Swainsboro Technical College Catalog and Handbook

2004 – 2005

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

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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Helen W. Mathis	Executive Secretary

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.

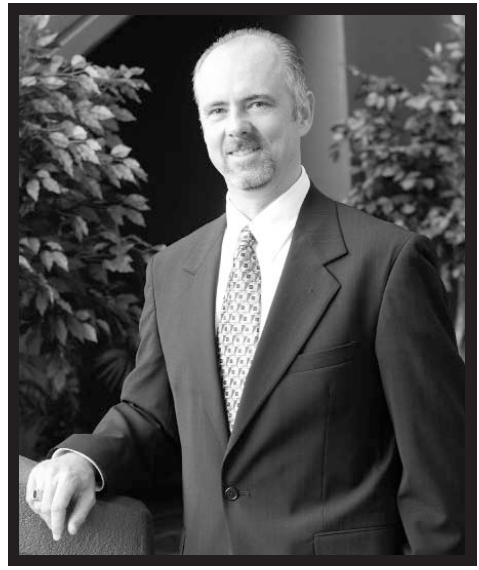
Statement of Non-discrimination

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 Leisa Dukes, ADA/504 Coordinator 478- 289- 2256.

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

Dr. Gary Puckett
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.

since technical education is in a constant state of change, 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 offer an excellent curriculum and maintain state-of-the-art equipment to help students prepare for the job market. 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
Mrs. Pam Griner . . . . . .Candler County
Mr. Wayne Herringdine . . . . . .Johnson County
Mrs. Erma Jenkins . . . . . .Emanuel County
Mr. Richard Price . . . . . .Candler County
Mr. Bob Via . . . . . .Emanuel County

College Values

Values that are fundamental to all Swainsboro Technical College plans, programs, services, and operations include the following:

- Belief in the value of the individual.
- Belief that all people should have access to equal educational opportunity.
- Belief in the value of education and learning as a benefit to individuals and society as a whole.
- Belief in the value of work and work ethics as an integral and necessary part of healthy and growing individuals, cultures, and economies.
- Belief in the value of local community input and involvement in education.
- Belief that literacy and English proficiency are essential for people to function well and be self-sufficient in today's society.
- Belief that the vast majority of Georgians should gain training beyond a high school diploma in order to gain satisfying employment and adequate wages.
- Belief that Swainsboro Technical College should fulfill its mission by serving students, employers, and economic developers as its primary customers.
- Belief that Swainsboro Technical College should design programs and services to meet the needs of its customers and thereby provide training that satisfies business and industry specifications and student needs.
- Belief that Swainsboro Technical College should incorporate use of leading-edge technology into all programs, services, and operations.
- Belief that Swainsboro Technical College should provide training in occupational competencies that enables students to become technically proficient and that Swainsboro Technical College should also provide education in work ethics and attitudes that enables students to become responsible employees and employers.

Visions Statement

By the year FY2007, Swainsboro Technical College (STC) will be recognized as a leading comprehensive technical college and as the premiere provider of outdoor and environmental associate degree, diploma, and technical certificate programs in Georgia and the southeastern state. The quality of the college's technical programs and its graduates will be excellent without exception. Comprehensive technical programs in high-demand career fields such as information technology, business, healthcare, industrial technology and personal services, and others will use state-of-the-art instructional techniques, highly qualified instructors, and the most current technology available to meet the workforce development needs of the students, communities, businesses, and industries within Swainsboro Technical College's five-county service delivery area. Students and employees seeking training and retraining will come from the service area and a broader geographic region to enroll in the college's Forest Technology, logger certification, Fish and Game Preserve Management, Environmental Horticulture, and other outdoor training programs. These programs will be offered using flexible locations, schedules, and delivery methods, such as traditional classes, weekend classes, and online courses. Swainsboro Technical College will be the first technical college in the state to provide outdoor educational facilities for hands-on, field-based training using its own forests, wetlands, nurseries, and other outdoor sites for instruction.

Technical and adult education will be seamlessly accessible throughout the Swainsboro Technical College service area. Technical courses leading to associate degrees, technical diplomas, and technical certificates of credit will be offered in high schools and county centers in all five counties in the service area as well as on the main campus. Technical career preparation will be fully articulated between secondary and post-secondary education. Many high school students will enroll in technical college courses that simultaneously will accrue credit toward a high school diploma and a technical college degree, diploma or certificate. Student support services, outreach efforts, special programs for targeted populations, one-stop services, and enhanced developmental studies will help all students overcome barriers to education and rewarding future careers.

Swainsboro Technical College will be a major force in the economic development of the region by providing competent technical program graduates, extensive customized training and human resource development services for business and industry, and Quick Start partnerships. Companies throughout the service delivery area will be able to outsource many of their human resource development (HRD) functions to Swainsboro Technical College, and the college will serve as the primary trainer for the majority of small and mid-sized companies in the area. The Swainsboro Technical College Technology Center will offer extensive workshop and testing opportunities for professionals to obtain certifications, re-certifications, and training renewals required for credentialing and licensure in various fields such as Electronics Technology, Welding and Joining Technology, Fish and Game Preserve Management, Forest Technology, and Drafting.

Swainsboro Technical College will continue to receive funds through local, state, and federal sources. In addition, funding will be available from an active foundation, public and private grants, and cooperative agreements and partnerships with business and industry. Facilities in all five counties in the service area will adequately accommodate needed programs and services. Swainsboro Technical College will have childcare and food services, flexible multipurpose labs, and classrooms housing state-of-the-art technology. Swainsboro Technical College will be known as a well managed, fiscally sound, effective, and efficient technical college.

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College Calendar

Summer 2004

Quarter Begins . . . . . .July 13
Drop/Add Ends . . . . . .July 19
Staff Development (No classes) . . . . . .August 6
Labor Day Holiday . . . . . .September 6
Quarter Ends . . . . . .September 23

Fall 2004

Quarter Begins . . . . . .October 5
Drop/Add Ends . . . . . .October 13
Staff Development (No classes) . . . . . .October 8
Columbus Day Holiday . . . . . .October 11
Thanksgiving Holidays . . . . . .November 24, 25, 26
Quarter Ends . . . . . .December 22

Winter 2005

Quarter Begins . . . . . .January 11
Drop/Add Ends . . . . . .January 18
Martin Luther King Jr. Holiday . . . . . .January 17
Staff Development (No classes) . . . . . .February 4
Quarter Ends . . . . . .March 25

Spring 2005

Quarter Begins . . . . . .April 6
Drop/Add Ends . . . . . .April 12
Confederate Memorial Day Holiday . . . . . .April 26
Staff Development (No classes) . . . . . .May 20, 27
Memorial Day Holiday . . . . . .May 30
Quarter Ends . . . . . .June 22

*The College Calendar is subject to change upon local board approval

A History of Service

In 1963 Swainsboro Area Vocational Technical School became a reality much through the efforts and support of the local legislators and citizens in the Emanuel County area. The school opened in 1963 with 4 programs, 7 employees and an enrollment of 32 students.

Located on Kite Road (GA. Highway 57) in the city of Swainsboro, the school was initially given responsibility of serving the citizens of twenty counties. This area was one of the largest ever to be served by a technical school in Georgia.

During its first decade, Swainsboro Area Vocational Technical School 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.

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

The QBE Act provided the beginnings for a framework of a state system of technical institutes. Swainsboro Area Vocational Technical School converted to state governance in 1987 and inaugurated its charter board of directors in July of that year. In the same year, the school changed its name from Swainsboro Area Vocational Technical School to Swainsboro Technical Institute.

The Greater Swainsboro Technical Institute 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 fund-raising efforts to increase the effectiveness of the school.

The responsibility for adult basic skills education was assumed by the state department and technical institutes in 1989, and the new Adult Literacy division was added at Swainsboro Technical Institute.

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 of Technical and Adult Education 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 development center. The child development center provides on-site day care for young children as well as educational training for students enrolled in the Early Childhood Care and Education program.

In 1996, Construction was completed on the 20,000-square-foot classroom and student services building. This facility houses the health programs, student services offices and the office

of the president.

In 1998, with the acquisition of the old Swainsboro High School property adjacent to the campus, Swainsboro Technical Institute has continued to grow. One of the existing buildings on the site was renovated to house the New Connections and Fatherhood programs.

In October of 2000, as part of Governor Roy Barnes' Education Reform Act, Swainsboro Technical Institute changed its name to Swainsboro Technical College. This name change provides a more accurate labeling for the type of education that the college delivers to the community.

Swainsboro Technical College opened its newest facility, the Larry J. (Butch) Parrish Technology Center, in the Fall of 2003. This state-of-the-art facility provides space for the Drafting, Electronics Technology, Fish and Game Preserve Management, Forest Technology, and Welding and Joining Technology programs and provides 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, businesses, and industries of our five-county service area.

Swainsboro Technical College

Frequently Called Numbers

Admissions	478-289-2261
Adult Education - Metter	912-685-5021
Fax	912-685-5021
Adult Education - Millen	478 982-1303
Fax	478-982-1307
Adult Education - Soperton	912 529-5760
Fax	912-529-5775
Adult Education - Swainsboro	478-289-2260
Fax	478-289-2263
Adult Education - Wrightsville	478 864-4908
Fax	478-864-4979
Bookstore	478-237-3191
Business Office	478-289-2205
Fax	478-289-2315
Child Care Center - Metter	912 685-5021
Child Care Center - Soperton	912-529-5759
Child Care Center - Swainsboro	478-289-2241
Child Care Resource and Referral	478-289-2275
Continuing Education	478-289-2215
Economic Development	478-289-2230
Fatherhood Program	478-289-2264
Financial Aid	478-289-2262
Instructional Services	478-289-2215
Fax	478-289-2214
Job Placement	478-289-2256
Library	478-289-2322
New Connections	478-289-2305
Fax	478-289-2307
President's Office	478-289-2250
Fax	478-289-2252
Registrar	478-289-2271
Security	478-289-2216
Student Services	478-289-2200
Fax	478-289-2263
Tech Prep	478-289-2216

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:

1. Be nondiscriminatory to any eligible applicant regardless of race, color, creed, national or ethnic origin, gender, disability, religion, disabled veteran, veteran of the Vietnam era, age, marital status or citizenship status (except in those special circumstances permitted or mandated by law).
2. Increase prospective students' opportunities.
3. 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:

1. Recruitment
2. Orientation to admission procedures, as needed
3. Assessment of students
4. Career counseling, as needed
5. Financial aid counseling, as needed
6. Procedures to assist persons with disabilities
7. Program placement
8. Placement into developmental studies courses or admission to certificate and diploma programs on a provisional or regular basis, and
9. Advanced placement for program admission, as needed.

State Residency

The Director of Admissions shall classify each person accepted by the college as an in-state, out-of-state, or international student. Said classification shall be based upon all relevant information made available to the residency officer, including, but not limited to, information submitted by or on behalf of the student. The residency officer may, as a condition of registration, require such written documents and other relevant evidence as are deemed necessary or helpful to determine the residence of the applicant. Such documentation may include, but is not limited to Georgia tax forms, utility bills, a driver's license, voter registration card and automobile registration.

Legal residence in the State of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Students meeting the following exceptions shall be considered for in-state residency rates:

1. Employees and their children who move to Georgia for employment with a new or expanding industry as defined in O.C.G.A. §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 Colleges, their spouses, and their dependent children;
4. Full-time teachers in the public schools of Georgia or in a post-secondary college, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia;
5. United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
6. United States military personnel and their dependents that are legal residents of Georgia, but are stationed outside the State;
7. Students who are legal residents of out-of-state counties bordering on Georgia counties located in a Technical College's service area and who are enrolled in said Technical College when there is a local reciprocity agreement in place;
8. International students when tuition has been waived by the Technical College President for a waiver; and
9. Career consular officers and their dependents that 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.

International Students

The Department recognized two types of international students: (a) INS-Approved International Students and (b) Other International Students. The first category of students are not U.S. residents, but have obtained the appropriate INS approval and documentation to attend a Technical College. The second category of students includes those students who are not U.S. residents, but have provided documentation that they have received a Georgia High School Diploma, Georgia G.E.D., or other documentation establishing they are legally in the country, such as a green card.

Any student who claims that his or her status has changed while attending a technical college may request the residency officer for a re-classification, submitting relevant evidence in support of this claim. If the residency officer determines that a change in status is appropriate, the new classification shall be effective as of the beginning of the quarter next following the determination. Decisions on classification will be communicated to the student in written form. Requests for a change of classification will not be considered more than twice a year.

A student who ceases to become a Georgia resident shall advise the college of their change of residence and if college personnel learn of a student's change of residence, it may initiate a change in the student's residency status by so advising the residency officer who shall consider the information as he or she would regard any other residency matter.

Any student who disagrees with his or her classification as determined by the residency officer may, appeal by use of the complaint resolution process; however, the decision of the President shall be final.

Emancipated and Unemancipated Students

The term "emancipated student" shall mean a student who has attained the age of 18 years and whose parents and/or guardians:

1. Have entirely surrendered the right to the care, custody and earnings of such student;
2. Have not claimed the student as a dependent for tax purposes for two years;
3. Do not provide regular financial assistance to the student; and
4. Whose income was not taken into account by any private or governmental agency furnishing financial education assistance to the student, including scholarships, loans, or otherwise.

If any of the aforesaid tests are not met, the student shall be presumed to be unemancipated.

Unemancipated Students

Any unemancipated student whose parents and/or legal guardians have been residents of the state for one year immediately preceding the first class day of the first quarter of the student's registration in a Technical College shall be classified as a resident student as long as the parents and/or legal guardians continue to be residents of the state.

Any unemancipated student who initially was classified as a non-resident student may thereafter obtain reclassification only if the student's parents and/or legal guardians establish and maintain residence in Georgia for a period of a least one year prior to the first class day of the quarter for which the student seeks to be reclassified as a resident student.

The residency of an unemancipated student, including those whose parents and/or guardians are divorced or legally separated, shall follow that of the parent or legal guardian who has legal custody or the parent or legal guardian who is responsible for the financial support of the student, whichever favors the student's request for resident student status.

An unemancipated student under guardianship shall be required to present satisfactory documentary evidence of the appointment of the legal guardian in addition to a certification of the residency of the guardian, which shall b3e considered the residency of the student unless there are circumstances indicating that such guardianship was created primarily for the purpose of conferring resident student status on the student.

An unemancipated student whose parent or legal guardian is a member of the Armed Forces and stationed in the state pursuant to military orders shall be entitled to the classification

as a resident student during any quarter the first class day of which is encompassed by the orders.

If a parent or legal guardian of an unemancipated student ceases to be a legal resident of Georgia, the student may continue to take courses for a period of twelve consecutive months as a resident student.

Emancipated Students

Any emancipated student may be classified as an in-state student if the student meets the following tests:

1. At the time of emancipation, the student's parents and/or guardians were residents of Georgia for one year immediately preceding the first class day of the first quarter of the student's registration at a Technical College or other public institution of higher education, or having become emancipated, the student establishes and maintains residency in Georgia for one year immediately preceding the first day of the quarter of the student's registration at a Technical College or other public institution of higher education; and
2. The student does not hold residency in another state or foreign country; and
3. The student is and continues to be a resident of Georgia.

Any emancipated student who initially was classified as an out-of-state student may thereafter obtain reclassification as an in-state student only if the student establishes and maintains residency in Georgia for a period of at least one year prior to the first class day of the quarter for which re-classification as an in-state student is being sought.

A student from another state or foreign country who is enrolled at a Technical College for more than 11 credits per quarter shall be presumed to be in Georgia primarily for educational purposes and will be presumed to have not been a resident of the state during the time so enrolled. Continued presence in Georgia during vacation periods or occasional interruptions in the course of study will not, of itself, overcome these presumptions.

Penalties

Misrepresentation of facts in order to qualify for a residency status will expose the student to civil liability for the recapture of back-due tuition and disciplinary action including suspension or permanent exclusion from all Technical Colleges. Moreover, the student may be criminally prosecuted.

Eligible Applicants

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admissions. Presidents of Technical Colleges may waive the “16 years of age” requirement for secondary students who are participating in an articulated program of study**.**

Academic Criteria

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.

Admissions Criteria

Students shall be admitted to a Technical College in one of the following categories:

1. Regular
2. Provisional
3. Developmental Studies
4. Special
5. Transient

Minimum admissions requirements shall be established for each standard diploma/degree program.

Regular Admission Requirements

Students shall be admitted on a regular admission basis to a degree or diploma program when they meet program standard admission requirements and institutional admission requirements.

Regular admission of a student to a technical certificate of credit (TCC) program is based upon the admission requirements approved by the State Board.

Transfer students must meet regular admission requirements and be in good standing at a regionally or nationally accredited diploma or degree granting institution.

Regular admission status is based upon the credential (degree, diploma, or technical certificate of credit) being sought by the student. Any change in the credential being sought shall require a student to meet the admission requirements of the new credential.

Provisional Admission Requirements

Admission officers may grant provisional admission status to any student based upon their professional judgment and evaluation of assessment scores, other admission file data, or faculty input.

Provisionally admitted students may take developmental classes, pre-tech courses, and certain specified occupational courses as long as class requisites are satisfied.

All certificate, diploma, and degree 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 Standard Curriculum.

Provisional admission of transferred students to a certificate, diploma, or degree program is contingent upon their meeting applicable licensure and accreditation requirements.

Developmental Studies Admission Requirements

Developmental Studies Admission is granted to students seeking a certificate, diploma, or degree, but who do not meet the regular or provisional admission requirements. Each Technical College may establish its own placement tests floors for this category and refer applicants who score below this floor to adult literacy classes.

Special Student Admissions

Definition of non-award seeking students: Students who want to receive credit for enrolled coursework, but are not seeking a certificate, diploma, or degree.

Special student admission is granted to students who want to receive credit for enrolled coursework, but are not seeking a certificate, diploma or degree. The following specifics define the parameters of this classification. Special admissions student shall:

1. be classified as non-award seeking at time of entry.
2. be granted special student status upon recommendation of the admissions office.
3. receive credit for regular program coursework that is satisfactorily completed.
4. receive credit for an unlimited number of courses; but may transfer only 25 credit hours into a specific program for award seeking purposes.
5. have the prerogative 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.
6. adhere to the specific institutional prerequisite requirements when selecting courses.

Transient Student

A student in good standing may be permitted to enroll as a transient student on a space-available basis at another Technical College in order to complete work to be transferred back to the student's home institution. The home and host technical college should sign a Transient Student Agreement. A transient student should be advised in writing by the home institution concerning recommended courses. The transient student must:

1. Submit an application for admission to the host institution.
2. Present a statement from the Registrar or Academic Dean of the parent institution to the effect that the student is in good standing and eligible to return to that institution. NOTE: The 25 hour credit maximum may be waived for the student upon the rec-

ommendation of the parent institution.

3. Pay scheduled fees for the host institution.

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.

Re-entry 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 Swainsboro 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. Scores made by a student on the state-approved assessment instrument will be considered valid for placement purposes for a maximum period of 60 months.

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 stu-

dent 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 Technical College.

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 re-admission.
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.
6. 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 Library 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, Mrs. Leisa Dukes at 478-289-2256 or in her office Building 1, Room1208.

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-secondary 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 16 years of age and meets Dual/Joint and regular admission requirements of Swainsboro Technical College is eligible to participate in the Dual/Joint Enrollment Program.

The following guidelines govern this program:

1. 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.
2. For each quarter's work that the student successfully completes for Swainsboro Technical College, credits are earned toward high school graduation.
3. 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.
4. Students must meet any prerequisites for any courses in which they wish to enroll.
5. Acceptance of Dual/Joint students will be based upon the following:
   A. Evaluation of high school records
   B. Recommendation of high school counselor
   C. Placement Test Scores

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 the following:

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 percent on other practice tests.

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

For Additional information, call or come by the adult education center in your community:

Candler County Center
25 West Daniel St.
Metter, GA 30434
912-685-5021

Swainsboro Technical College
346 Kite Road
Swainsboro, Ga 30401
478-289-2200

Treutlen County Workforce Development Center
Rt. 4 Box 412
Soperton, GA 30457
912-529-5760

Jenkins County Center
210 Hendrix St.
Millen, GA 30442
478-982-1303

Johnson County Center
250 Georgia Ave.
Wrightsville, GA, 31096
478-864-4908

Financial Aid

Financial Aid

Financial aid is available to eligible students enrolled in Swainsboro Technical College. The following information outlines the types of financial assistance available, application procedures, eligibility requirements, when payments are made, etc.

It is recommended that anyone desiring financial aid apply six weeks prior to the time the aid will be needed. Applications and information, including assistance in completion of forms, is available in the Financial Aid Office.

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 the last week of the quarter. Students taking online classes will not be eligible for Pell Grant after the point at which 50 percent 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. There is a maximum paid-hours limit of 95 or 130 quarter hours as explained below.

HOPE Grant Paid-Hours Limit:

- Requirement goes into effect Fall term of 2004 (FY 05).
- The HOPE Grant Paid-Hours limit is determined by totaling only the hours for which a student received HOPE Grant payment.
- Hours for which a student received HOPE Grant payment prior to the Summer term of 2003 are not counted as Paid-Hours for the HOPE Grant limit.

- Hours for which a student received HOPE Grant payment for Summer term of 2003, Fall term of 2003, Winter term of 2004, Spring term of 2004, and Summer term of 2004 are counted as Paid-Hours for the HOPE Grant limit, except if the student was also enrolled in high school during these terms.
- Beginning with the Fall term of 2004, all hours for which a student received HOPE Grant payment are counted as Paid-Hours, regardless of whether the student is also enrolled in high school.
- Recipients are eligible for a maximum of 95 quarter hours of HOPE Grant payment, or a maximum of 130 quarter hours, or the number of hours required for graduation, whichever is less, but only if enrolled in specific programs of study designed to require more than 95 quarter hours for graduation.

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.

HOPE Scholarship Attempted-Hours Limit:

- Went into effect Fall term of 1993 (FY 94).
- Students are not eligible to receive HOPE Scholarship funds if they have attempted 190 quarter hours or 127 semester hours or more of college degree-level credit hours, after graduation from high school, unless they are enrolled in specific programs of study designed to require more than 190 quarter hours or 127 semester hours for graduation; then they are eligible until a maximum of 225 quarter hours or 150 semester hours has been attempted, or the number of hours required for graduation has been attempted, whichever is less.
- If a student earns a bachelor's degree before reaching the Attempted-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.
- If a student reaches the Attempted-Hours limit before reaching the Combined Paid-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.
- If a student reaches the Combined Paid-Hours limit before reaching the Attempted-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.

HOPE Grant and/or Scholarship

Combined Paid-Hours Limit:

- Hours for which students received payment from the Accel Program plus HOPE Grant plus HOPE Scholarship programs are included.
- Requirement goes into effect Fall term of 2004 (FY 05).
- At that time, the hours for which HOPE Grant funds were paid will be tracked starting with Summer term of 2003 (FY 04), except for hours for which a student received HOPE Grant payment prior to high school graduation and before Fall term of 2004.
- At that time, hours for which Accel Program funds were paid will be tracked starting with Fall term of 2004 (FY 05).

- At that time, hours for which HOPE Scholarship funds were paid will be tracked starting with Fall term of 1993 (FY 94).
- Recipients are eligible for a maximum of 190 quarter hours or 127 semester hours of combined payment, or a maximum of 225 quarter hours or 150 semester hours, or the number of hours required for graduation, whichever is less, but only if enrolled in specific programs of study designed to require more than 190 quarter hours or 127 semester hours for graduation.
- If a student earns a bachelor's degree before reaching the Combined Paid-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.
- If a student reaches the Attempted-Hours limit before reaching the Combined Paid-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.
- If a student reaches the Combined Paid-Hours limit before reaching the Attempted-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.
- If a student reaches the Combined Paid-Hours limit before reaching the HOPE Grant Paid-Hours limit, he or she is ineligible to receive further HOPE Grant payment.

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 the last week of each quarter. Students should reserve enough Pell funds to supplement HOPE book voucher funds to purchase books and supplies in future quarters.

Leveraging Educational Assistance Partnership (LEAP)

LEAP is a state grant that provides educational assistance to residents of Georgia who demonstrate substantial financial need to attend colleges in Georgia. LEAP is funded by State Appropriations and federal matching funds. Award amounts are based on funding levels, and are disbursed during winter quarter. Priority is given to students who have a higher cumulative grade point average. Students receiving financial assistance other than Pell and HOPE are not eligible for LEAP.

Federal Work Study (FWS)

The FWS program funds part-time employment in various work settings for students who are 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 or 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 HOPE 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 the Pell Grant. Students accepted as developmental may be considered for HOPE Grant only. Developmental courses count in the HOPE maximum hours limits. 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 becuase of 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 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
IP	In Progress	Not Computed in GPA
AU	Audit	Not Computed in GPA
AC	Articulated Credit	Not Computed in GPA
S	Satisfactory Completion	Not computed in GPA of
U	Unsatisfactory Completion	Not computed in GPA of Course Studies

Grading System Definitions

IP indicates that a student has completed a substantial portion of the course work, but has not completed for nonacademic reasons beyond the student's control, 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., A-4, B-3, C-2, D-1). 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 (GPA) 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 the course must be repeated.

Grades of D

Effective Fall Quarter 2003 all courses require a grade of C or better for succesful completion. Students making a grade of D or lower in any course must repeat the course.

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 2.0 are subject to academic dismissal. Students not previously on academic probation, but earning a quarterly grade point average of less than 1.0 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 placed on file with the student services office 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 percent 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 Instructional 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 Exami-nations-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 student registers for his/her final quarter, the student must apply for graduation whether seeking a degree, diploma or technical certificate of credit. The application can be obtained from the student's advisor and should be completed by the student and the advisor.

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. The graduation insert 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 2000 graduation rate for Swainsboro Technical College is 44 percent. This graduation rate is inclusive of only those students who are full-time, first-time post-secondary students. The 52.3 percent of the student body at Swainsboro Technical College who are part-time and the 85.8 percent 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 of 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.

Requirement for Graduation

In order to graduate, students must meet all requirments of program courses and hours. To receive a degree or diploma from a program of instruction or a technical certificate of credit, 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 the 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 Technical College.

* Some technical certificates of credit may not require GED or high school diploma to com-

plete the program. All diplomas and degree programs do require GED or high school diploma prior to graduation.

Graduation Exercises

All students graduating at the end of spring 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 will not receive a degree, diploma, or technical certificate of credit until all finanical accounts are clear.

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

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, and 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 quar-

ter 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

be scheduled in correct 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:

1. The right to inspect and review educational records maintained by the school that pertain to them;
2. The right to challenge the content of records on the ground that they are inaccurate, misleading, or violating privacy rights; and
3. 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 are as follows:

1. Student – any person who attends or has attended Swainsboro Technical College.
2. 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).
3. Third Parties – non-College persons or entities.
4. College – Swainsboro Technical College.
5. College Official – College employees who have a legitimate educational interest in the records.
6. Education Records – any record maintained by Swainsboro Technical College or an agent of the College which is directly related to a student except:
    A. 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 per-

son except the maker's temporary substitute.

B. 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.

C. 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 documents 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:

1. performing a task or service specified in the official's position description or contract;
2. performing an instructional task directly related to the student's education;
3. performing a task related to the discipline of a student;
4. performing as a faculty advisor, (this pertains strictly to access to the student's academic record;)
5. 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. To release records to officials of another school where the student seeks or intends to enroll. Student must still provide written consent to release 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 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, are misleading, or violate 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, does not mislead, or in does not violate 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 request:

1. Name
2. Age
4. Major
5. Date(s) of attendance (quarters of enrollment)
6. 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 resident, full-time diploma, and degree program students at Swainsboro Technical College is $382 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: Advanced Dental Assisting, Automated Manufacturing Specialist Technology, Basic Audio Systems, Basic Dental Assisting, Basic Food Safety and Preparation, Basic Gas Tungsten Arc Welding, Basic Shielded Metal Arc Welding, Carpentry Framing, Certified Construction Worker, Certified Customer Service Specialist, Certified Manufacturing Specialist, Child Development Associate I, Civil Drafting Specialist, Emergency Medical Technician (Basic), Emergency Medical Technician (Intermediate), Family Child Care Provider, Flux Core Arc Welding, Furnishing and Interior Design Specialist, Geriatric Care Assistant, Golf Course Turf Maintenance, Help Desk Technician, Industrial GMAW (MIG) Welding, Imaging Science Services Assistant, Industrial Supervisory Leadership/Supervisory Specialist, Infant and Toddler Child Care Specialist, Landscape Design and Installation Technician, Landscape Design and Management Specialist, Linux/Unix Administration, Medical Transcription, MOUS Specialist, Nail Technician, Network Cabling Technician, Patient Care Assisting, Phlebotomy Technician, Preparation for Accredited Business Accountant, Residential Plumbing, Retail Department Manager, Web Design Specialist. Total cost for these Technical Certificate of Credit Programs for resident full-time is $550. 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 $28.00 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 on the first day of the quarter.

Insurance

Statewide school insurance must be purchased at $4 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 $28 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	28.00/Quarter Hour*

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	28.00	16.00	26.00	4.00	74.00
2	56.00	16.00	26.00	4.00	102.00
3	84.00	16.00	26.00	4.00	130.00
4	112.00	16.00	26.00	4.00	158.00
5	140.00	16.00	26.00	4.00	186.00
6	168.00	16.00	26.00	4.00	214.00
7	196.00	16.00	26.00	4.00	242.00
8	224.00	16.00	26.00	4.00	270.00
9	252.00	16.00	26.00	4.00	298.00
10	280.00	16.00	26.00	4.00	326.00
11	308.00	16.00	26.00	4.00	354.00
12	336.00	16.00	26.00	4.00	382.00

In-state Tuition for Selected TCCs

No. of Hours	Tuition	Activity	Registration	Insurance	total
1	42.00	16.00	26.00	4.00	88.00
2	84.00	16.00	26.00	4.00	130.00
3	126.00	16.00	26.00	4.00	172.00
4	168.00	16.00	26.00	4.00	214.00
5	210.00	16.00	26.00	4.00	256.00
6	252.00	16.00	26.00	.00	298.00
7	294.00	16.00	26.00	4.00	340.00
8	336.00	16.00	26.00	4.00	382.00
9	378.00	16.00	26.00	4.00	424.00
10	420.00	16.00	26.00	4.00	466.00
11	462.00	16.00	26.00	4.00	508.00
12	504.00	16.00	26.00	4.00	550.00

Institutional Refund Policy

All tuition and fees, excluding the application fee, shall be refunded if a student formally withdraws prior to the first day of class of any quarter.

For those students not receiving federal financial aid, seventy-five percent of their tuition shall be refunded if they formally withdraw within 7 consecutive calendar days of the first day of the quarter. Students withdrawing after seven days shall receive no refund. For those students receiving federal financial aid, the Technical Colleges shall refund unearned tuition, fees and other charges in accordance with the Department's federally mandated fair and equitable refund policy for all students who receive Title IV assistance. (34 C.F.R. 688.22)

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	percent of refund	Amount
Tuition	$288.00	75%	$216.00
Activity Fee	16.00	N/A	0
Registration Fee	26.00	N/A	0
Insurance	4.00	N/A	0
Total	$334.00		$216.00

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.

Library

The library supports the curricular, professional, and individual information needs of the students, faculty, and staff of Swainsboro Technical College. The library seeks to make accessible a balanced collection in a variety of formats to support the college's instructional programs and to encourage development of skills necessary for life-long learning.

Circulation Policies

All currently enrolled students and currently employed faculty and staff of Swainsboro Tech may check out circulating materials. Books in the general collection circulate for two weeks, and may be renewed as often as needed, provided there are no holds on a title. Reference books, periodicals, videos, and CD-ROMs must be used within the library.

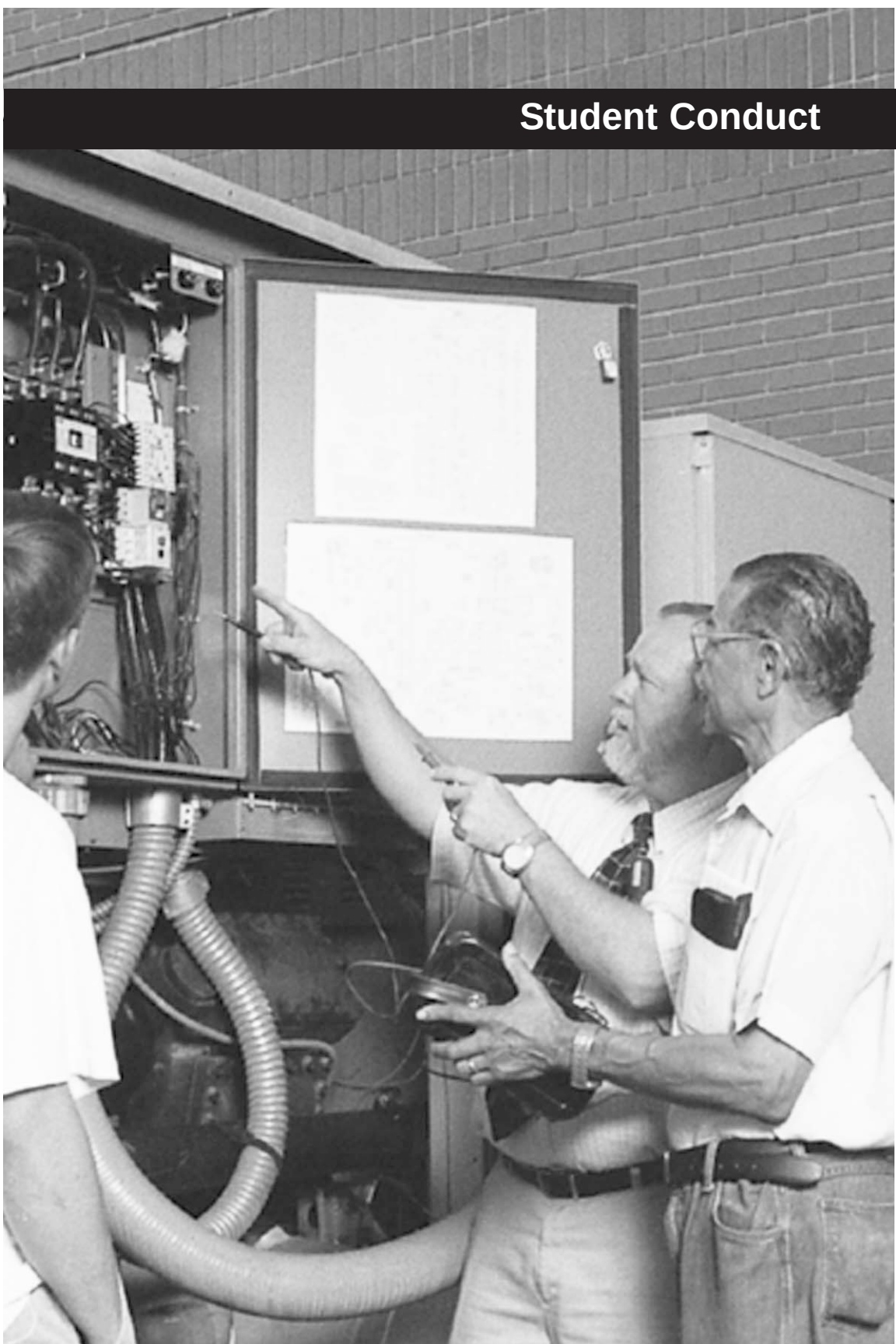
Library Services

Swainsboro Tech students have access to books, periodicals, videotapes, and CD-ROMs in the library. Through the library computers, students may access over 20,000 electronic books in netLibrary and thousands of periodicals through GALILEO. The library also provides group and individual study areas, a photocopier, laminator, fax, and scanner.

Students are encouraged to participate in a library orientation program which is held the first week of every quarter. Orientation is designed to instruct new users in accessing information in the library and online, in using Galileo and NetLibrary, and in using internet search engines.

Library hours are 8:00 a.m. till 8:00 p.m. Monday through Thursday, 8:00 a.m. till 2:30 p.m. on Friday. Hours may vary during holidays and between quarters. Dates and times are posted in advance.

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 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 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:

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 possession 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 activ-

ities 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, or 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 accept flowers or gifts being delivered 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 campus 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 :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 on the campus at any time or 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, possessing, 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
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 or COMPASS tests.

Orientation Program

An orientation program for new students is held in the college's auditorium at the beginning of each term. 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. 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 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.

Student parking is located behind Building 2 and adjacent to Building 1. Each student driving a vehicle to school must place a Swainsboro Technical College parking decal on the driver's side of the rear bumpewindow. 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, be ethical, 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

All are held accountable for our actions as a condition of privileges they enjoy. As such, theyhave certain responsibilities in processing, storing, and transmitting information by electronic means.

1. Common Courtesy and Respect for Rights of Others

It is thr responsibility of all students and college personnel 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

All 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:

1. 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.
2. 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.
3. 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).

4. Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another.
5. 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 Aaction 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 who 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 Library 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. Emergency calls will be forwarded to students as they are received.

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

Students must attend at least 80 percent of their academic and/or technical classes. If students miss more than 20 percent of the class time, they will be dropped from the class. Students are expected to be in class each day and be responsible for any work missed due to absences/tardiness. When students miss class, they 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.

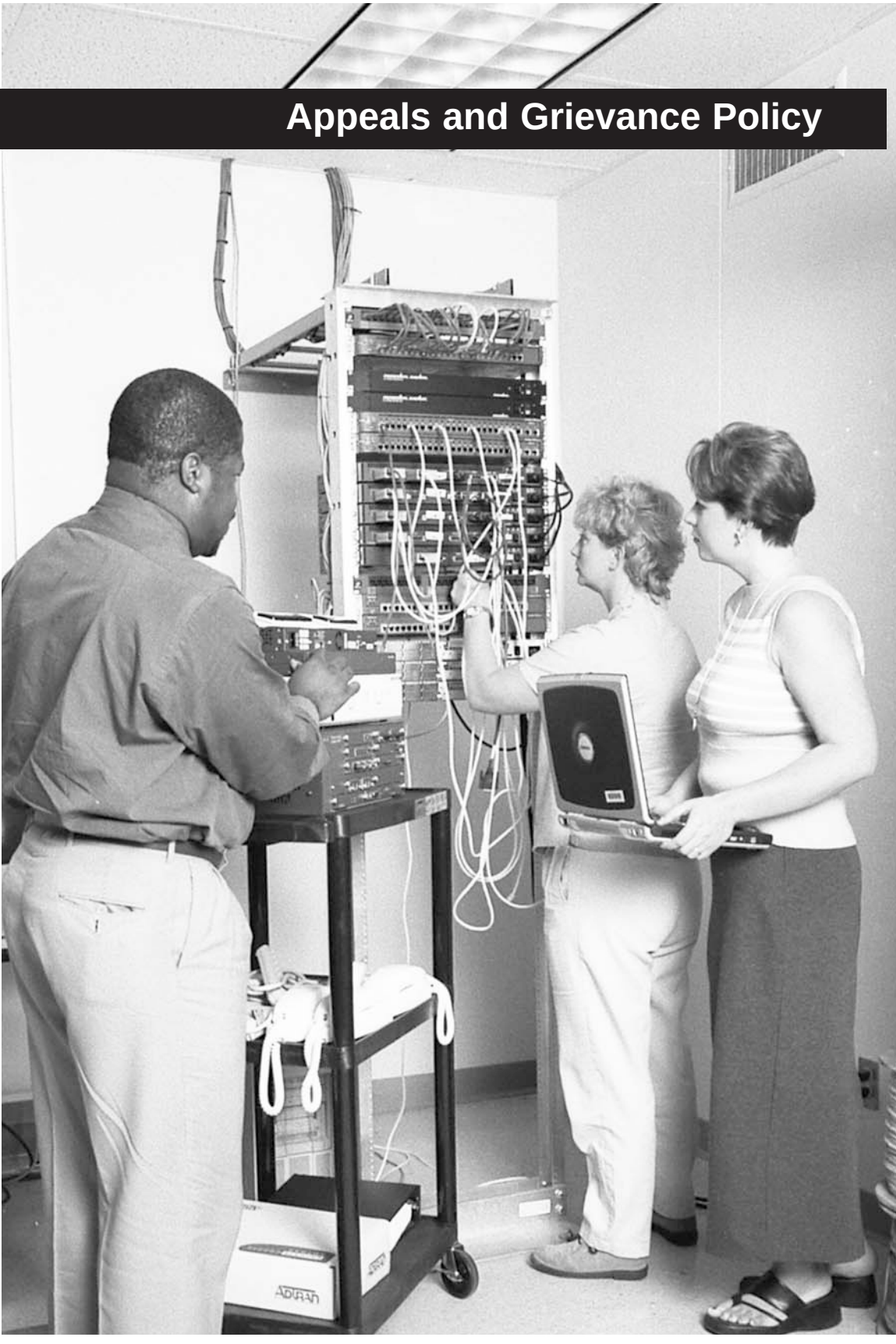
Attendance Records

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



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 students 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 the night coordinator 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.

A. Membership of the committee shall be composed of the following:
    1. One faculty member appointed by the Vice President of Instruction and approved by the President.
    2. One student member appointed by the student leadership council and approved by the President.
    3. One member of the student services staff appointed by the Vice President of Student Services and approved by the President.
    4. The Judicial Advisor to serve as an ex-officio non-voting member of the committee.
    5. The chairperson shall be appointed by the President from among the membership of the committee.

B. Functions of the committee are described as follows:
    1. To hear an appeal from a student charged with an infraction that may result in disciplinary action.

2. To hand down a decision based only on evidence introduced at the hearing.
3. 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:
    a. A written reprimand.
    b. An obligation to make restitution or reimbursement.
    c. A suspension or termination of particular student privileges.
    d. Disciplinary probation for a period of time.
    e. Suspension from the technical college for a definite period of time and conditions for readmission.
    f. Expulsion from the technical college.
    g. In cases of groups or organizations (any number of persons who have complied with the formal requirements for technical recogni tion),
        1. deactivation.
        2. 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 seven 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 seven-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 two 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 insuch cases. Therefore, hearings may be held and decisionsrendered 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 Instruction. 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 Vice President of Instruction. 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.

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 (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.

Procedure

Step 1

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 2

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 3

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 4

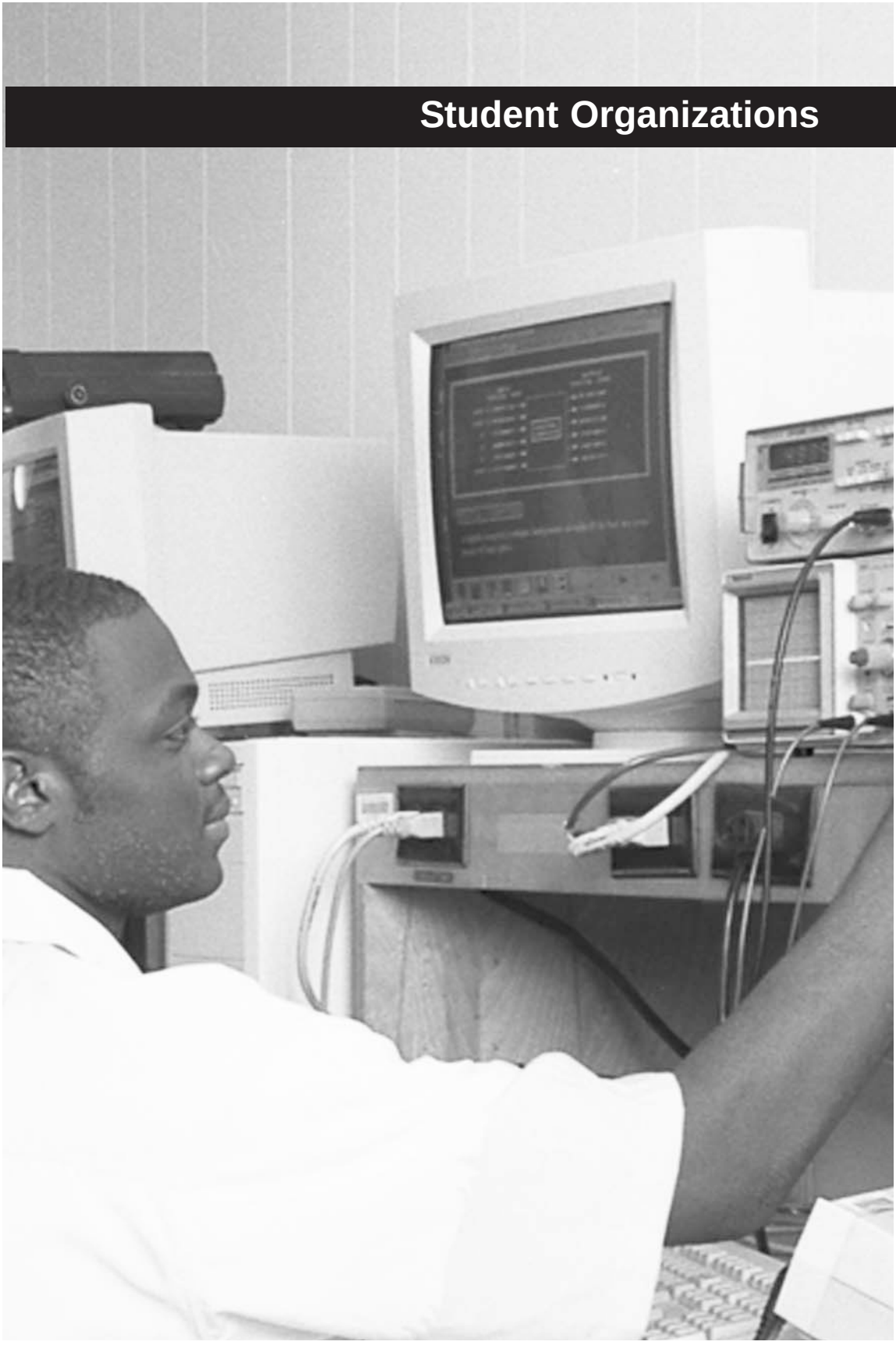
Employees may appeal to the Department of Technical and Adult Education. The grievance must be in writing and delivered to the Department of Technical and Adult Education.

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



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 local Chamber of Commerce and the Georgia Department of Technical and Adult Education. Students are nominated by their instructors and interviewed by local Swainsboro Technical College staff. The four finalists are interviewed by the Swainsboro-Emanuel County Chamber of Commerce and they select the student to represent Swainsboro Technical College in state-wide competition in Atlanta. 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. 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. Announcements will be made concerning membership, meetings, and competitions.

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.

Career Services

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

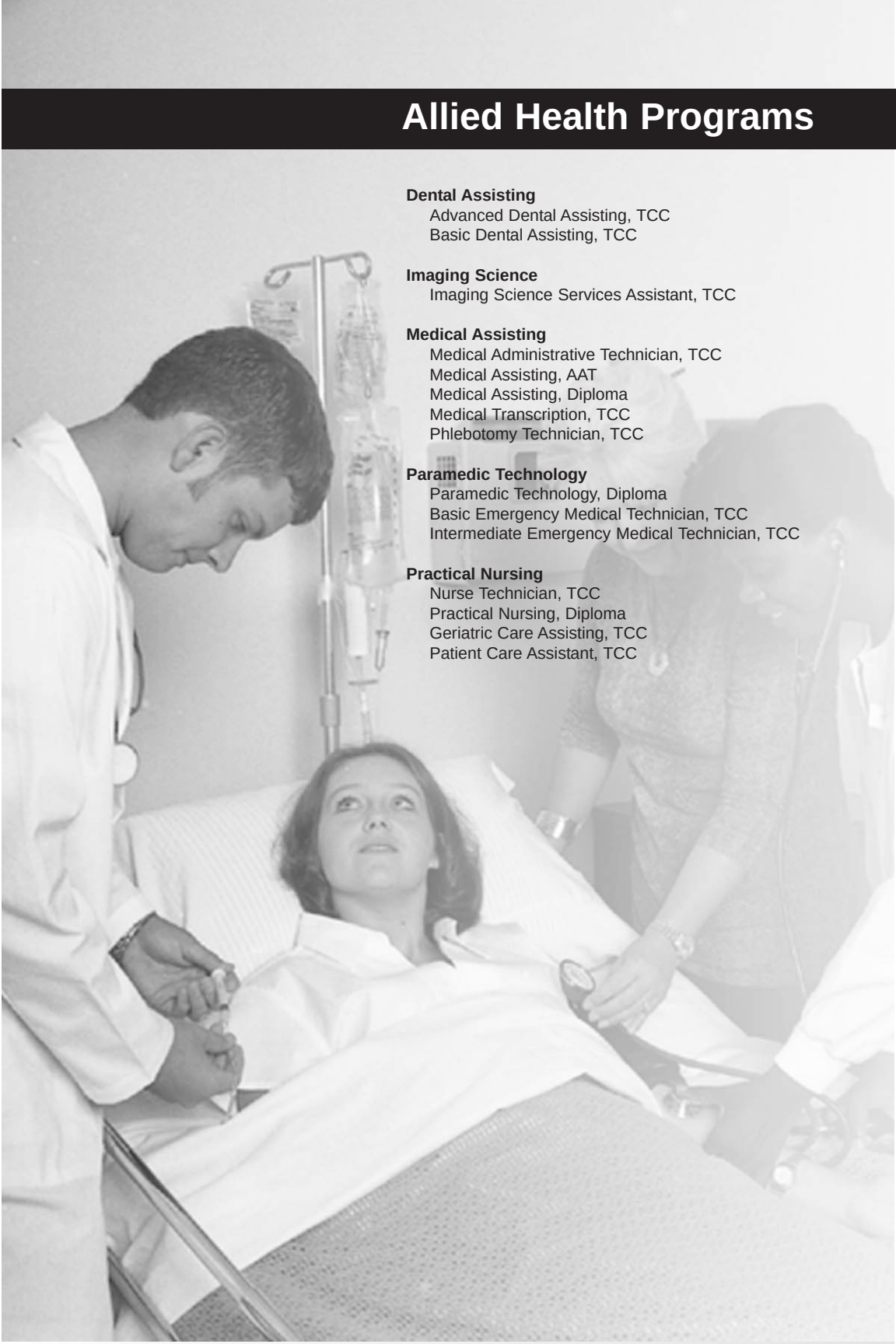
Career Planning
Personalized Service

Resume assistance
Job Search Workshops
Job 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.

The Career Resource Center is located in Building 1 Room 1124.

Allied Health Programs



Dental Assisting
- Advanced Dental Assisting, TCC
- Basic Dental Assisting, TCC

Imaging Science
- Imaging Science Services Assistant, TCC

Medical Assisting
- Medical Administrative Technician, TCC
- Medical Assisting, AAT
- Medical Assisting, Diploma
- Medical Transcription, TCC
- Phlebotomy Technician, TCC

Paramedic Technology
- Paramedic Technology, Diploma
- Basic Emergency Medical Technician, TCC
- Intermediate Emergency Medical Technician, TCC

Practical Nursing
- Nurse Technician, TCC
- Practical Nursing, Diploma
- Geriatric Care Assisting, TCC
- Patient Care Assistant, TCC

Basic Dental Assisting

Technical Certificate of Credit

The Basic Dental Assisting Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain entry-level employment in a dental practice. The certificate emphasizes oral anatomy, and basic chair side assisting procedures.

Required Course		**Credit**
AHS 104	Introduction to Health Occupations	3
DEN 105	Microbiology	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		**20**

Advanced Dental Assisting

Technical Certificate of Credit

The Advanced Dental Assisting Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as a dental assistant. The certificate emphasizes anatomy, radiology, chair side assisting procedures, and clinical experience.

Required Course		**Credit**
DEN 102	Head and Neck Anatomy	2
DEN 105	Microbiology	3
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		**24**

Imaging Science Services

Technical Certificate of Credit

The Imaging Science Services Assistant Program is a three-quarter sequence of courses that prepares students for careers in Radiological Imaging Departments and related businesses and industries. The program will provide students with the basic knowledge and skills needed to obtain employment as Sonographic/Radiographic Assistants. The program emphasizes a variety of duties to assist medical and technical staff in activities centered on the completion of Sonographic/Radiologic procedures. These duties include film processing procedures, basic patient care, patient transportation, film file library, front office procedures including scheduling, patient interaction, data entry and procedure completion documentation.

Required Course		**Credit**
ENG 101	English	5
MAT 103	Algebraic Concepts	5
EMP 100	Interpersonal Relations and Prof. Development	3
SCT 100	Introduction to Microcomputers	3
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology	3
BUS 106	Office Procedures	5
RAD 123	Radiologic Science	5
RAD 101	Introduction to Radiography	5
ISS 132	Clinical Practice	2
Credit hours needed to graduate		**44**

Medical Assisting

The Medical Assisting Diploma and Degree programs are a sequence of courses that prepare students for careers in ambulatory health care facilities such as physicians' offices or other outpatient arenas. The programs provide students with the basic knowledge and skills needed to obtain employment as clinical medical assistants, administrative medical assistants, medical receptionists, phlebotomists, entry-level insurance coders, medical transcriptionists, and medical records clerks. The programs emphasize basic nursing skills such as vital signs, assisting with minor surgery, and medication administration; administrative duties such as reception techniques, medical transcription, bookkeeping, computer skills, and insurance coding; and laboratory techniques such as CLIA waived testing in urinalysis, blood chemistry, and microbiology and phlebotomy.

The Swainsboro Technical College Medical Assisting Program for the diploma is 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 Assistants Endowment (AAMAE). CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601 (312) 553-9355. Students completing the diploma program are eligible to take the AAMA certifying exam in January, June, or October following completion. Any student with a history of a felony may 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.

Medical Administrative Assistant

Technical Certificate of Credit

The Medical Administrative Assistant Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain entry-level employment in the administrative medical assisting profession. The certificate emphasizes 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. Completion of all courses in this certificate is required for admission to the Medical Assisting Program.

First Quarter		**Credit**
BUS 101	Beginning Document Processing	5
ENG 101	English	5
SCT 100	Introduction to Microcomputers	3
PSY 101	Basic 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
Credit hours needed to graduate		**40**

Medical Assisting

Associate of Applied Technology

The following outline is a suggested course sequence for the Medical Assisting Associate Degree Program. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are available from the program instructor. Students must successfully complete the Medical Administrative Assistant Certificate prior to enrolling in either the Medical Assisting Diploma or 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 191	Composition & Rhetoric I	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
ENG 193	Composition & Rhetoric II	5

Fifth Quarter		**Credit**
MAS 117	Medical Assisting Externship	8
MAS 118	Medical Assisting Seminar	4
ECO 191	Economics	5
Credit hours needed to graduate		**98**

Medical Assisting

Diploma Program

The following outline is a suggested course sequence for the Medical Assisting Diploma Program. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are available from the program instructor. Students must successfully complete the Medical Administrative Assistant Certificate prior to being able to enroll in either the Medical Assisting Diploma or 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

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
Credit hours needed to graduate		**83**

Medical Transcription

Technical Certificate of Credit

The Medical Transcription Certificate is a three-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment doing medical transcription in physicians' offices, hospitals, and other healthcare provider facilities. The certificate emphasizes business office skills, medical terminology, anatomy, and transcription of verbal medical records to a written 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

Technical Certificate of Credit

The Phlebotomy Technician Certificate is a three-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as a phlebotomist in physicians' offices, hospitals, and other healthcare provider facilities. The certificate emphasizes techniques used in blood collection and proper use of equipment needed to perform venipunctures and capillary punctures.

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 II	(5)
PHL 105	Clinical Practice	8
or		
MAS 117	Medical Assisting Externship	(8)
Credit hours needed to graduate		**20 (21)**

Paramedic Technology

Diploma Program

The Paramedic Technology Diploma program is a sequence of courses that prepare Students for careers as paramedics. The program will provide Students with the basic knowledge and skills needed to obtain employment as paramedics on ambulances, critical care transport units, air ambulances, and emergency rooms. The program emphasizes anatomy and physiology, patient assessment, Pharmacology, cardiology, trauma, respiratory emergencies, obstetrics/gynecology emergencies, pediatrics, special needs patients, psychiatric emergencies, and clinical applications.

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 Advanced Emergency Care I	2
MAT 101	General Mathematics	5

Second Quarter		**Credit**
EMS 128	Applied Physiology and Pathophysiology	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
Credit hours needed to graduate		**78**

Basic Emergency Medical Technician

Technical Certificate of Credit

The Basic Emergency Medical Technician Certificate is a one-quarter program. The certificate provides the student with entry-level component of training for students to receive initial Emergency Medical Technician Certification in the state of Georgia. The certificate 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.

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 Technician

Technical Certificate of Credit

The Intermediate Medical Technician Certificate is a two-quarter program. The certificate provides the student with 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. This program covers both U.S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum and the 1995 Emergency Medical Technician-Basic Curriculum.

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 Diploma is a sequence of courses that prepares students for careers as LPN's. The program will provide students with the basic knowledge and skills needed to obtain employment as entry-level practical nurses. The program emphasizes nursing fundamentals, medical surgical nursing, pediatric nursing, obstetrical nursing, geriatric and mental health nursing. The Nurse Technician Certificate must be completed before entering into the diploma program.

Nurse Technician

Technical Certificate of Credit

The Nurse Technician Certificate is a three quarter certificate program. The certificate provides the student with the basic knowledge and skills needed to obtain employment, under the supervision of a registered or licensed practical nurse, administering basic, therapeutic, rehabilitative and preventative care to acutely, convalescing, and chronically ill patients in the long term care environment. The certificate emphasizes anatomy and physiology, nutrition, and medical terminology. This certificate is designed to lead into the practical nursing diploma program.

First Quarter		**Credit**
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5
Second Quarter		**Credit**
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction To Health	3
AHS 109	Medical Terminology	3
SCT 100	Introduction to Microcomputers	3
Third Quarter		**Credit**
AHS 103	Nutrition and Diet Therapy	2
AHS 102	Drug Calculations and Administration	3
NSG 110	Nursing Fundamentals	10
Credit hours needed to graduate		**44**

Practical Nursing

Diploma Program

The following outline is a suggested course sequence for the Practical Nursing Diploma program. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are available from the program instructors. Students must successfully complete the Nurse Technician Certificate prior to being able to enroll in the Practical Nursing Diploma Program.

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
Credit hours needed to graduate		**95**

Patient Care Assisting

Technical Certificate of Credit

The Patient Care Assisting Certificate is a one to two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as certified nursing assistants. The certificate emphasizes medical terminology, psychology, and nursing fundamentals. Students successfully completing the certificate are eligible to be placed on the state registry for certified nursing assistants.

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**

Geriatric Care Assisting

Technical Certificate of Credit

The Geriatric Care Assistant Certificate is a 1-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as a CNA in nursing homes, personal care homes and home health care agencies. The certificate emphasizes geriatric patient care, CPR and first aid. Students successfully completing the certificate are eligible to be placed on the state registry for certified nursing assistants.

Required Course		Credit
CNA 100	Certified Nurse Assistant Fundamentals	8
GER 100	Geriatric Care	5
AHS 103	Nutrition and Diet Therapy	2
Credit hours needed to graduate		**16**

Business Programs

Accounting
- Accounting, AAT
- Accounting, Diploma
- A+ Certification, TCC
- Full Charge Bookkeeper, TCC

Administrative Office Technology
- Administrative Office Technology, AAT
- Business Office Technology, Diploma
- Computer Applications Specialist, TCC
- Word Processing Specialist, TCC

Computer Information Systems
- Microcomputer Specialist, AAT
- Microcomputer Specialist, Diploma
- Networking Specialist, AAT
- Networking Specialist, Diploma
- Applications Software Specialist. TCC
- Cisco Specialist, TCC
- Cisco CCNP Specialist, TCC
- Computer Repair Technician, TCC
- Database Development, TCC
- Help Desk Technician, TCC
- Internet and Computing Core Certifcation Program, TCC
- Linux/Unix Administration, TCC
- MOUS Specialist, TCC
- Network Cabling Technician, TCC
- PC Operations, TCC
- Preparation for Accredited Business Accountant, TCC
- Retail Department Manager, TCC
- Visual Basic Programmer, TCC
- Web Design Specialist, TCC
- Web Site Fundamentals, TCC
- Windows Programming Specialist, TCC

Marketing Management
- Certified Customer Service Speciliast, TCC
- Industrial Supervisory/Leadership Supervisory, TCC
- Retail Department Manager, TCC

Accounting

Associate of Applied Technology

The Accounting Associate Degree Program is a sequence of courses that prepares students for careers as junior level accountants and accounting technicians. The program will provide students with the basic knowledge and skills needed to obtain employment as accounts receivable clerks, accounts payable clerks, general ledger clerks, payroll clerks, bank tellers, entry-level staff accountants and internal/external auditors. The program emphasizes accounting principles and fundamentals, tax, payroll, spreadsheet fundamentals, computerized accounting operations, and computer concepts.

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

Second Quarter		**Credit**
ACC 102	Principles of Accounting II	6
BUS 108	Word Processing	7
MAT 191	College Algebra	5

Third Quarter		**Credit**
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 106	Spreadsheet fundamentals	3
ENG 193	Composition & Rhetoric II	5

Fourth Quarter		**Credit**
ACC 151	Individual Tax Accounting	4
ACC 152	Payroll Accounting	4
ENG 195	Technical Communications	5
PSY 191	Introductory Psychology	5

Fifth Quarter		**Credit**
ECO 191	Principles of Economics	5
or		
SPC 191	Fundamentals of Speech	5
XXX xxx	Electives from area of specialization	8
XXX xxx	Electives from outside area of specialization	5

Sixth Quarter		**Credit**
XXX xxx	Electives from area of specialization	12

Electives

Select 25 hours of electives; 20 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
Credit hours needed to graduate		**102**

Accounting

Diploma Program

The Accounting Diploma Program is a sequence of courses that prepares students for careers as junior level accountants and accounting technicians. The program will provide students with the basic knowledge and skills needed to obtain employment as accounts receivable clerks, accounts payable clerks, general ledger clerks, payroll clerks, bank tellers, entry-level staff accountants and internal/external auditors. The program emphasizes accounting principles and fundamentals, tax, payroll, spreadsheet fundamentals, computerized accounting operations, and computer concepts.

First Quarter		**Credit**
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**
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**
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 106	Accounting Spreadsheet fundamentals	3

Fourth Quarter		**Credit**
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
Credit hours needed to graduation		**73**

Accredited Business Accountant Preparation

Technical Certificate of Credit

The Accredited Business Accountant Preparation Certificate is a three-quarter program. This 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
Credit hours needed to graduate		**28**

Full Charge Bookkeeper

Technical Certificate of Credit

The Full Charge Bookkeeper Certificate is a two-quarter program. This certificate will provide Students with the basic knowledge and skills needed to obtain employment as bookkeepers in small to medium sized organizations. The certificate emphasizes basic principles of accounting, computerized accounting, payroll, and electronic calculator operations.

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
Credit hours needed to graduate		**25**

Administrative Office Technology

Associate of Applied Technology

The Administrative Office Technology Associate Degree Program is a sequence of courses that prepares students for careers as office personnel. The program will provide students with the basic knowledge and skills needed to obtain employment as administrative assistants, receptionists, administrative secretaries, data entry personnel, office managers, and secretaries. The program emphasizes keyboarding, word processing, computer application skills, machine, transcription, and general office procedures.

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 202	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 or Office 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
Credit hours needed to graduate		**100**

Business Office Technology

Diploma Program

The Business Office Technology Diploma Program is a sequence of courses that prepares students for careers as office personnel. The program will provide students with the basic knowledge and skills needed to obtain employment as administrative assistants, receptionists, administrative secretaries, data entry personnel, office managers, and secretaries. The program emphasizes keyboarding, word processing, computer application skills, machine, transcription, and general office procedures.

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 or BUS 208	Principles of Accounting or Office Accounting	6(5)
BUS 107	Machine Transcription	3
XXX xxx	Electives	6
Credit hours needed to graduate		**78**

Computer Application Specialist

Technical Certificate of Credit

The Computer Application Specialist Certificate is a two to three-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment in entry-level jobs using word processing, database, and spreadsheet application software. The certificate emphasizes basic document processing, database entry, spreadsheets and word processing.

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

Technical Certificate of Credit

The Word Processing Specialist Certificate is a two to three-quarter program. This certificate will provide Students with the basic knowledge and skills needed to obtain employment in entry-level jobs using word processing. The certificate emphasizes keyboarding, and 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**

Microcomputer Specialist

Associate of Applied Technology

The Microcomputer Specialist Associate Degree Program is a sequence of courses that prepares students for careers as computer operators, data entry and database administrators. The programs will provide students with the basic knowledge and skills needed to obtain employment as office manager, executive assistants, secretaries, desktop publishers, data entry or database administrators. The program emphasize desktop publishing, Microsoft Word, Database, Excel, basic computers, hardware and maintenance.

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**
XXX xxx	Elective	6
MAT 191	College Algebra	5
ENG 193	Composition and Rhetoric II	5
XXX xxx	Elective	5
Fourth Quarter		**Credit**
XXX xxx	Elective	6
CIS 127	Word Processing and Desktop Pub.	6
ECO 191	Principles of Economics	5
PSY 191	Introductory Psychology	5
Fifth Quarter		**Credit**
SPC 191	Fundamentals of Speech	5
CIS 2228	Spreadsheet and Database Techniques	6
CIS 1140	Networking Concepts	6
XXX xxx	Elective	6
Credit hours needed to graduate		**110**

Microcomputer Specialist

Diploma Program

The Microcomputer Specialist Diploma Program is a sequence of courses that prepares Students for careers as computer operators, data entry and database administrators. The programs will provide students with the basic knowledge and skills needed to obtain employment as office manager, executive assistants, secretaries, desktop publishers, data entry or database administrators. The program emphasize desktop publishing, Microsoft Word, Database, Excel, basic computers, hardware and maintenance.

First Quarter		**Credit Hours**
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 Hours**
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 Hours**
CIS 2228	Advanced Spreadsheet Techniques	6
CIS 127	Adv. Word Processing and Desktop Pub.	6
XXX xxx	Elective	5

Fourth Quarter		**Credit Hours**
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

Associate of Applied Technology

The Networking Specialist Associate Degree Program is a sequence of courses that prepare students for careers as Network Administrator and tech support specialist. The program will provide students with the basic knowledge and skills needed to obtain employment as network administrators and technical support specialists in industry, government, or with technically specialized employers such as Internet providers. The program emphasizes Windows operating systems, CISCO Sem 1-4, or CISCO Sem 5-8, Hardware and maintenance, Linux and Unix classes.

First Quarter		**Credit Hours**
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design and Development	6
ECO 191	Principles of Economics	5

Second Quarter		**Credit Hours**
CIS 106	Computer Concepts	5
SPC 191	Fundamentals of Speech	5
CIS xxx	Language Elective	7
CIS 1140	Networking Concepts	6

Third Quarter		**CreditHours**
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
Credit hours needed to graduate		**102**

Networking Specialist

Diploma Program

The Networking Specialist Diploma Program is a sequence of courses that prepares students for careers as Network Administrator and tech support specialist. The program will provide students with the basic knowledge and skills needed to obtain employment as network administrators and technical support specialists in industry, government, or with technically specialized employers such as Internet providers. The program emphasizes Windows operating systems, CISCO Sem 1-4, or CISCO Sem 5-8, Hardware and maintenance, Linux and Unix classes.

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 xxx	An operating systems course	6
CIS 1140	Networking fundamentals	6

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

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

Fifth Quarter		**Credit**
CIS xxx	Networking Elective	3
CIS xxx	Specialty Course	6
ENG 102	Technical Writing	5

Sixth Quarter		**Credits**
CIS xxx	Networking Elective	3
CIS xxx	Specialty Course	6
EMP 100	Interpersonal Relations and Prof. Development	3
CIS xxx	Language Elective	7

Degree and Diploma Networking Specializations

Microsoft Windows 2000 Certification

Course		**Credit**
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
	or	

Preparation for Cisco Certification

Course		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

or

Linux/Unix Speciality

Course		Credit
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**

Application Software Specialist

Technical Certificate of Credit

Applications Software Specialist is for those Studentswho 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**

Computer Repair Technician

Technical Certificate of Credit

The Computer Repair Technician Certificate is a three-quarter program. 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. The certificate emphasizes upgraded Programming skills and preparing students for certification.

Required Course		Credit
CIS 103	Operating Systems	6
CIS 122	Microcomputer Installation and Maintenance	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**

Database Development

Technical Certificate of Credit

The Database Development Certificate is a two-quarter program for students who have completed a related technical diploma, degree, or have appropriate work experience in the computer field. This certificate will provide students with the basic knowledge and skills to create interactive Database Applications, using Microsoft Visual Basic for Applications (VBA) and standard Visual Basic Languages. The certificate emphasizes program design and development, database and Windows Programming with Microsoft BASIC.

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

Technical Certificate of Credit

The CISCO Specialist Certificate is a two to three-quarter program for students who have proof of three years experience in the networking field or diploma or degree in CIS or related field. This certificate will provide Students with the basic knowledge and skills to design, build, and maintain small to medium size networks.

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

Technical Certificate of Credit

The CISCO CCNP Specialist Certificate is a two-quarter program. The certificate will provide Students with more in-depth training on switches and routers. The certificate emphasizes design and build networks, remote access, and multilayer switching and troubleshooting.

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

Technical Certificate of Credit

The Help Desk Technician Certificate is a two to three-quarter program. This certificate will provide Students with the basic knowledge and skills needed to obtain employment as Customer Service Representatives, Technical Support Representatives or Call Center Specialists. The certificate emphasizes installation, implementation, maintenance and documentation of a variety of computer technologies.

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**

Internet and Computing Core Certification Prep.

Technical Certificate of Credit

The Internet and Computing Core Certification Preparation Certificate is a 2-quarter program. The certificate will verify a students digital literacy to future employers and prepare students for the IC3 Certification Exam, administered by Certiport.

Required Course		**Credit**
SCT 100	Introduction to Microcomputers	3
CIS 106	Computer Concepts	5
CIS 127	Word Processing & Desktop Pub. Tech.	6
CIS 128	Spreadsheet and Database Technigues	4
Credit hours needed to graduate		**18**

Master Preparation

Technical Certificate of Credit

The Master Preparation Certificate is a two to three-quarter program. This certificate will prepare proficient Microsoft Office Users for the Microsoft Expert Certification Exam. The certificate emphasizes the following Microsoft programs, Word, Excel, Access, Power Point and Outlook. 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**

PC Operations

Technical Certificate of Credit

The PC Operations Certificate is a two-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as entry-level PC Operators. The certificate emphasizes operating systems, installation and maintenance, word processing, spreadsheets and database.

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

Technical Certificate of Credit

The Preparation for A+ Certification Certificate is a two-quarter program for those students who have a basic knowledge of computer operating systems, networking and computer hardware and software. The certificate will prepare students for the A+ Certification Exam.

Required Course		**Credit**
SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 106	Advanced Operating Systems Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 286	A+ Preparation	7
Credit hours needed to graduate		**28**

Linux/Unix Administration

Technical Certificate of Credit

The Linux+ Certification Certificate is a two-quarter program 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 prepare students for the Linux+ Certification Exam.

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

Visual Basic Programmer

Technical Certificate of Credit

The Visual Basic Programmer Certificate is a two to three-quarter program 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 provide students with the basic knowledge and skills needed to obtain employment in Windows Programming jobs and prepare for certification. The certificate emphasizes computer concepts and basic Programming.

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

Technical Certificate of Credit

The Windows Programming Specialist Certificate is a two to three-quarter program 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 emphasizes microcomputer hardware, operating systems, networking and communications, and basic programming.

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		**58**

Web Site Fundamentals

Technical Certificate of Credit

The Web Site Fundamentals Certificate is a two-quarter program. This certificate will provide students with the basic knowledge and skills needed to qualify for the Certified Internet Webmaster Foundations exam. The certificate emphasizes basic Internet technologies, network infrastructure and Web authoring using HTML.

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

Technical Certificate of Credit

The Web Design Specialist Certificate is a two-quarter program. This certificate will provide students with the basic knowledge and skills needed to qualify for the CIS Site Designer Exam, if certified at the foundations level. The certificate emphasizes implementation of advance web technologies, including scripting languages, Dynamic HTML, Extensible Markup Language (XML), server-side technologies, Java applets and plug-ins.

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

Marketing Management

The Marketing Management Certificate Programs are a sequence of courses that prepares students for careers as customer service representatives and supervisors. The program will provide students with the basic knowledge and skills needed to obtain employment in retail environments. The programs emphasize customer contact, computer skills, principles of management, retail operations, and selling.

Certified Customer Service Specialist

Technical Certificate of Credit

The Certified Customer Service Specialist Certificate is a one-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as a customer service representative. The certificate emphasizes customer contact skills, computer skills for customer service and personal effectiveness.

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. Environment	3
MKT 165	Personal Effectiveness in Customer.Service.	1
Credit hours needed to graduate		**16**

Retail Department Management

Technical Certificate of Credit

The Retail Department Management Certificate is a two to three-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment in a retail store. The certificate emphasizes principles of marketing, management and selling and retail operations.

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**

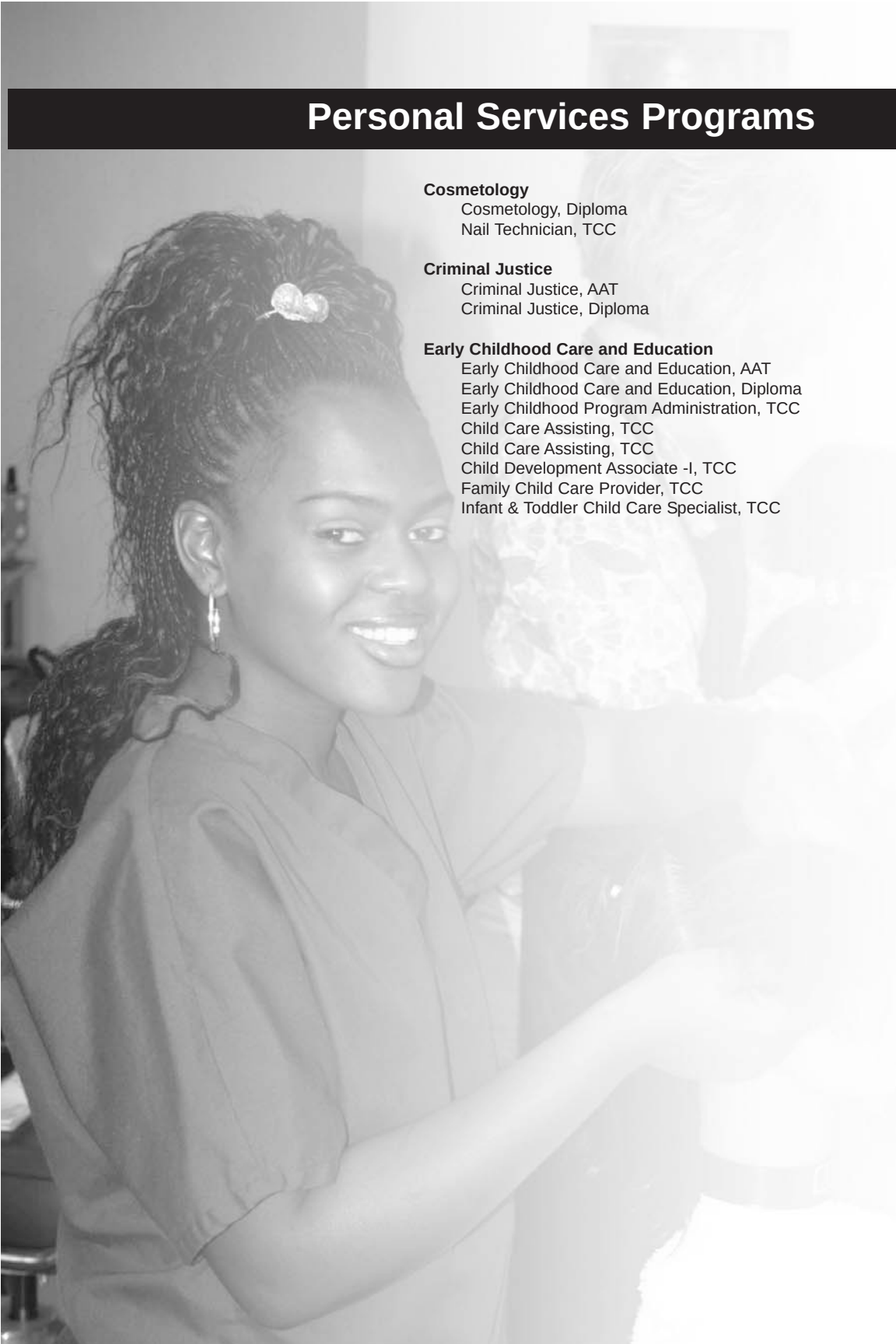
Industrial Leadership Supervisory Specialist

Technical Certificate of Credit

The Industrial Leadership Supervisory Specialist Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as an entry-level supervisor. The certificate emphasizes leadership, counseling, evaluations and disciplinary actions.

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**

Personal Services Programs



Cosmetology
- Cosmetology, Diploma
- Nail Technician, TCC

Criminal Justice
- Criminal Justice, AAT
- Criminal Justice, Diploma

Early Childhood Care and Education
- Early Childhood Care and Education, AAT
- Early Childhood Care and Education, Diploma
- Early Childhood Program Administration, TCC
- Child Care Assisting, TCC
- Child Care Assisting, TCC
- Child Development Associate -I, TCC
- Family Child Care Provider, TCC
- Infant & Toddler Child Care Specialist, TCC

Cosmetology

Diploma Program

The Cosmetology Diploma Program is a sequence of courses that prepares students for careers as Master Cosmetologists. The program will provide students with the basic knowledge and skills needed to obtain employment in the fields of hair care, manicuring and esthetician (skin care and makeup artist). The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, skin and nail care, receptionist, and sales and management.

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
Credit hours needed to graduate		**73**

Nail Technician

Technical Certificate of Credit

The Nail Technician Certificate is a two to three quarter program. This certificate will prepare students to take the State Board of Cosmetology's Manicurist examination. Upon successful Completion of the course and exam students become Manicurists and can be employed in nail salons. The certificate emphasizes professional practices, safety, sanitation Procedures, manicure and pedicure techniques, advanced nail techniques and salon management.

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 Technology

Associate of Applied Technology

The Criminal Justice Technology Associate Degree Program is a sequence of courses that prepares students for careers in the Criminal Justice Field. The program will provide students with the basic knowledge and skills needed to obtain employment as City Police Officers, County Deputies, State Troopers, DNR Officers, Correctional Officers, Parole Officers, Probation Officers, and Private Security Officers. The program emphasizes criminal justice, corrections, principles of law enforcement, criminal procedure, constitutional law, criminology, juvenile justice, criminal investigation, police administration, private security, retail security and shortage protection, and criminal justice practicum/internship.

Note: Students who intend to become certified as 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.

First Quarter		**Credit Hours**
SCT 100	Introduction to Microcomputers	3
ENG 191	Composition and Rhetoric I	5
MAT 191	College Algebra	5
SPC 191	fundamentals of Speech	5
Second Quarter		**Credit Hours**
CRJ 101	Introduction to Criminal Justice	5
PSY 191	Introduction to Psychology	5
ENG 193	Composition & Rhetoric II	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
Credit hours needed to graduate		**95**

Criminal Justice Technology

Diploma Program

The Criminal Justice Technology Diploma Program is a sequence of courses that prepares students for careers in the Criminal Justice Field. The program will provide students with the basic knowledge and skills needed to obtain employment as City Police Officers, County Deputies, State Troopers, DNR Officers, Correctional Officers, Parole Officers, Probation Officers, and Private Security Officers. The program emphasizes criminal justice, corrections, principles of law enforcement, criminal procedure, constitutional law, criminology, juvenile justice, criminal investigation, police administration, private security, retail security and shortage protection, and criminal justice practicum/internship.

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First Quarter		**Credit**
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**
PSY 101	Basic Psychology	5
SCT 100	Introduction to Microcomputers	3
CRJ 202	Constitutional Law	5
CRJ 206	Criminology	5
Third Quarter		**Credit**
CRJ 103	Corrections	5
CRJ 104	Principals of Law Enforcement	5
CRJ 105	Criminal Procedure	5
Fourth Quarter		**Credit**
CRJ 209	Criminal Justice Practicum/Internship	5
XXX xxx	Electives	12
Credit hours needed to graduate		**70**

Early Childhood Care and Education

Associate of Applied Technology

The Early Childhood Care and Education Associate Degree Program is a sequence of courses that prepares the students for careers teaching and caring for young children. The program will provide students with the basic knowledge and skills needed to obtain employment as preschool teachers, childcare program owners and directors, and paraprofessionals in the school system. The program emphasizes a combination of child development theory and practical application necessary for successful employment, including health, safety and nutrition, human growth and development, curriculum development, and social issues affecting children.

Note: To be employed in childcare 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 childcare field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum or internship as part of the Early Childhood Care and Education Program.

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
SOC 191	Introduction to Sociology	5

Completion of one of the following specializations is recommended but not required:

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

Sixth Quarter		**Credit**
ECE 224	Early Childhood Care and Education Internship	12
Credit Hours needed to graduate		**110**

Early Childhood Care and Education

Diploma Program

The Early Childhood Care and Education Diploma Program is a sequence of courses that prepares the students for careers teaching and caring for young children. The program will provide students with the basic knowledge and skills needed to obtain employment as preschool teachers, childcare program owners and directors, and paraprofessionals in the school system. The program emphasizes a combination of child development theory and practical application necessary for successful employment, including health, safety and nutrition, human growth and development, curriculum development, and social issues affecting children.

Note: To be employed in childcare 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 childcare field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum or internship as part of the Early Childhood Care and Education Program.

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

Completion of one of the following specializations is recommended but not required:

Paraprofessional Track

Fourth 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

Fourth Quarter		**Credit**
ECE 217	Program Administration	5
ECE 221	Facility Management	5
ECE 222	Personnel Management	5
ECE 201	Exceptionalities	5

Fifth Quarter		**Credit**
ECE 224	Early Childhood Care and Education Internship	12
Credit hours needed to graduate		**73**

Child Care Assisting

Technical Certificate of Credit

The Child Care Assisting Certificate is a two-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as entry-level child care assistants. The certificate emphasizes 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, and principles of child growth and development.

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

Technical Certificate of Credit

The CDA I Certificate is a two-quarter program designed for those students already working in the field of early childhood care and education. Students enrolling in this program must have previously completed a minimum of 480 hours of work in the field. This certificate will provide students with the basic skills and knowledge required to apply for the CDA credential from the Council for Early Childhood Recognition in Washington, DC. The CDA is not issued by the technical college and must be applied for and paid for separately from this program. This program is approved to provide the needed training to attain this credential. This credential is recognized by Head Start and the Georgia Pre-K programs and in many other public and private early childhood 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

Technical Certificate of Credit

The Infant and Toddler Child Care Specialist Certificate is a two-quarter program. The certificate has been approved to provide students with the basic knowledge and skills needed to obtain employment in Early Head Start programs and in other public and private infant/toddler care and education settings. The certificate emphasizes human growth and development, health and safety and group care.

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**

Early Childhood Program Administration

Technical Certificate of Credit

The Early Childhood Program Administration Certificate is a one-quarter program designed for those students who have completed the Early Childhood Care and Education diploma or degree. The certificate provides the student with the basic knowledge and skills needed to obtain employment as a childcare center owner, director or administrator. The certificate emphasizes administration and management of childcare personnel and facilities.

Required Course		**Credit**
ECE 217	Program Administration	5
ECE 221	Facility Management	5
ECE 222	Personnel Management	5
Credit hours needed to graduate		**15**

Family Child Care Provider

Technical Certificate of Credit

The Family Child Care Provider Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as a family childcare provider. The certificate emphasizes human growth and development, health, safety and nutrition and program and business management.

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**

Technical and Industrial Programs

Air Conditioning Technology
- Air Conditioning Technology, Diploma
- Air Conditioning Repair Specialist, TCC

Automotive Technology
- Automotive Technology, Diploma
- Automotive Fundamentals, Diploma
- Automatic Transmission/Transaxle Technician, TCC
- Automotive Climate Control Technician, TCC
- Automotive Driveability Technician, TCC

Carpentry
- Carpentry Framing, TCC
- Certified Construction Worker, TCC
- Residential Plumbing, TCC

Drafting
- Drafting, AAT
- Drafting, Diploma
- Civil Drafting Specialist, TCC
- Computer Aided Drafting Specialist, TCC
- Drafter's Aide
- Furnishing and Interior Design Specialist, TCC
- Introduction to Architectural CAD, TCC

Electrical Construction
- Electrical Construction and Maintenance, Diploma
- Industrial Electrical Technology, Diploma

Electronics Technology
- Electronics Technology, AAT
- Electronics Technology, Diploma
- Electronics Fundamentals, Diploma
- Automated Manufacturing Systems Technician, TCC
- Basic Audio Systems, TCC
- Certified Manufacturing Specialist, TCC
- Network Cabling Technician, TCC

Environmental Horticulture
- Environmental Horticulture, Diploma
- Golf Course Turf Maintenance, TCC
- Landscape Design and Installation Technician, TCC
- Landscape Design and Management, TCC

Fish and Game Preserve Management
- Fish and Game Preserve Management, AAT
- Fish and Game Preserve Management, Diploma
- Wildlife Preserve Assistant, TCC

Forest Technology
- Forest Technology, AAT
- Forestry Technology, Diploma
- Forest Technician Assistant, TCC

Welding and Joining Technology
- Basic Gas Tungsten Arc Welding, TCC
- Basic Shielded Metal Arc Welding,. TCC
- Certified Customer Service Specialist, TCC
- Flux Cored Arc Welding, TCC
- Industrial GMAW (MIG) Welding, TCC

Air Conditioning Technology

Diploma Program

The Air Conditioning Technology Diploma Program is a sequence of courses that prepares students for careers as entry-level technicians. The program will provide students with the basic knowledge and skills needed to obtain employment as entry-level A/C installers and service technicians. The program emphasizes service Procedures, system design and basic installation of duct and piping theory.

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**
ACT 103	Electrical Fundamentals	7
ACT 104	Electric Motors	4
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
DIS 150	Directed Independent Study	5
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
Credit hours needed to graduate		**91**

Air Conditioning Repair Specialist

Technical Certificate of Credit

The Air Conditioning Repair Specialist Certificate is a two to three-quarter program. This certificate is designed for air conditioning employees who want to increase their knowledge in the AC field. The certificate emphasizes safety, refrigeration, electrical motors, gas heating systems, and heated systems.

Required Course		**Credit**
IFC 100	Industrial Safety	2
ACT 100	Refrigeration Fundamentals	4
ACT 103	Electrical Fundamentals	7
ACT 104	Electric Motors	4
ACT 110	Gas Heating Systems	5
ACT 111	Heat Pumps & Heated Systems	6
Credit hours needed to graduate		**28**

Automotive Technology

Diploma Program

The Automotive Technology Diploma Program is a sequence of courses that prepares students for careers as Automotive Technicians. The program will provide students with the basic knowledge and skills needed to obtain employment as technicians in automotive repair shops and dealerships. The program emphasizes basic engine repair, automatic trans/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning and engine performance.

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
SCT 100	Introduction to Microcomputers	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**
EMP 100	Interpersonal Relations & Prof. Devel.	3
AUT 218	Advanced Electronic Engine Control Systems	4
AUT 220	Automotive Technology Internship	6
Credit hours needed to graduate		**103**

Automotive Fundamentals

Diploma Program

The Automotive Fundamentals Diploma Program is a sequence of courses that prepares students for careers as Automotive Technicians. The program will provide students with the basic knowledge and skills needed to obtain employment as technicians in automotive repair shops and dealerships. The program emphasizes basic engine repair, automatic trans/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning and engine performance.

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
Credit hours needed to graduate		**77**

Automatic Transmission/Transaxle Repair

Technical Certificate of Credit

The Automatic Transmission/Transaxle Repair Certificate is a two-quarter program. This certificate will provide students with the basic knowledge and skills required for careers in the diagnosis and repair of automatic transmissions and transaxles. The certificate emphasizes electrical and electronic systems, automatic transmission diagnosis and 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 Climate Control Technician

Technical Certificate of Credit

The Automotive Climate Control Technician Certificate is a two-quarter program. This certificate will provide students with the basic knowledge and skills required for careers in the diagnosis and repair of automotive climate control systems. The certificate emphasizes electrical and electronic systems, engine and climate control systems.

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**

Automotive Driveability Technician

Technical Certificate of Credit

The Tune-up Specialist Certificate is a two-quarter program. This certificate will provide students with the basic knowledge and skills required for careers in the diagnosis and repair of automotive fuel, ignition, and emission systems and electronic engine control systems. The certificate emphasizes electrical and electronic systems, fuel, ignition and emission systems, and electronic engine controls.

Required Course		**Credit**
AUT 126	Engine Principles of Operation and Repair	6
AUT 128	Fuel, Ignition and Emission Systems	7
AUT 140	Electronic Engine Control Systems	7
AUT 218	Advanced Electronic Engine Control Systems	4
Credit hours needed to graduate		**24**

Carpentry Framing

Technical Certificate of Credit

The Carpentry Framing Certificate is a 1-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as entry level framers in the construction industry. The certificate emphasizes safety, power tool usage, and print reading.

Required Course		**Credit**
CAR 101	Safe Use of Hand and Power Tools	3
CAR 103	Materials	3
CAR 105	Print Reading	5
CAR 110	Floor Framing	3
CAR 111	Wall Framing	3
CAR 112	Ceiling and Roof Framing	6
Credit hours needed to graduate		**23**

Certified Construction Worker

Technical Certificate of Credit

The Certified Consstruction Worker Certificate is a 1-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as entry level framers in the construction industry. The certificate emphasizes safety, power tool usage, and print reading.

Required Course		**Credit**
CFC 100	Safety	1
CFC 101	Introduction to Construction	2
CAR 101	Safe Use of Hand and Power Tools	3
CAR 105	Print Reading	5
MAT 101	General Math	5
Credit hours needed to graduate		**16**

Residential Plumbing

Technical Certificate of Credit

The Residential Plumbing Certificate is a 1-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as entry level residental plumbers. The certificate emphasizes safety, pipe fittings and valves, drainagae and water supply.

Required Course		**Credit**
CFC 100	Safety	1
PLB 100	Introduction to Construction and Pipe Trades	2
PLB 116	Construction Drawings I	3
PLB 120	Pipes, Fittings and Valves I	2
PLB 122	Drainage Systems I	2
PLB 124	Water Supply Systems I	2
PLB 126	Plumbing Fixtures and Applainces	2
PLB 128	Gas Piping, Venting & Appliances	3
Credit hours needed to graduate		**17**

Drafting

Associate of Applied Technology

The Drafting Associate Degree Program is a sequence of courses that prepares students for careers as drafters. The program will provide students with the basic knowledge and skills needed to obtain employment as drafters in the fields of architecture, civil engineering, manufacturing, landscape architecture, construction and design. The program emphasizes blueprint reading, 2-D and 3-D CAD, auxiliary views, threads and fasteners, and assembly drawings.

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
Credit Hours needed to graduate		**91**

Drafting

Diploma Program

The Drafting Diploma Program is a sequence of courses that prepares students for careers as drafters. The program will provide students with The basic knowledge and skills needed to obtain employment as drafters in The fields of architecture, civil engineering, manufacturing, landscape architecture, construction and design. The program emphasizes blueprint reading, 2-D and 3-D CAD, auxiliary views, threads and fasteners, and assembly drawings.

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
Credit hours needed to graduate		**74**

Civil Drafting Specialist

Technical Certificate of Credit

The Civil Drafting Specialist Certificate is a two-quarter program for graduates of the Drafting diploma and degree programs, and those drafters who are already in industry. This certificate will provide students with the basic knowledge and skills needed to obtain employment with civil engineers, surveyors, and landscape architects. The certificate emphasizes surveying techniques, civil blueprint reading, civil terminology, civil-based CAD programs and legal principles of surveying.

Required Course		**Credit**
DDS 203	Surveying I	3
DDS 215	Legal Principles of Surveying	5
DDS 217	Civil Drafting I	5
DDS 218	Civil Drafting II	6
Credit hours needed to graduate		**19**

Computer Aided Drafting Specialist

Technical Certificate of Credit

The CAD Specialist Certificate is a three-quarter program designed to specifically teach AutoCAD. This certificate will provide students with the basic knowledge and skills needed to obtain employment as entry-level draftsman. The certificate emphasizes two and three- dimensional design using AutoCAD. Experience in The drafting field is preferred or a co-requisite 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

Technical Certificate of Credit

The Drafter's Aide Certificate is a two to three-quarter program and is designed as an introductory certificate. This certificate will not prepare students for employment, but will introduce them to the drafting field. The certificate emphasizes The basic principles of drafting and introduces two-dimensional CAD.

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**

Furnishings and Interiors Specialist

Technical Certificate of Credit

The Furnishings and Interior Design Specialist Certificate is a three to four-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as interior designers. The certificate emphasizes fundamentals of interior design, furniture and accessory identification, architecture styles, blueprint reading, two-dimensional CAD, color theory, and materials and resources.

Required Course		**Credit**
MAT 111	Business Math	5
SCT 100	Introduction to Microcomputers	3
DDF 107	Introduction to CAD	6
DDF 111	Intermediate CAD	6
INT 100	Interior Design Fundamentals	5
INT 102	Furniture and Accessoreis I	5
INT 104	Architecture	5
INT 105	Blueprint Reading for Interior Design	2
INT 108	Color Theory	2
INT 109	Design Studio I	4

INT 110	Materials & Resources I	4
INT 113	Design Studio II	2
INT 115	Introduction to Drawing of Interior Design	3
Credit hours needed to graduate		**52**

Introduction to Architectural CAD

Technical Certificate of Credit

The Architectural CAD Certificate is a two-quarter program designed to introduce students to various CAD programs used in the architectural field. This certificate will provide students with The basic knowledge and skills needed to obtain employment as entry-level draftsman in The architectural industry. The certificate emphasizes architectural blueprint reading and terminology, two-dimensional CAD using AutoCAD and ARRIS.

Required Course		**Credit**
SCT 100	Introduction to Microcomputers	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**

Electrical Construction

Diploma Program

The Electrical Construction and Maintenance Diploma program is a sequence of courses that prepares students for careers as electricians. The program will provide students with the basic knowledge and skills needed to obtain employment as residential and commercial and industrial electricians. The program emphasizes safety procedures, circuitry, residential and commercial wiring, and electrical print reading.

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
Credit hours needed to graduate		**72**

Industrial Electrical Technology

Diploma Program

The Industrial Electrical Technology Diploma program is a sequence of courses that prepares students for careers as industrial electricians. The program will provide students with the basic knowledge and skills needed to obtain employment as Industrial electricians. The program emphasizes safety procedures, circuiting, commercial wiring, and electrical print reading.

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 Devel.	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
Credit hours needed to graduate		**88**

Electronics Technology

Associate of Applied Technology

The Electronics Technology Associate Degree Program is a sequence of courses that prepares students for careers as electronic technicians. The program will provide students with the basic knowledge and skills needed to obtain employment in plant maintenance, electronics assembly and manufacturing, control technicians, engineering technicians, automation and electronic repair facilities such as Robins AFB. The program emphasizes fundamentals of electronics, both analog and digital circuits, along with Industrial applications for electronics such as programmable logic control, process control, robotics, automation, communications, and basic audio systems.

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
Credit hours needed to graduate		**102**

Electronics Technology

Diploma Program

The Electronics Technology Diploma Program is a sequence of courses that prepares students for careers as electronic technicians. The program will provide students with The basic knowledge and skills needed to obtain employment in plant maintenance, electronics assembly and manufacturing, control technicians, engineering technicians, automation and electronic repair facilities such as Robins AFB. The program emphasizes fundamentals of electronics, both analog and digital circuits, along with Industrial applications for electronics such as programmable logic control, process control, robotics, automation, communications, and basic audio systems.

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
XXX xxx	Technically Related Elective(s)	7

Sixth Quarter		**Credit**
ELC 124	Industrial Electronics Survey	4
XXX xxx	Technically Related Elective(s)	7

or

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

or

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
Credit hours needed to graduate		**90**

Electronics Fundamentals

Diploma Program

The Electronics Fundamentals Diploma Program is a sequence of courses that prepares students for entry-level employment in the electronics field and qualifies them for admission into the Electronics Technology Program. The program emphasizes fundamentals of electronics, both analog and digital circuits.

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
ELC 108	DC Circuits II	4
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 II	4
ELC 110	Alternating Current II	4
IFC 103	Solid State Devices I	4
ELC 117	Linear Integrated Circuits	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
Credit hours needed to graduate		**65**

Automated Manufacturing Systems Technician

Technical Certificate of Credit

The Automated Manufacturing Systems Technician Certificate is a two-quarter program designed to provide advanced training for employees in the field of computer integration in manufacturing systems. The certificate provides the student with the knowledge and skills needed to further their opportunities for advancement as lead technicians or entry level management positions over systems operations or maintenance. The certificate emphasizes programmable controllers, robotics, and computer integration in a manufacturing environment.

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
XXX XXX	Program Guided Electives (AMF ELC ICS)	4
Credit hours needed to graduate		**30**

Basic Audio Systems

Technical Certificate of Credit

The Basic Audio Systems Certificate is a two-quarter program. The certificate provides The student with the basic knowledge and skills needed to obtain employment operating and installing audio systems. The certificate emphasizes installation of car audio systems and basic home theater and stereo systems along with concepts of sound.

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**

Certified Manufacturing Specialist

Technical Certificate of Credit

The Certified Manufacturing Specialist Certificate is a one- to two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment in the manufacturing industry. The certificate emphasizes basic manufacturing skills.

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 skills	3
AMF 160	Representative Manufacturing skills	6
Credit hours needed to graduate		**15**

Network Cabling Technician

Technical Certificate of Credit

The Network Cabling Technician Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment installing various cabling systems in a network environment. The certificate emphasizes working with copper and fiber optic cabling and wireless media in a real-world equipment room.

Required Course		**Credit**
TEL 107	Cable Installation	6
TEL 129	Copper-based Network Cabling	4
TEL 116	Fiber Optics Transmissions Systems	6
TEL 130	Fiber Optic-based Network Cabling	2
Credit hours needed to graduate		**18**

Environmental Horticulture

Diploma Program

The Environmental Horticulture Diploma Program is a sequence of courses that prepares students for careers as horticulturists. The program will provide students with the basic knowledge and skills needed to obtain employment with nurseries, landscape designers and contractors, grounds keepers, garden centers, or green houses. The program emphasizes plant identification, pest management, nursery production, landscape design, installation and management, and garden center management.

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
Credit hours needed to graduate		**76**

Golf Course Turf Management

Technical Certificate of Credit

The Golf Course Turf Management Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment with golf courses. The certificate emphasizes pest control, soils and nutrition, irrigation and turf grass 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

Technical Certificate of Credit

The Landscape Design and Management Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment producing landscape plans. The certificate emphasizes plant identification, horticulture construction, pest control, and plant propagation.

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

Technical Certificate of Credit

The Landscape Design and Installation Specialist Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment producing landscape plans and installation of designs. The certificate emphasizes plant identification, horticulture construction, landscape design and installation.

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

Associate of Applied Technology

The Fish and Game Preserve Management Associate Degree Program is a sequence of courses that prepares students for careers as wildlife technicians. 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 and preserve manager, and campground manager. The program emphasizes vertebrate identification; habitat management, firearm and equipment safety, population assessment, and management plan formulation.

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
Credit hours needed to graduate		**101**

Fish and Game Preserve Management

Diploma Program

The Fish and Game Preserve Management Diploma Program is a sequence of courses that prepares students for careers as wildlife technicians. 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 and preserve manager, and campground manager. The program emphasizes vertebrate identification; habitat management, firearm and equipment safety, population assessment, and management plan formulation.

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
Credit hours needed to graduate		**84**

Wildlife Preserve Assistant

Technical Certificate of Credit

The Wildlife Preserve Assistant Certificate is a two quarter program for Fish and Game Preserve Management. This certificate will provide students with the basic knowledge and skills needed to obtain employment as a Wildlife Preserve Assistant. The certificate emphasizes vertebrate identification, physiology, and nutrition. In addition, this certificate emphasizes the safe operation of field equipment.

Required Course		**Credit**
FGM 100	Equipment and Firearm Safety	3
FGM 104	Aquatic Ecosystems Management	3
FGM 107	Vertebrate Identification	4
FGM 108	Physiology and Nutrition of Vertebrates	7
Credit hours needed to graduate		**17**

Forest Technology

Associate of Applied Technology

The Forest Technology Associate Degree Program is a sequence of courses that prepares students for careers as forest technicians. The program will provide students with the basic knowledge and skills needed to obtain employment with the Georgia Forestry Commission, Department of Natural Resources, timber dealers, chemical companies, tree nurseries, satellite system companies (GPS), pole and sawtimber mills, and private consultants. The program emphasizes timber cruising, global positioning system operation, geographical information systems, silvicultural systems, timber harvesting, tree planting, tree and plant identification, best management practices, sustainable forestry initiatives, forest protection, forest products, soils, mapping, and safety.

First Quarter		**Credit**
FOR 101	Forest Safety & Orientation	1
FOR 102	Forest Soils	4
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 Measurement I	4
FOR 127	Introduction to Forest Measurement 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
	or	
FOR 160	Forestry Technology OBI	(4)
SPC 191	Fundamentals of Speech	5
ECO 191	Principles of Economics	5
Credit hours needed to graduate		**98**

Forest Technology

Diploma Program

The Forest Technology Diploma Program is a sequence of courses that prepares students for careers as forest technicians. The program will provide students with the basic knowledge and skills needed to obtain employment with the Georgia Forestry Commission, Department of Natural Resources, timber dealers, chemical companies, tree nurseries, satellite system companies (GPS), pole and sawtimber mills, and private consultants. The program emphasizes timber cruising, global positioning system operation, geographical information systems, silvicultural systems, timber harvesting, tree planting, tree and plant identification, best management practices, sustainable forestry initiatives, forest protection, forest products, soils, mapping, and safety.

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
Credit hours needed to graduate		**81**

Forest Technician Assistant

Technical Certificate of Credit

The Forest Technician Assistant Certificate is a two quarter program for Forest Technology. This certificate will provide students with the basic knowledge and skills needed to obtain entry level employment in the Forestry field . The certificate emphasizes dendrology, forest protection, and forest products. Students will also learn how to survey and map forests and basic forest measurement techniques.

Required Course		**Credit**
FOR 101	Forest Safety & Orientation	1
FOR 103	Dendrology	4
FOR 105	Forest Products	4
FOR 116	Introduction to Surveying and Mapping I	4
FOR 117	Introduction to.Surveying and Mapping II	3
FOR 126	Introduction to Forest Measurement I	4
FOR 127	Introduction to Forest Measurement II	3
Credit hours needed to graduate		**23**

Welding and Joining Technology

Diploma Program

The Welding and Joining Technology Diploma Program is a sequence of courses that prepares students for careers as welders. The program will provide students with the basic knowledge and skills needed to obtain employment as mig, tig, flux-core, structural or pipe welders. The program emphasizes gas metal, flux core, gas tungsten, and shield metal arc welding, oxyfuel cutting, brazing, and blueprint reading.

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)
Credit hours needed to graduate		**73**

Basic Gas Tungsten Arc Welding

Technical Certificate of Credit

The Basic Gas Tungsten Arc Welding Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as a Gas Tungsten Welder. The certificate emphasizes blueprint reading and basic and advanced tungsten arc 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

Technical Certificate of Credit

The Basic Shield Metal Arc Welding Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as a Shield Metal Arc Welder. The certificate emphasizes oxyfuel cutting, blueprint reading and shield metal arc 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

Technical Certificate of Credit

The Industrial MIG Welding Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as an Industrial MIG Welder. The certificate emphasizes blueprint reading and Industrial gas metal arc 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**

Flux Cored Arc Welding

Technical Certificate of Credit

The Flux Cored Arc Welding Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as a Flux Cored Arc Welder. The certificate emphasizes oxyfuel cutting, blueprint reading and flux cored arc welding.

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**

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 Individual Tax Accounting 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 Business Tax Accounting Provides instruction for preparation of both state and federal income tax. Topics include taxable income, income adjustments, schedules, standard deductions, itemized deduc-

tions, exemptions, tax credits, and tax calculations.

ACC 157 Advanced Integrated Management Systems Applications Emphasizes advanced use of database management and electronic spreadsheet software packages for accounting/financial applications. Topics include; advanced multiple file operations, custom input/output forms, advanced accounting applications, spreadsheet database management, advanced macro applications, and graph creation

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 A.B.A. Managerial Accounting Review Introduces the student to all aspects of managerial accounting including topics such as ratio analysis, capital budgeting, time value of money, cost behavior and analysis, activity-based costing and management, operational and financial budgeting, and responsibility accounting.

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 ir 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 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 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 statical 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.

A**MF 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.

AMF 214 Programmable Controllers II Continues the hand-on development of pro-

gramming, operation and maintenance of industrial PLC systems. Instruction in advanced programming techniques for industrial control systems and automated industrial equipment will inhance the students knowledge and understanding of the PLC's in an industrial plant. Topics include Data manipulation instructions, math functions, program control instructions, communicating to external devices, and troubleshooting discrete I/O devives.

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 Opeartion 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 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 103 - Materials Introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, finishing materials, and manufactured products.

CAR 105 Print Reading Introduces the reading and interpretation of prints and architectural drawings. Topics include types of plans, scales, specifications, conventions, and schedules.

CAR 110 Floor Framing Introduces materials identification, materials estimation, and installation procedures of floor and sill framing members. On-site construction procedures will be emphasized. Topics include size selection of girders and joists, materials estimation, and layout and installation procedures.

CAR 111 Wall Framing Provides instruction in identification, materials estimation, and framing production of wall and partition members. Emphasis will be placed on practical application of competencies. Topics include estimation and computation procedures, rough opening layouts, construction and erection of wall members, and sheathing installation.

CAR 112 Ceiling and Roof Framing Introduces terminology, concepts, and procedures used in identification, estimation, layout, and installation of ceiling and roof framing systems. Topics include identification of ceiling systems, ceiling system materials estimation, ceiling system layout procedures, scaffolding and ladder safety, ceiling system installation procedures, roof system terminology, roof system estimation and layout, roof system installation and decking, and vent systems.

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, flamma-

ble 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, multi-user 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 publishing. 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 221 Advanced Microsoft Word Provides 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 Provides 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 Provides fundamental, intermediate and advanced Microsoft Access 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 fundamental, intermediate, and advanced Microsoft PowerPoint competencies 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 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 1131 Help Desk Concepts The purpose of the Help Desk Concepts course is to

prepare students to work in positions that provide customer and technical support through analysis and problem solving. Students will master the role of a help desk analysis, navigate the help desk environment, and learn crucial problem solving skills. In addition, students will learn to troubleshoot hardware problems, printer problems, OS problems, application problems, and user problems.

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 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 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 Enables the database student to develop the skills necessary to support the backup and recovery needs of ORACLE installations.

CIS 2131 Database Performance 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, administrate, 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 Brower 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 web sties 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 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 2261 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 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 Provides instruction on performing basic router configuration and troubleshooting.

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 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 Focuses on how to use one or more of the available 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 Focuses 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 Focuses 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 2554 Introduction to Linux/UNIX 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 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 Patient Care Fundamentals IIntroduces student to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

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 relaxer. 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. Laborato-ry training includes styling training to total 20 hours on mannequins and 25 hours on live models without compensation. Topics include braiding / interwining 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/precaustions 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, decolorization 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 Practicum II 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 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 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 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.

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, vacular 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 105 Microbiology and Infection Control Introduces fundamental microbiology and infection control techniques. Topics include classification, structure, and behavior of pathogenic microbes; mode of disease

transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

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 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 139 Dental Radiology Completes trinsing for 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 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 preventtive dental patient education.

DEN 147 Dental Practicum II 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 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 cre-

ativity; 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 142 Family Childcare Program Management Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Topics include rules and regulations; professional practices; and program management.

ECE 144 Family Childcare Business Management Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

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, application 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.

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 irrigations 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.

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 114 Garden Center Management Presents cultural and managerial techniques required for success in the garden center industry. Topics include garden center establishment, garden center management, and post-production handling and marketing.

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 basci 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 152 Irrigation Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include industry overview; fluidics and hydraulics; system design and installation.

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 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 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 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 la,dder 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.

ELT 122 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.

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 120 - Emergency Medical Technology Basic - I Introduces the student to the Emergency Medical Technician profession. This course covers the first half of the U.S. Department of Transportation Basic EMT Program. Topics include introduction to emergency care, EMS systems, well-being of the EMT, medical-legal aspects of emergency care, hazardous materials, blood and airborne pathogens, infectious diseases, ambulance operations and emergency vehicle operations, the human body, patient assessment, communications and documentation, lifting and moving patients, gaining access, airway, basic life support-CPR and automatic external defibrillation.

EMS 121 Emergency Medical Technology II Introduces the student to the Emergency Medical Technician profession. This course covers the second half of the U.S. Department of Transportation Basic EMT Program. Topics include general pharmacology, respiratory emergencies, cardiology, diabetes, altered mental status, seizures, allergies, poisonings, environmental emergencies, behavioral emergencies, bleeding and shock, PASG, soft tissue injuries, musculoskeletal injuries, head and spinal injuries, OB/GYN, infants and children, and special needs patients.

EMS 122 Emergency Medical Technology - Intermediate Covers the U.S. Department of Transportation 1985 Emergency Medical Technician - Intermediate Curriculum and the U.S. D.O.T. Training Guidelines for Hazardous Material Awareness Level - I. The EMT-I course is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support. This course is for individuals who

have successfully completed the EMT-Basic course as a prerequisite. Topics include roles and responsibilities, EMS systems, medical legal, communications, documentation, medical terminology, body systems, patient assessment, advanced airway, shock, trauma, shock management, IV administration, intraosseous infusion, medical emergencies I, medical emergencies II, diabetic emergencies and dextrose 50 percent administration, hazardous material awareness, patient handling, and extrication.

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. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 128 Applied Physiology and Pathophysiology 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. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129 Pharmacology 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 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. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

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 electrocardiographic 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. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

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. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

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. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

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 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, EKG interpretation and pharmacology. This course also includes a comprehensive paramedic program examina-

tion 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 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 Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research.

ENG 193 Composition and Rhetoric II Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature and practice various modes of writing. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

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.

FGM 100 Equipment and Firearm Safety Develops a basic understanding of the safe operation and maintenance 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 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 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 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 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 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 Introduces 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 Emphasizes techniques in the identification of local vertebrate species. Emphasis will be placed on the major taxonomies of vertebrates and the special anatomical, morphological, behavioral, and ecological features that characterize each group.

FGM 108 Physiology and Nutrition of Vertebrates 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 Intorduction to Population Dynamics and Management 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 Introduces advanced techniques used to manage local wildlife populations. Both game and non-game species will be studied. This course will also develop management and laboratory techniques used to assess wildlife populations for health.

FGM 111 Fish and Game Management Project Focuses 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 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.

F**OR 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 131 Silviculture I Provides an overview of the activities that are involved in regeneration and maintenance of forest stands. Topics include timber stand improvement methods.

FOR 132 Silviculture II Provides an overview of the activities that are involved in regeneration and maintenance of forest stands. Topics include regeneration methods and environmental impact of silvicultural practices.

FOR 141 Applied Forest Measurements I Focuses on the application of the fundamental principles and practices of timber cruising. Emphasizes fixed plot and prism method of statistical sampling. Topics include map construction and cruising methods.

FOR 142 Applied Forest Measurements II Focuses on the application of the fundamental principles and practices of timber cruising. Emphasizes fixed plot and prism method of statistical sampling. Topics include cruising methods and volume determination.

FOR 146 Forest Management I Introduces the techniques of multiple-use forest resource management. Topics include multiple-use management, prescribed burning, site preparation methods, and logging.

FOR 147 Forest Management II Introduces the techniques of multiple-use forest resource management. Topics include forest management plan, land ownership, and timber marking.

FOR 158 Wildlife Management Develops a basic understanding of the living process and classification of animals. Emphasizes population dynamics. Topics include animal classification, adaptation, and evolution; population dynamics; basic principles of game management; and managing the forest for wildlife.

FOR 160 Forest Technology O.B.I. Focuses on the application and reinforcement of forest technology skills in an actual workplace environment. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into forestry applications on the job. Topics include problem solving, adaptability to

the job setting, use of proper interpersonal skills, application of forest technology skills in a workplace setting, and professional development.

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.

INT 100 Interior Design Fundamentals Emphasizes the fundamentals of design as applied to room composition. Topics include interior planning concepts, space planning, traffic patterns utilization, elements of design, and principles of design.

INT 102 Furniture and Accessories I Emphasis is on historical foundations of furniture, accent pieces, and accessories from the Egyptian through the Classical Revival period. Topics include materials usage; historical design development; quality; appropriate use of furnishings, accent pieces, and accessories; and antiques, collectibles, and reproductions identification.

INT 104 Architecture Studies decorations of the past with application to contemporary interiors. Topics include historical architecture concepts and classical orders, and contemporary architecture.

INT 105 Blueprint Reading for Interiors Emphasizes familiarization with drafting and blueprint techniques. Topics include basic mechanical drawing techniques, symbol and abbreviation identification (including basic electrical; plumbing; furniture; reading and understanding specifications; estimating for carpeting, paint and wallpaper), floor and space planning, blueprint reading and reading scales.

INT 108 Color Theory Introduces the use of color in interior design. Emphasizes color theories, the psychology of colors, and the application of colors in designing interior environments. Topics include color perception, color vocabulary, psychological effects, color and interior design, and color systems.

INT 109 Design Studio I Provides students with long and short term projects which address real-life design situations and begins to develop competence in solving design problems. Topics include technical and conceptual concerns, color, light, scale, technology, materials selection, and creative design articulation.

INT 110 Materials and Resources I Emphasizes the background knowledge necessary for selection of interior finishes and materials needed in interior environments. Topics include technical criteria, selection and resourcing for interiors, and architectural finishes (such as molding, flooring, wall treatments, cabinets, sinks, and carpets).

INT 113 Design Studio II Provides students with long and short term projects which address real-life design situations and begins to develop competence in solving design problems. This course continues the studio experiences of INT 109, Design Studio I. Topics include technical and conceptual concerns, color, light, scale, technology, materials selection, and creative design articulation.

INT 115 Introduction to Drawing for Interior Designers Introduces the application of drawing techniques used in interior design. Topics include alphabet of lines, architectural style, geometric shapes, floor plan layouts, interior elevations, and interior pictorials.

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 knowl-

edge 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 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 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 analytic geometry.

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.

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 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,to the Windows environment,to word processing, to spreadsheets, introduction to databases, to E-mail, and credit card processing.

MKT 164 Business Skills for the Customer Service Environment Provides students with the fundamentals ofbusiness 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.

MSD 101 Interpersonal Employee Relations Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MSD 103 Leadership and Decision Making Familiarizes the student with the principles and methods of sound leadership and decision making. Topics include basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility.

MSD 106 Counseling and Disciplinary Actions Develops an understanding of the proper counseling and disciplinary techniques to use in various workplace situations. Topics include the approaches to counseling and when each technique is appropriate; the use of good interpersonal communications to make counseling more effective; how to recognize when counseling is needed; and handling disciplinary problems in a fair and impartial manner, counseling for discipline, common causes of disciplinary problems, and positive discipline.

MSD 107 Training and Performance Evaluation Shows the student how to recognize when training is needed, and how to properly use the performance evaluation system. Topics include training principles; training techniques for maximum effectiveness; the supervisor's responsibilities for training; steps in training; the importance and impact of performance evaluation and use of the performance evaluation as a management tool; and fairness and equity in preparing the performance evaluation.

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 Practicum II 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 managment and maintenance and the prevention of illness, care of the individual as a whole, and deveiations from the nomal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include; helath 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 main-

tenance 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 Introductes nursing process. Topics include orientation tothe 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 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 Nusing 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.

PLB 100 Introduction to Construction and the Pipe Trades Provides an introduction to the construction trades, the skills required to succeed in construction, tools, and job site safety. This course also provides certification in CPR and First Aid. Topics include introduction to the construction trades; ethics, communication, and attitudes; use and care of hand and power tools; job site safety; and CPR and first aid.

PLB 116 Construction Drawings I Introduces the reading and interpretation of residential plumbing prints and architectural drawings. Topics include types of plans, scales, specifications, convention, and schedules.

PLB 124 Water Supply Systems I Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.

PLB 126 Plumbing Fixtures and Appliances I Introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances. Topics include types of fixtures and appliances, fixture controls, and installation procedures.

PLB 128 Gas Piping, Venting, and Appliances I Provides instruction in the materials and design of residential gas supply systems and the installation of residential gas appliances. Emphasis is placed in conformance with applicable gas codes. Topics include types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

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 Introductory Psychology Emphasizes the basics of psychology. Topics include science of psychology, social environments, life stages, physiology and behavior, personality, learning, and intelligence

RAD 101 Introduction to Radiography Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include ethics, medical and legal considerations, "Right to Know Law," professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical institution/college affiliation, medical emergencies, contrast agents/media, OR and mobile procedures patient preparation, death and dying, and body mechanics/transportation.

RAD 132 Clinical Radiography I Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

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; intorduction 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 present-

ed 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.

TEL 107 Cable Installation Introduces the basics of cable installation from the initial site survey to splicing cable and making connections. Through extensive laboratory activities, students perform the basic tasks of a cable installer. Topics include site survey, cable pulling, cable connections, cable splicing, and premise distribution systems.

TEL 116 Fiber Optics Transmission Systems Introduces the fundamentals of fiber optics and explores the applications of fiber optics transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices. Topics include introduction to optical fiber principles, types of optical fiber, characteristics of optical fiber, factors contributing to fiber losses, fiber optic systems, installation and maintenance of fiber optic systems, fusion/quick connect splicing, and terminations.

TEL 129 Copper-Based Network Cabling Systems Introduces tools and construction techniques, industry standards, and troubleshooting and repair procedures for copper-based systems. Topics include twisted pair cabling systems, installation techniques, coax cabling systems, and codes and standards.

TEL 130 Fiber Optic Based Network Cabling Systems Introduces tools and construction techniques, industry standards, and troubleshooting and repair procedures for fiber optic-based systems. Topics include fiber optic concepts, components, cabling systems, installation techniques and testing.

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 106 Shielded Metal Arc Welding III Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WLD 107 Shielded Metal Arc Welding IV Introduces the major theory, safety practices, and techniques required for shielded

metal arc welding (SMAW) in the overhead position. Topics include overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WLD 108 Blueprint Reading II Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design.

WLD 109 Gas Metal Arc Welding (GMAW/MIG) 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**.**

WLD 110 Gas Tungsten Arc Welding (GTAW/TIG) Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WLD 112 Preparation for Industrial Qualification Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WLD 150 Advanced Gas Tungsten Arc Welding (Elective) Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Topics include GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

WLD 160 Welding and Joining Technology Half-Time Internship Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of weldin**g** occupations. Emphasizes student opportunities to practice welding skills in a “hands on” situation and to work in an industrial environment under the supervision of a master welding technician.. Topics include application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

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.

Faculty and Staff Directory

PRESIDENT'S OFFICE
- Dr. Glenn A. Deibert — President
  - Vacant — Administrative Assistant

ADMINISTRATIVE SERVICES
- Wayne Folds — Vice President of Administrative Services
  - Stacie Avery — Director of Accounting
    - Lillie Hughes — Secretary / Cashier / Purchasing
    - Joanne Cox — Secretary / Accounts Receivable
    - Peggy Fletcher — Payroll / Personnel Technician
    - Linda Thompson — Accounts Payable Technician
  - Vacant — Director of Information Technology
    - Hutch Ledford — Technical Support Specialist
    - Vacant — Technical Support Specialist

ADULT LITERACY
- Susan Cross — Director of Adult Literacy / Continuing Education
  - Rita Ellis — Even Start Paraprofessional
  - April Whitehead — Even Start Paraprofessional
  - Deborah Wilson — Secretary
  - Nancy Bailes — GED Chief Examiner
- Adult Literacy Faculty
  - Delores Beasley — Adult Literacy
  - Gay Chapman — Adult Literacy
  - Cynthia Cook — Adult Literacy
  - Gary Galdi — English Literacy / Civics Education
  - Katherine Hunter — Even Start Early Childhood
  - Annette Merrier — Adult Literacy
  - Barbara Oglesby — Adult Literacy
  - Kim Tanner — Adult Literacy
  - Elaine Williams — Adult Literacy

ECONOMIC DEVELOPMENT
- Jim Williams — Vice President of Economic Development
  - Janene Betts — Administrative Secretary

INSTITUTIONAL ADVANCEMENT
- Chris Tiller — Institutional Advancement Director

INSTITUTIONAL EFFECTIVENESS
- Gail Ware — Vice President of Institutional Effectiveness
- Don Braswell — Director of Institutional Research

STUDENT SERVICES
- Vacant — Vice President of Student Services
  - Vacant — Administrative Secretary
  - Charlotte Neal — Receptionist
  - Leisa Dukes — Job Placement Coordinator

Mitchell Fagler . . . . . .Director of Admissions
Anne Hostilo . . . . . .Secretary
Diane Claxton . . . . . .Director of Financial Aid
Karen Jones . . . . . .Financial Aid Specialist
Bonnie Zorn . . . . . .Financial Aid Secretary
Karen Vereen . . . . . .Registrar
Jan Brantley . . . . . .New Connections to Work Coordinator
Vicki Freeman . . . . . .New Connections Assistant
Troup Brinson . . . . . .Fatherhood Program Coordinator
Mary Oglesby . . . . . .Data Entry Specialist

INSTRUCTIONAL SERVICES

Dr. Richard Thornton . . . . . .Vice President of Instructional Services
Beverly Craig . . . . . .Administrative Secretary
Vacant . . . . . .Director of Continuing Education
Harold Akins . . . . . .Director of Library Services
Vince Jackson . . . . . .Director of Distance Education
Ryan Kersey . . . . . .Maintenance Supervisor
Harvey Anders . . . . . .Maintenance Technician
Randall Brown . . . . . .Custodian / Grounds Keeper
Phyllis Carswell . . . . . .Custodian
Margie Lumpkin . . . . . .Custodian
Maria Mathews . . . . . .Custodian
Mike Williams . . . . . .Tech Prep Coordinator
Casey Bolyard . . . . . .Tech Prep Secretary
Kay Wilson . . . . . .Childcare Resource and Referral Coordinator
Missy Collins . . . . . .Inclusion Specialist
Angela Hines . . . . . .Resource Assistant
Jean Scott . . . . . .Technical Assistance Specialist
Ola Smith . . . . . .Quality Improvement Specialist
Tonya Wilburn . . . . . .Resource Assistant

Allied Health Faculty

Vacant . . . . . .Medical Assisting
Ronda Eskew . . . . . .Practical Nursing
Kathy Holt . . . . . .Practical Nursing
Missy Kilgore . . . . . .Practical Nursing
Jeanine Riner . . . . . .Paramedic Technology
Julie Tapley . . . . . .Practical Nursing

Business Faculty

Lynda English . . . . . .Business Office Technology
Sherida McMillan . . . . . .Computer Information Systems
Randy Minton . . . . . .Accounting
Angie Moxley . . . . . .Computer Information Systems
Davis Olander . . . . . .Computer Information Systems
Susan Surrency . . . . . .Business Office Technology

General Education Faculty

Tammy Linder . . . . . .English
Jessie Garrett . . . . . .Psychology
Samuel Holton . . . . . .Developmental Studies

Sonya Wilson . . . . . .Mathematics

Personal Services Faculty

Peggy Braswell . . . . . .Cosmetology
Cindy Edenfield . . . . . .Early Childhood Care and Education
Annie Evans . . . . . .Child Development Center Parapro
Bonnie Hutcheson . . . . . .Child Development Center Parapro
Vilene McClendon . . . . . .Child Development Center Nutritionist
Deborah Mills . . . . . .Child Development Center Parapro
Frances Royal . . . . . .Child Development Center Parapro
Anthony Japuntich . . . . . .Criminal Justice
Gena Sapp . . . . . .Early Childhood Care and Education

Technical Faculty

Vacant . . . . . .Environmental Horticulture
Michael Crumpler . . . . . .Welding and Joining Technology
Walt Donald . . . . . .Industrial Electrical Technology
Sarah Gross . . . . . .Drafting
Allen Harris . . . . . .Electronics Technology
Gary Hodges . . . . . .Air Conditioning Technology
Rodney Kellum . . . . . .Forest Technology
Bobby McMillan . . . . . .Automotive Technology
Mathew Payne . . . . . .Fish and Game Preserve Management

Faculty Credentials

Peggy Braswell
Master Cosmetologist

Michael Crumpler
A.A., General Studies
Brewton-Parker College
Diploma, Welding and Joining Technology
Heart of Georgia Technical College

Walt Donald
Diploma, Heating & Air Conditioning
Swainsboro Technical Institute

Cindy Edenfield
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Georgia Southern University
M.Ed. Early Childhood Education
Georgia Southern University
B.S. Early Childhood Education
Georgia Southern University

Lynda English
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M.Ed. Adult & Vocational Education
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B.S. Business
Georgia Southern College

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B.S. Home Economics
Georgia Southern University

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B.S. Furnishings & Interiors
University of Georgia

Allen Harris
B.A. Human Resources
Saint Leo University
A.A.S. Electronic Systems Technology
Community College of The Air Force
A.S. Pre-Engineering Tech
Waycross Junior College

Gary Hodges
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Technical School

Kathy Holt
A.S. Nursing
Augusta College

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B.A. English
Georgia Southern University

Tony Japuntich
Master of Public Administration, Justice Administration
Columbus State University
B. A. Bible (Standard Ministerial Diploma)
Mount Vernon Bible College
A.S. Technology in Criminal Justice
Cameron College

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B.S. Forestry
Mississippi State University

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B.S. Nursing
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EMT Basic
Heart of Georgia Technical College

Tammy Linder
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Bobby McMillan
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ASE

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B.S. Computer Information Systems
Brewton-Parker College

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M.B.A. Business Administration
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A.B. Accounting
St. Francis College

Angie Moxley
B.A. Business Administration
Georgia College

Dave Olander
M.S. General Administration
Central Michigan University
B.S. Business Management
University of Maryland
Diploma, Microcomputer Specialist
Altamaha Technical College

Matt Payne
Masters of Technology in Environmental Studies
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B.S. Forest Resources (Concentration in Wildlife Biology)
University of Georgia

Jeanine Riner
A.S. Respiratory Therapy
California College of Health Science
B. S. Biology
Georgia Southern University

Gena Sapp
B.S. Family/Child Studies
Georgia Southern University

Susan Surrency
Ed.S. Business Education
Georgia Southern University
M.Ed. Business Education
Georgia Southern University
B.S. Business Education
Georgia Southwestern
A.S. Secretarial Science
Middle Georgia College

Julie Tapley
A.S. Nursing
Augusta State University

Sonya Wilson
M.Ed. Educational Leadership
Augusta State University
B.S. Mathematics Education
Georgia Southern University
* Additional graduate credit earned in Mathematics

Adjunct Credentials

William Baker
M. A. Economics
East Tennessee State University
A.B. Economics
Catawba College

Jean Bridges
D.A. English
Carnegie-Mellon University
Ed.S. English
Georgia Southern College
M.Ed. English
Georgia Southern College
B.A. English
Mercer University

Hazel Caldwell
M.S. Art Therapy
Eastern Virginia Medical School
B.A. Studio Arts (Minor in Psychology)
College of Charleston

Jennifer Claxton
M.Ed.
Georgia Southern University
B.S. Early Childhood
Mercer University

Brenda Conley
Cosmetology Diploma
Swainsboro Area Technical School

Lea Ann Fagler
B. S. Nursing
Armstrong State College

Lisa Hammock
Diploma, Medical Technology
Glenwood Paramedical Institute

Joanna Harrison
B.B.A. Business Administration
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Jennifer Harrison
B.S. Nursing
University South Carolina

Samuel Holton
B.A. English
Georgia Southern University

Jimmy May
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Darton College

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B.A. Office Administration
Fort Valley State University

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B.S. Elementary Education
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Diploma in Nursing
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Susan Smith
M.Ed. Business Ed.
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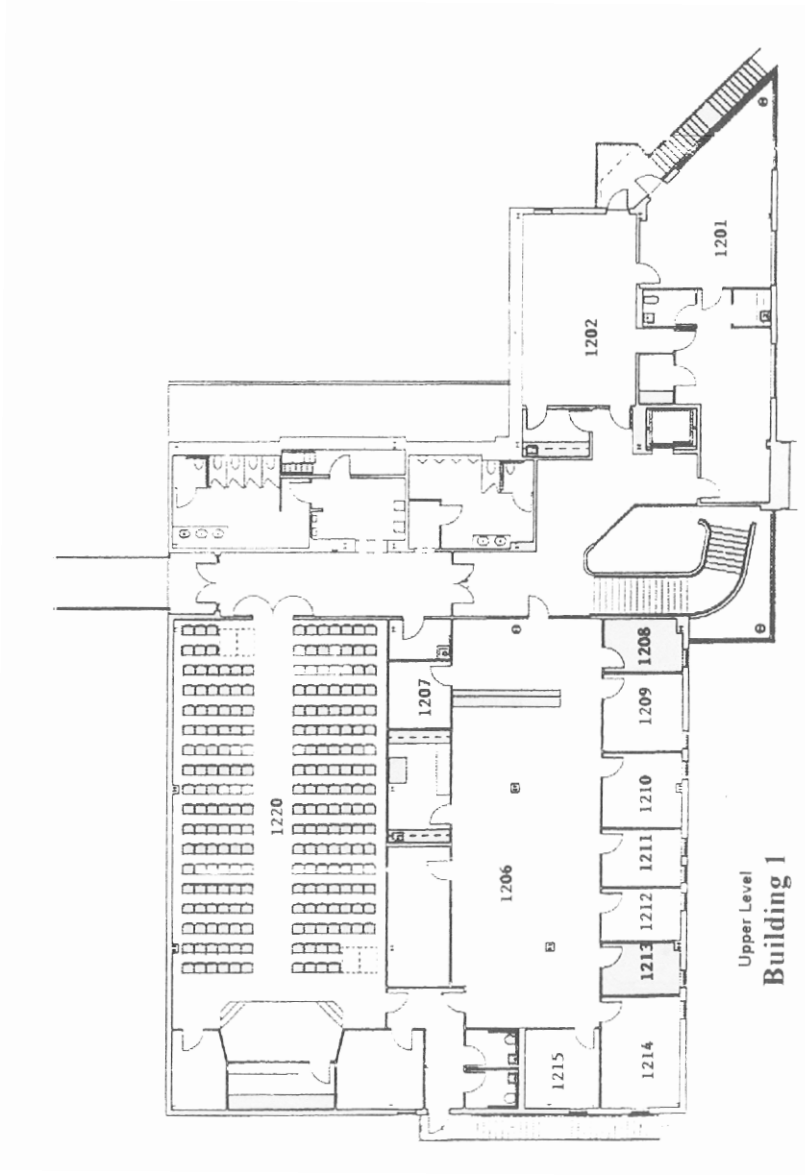
B. S. Business Ed.
Georgia Southern College

Building Diagrams

Building 1 - Upper Level


1201
1202
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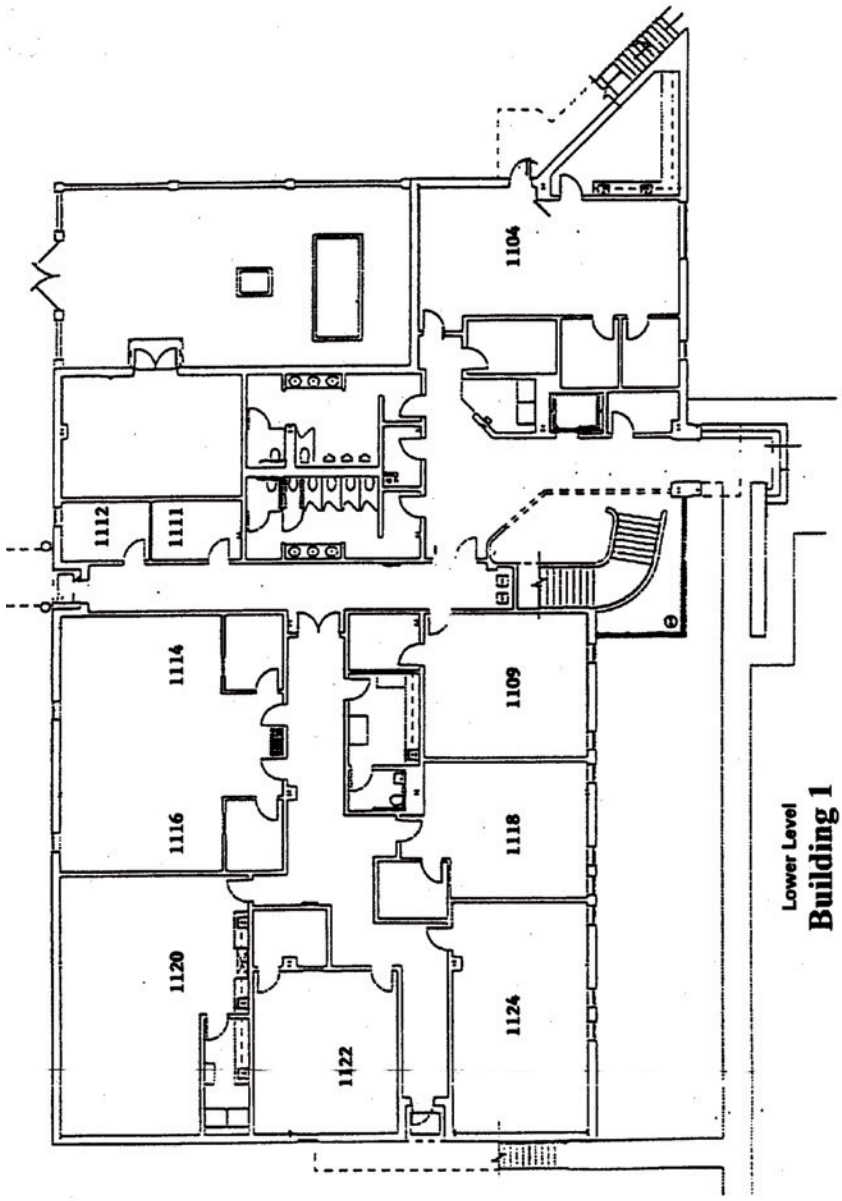
1206
Upper Level
Building 1

Building 1- Lower Level


1104
1112
1111
1114
1116
1120
1122
1109
1118
1124
Lower Level
Building 1

Building 2

Instructional Services Office 2101

Business Office Technology Classroom 2102

Computer Information Systems Classroom 2103

Business Office Technology Classroom 2104

General Computer Lab 2105

Accounting Classroom 2106

Classroom and Offices 2107

Instructor Offices 2201

Instructor Offices 2202

English Classroom 2203

Dental Assisting Classroom 2204

Developmental Studies Lab 2205

Math Classroom 2206

Computer Aided Design (Drafting) Classroom 2207

Automotive Technology Classroom 2208

Library 2301, 2302

Conference Room 2303

General Classroom 2304

Air Conditioning Technology Classroom 2305

Instructor Office 2306

Cisco Lab 2307

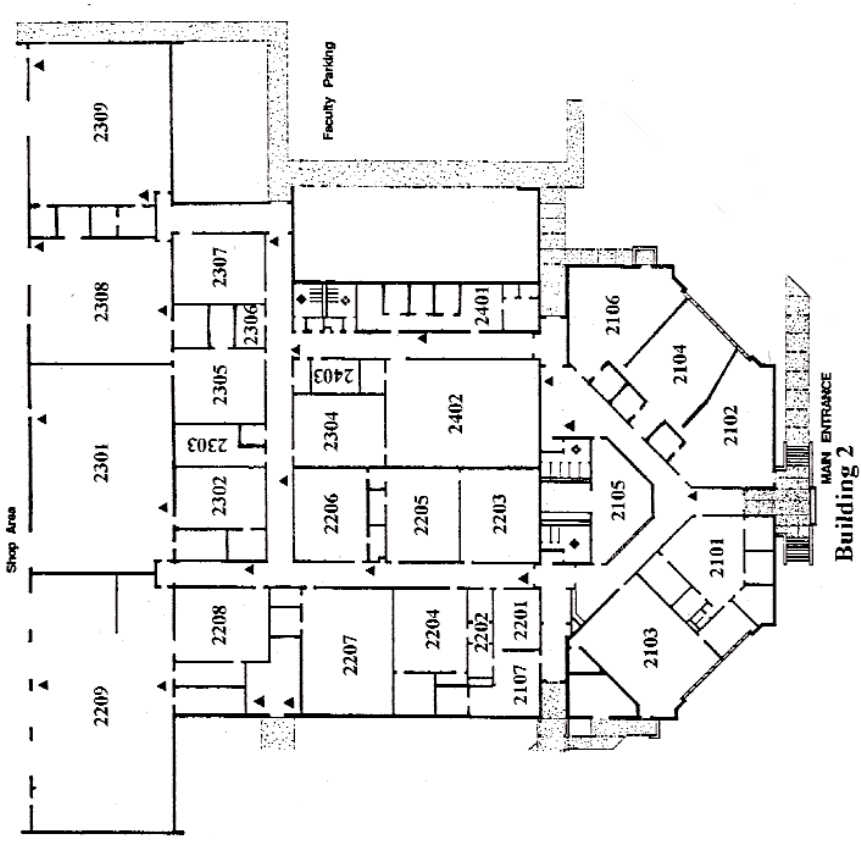
Air Conditioning Technology Lab 2308

Industrial Electrical Technology Classroom 2309

Business Office 2401

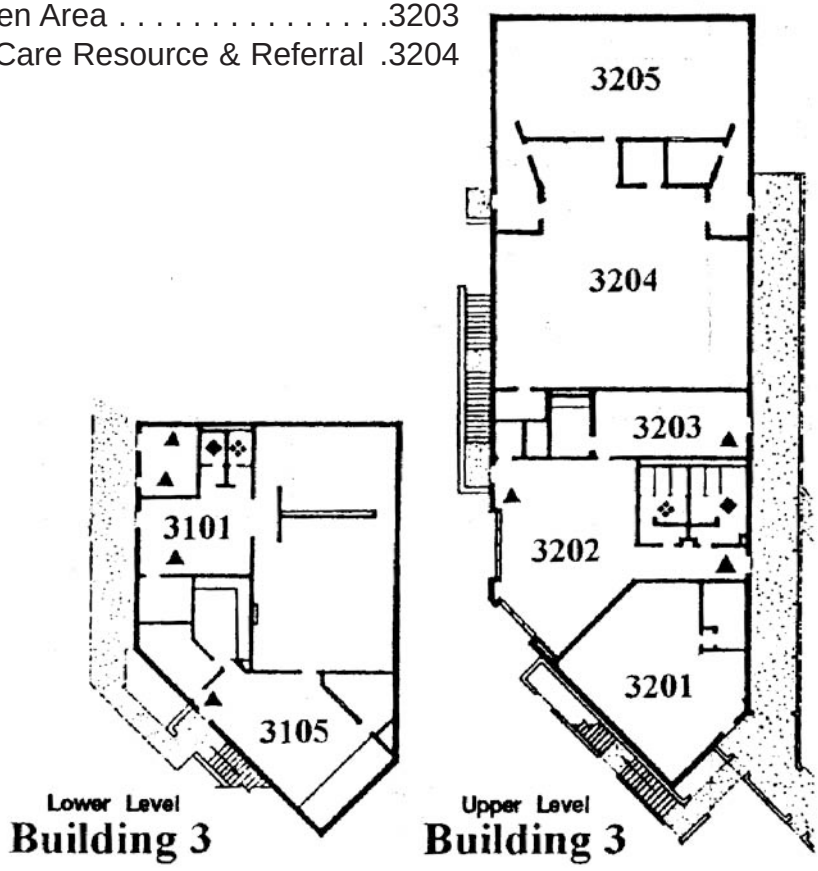
Adult Education Classroom 2402

Payroll Office 2403


Faculty Parking
Shop Area
MAIN ENTRANCE
Building 2
2309
2308
2307
2306
2305
2303
2301
2302
2208
2209
2207
2204
2202
2201
2107
2206
2205
2203
2304
2403
2402
2401
2105
2106
2104
2102
2101
2103

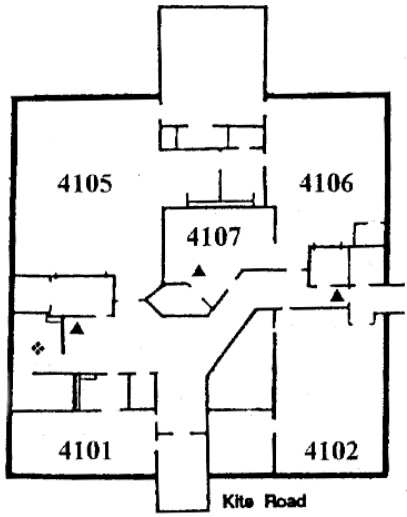
Building 3 Upper Level

Bookstore 3201
Student Center 3202
Canteen Area 3203
Child Care Resource & Referral .3204



Building 3 Lower Level

Cosmetology
Classroom 3105
Reception Area 3101



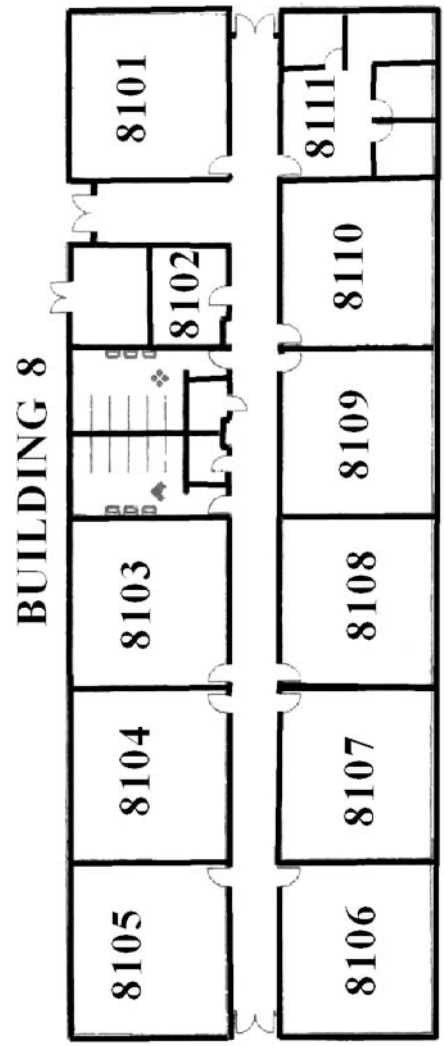
Building 4

4101 -One-Year-Old Lab 4101
4102 - Classroom Area
& Instuctors Office 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 Campus Map

BUILDING 1
AUDITORIUM
PRESIDENTS OFFICE
STUDENT SERVICES
MEDICAL ASSISTING
PARAMEDIC TECHNOLOGY
PRACTICAL NURSING

BUILDING 2
ADULT EDUCATION
BUSINESS OFFICE
INSTRUCTIONAL SERVICES
ACCOUNTING
AIR CONDITIONING TECHNOLOGY
AUTOMOTIVE
BUSINESS OFFICE TECHNOLOGY
CRIMINAL JUSTICE
COMPUTER INFORMATION SYSTEMS
ELECTRICAL CONSTRUCTION
GENERAL EDUCATION

BUILDING 3
BOOKSTORE
CANTEEN
CHILD CARE RESOURCE & REFERRAL
COSMETOLOGY
LIBRARY
STUDENT CENTER

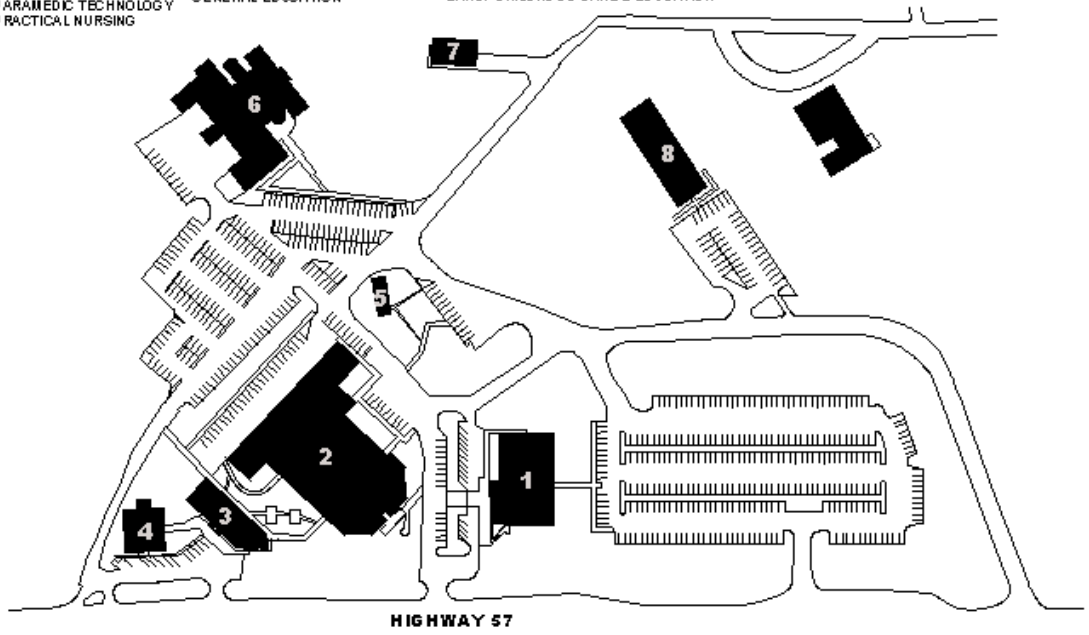
BUILDING 4
CHILD CARE CENTER
EARLY CHILDHOOD CARE & EDUCATION

BUILDING 5
TECHNICAL SUPPORT

BUILDING 6
ECONOMIC DEVELOPMENT
DRAFTING
ELECTRONICS TECHNOLOGY
FISH & GAME PRESERVE MANAGEMENT
FOREST TECHNOLOGY
WELDING & JOINING TECHNOLOGY

BUILDING 7
MAINTENANCE

BUILDING 8
FATHERHOOD
NEW CONNECTIONS



Swainsboro Technical College

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I have read and understand the above policy and the comprehensive Computer and Network Usage Policy.

_____

Signature

_____

Date

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