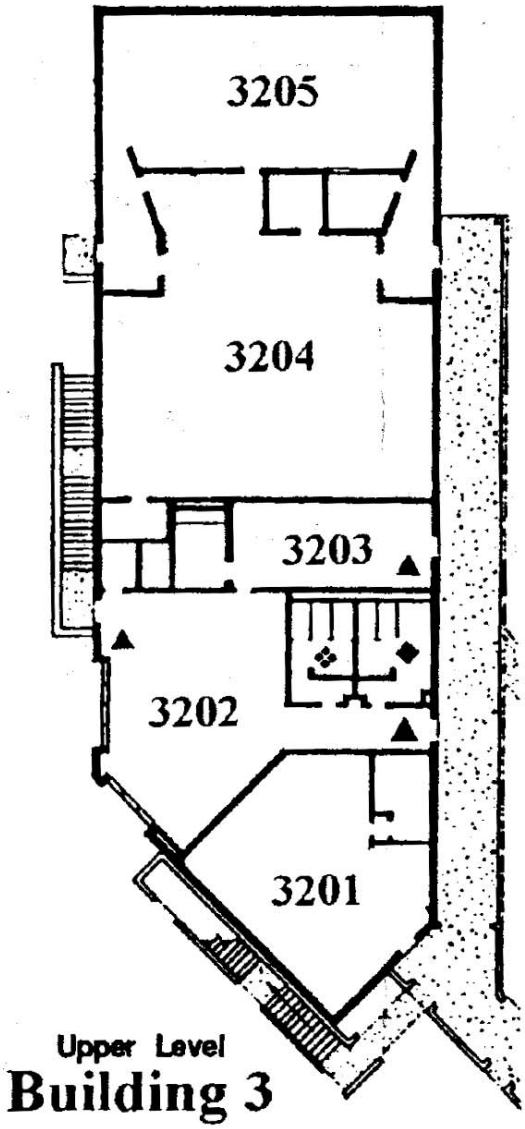
Building 3

Building 3 Upper Level

Book Store 3201
Student Center 3202
Canteen Area 3203
Library / Media Center 3204
Child Care Resource & Referral 3204
Distance Learning 3205



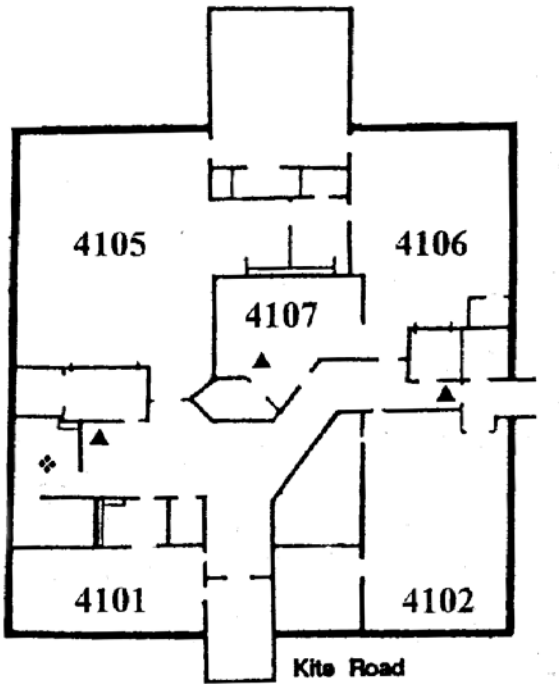
Lower Level
Building 3



Upper Level
Building 3

Building 3 Lower Level

Cosmetology
Classroom Area 3105
Reception Area 3101



Building 4

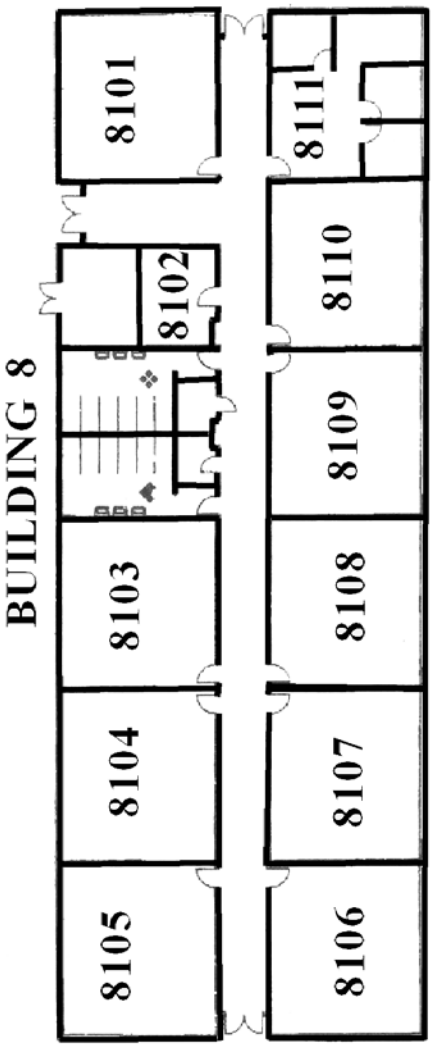
Building 4

4101 -One Year Old Lab 4101
4102 - Class Room Area
& Instuctors Offices 4102
4105 - Preschool Lab 4105
4106 - Toddler Lab 4106
4107 - Kitchen Area 4107

Building 8

Computer Lab 8101
Fatherhood Office 8102
Classroom 8103
Food Service Lab 8104

Breakroom 8105
Classooms .....8106 - 8110
New Connections Offices 8111



Building 6 Upper Level

Building 6 Lower Level

Swainsboro Technical College

I have read the student catalog and I agree to abide by the rules and regulations set forth by the Georgia Department of Technical and Adult Education and Swainsboro Technical College. I also agree for the release of any pictures or photographs made by the school for newspapers, advertisements, catalogs, etc. Technical College may in certain circumstances be legally required to provide student directory information to third parties, required by the Solomon Amendment and under the Family and Educational Rights and Privacy Act (FERPA).

Swainsboro Technical College supplies on the school computers licensed software to enable students to complete their assignments. These copies of software are licensed for the machine they are installed on and are not to be copied to other machines. Employees and students are not allowed to copy these licensed programs for use elsewhere.

Students are not to load any software on the computers at Swainsboro Technical College unless instructed to do so by their instructor as part of their class.

Copying of copyrighted software without a license is a violation of federal and state laws. All employees and students shall comply with this policy.

I have read and understand the above policy and the comprehensive Computer and Network Usage Policy.

_____

Signature

_____

Date

Remove this signed page and return to your program advisor.

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