

2006-2007
Southeastern
Technical College
Catalog &
Handbook

INTRODUCTION AND GENERAL INFORMATION

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Warranty Information

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Disclaimer:

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, we reserve the right to change any provision listed in the catalog, including, but not limited to, entrance requirements and admissions procedures, academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes.

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee, within two years of graduation, be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GUARANTEE/WARRANTY

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgias businesses and industries, the State Board of Technical and Adult Education will warrant every graduate from a technical certificate of credit, diploma or associate degree in a state-governed institute according to the following stipulations:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.

A claim against the warranty may be filed by either an employer in conjunction with the graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia licensing examination.

The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state-governed technical college which offers the same program.

To inquire or file a claim under this warranty, instructors or employers may contact the:

Vice President for Academic Affairs
912-538-3187

MISSION STATEMENT

Southeastern Technical College is a public, two-year institution that provides accessible, quality educational programs and services designed to enhance the ability of our students to participate in Georgia's economic development. To accomplish our purpose we provide graduates with the knowledge, skills, and abilities necessary to obtain employment; offer a curriculum which encourages students to develop career, personal and work ethics values; sponsor co-curricular activities to assist students in the development of leadership, scholarship, and fellowship traits; conduct continuing education and training to allow experienced employees to acquire and maintain advanced levels of competency; provide information literacy skills; and facilitate public adult education programs to improve general population and workforce literacy levels.

Southeastern Technical College is a unit of the Technical College System of Georgia.

Southeastern Technical College is accredited by the Commission of the Council on Occupational Education.

Requests for additional information on the policies, standards, or procedures of the Commission of the Council on Occupational Education may be addressed to:

Dr. Gary Puckett, Executive Director
Council on Occupational Education
41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
Phone: 770-396-3898 FAX: 770-396-3790 www.council.org

Southeastern Technical College is a Candidate for Accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees.

Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
Phone: 404-579-4501 FAX: 404-679-4558 www.sacscoc.org

COMMITMENT TO STC MISSION STATEMENT

The administration, faculty, and staff demonstrate our commitment to our purpose in the following manner:

By maintaining ongoing assessment of community and employment needs to ensure the employability of our graduates and to promote the economic growth of the community, the state, and its citizens;

By providing career-oriented postsecondary programs of study below the baccalaureate level offered through traditional and distance learning methodologies that prepare graduates for employment;

By providing continuing education programs and courses to update, upgrade, or retrain citizens so that they may continue to meet the challenges of a changing workplace, and/or to enhance the personal development of individuals;

By providing customized business and industry services which include organizational and technical assessments and strategic planning, training, and consulting to enable employees to maintain competitive skills;

By providing career counseling, personal assistance/referral services, academic advising, financial aid advisement and counseling, coordination of financial aid awards, job placement, and other student services which support student development;

By providing support services for nontraditional students and students with special needs;

By encouraging students to acquire leadership skills and to develop personally and intellectually through participation in co-curricular activities and programs;

By providing remedial education, adult education, English literacy programs, and GED preparation for current or prospective students who need to improve basic skills or complete the GED;

By ensuring access to educational opportunities for all current and prospective students regardless of race, color, religion, national origin, sex, age, or disabling condition; and

By systematically evaluating programs and services and using the results of the evaluations for the purposes of improvement.

STATEMENT OF NON-DISCRIMINATION

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law).

This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated as responsible for coordinating these efforts:

Title VI and Title IX Teresa Coleman, Vice President of Operations and Fiscal Affairs, Office 133

ADA/Section 504..... Barry Dotson, Vice President for Student Affairs, Office 106

Equity Coordinator..... Barry Dotson, Vice President for Student Affairs, Office 106

OCR Compliance Coordinator..... Barry Dotson, Vice President for Student Affairs, Office 106

Sexual Harassment

Coordinator Teresa Coleman, Vice President of Operations and Fiscal Affairs, Office 133

Inquiries concerning the application of the policies and procedures above may be directed to the individuals listed at:

Southeastern Technical College, 3001 East First Street, Vidalia, GA 30474
912-538-3100

CALENDAR OF EVENTS

FALL QUARTER, 2006

Sep 26 New Student Orientation
Sep 26Late Registration and Drop/Add
Sep 27 Quarter Begins
Sep 28 Fall Graduation
Oct 31..... Deadline to Apply for Graduation
Oct 31..... Midterm
Nov 6-17Advisement for Returning Students
Nov 20-Dec 1..... Advisement for New Students
Nov 22-24Holidays
Dec 8..... Quarter Ends
Dec 12..... Schedule Change & Open Registration

WINTER QUARTER, 2007

Jan 3 New Student Orientation
Jan 3Late Registration and Drop/Add
Jan 4 Quarter Begins
Jan 15 Holiday
Jan 31 Deadline to Apply for Graduation
Feb 9 Midterm
Feb 12-23Advisement for Returning Students
Feb 26-Mar 9 Advisement for New Students
Mar 16..... Quarter Ends
Mar 20..... Schedule Change & Open Registration

SPRING QUARTER, 2007

Apr 3 New Student Orientation
Apr 3Late Registration and Drop/Add
Apr 4 Quarter Begins
Apr 5Spring Graduation
Apr 30 Deadline to Apply for Graduation
May 8 Midterm
May 14-24Advisement for Returning Students
May 25, 28Holidays
May 29-June 8 Advisement for New Students
June 14 Quarter Ends
June 19 Schedule Change & Open Registration

SUMMER QUARTER, 2007

July 5 New Student Orientation
July 5Late Registration and Drop/Add
July 6 Quarter Begins
July 31 Deadline to Apply for Graduation
Aug 10 Midterm
Aug 14-25Advisement for Returning Students
Aug 28-Sep 8 Advisement for New Students
Sep 4 Holiday
Sep 15 Quarter Ends
Sep 25 Schedule Change & Open Registration

FALL QUARTER, 2007

Sep 26 New Student Orientation
Sep 26Late Registration and Drop/Add

Sep 27 Quarter Begins
Sep 28 Fall Graduation
Oct 31..... Deadline to Apply for Graduation
Oct 31..... Midterm
Nov 6-17Advisement for Returning Students
Nov 20-Dec 1..... Advisement for New Students
Nov 22-24Holidays
Dec 8..... Quarter Ends
Dec 12..... Schedule Change & Open Registration

Note: Dates are tentative and subject to change.

ACADEMIC YEAR

Southeastern Tech operates on a four-quarter system, with a Summer Quarter (July-September), Fall Quarter (October-December), Winter Quarter (January-March), and Spring Quarter (April-June).

QUARTERLY SCHEDULES

--DISCOVER--

A listing of the classes to be taught each quarter, including the days and times, is published prior to the beginning of each quarter. A copy of the *Discover* may be obtained through the Office for Student Affairs.

STUDENT RESPONSIBILITY

It is especially important that each student note that it is his or her responsibility to be aware of the calendar and of any changes in the calendar which may occur from time to time during the year.

EMERGENCY CLOSING OF THE INSTITUTION

The President, or designee, may alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel. Should the school be forced to close due to inclement weather or other circumstances, the following radio and television stations will be contacted. Students, faculty, and staff are to listen to the radio and television stations listed for updates/decisions regarding announcement of closure:

WTNL (Reidsville); WYUM (Vidalia); WTCQ (Vidalia); WVOP (Vidalia); WBBT (Lyons); WTOG (Savannah TV Channel 11); Northland Cable (TV Channel 13); TV 46 (Cable Channel 19, Non-Cable Channel 46).

SOUTHEASTERN TECHNICAL COLLEGE ACCREDITATION/CERTIFICATION/LICENSURE

Southeastern Technical College is nationally accredited by the Accrediting Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, (770) 396-3898.

Southeastern Technical College is a Candidate for Accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees. Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4501.

The Practical Nursing program is approved by the Board of Examiners of Licensed Practical Nurses for the State of Georgia, 237 Coliseum Drive, Macon, GA 31217-3858, (478) 207-1300.

The Southeastern Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Programs; 1361 Park Street, Clearwater, FL 33756; (727) 210-1300. Graduates are eligible to take the Certified Medical Assistant Examination.

Emergency Medical Technician graduates are eligible to sit for the national registry intermediate exam.

Paramedic Technology program graduates are eligible to sit for the National Registry of Emergency Medical Technicians Paramedic Exam.

The Cosmetology program is approved by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217-3858, (478) 207-1300, which examines and issues master cosmetologist licenses.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) 1361 Park Street, Clearwater, FL 33756; (727) 210-1300 upon recommendation of the Accreditation Review Committee on Education for Surgical Technology (www.arcst.org). Graduates are eligible to take the National Certification Exam from the Liaison Counsel on Certification Surgical Technologist.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312/704-5300. Graduates are eligible to take the National Registry Examination sponsored by the American Registry of Radiologic Technologists.

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, 773/714-8880

The STC Pharmacy Technology program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814; 301657-3000. Graduates are eligible to take the National Pharmacy Technician Certification Exam.

ADMISSIONS

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GENERAL POLICY

The admissions policy and procedures of the State Board of Technical and Adult Education and Southeastern Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admission to Southeastern Tech are nondiscriminatory to any eligible applicant regardless of age, race, color, national origin, religion, sex, marital status, academic or economic disadvantage, or disability.

Southeastern Tech is committed to an “open door” admissions policy. The “open door” policy means that any qualified applicant able to benefit from our curriculum will be served by the college on a first-applied, first-qualified basis.

Entrance requirements are flexible enough to allow a student opportunity for admission into a specific program. This can be accomplished when the student demonstrates aptitude and ability for these programs as determined by satisfactory academic performance, placement tests, and other appropriate evaluations, when deemed necessary, to determine general fitness for admission.

ADMISSION PROCEDURES

1. Submit a completed application and the \$15.00 application fee;
2. Submit an official copy of your high school *transcript or GED scores to the Admissions Office. (Transcript request forms are available in the Admissions Office.);

**Transcripts must be from an institution accredited by the Georgia Accrediting Commission, a regional accreditation agency (SACS, etc.), the Accreditation Commission for Independent Study (ACIS), or the Georgia Private School Accreditation Council (GAPSAC).*

3. Submit an official copy of all postsecondary transcripts to the Admissions Office. (Transcript request forms are available in the Admissions Office.);
4. Take the ASSET or Compass placement test. In lieu of the placement test, official scores on the SAT may be substituted. For diplomas, 430 verbal and 400 math or ACT scores of 18 English and 16 for math may be submitted. You may also submit CPE scores of 75-Math, 75-Reading, and 75-English. For degree

programs, SAT scores of 480 verbal and 440 math; ACT scores of 25 verbal and 21 math; or CPE scores of 75-Reading, 75-English, and 79-Math may be used. These scores may be accepted provided that they are no more than five years old. Official transcripts from a regionally accredited postsecondary institution documenting successful completion (a grade of "C" or better) in equivalent, program-level English and Math courses may be submitted in lieu of taking the placement test. Reasonable accommodations are made during testing for those who need them. (Please notify the Special Needs Specialist to schedule a test date.);

5. Applicants are processed and the names of applicants are placed on a list of programs on a first-come, first-served priority, except in competitive admission programs. Because of the increasing demand for technical training, the chances of being accepted in the desired program are better if a student applies early. Students are notified by mail of their acceptance into a program.

NOTE: *Certain certificate programs do not require a high school diploma, GED, or placement test scores. Placement tests are not required for special admit (non-diploma/non-credit) students unless recommended by the Admissions Office. This recommendation will be based on educational data listed on the Application for Admission. Contact the Admission Office for details.*

ENTRANCE REQUIREMENTS

Students applying for admission to the college must be 16 years of age or older; the age requirement is higher for most Health Sciences Programs, Cosmetology, and Commercial Truck Driving.

A high school diploma or GED is required as a prerequisite for admission to the following degree, diploma, and certificate programs:

Associate of Applied Science

--Degrees--

- Accounting
- Administrative Office Technology
- C.I.S. Internet Specialist/Web Site Design
- C.I.S. Microcomputer Specialist
- C.I.S. Networking Specialist
- Criminal Justice Technology
- Early Childhood Care and Education
- Electronics Technology

- Management and Supervisory Development
- Marketing Management
- Medical Laboratory Technology

--Diplomas--

- Accounting
- Business Office Technology
- C.I.S. Internet Specialist/Web Site Design
- C.I.S. Microcomputer Specialist
- C.I.S. Networking Specialist
- Criminal Justice Technology
- Early Childhood Care and Education
- Electronics Fundamentals
- Electronics Technology
- Management and Supervisory Development
- Marketing Management
- Medical Assisting
- Paramedic Technology
- Pharmacy Technology
- Practical Nursing
- Radiologic Technology
- Surgical Technology
- Visual Communications
- Welding and Joining Technology

--Technical Certificates of Credit--

- A+ CompTIA Certification
- Air Conditioning Repair Specialist
- Air Conditioning Technician Assistant
- Application Software Specialist
- Basic Electrical Technician
- Basic Electronics
- Certified Customer Service Specialist
- Certified Desktop Support Technician
- Computer Applications Specialist
- Computer Repair Technician
- Computer Forensics and Investigation
- Computer Game Programmer
- Computer Graphic Design Specialist
- Criminal Justice Records Technician
- Emergency Medical Technician, Intermediate
- Fiber Optics/Copper Cabling Technician
- Health Care Assistant:
 - HCA—Electrocardiography
 - HCA—Medical Coding
 - HCA—Medical Transcription
 - HCA—Medical Unit Secretary
 - HCA—Patient Care Technician

HCA—Phlebotomy

- Imaging Science Services Assistant
- Internet and Computing Core Certification Prep
- M.C.S.A. Preparation
- M.C.S.E. Certification Preparation
- Management Specialist
- Office Management Assistant
- Pipe Welding Specialist
- Radio Frequency Identification (RFID) Technology
- Residential Wiring Technician
- Small Business Entrepreneur
- Web Design Professional/Web Site Design

Specialist

- Web Site Maintenance

A high school diploma or GED is not required as a prerequisite for entrance into the following diploma programs; however, prior to graduation from South-eastern Tech, all students must receive either a high school diploma or GED:

- Air Conditioning Technology
- Cosmetology
- Electrical Construction and Maintenance
- Industrial Electrical Technology

A high school diploma or GED is not required for the following certificate programs:

- Certified Nurse Aide
- Commercial Truck Driving

- Shielded Metal ARC Welding
- Wire Welding

HIGH SCHOOL/DUAL ENROLLMENT

The President of Southeastern Tech has the authority to 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 STC. Prior to graduation, however, students enrolled in diploma, degree, and specified programs must receive a high school diploma or GED.

NON-ACCREDITED HOME STUDY/CORRESPONDENCE COURSE PROGRAMS

Students completing a secondary program of study that is not accredited by an accreditation agency recognized by the Technical College System of Georgia (see Admission Procedures) may be admitted to a technical college by attaining a GED or through one of the following paths.

A. Home Study—admission is approved once the following requirements are met:

1. Documentation of designated home study

program activities:

- A letter from local superintendent's office showing that the parent's con-formed to the requirements of Georgia's Department of Education stating that (a) the parents notified the Superintendent of their intent to home school the child, and (b) the parents submitted the required attendance report to the Superintendent's office on a monthly basis as required by the regulation;
- Final or exit exam scores from an accredited national testing program;
- Annual progress reports from the equivalent of the home school student's junior and senior years written by the student's primary instructor at his/her home school;

2. Appropriate placement test cut-off scores (e.g. ASSET, Compass);

3. Minimum SAT score of 430 verbal/400 math, or ACT score of 18 verbal/16 math for diploma programs; or SAT score of 480 verbal/440 math, or ACT score of 25 verbal and 21 math for degrees. Students accepted in this manner will not have to obtain a high school diploma/GED prior to graduation from STC.

B. Students with diplomas from secondary schools located outside the United States may have their transcripts evaluated for equivalency by an approved evaluation agency (see the Admissions Office for details).

ABILITY TO BENEFIT PROCEDURE

To receive federal (Title IV) financial aid, a student must be qualified to study at the post-secondary level. For federal financial aid purposes, a student with a high school diploma or its equivalent (GED) is considered qualified. A student without a high school diploma/GED can obtain eligibility for federal financial aid by taking, and achieving, required scores on an "Ability-to-Benefit" (ATB) test. The approved ATB exam administered by Southeastern Technical College is the Asset test, published by American College Testing. The federal Department of Education guidelines specify the minimum passing scores for ATB exams. If these scores are not met, and the student does not have a high school diploma/GED, the student is not eligible for the federal Pell grant. However, if other conditions are met, the student may be eligible for the HOPE grant. A student must meet the minimum scores in all areas of the exam in order to be considered for federal financial aid.

Subtest	Asset Passing Scores
Writing Skills	35
Reading Skills	35
Numerical Skills	33

ATB students are not eligible to retake any section of the exam in which a minimum required score was not achieved.

The following programs do not require a high school diploma/GED as a prerequisite for entrance and are eligible for the Pell grant. However, prior to graduation, a student must receive either a high school diploma or GED:

- Air Conditioning Technology
- Cosmetology
- Electrical Construction and Maintenance

The following program does not require a high school diploma or GED as a prerequisite for entrance and is eligible for the Pell grant. A student may complete this entire program without receiving a high school diploma or GED:

- Shielded Metal ARC Welding

ADMISSION OF TRANSFER STUDENTS

Applicants to Southeastern Tech who have been previously enrolled at a postsecondary institution will be considered for admission under the following policies:

- Applicants who are in good standing at their previous institution may be accepted in good standing; and
- Applicants who are on academic probation at their previous institution will be accepted on academic probation.

Applicants who wish to transfer to Southeastern Tech must meet the entrance requirements and follow the guidelines listed in the “Admission Procedures/Entrance Requirements” section. Other regulations concerning transfer credit are found in “Advanced Placement” in this Admissions section of this Catalog and Handbook.

Criminal Background Checks and Drug Screenings are not transferable. A student transferring into a program at STC which requires these items must obtain new ones following STC guidelines.

Cosmetology and Practical Nursing

Transfer Students

Applicants to Southeastern Tech who have been previously enrolled at a postsecondary institution and desire entrance into the Cosmetology or Practical Nursing program must meet all admissions requirements of transfer students. In addition, these applicants must submit a letter of reference from their instructor at the previous institution. Applicants will then be admitted on a space available basis within the appropriate course sequence.

Radiologic Technology Transfer Students

Applicants to Southeastern Tech who have been previously enrolled at a postsecondary institution and desire entrance into Radiologic Technology/I.S.S.A. program must meet all admissions requirements of transfer students. In addition, these applicants must submit a letter of reference from the Radiologic Technology program director at the previous institution. Applicants will be admitted based on the competitive admissions criteria noted under the heading: “Admission of Radiologic Technology Students.”

ADMISSION OF TRANSIENT STUDENTS

A student in good standing at another accredited college may be permitted to enroll as a “Transient” student on a space-available basis in order to complete work to be transferred back to the home college. A transient student’s enrollment in a host college is transacted in writing by the home college concerning recommended courses.

The transient student must:

- Submit an application and the \$15.00 application fee to the host college;
- Present a statement from the transient advisor (Registrar, Academic Dean, or Director of Ad-missions) of the parent institution to the same at the host college advising that the student is in good standing and

eligible to return to that institution (this is done within the technical college system on an approved form). Enrollment is usually limited to one quarter; and

- Pay all scheduled fees of the host institution.

This procedure applies for currently enrolled South-eastern Tech students seeking transient status at another post secondary institution.

ADMISSION OF INTERNATIONAL STUDENTS

International applicants must meet the same requirements for admission as other students. In addition, they must meet eligibility requirements for a student visa. Once official acceptance is granted, a U.S. Department of Justice form I-20, Certificate of Eligibility for Nonimmigrant Student Status—For Vocational Students, is presented to the student.

Applicants with high school diplomas from secondary schools located outside the United States must have their transcripts evaluated by an independent evaluation service. Information regarding this process is available from the Designated School Official (DSO) in the Admissions Office.

International students are required to attend full-time and make satisfactory progress each quarter toward their program objective. International students may not work, in accordance with immigration regulations. This provision permits full-time attention to study and successful completion of the student's educational objective. The institution is required to notify the Immigration and Naturalization Service (INS) when international students do not attend full-time, maintain good classroom attendance, make satisfactory progress, or terminate their enrollment.

Southeastern Tech does not provide, supervise, or recommend housing facilities for domestic or international students. Students must find housing on their own in the community. All students admitted to Southeastern Tech are required to abide by the rules and regulations of the college, to make satisfactory progress toward their educational objectives, and to remain in good standing. Guidance and advisement services are available to assist students in academic and related matters.

M-I/F-I visa students must start school in the quarter for which the visa is granted and remain in school during the duration of the visa's awarded time frame. Otherwise, the college must notify INS immediately that the student is not in school and therefore "out of status". Before withdrawing from any courses, the M-I/F-I student must have the approval of the DSO, since time parameters for program completion are part of the visa approval process. The DSO will notify INS officials if the student does not show quarterly academic progress or is placed on academic probation, exclusion, or suspension. According to INS policies, the M-I/F-I student's visa and passport must remain updated while attending Southeastern Tech. It is the responsibility of the M-I/F-I student to keep track of the expiration dates of his/her documents. If the visa or passport is to expire before the completion of the student's program, he/she must see the DSO in order to complete the appropriate forms for an extension. The student must meet with the DSO no less than 45 days prior to the expiration date of the document(s) in order to have adequate time to have the document(s) renewed. Failure to do so could result in the INS denying the

request for the student extension, which would then result in the student having to leave the country prior to completion of his/her program.

Foreign students pay four times the tuition required for Georgia residents; this applies to non-immigrant aliens, students with M-I/F-I foreign student visa and foreign residents to include diplomatic, consular, missions, and other non-immigrant personnel. Foreign immigrants who are permanent residents shall pay the same tuition as citizens of Georgia.

ADMISSION OF PRACTICAL NURSING STUDENTS

New applicants to the Practical Nursing program at Southeastern Tech enroll in core classes and must meet additional requirements prior to enrollment in the Practical Nursing program-specific courses of the Practical Nursing program as outlined in the following procedure:

1. Enroll in and complete the following courses with an overall GPA of 3.0 or higher:

- ENG 101 English
- MAT 101 General Math
- PSY 101 Psychology
- SCT 100 Introduction to Computers
- AHS 101 Anatomy and Physiology
- AHS 104 Introduction to Health Care
- AHS 109 Medical Terminology for the Allied Health Sciences;

Note: *GPA of classes transferred in is calculated into GPA for competitive admission purposes only.*

2. Take the required PSB Aptitude for Practical Nursing test. Students must complete at least 3 of the 7 classes listed above prior to taking the PSB. Students are not required but are strongly encouraged to take AHS 101 and AHS 104 prior to scheduling the exam. Students must score at or above the 25th percentile on each of the subtests that make up the exam. If students fail to meet the required scores they may retake it only once;
3. Once students complete the courses listed in item 1 with the required GPA, and have “passed” the PSB, they are eligible to advance into the clinical portion of the Practical Nursing program. Students are accepted in the fall and spring quarters, and seating is limited. Students are accepted on a first-eligible, first-accepted basis. In the event of more students attaining eligibility during the same quarter than seats available, students with the highest GPA are accepted first. If two or more students have identical GPAs, the PSB test scores will determine who is accepted.

ADMISSION OF RADIOLOGIC TECHNOLOGY STUDENTS

New applicants to the Radiologic Technology program at Southeastern Tech must complete the Imaging Science Services Assistant certificate program by the end of spring quarter of any year, prior to acceptance into the Radiologic Technology diploma sequence which begins each fall quarter..

At the completion of the certificate, students who have completed all classes in the certificate with a grade of “C” or better, passed the PSB exam with scores at or above the 30th percentile on all sections, and maintained a cumulative 3.0 grade point average are eligible to compete for acceptance into the next available Radiologic Technology class. Students will be ranked by GPA and the slots will be filled working down from

the highest GPA. GPA of classes transferred in is calculated into GPA for competitive admission purposes only. If there is a tie for GPA and more students have a particular GPA than seats available in the class, the next criteria for selection is the Total Academic Aptitude score of the PSB test: the highest scores accepted first. In the event the PSB Total Academic Score fails to break a tie for program placement, the program faculty will conduct interviews with the students. Program faculty will then decide which student(s) will be placed in the program. Their decision will be final.

Students who complete the ISSA certificate program and do not enroll in the Radiologic Technology diploma program within two consecutive Fall quarters, must pass both a comprehensive and a clinical skills competency exam with a minimum score of 80% on each exam before being eligible to compete for admission.

ADMISSION OF GVTC STUDENTS

The Georgia Virtual Technical College (GVTC) is a consortium of independent technical colleges providing occupational courses and programs, using a standardized curriculum delivered over the Internet and through local centers. Its mission is to provide students with a central point of reference for programs offered electronically through its state system of technical colleges. GVTC provides the central point of contact for the student applying online by providing an online course catalog, an online orientation, answers to questions concerning the online process and facilitation of the online application to the requested college. GVTC acts as a facilitator rather than a full functioning admissions department; application files, assessment testing, advisement and registration, financial aid, textbook orders, and awarding credentials are managed at the local colleges. GVTC's function is to assist the student in locating the course(s) needed and direct the application to the requested college. The same policies and procedures that apply to the traditional student services apply to the Georgia Virtual Technical College (GVTC) process. Each application is processed in a nondiscriminatory way for admission to any technical college with the Technical College System of Georgia. GVTC acts as a facilitator in assisting the colleges' Student Affairs divisions in processing the online student.

GVTC Admission Procedures

- Complete and submit the online application form to GVTC—www.gvtc.org;
- Print the application, sign it, and mail to STC with a non-refundable \$15.00 application fee;
- Submit high school transcript;
- Submit technical school and/or college transcript;
- Submit assessment test scores within the last five (5) years. These may be ASSET, SAT, ACT or COMPASS. More information concerning the ASSET placement test can be found at <http://www.act.org/asset/>, as well as a sample exam;
- For transient students only, present the appropriate transient correspondence to the host school;
- Sixteen (16) years of age or older.

Student's Responsibilities

- If the student is a transient, it is the student's responsibility to contact his/her advisor for permission to be a transient student before applying to GVTC;
- It is the student's responsibility to ensure that they have access to a computer that meets the minimum hardware/software requirements to participate in an online course. Those requirements are listed on the GVTC web site at <http://www.gvtc.org/tech.asp>;
- It is the student's responsibility to purchase his/her textbooks or needed supplies. The course instructor can assist the student;
- A transient student must request that his/her grades be transferred back at the end of the quarter to the home college.

ADMISSION CATEGORIES

Regular Admission

Regular Admission of students to a program is contingent upon their meeting statewide and institutional admissions requirements established for that specific program and upon proper completion of all admissions procedures.

Provisional Admission

Provisional Admission of students to a program is based on an evaluation of test scores and other admissions data by the Admissions Office and program faculty and upon proper completion of all admissions procedures.

Provisionally admitted students must satisfy development studies requirements and may take certain general and occupational courses as designated in the program specific standards.

Provisional admission of transfer students to a program is contingent upon their meeting applicable licensure and accreditation requirements.

Developmental Studies/Learning Support Admission

Developmental Studies/Learning Support Admission is granted to students who do not meet the regular or provisional admission requirements. Students classified in this category are eligible to enroll in developmental courses only.

Learning support classes are offered to enable students to meet recommended standards. Instruction is offered in reading, math, and English thus improving the student's chances of success upon enrolling in a regular program of study.

NOTE: Cosmetology students must complete all learning support coursework in order to enroll in any class with a COS prefix.

Special Student Admission

An applicant who desires to take credit courses for personal or professional benefit, but who does not plan to earn a credential, is classified as a Special Student. The following parameters apply to this classification:

- Classified as non-award seeking when granted special student status by the Admissions Office;
- Must adhere to the specific institutional pre-requisite requirements when selecting courses;
- Credit is received for regular program course-work which is satisfactorily completed;
- Credit may be received for an unlimited number of courses, but only 25 credit hours may be transferred into a specific program for credential-seeking purposes;
- May apply for regular student status but must meet the requirements of the regular student admission process. This includes the College's assessment process. The number of hours taken as a special student in no way waives the requirements of the regular admission process.

NOTE: A Special Student must achieve regular admission status prior to graduation.

ACCEL

The ACCEL Program is a program of study allowing public high school students to receive Carnegie unit credit from a public high school and postsecondary credit from Southeastern Tech for the same course.

Any student enrolled in a Georgia public high school and classified as a junior or senior or who is at least 16 years of age and meets the Joint Enrollment and Southeastern Tech admission requirements, may participate in the ACCEL program.

The following guidelines govern this program:

- Students must submit an application for admission;
- A student may be accepted under this plan when it has been formally certified to Southeastern Tech by the high school principal or counselor that the student has been approved for the program;
- For each quarter's work that the student successfully completes at Southeastern Tech, credits are earned towards high school graduation. Credit is also earned at Southeastern Tech. (Five credit hours = 2/3 of a Carnegie unit.);
- Students must meet any prerequisites for any courses in which they wish to enroll.

Students interested in the ACCEL program should consult their high school counselors to determine eligibility.

TECH PREP

Tech Prep is a nationwide career development system which provides a student with an individualized program of study showing the sequential order of academic and career-related course work articulated between the high school and college. Tech Prep combines the high school course work with a postsecondary degree, diploma, or certificate at the technical college to prepare the student with high level academic knowledge and technical expertise for a technical, professional, or management career.

To attempt to articulate a high school course to the college, students must make a minimum grade of 85 in the secondary course, and must apply and attend the technical college within 18 months of high school graduation. For more information, see the Tech Prep section of Advanced Placement.

JOINT ENROLLMENT

Students who have met all requirements for high school senior status and for entry into Southeastern Tech may, with the appropriate permissions, pursue a program as full-time students in lieu of attending high school during their senior year. Senior year students must enroll directly in a regular diploma or certificate program. With satisfactory progress, these students graduate with their regular high school senior class. Following graduation from high school, students are expected to continue their program at Southeastern Tech until completion.

Senior year students may participate in sports, clubs, and other high school activities not conflicting with their programs of study at Southeastern Tech.

Students must observe applicable regulations of their high school and all rules and regulations of Southeastern Tech.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Because of its efforts to serve the educational needs of servicemembers and their family members, Southeastern Technical College has been designated a Servicemembers Opportunity College. As a member of the Servicemembers Opportunity Colleges, Southeastern Technical College has committed itself fully to support and comply with SOC principles and criteria. Through this commitment, Southeastern Technical College ensures that:

- Servicemembers and their family members share in the postsecondary educational opportunities available to other citizens;
- Servicemembers and their family members are provided with appropriately accredited educational programs, courses, and services;
- Flexibility of programs and procedures, particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format and residency requirements are provided to enhance access of servicemembers and their family members to undergraduate technical education programs.

ADMISSION OF DISADVANTAGED/DISABLED/LIMITED ENGLISH

PROFICIENCY STUDENTS

Within a framework of personal guidance and evaluation, special services are provided for disadvantaged and/or disabled students and students with limited English proficiency. These special services include aiding students in setting realistic goals, making reasonable accommodations, providing job orientation and placement, providing assistance in determining the degree and nature of the disability and/or disadvantage,

and suggesting community service agencies for additional assistance. For further information, contact the Special Needs Specialist in the Student Affairs division.

ADVANCED PLACEMENT

Students may be eligible for advanced placement through two methods—transfer credit and exemption credit.

Transfer Credit

Southeastern Tech recognizes previous postsecondary course work by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits.

Credit for courses at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and TCSG and whose entrance requirements and curriculum are equivalent to or greater than those of STC will be considered for award of transfer credit. Southeastern Technical College is also a member college of the Servicemembers Opportunity Colleges (SOC). Credits from colleges and universities are transferred within the SOC network. Credit may be granted for formal military schools, training and correspondence courses in accordance with the American Council on Education. SOC credit will not be reflected on the transcript until the applicant is admitted into the program of study.

Due to the rapid changes in technology and technical information, program specific technical courses will be considered for transfer credit in a program only if the course work has been completed within the past five years. Technical courses that were taken five years prior to admissions to STC will be evaluated for technical currency for course content by the program faculty. A student desiring consideration of credit for technical courses or experiences that are more than five years old can request transfer by exemption testing.

Transfer credit will be considered without restriction of completion dates for those courses in academic disciplines. Examples of these courses include, but are not limited to, English, psychology, mathematics, physical sciences, natural sciences, and social sciences. Likewise, students transferring from another college or university are not required to retake developmental courses they successfully completed, unless they undergo placement testing here which dictates they take developmental courses.

A student may receive credit for courses taken at another postsecondary institution if:

- The course taken is essentially the same equivalent course content as the course taken at South-eastern Tech;
- An official transcript is on file in the student's admission file from all postsecondary institutions attended; and
- A grade of "C" or higher has been earned for the course to be transferred.

A grade of "TR" will be entered on the permanent record if credit is awarded. The hours will not be computed in the grade point average or appear on the quarterly grade report.

A student who has attended a previous college and is eligible for transfer of credit for English and math is not required to take the placement exam. However, if the student for any reason takes the exam and scores a Learning Support class, the student forfeits evaluation of their transcript and the scores on the exam will determine placement.

For competitive admissions programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated into the GPA under consideration for program admission.

Armed Services Credit

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication: *Guide to the Evaluation of Educational Experiences in the Armed Services*). Credit will be given on the basis of individual evaluation. Credible military experience must closely correspond to course(s) in the Southeastern Tech curriculum in content and competencies.

Foreign Earned Credit

Credit may be awarded based upon an evaluation performed by an independent evaluation service. Applications are available in the Admissions Office. The Registrar will make the final decision regarding the award of transfer credit. Grade points will not be assigned to transfer credit.

Tech Prep

Tech Prep is an option that allows high school students to receive advanced placement or exempt courses by taking articulated classes in high school. Before the student can gain advanced placement at Southeastern Tech, he/she must take the high school course or courses for which he is seeking advanced placement and obtain an 85 or better average. The student must submit a high school transcript showing the completed courses the student wants to receive credit for. Then the student must take the advanced placement/exemption test or tests at Southeastern Tech. The student must score 70 or above to receive credit. Students can receive advanced credit for up to 50% of the program hours of an articulated diploma program. The local school systems of Montgomery, Tattnall, Toombs, Vidalia and Robert Toombs Christian Academy participate in the Tech Prep program with Southeastern Tech. Contact your high school counselor or our Admissions Office for a list of approved courses that can be taken in high school that are available for exemption at Southeastern Tech under the Tech Prep program.

Institutional Exemption Exam

A student may receive credit for courses by passing an exemption examination only if the student has never attempted the course or made a grade of D or F in an equivalent course at Southeastern Tech or another postsecondary institution. Students wishing to pursue credit by examination must:

- Be admitted to Southeastern Tech;
- Be able to present evidence which would indicate that the student has the education, training, or work experience similar to that given in a course being challenged;
- Obtain approval from the student's academic advisor and the instructor responsible for administering the exam;
- Complete the Application for Credit by Exemption Examination form that is available in the Registrar's Office;
- Pay a fee of \$5.00 per credit hour for each course prior to taking the test; and
- Earn a score of at least a "C".

A grade of "EX" will be entered on the permanent record if the exemption exam is successfully completed. The hours for the exempted grades will not be computed in the grade point average. The loss of hours may affect financial aid status and/or eligibility for the President's List.

Exemption exams may NOT be taken more than once. If a student takes an exemption exam and does not make the required score, the student is required to take the course.

Students wishing to exempt BUS 101 (Keyboarding) must sign up for the class. All students in this class are tested and will be moved to the next Keyboarding level (if appropriate).

NOTE: *Academic Affairs determines what courses are available for course exemption.*

RESIDENCY REQUIREMENTS

Should a student receive advance standing through transfer credit or exemption examination, the student must still complete at least 25% of the credit hours of the required curriculum for graduation "in residence" at Southeastern Tech.

DOUBLE MAJORS

Southeastern Tech does not allow a student to enroll in two different programs at the same time. Our procedure is that a student must complete all degree requirements for one program before applying and being accepted into another program.

CHANGE OF PROGRAM

Students desiring to change programs must complete the appropriate forms by the sixth week of the quarter prior to which the program change is desired and meet all the admissions standards for their new program of study. If the program to which the student is attempting to transfer has a waiting list, the student will be placed on the list in accordance with the date of application for transfer. The student will be notified by the Director of Admissions of his/her admission status into the new program.

READMISSION

A student who leaves the College in good standing may apply for readmission as early as the next academic quarter. This should be done through the Admissions Office. Students who have been dismissed because of unsatisfactory academic progress may be readmitted after one quarter of absence from the College.

A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appointment with the Vice President for Student Affairs.

A student must seek readmission to the college, and fulfill all admission and current program of study requirements, in any instance where the student has withdrawn or been withdrawn from the college, or if the student fails to register for classes for a period of two consecutive academic quarters from the date of the last application.

Readmission to a program will be granted on a space-available basis within the appropriate course sequence. A student will be required to complete the curriculum requirements in place at the time of re-enrollment.

Due to the rapid change in technology, certain courses previously taken at STC may fall under a five-year limitation.

Readmission to the Medical Laboratory Technology Program

Students dropped from any Medical Laboratory Technology Program course for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Medical Laboratory Technology course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Medical Laboratory Technology curriculum in which the minimum grade of "C" was not earned. This policy applies to transfer students the same as for students fully in residence.

Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section "Admission of Medical Laboratory Technology Students". Students will be required to pass both a comprehensive written and a clinical skills competency exam with a minimum score of 75% or better on each exam to be eligible to compete for readmission. Students granted readmission to the Medical Laboratory Technology Program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

Readmission to the Practical Nursing Program

Students dropped from the Practical Nursing program for attendance (i.e. maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Fundamental or Specific Occupational nursing course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Practical Nursing curriculum in which the minimum grade of "C" was not earned. Readmission to the program will be granted on a space available basis within the appropriate course sequence and will be based on the following criteria:

- Students must have a GPA of 3.0 or greater in the seven nursing core classes to be placed on the readmission list.
- In the event that there are two or more students who meet the GPA requirement, the students will be asked to submit an essay and/or arrange an interview with nursing faculty. One or both may be required in order to make a fair and final determination.

For Students to be granted readmission into the Practical Nursing program, the completion time frame from first admission date to completion date will be 24 months, beginning with students readmitted Summer Quarter 2006.

Readmission to the Radiologic Technology Program

Students dropped from any Radiologic Technology program for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Radiologic Technology course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Radiologic Technology curriculum in which the minimum grade of "C" was not earned. This policy applies to transfer students the same as for students fully in residence.

Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section "Admission of Radiologic Technology Students". Students will be required to pass both a comprehensive and a clinical skills competency exam with a minimum score of 80% on each exam to be eligible to compete for readmission. Students granted readmission to the Radiologic Technology program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

RULES GOVERNING LEGAL RESIDENCY OF STUDENTS FOR TUITION PURPOSES

Legal residency in the State of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. To be classified as an in-state student for tuition purposes, an individual who is 18 years of age or older must show that he/she has been a legal resident of Georgia for a period of at least 12 months preceding the date of registration. In the absence of documentation that the individual has established legal residence in Georgia, no emancipated minor or other person 18 years of age or older shall gain in-state status while attending any educational institution in this state.

If a person is less than 18 years of age, he/she may register as an in-state student only upon showing that his/her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration. If a parent or legal guardian of a minor changes his/her legal residence in Georgia, a minor student may continue to take courses for a period of 12 consecutive months as an in-state student. After the 12 month period, the student may continue his/her registration only upon the payment of fees at the out-of-state rate. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of out-of-state fees.

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

Exceptions

Out-of-state tuition may be waived for exceptions as defined in this policy. These exceptions may qualify for the HOPE program. Exceptions include:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40;
- Non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;
- Full-time employees of Georgia's technical colleges, their spouses, and their dependent children;
- Full-time teachers in the public schools of Georgia or in the University System and their dependent children. Teachers employed full-time on military bases in Georgia qualify for this waiver;
- Military personnel and their dependents stationed in Georgia and on active duty;
- Military personnel and their dependents who are legal residents of Georgia, but are stationed outside the state.

These exceptions do not qualify for the HOPE program:

- International students selected by the president or authorized representative, provided, however, that the number of the international students exempted does not exceed 1% of the total enrollment of full-time students;
- Career consular officers and their dependents who are citizens of the foreign nation that 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.

REGISTRATION

[Registration Web Page](#)

REGISTRATION ELIGIBILITY

Students who have received an official letter of acceptance to the institution and continuing students not on academic suspension may register for classes. Students enrolling under the special admission provisions are also eligible to register for certain classes.

REGISTRATION PROCEDURES

Registration for credit classes occurs in four phases at Southeastern Tech:

1. Advisement/Pre-registration for currently enrolled students—A registration held only for currently enrolled students.
2. Advisement/Pre-registration for new students
--A restricted registration held only for new students.
3. Open registration—An open-to-all registration for new, current, and former students, regardless of their admissions classification.
4. Late Registration—An open-to-all registration held during the Drop/Add period.

QUARTERLY COURSE SCHEDULE

The quarterly course schedule contains information concerning registration. Students are urged to become knowledgeable of these instructions and to follow them explicitly.

It should be understood that any deviation from the prescribed procedure may result in unnecessary delays in registration or errors in the resulting schedule. Advisors are available to students for academic advisement and scheduling of classes.

Applicants will not be approved for academic advisement and/or registration until formally accepted by the Admissions Office, nor will they be permitted to attend classes until registration has been completed.

REGISTRATION ERRORS

It is the student's responsibility to complete the proper forms and procedures for Registration or changes to registration and to verify that his or her schedule of classes is correct.

The Registrar's Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his or her schedule. Any problems experienced at registration or a result of registration should be reported immediately to the Registrar.

MATRICULATION

Registration is not complete until fees are paid. Students will be dropped from the courses for which they have attempted to register if fees are not paid before the first day of class.

FULL-TIME STUDENT STATUS

A student must be registered for a minimum of 12 quarter credit hours to be considered a full-time student.

MAXIMUM HOURS

Students may register for a maximum of 21 credit hours per quarter. A student who registers for more than the maximum credit hours must obtain special approval from the Dean of Instruction for the program area in which they are enrolled.

ADDING COURSES

Through the period defined as Drop/Add, a student may add a course to an already existing schedule.

To add a course, a student must obtain approval from their program advisor.

Students who add a course may owe additional tuition and fees.

DROPPING COURSES

Through the period defined as Drop/Add, a student may drop a course from an already existing schedule. Courses dropped during this time will not appear on the student's official academic record.

To drop a course, a student must obtain approval from their program advisor.

A student who drops a course may be due a refund.

NOTE: *This deadline is strictly enforced.*

WITHDRAWING FROM COURSES

Through the end of the last day of the quarter, a student may withdraw from a course.

To withdraw from a course, a student must obtain a Withdrawal Form from the Office for Student Affairs, sign and date the form, and submit it to the Office for Student Affairs immediately, but no later than the close of the last day of the quarter.

NOTE: *This deadline is strictly enforced.*

A student dropping a course after the Drop/Add period, but by the midpoint date of the quarter, will receive a grade of "W". A student who drops a course after the midpoint date will be assigned a "WP" or "WF". A student who withdraws from a course by the seventh consecutive calendar day (including weekends and holidays) of the quarter may be due a refund of tuition.

Students on financial aid should be aware that a drop or withdrawal may affect their financial aid.

WITHDRAWING FROM THE INSTITUTION

Through the end of the last scheduled class day of the quarter, a student may drop all courses which is referred to as withdrawing for the quarter.

To withdraw for the quarter, a student must obtain a Withdrawal Form from the Office for Student Affairs, sign and date the form, and submit it to the Office for Student Affairs immediately, but no later than the close of the office on the last day of the quarter.

NOTE: *This deadline is strictly enforced.*

A student who withdraws may be due a refund of tuition and fees.

If a student withdraws prior to the first day of the quarter, or during the period defined as Drop/Add, no grade will appear on the student's official academic record. A student who withdraws will be assigned a grade of "W" in each class if the withdrawal is completed by the midpoint date of the quarter. A student who withdraws after the midpoint date will be assigned a grade of "WP" or "WF" if the withdrawal is submitted by the close of the Office for Student Affairs on the last day of the quarter.

NOTE: *Students who stop attending a class but who do not complete a Withdrawal Form and submit it to the Office for Student Affairs in the required manner will be withdrawn by the instructor after 10% of instructional time is missed.*

ATTENDANCE

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment. The only excused absences will be documented absences due to jury duty, military duty, or required job training.

Attendance is counted from the first scheduled class meeting of each quarter. Three (3) tardies or early departures equal one (1) absence for the course(s) involved. In order for a student to receive credit for a course, a student must attend 90% of the scheduled instructional time. Any student who has maintained a passing grade within a course will receive a "WP" for the course when attending less than 90% of the scheduled instructional time. If, however, the student has not maintained a passing grade, the student will receive a "WF" for the course.

Attendance is also reflected in a work ethics grade which is recorded on a student's transcript. Employers seeking references on students for employment purposes frequently request attendance information.

Although the student pays tuition, the majority of the cost of providing education is paid for by the public; therefore, each seat in a classroom should be utilized to its full potential. It is a student's responsibility to properly drop or withdraw from a class if good attendance does not reflect this attendance policy.

A student's attendance does not comply with this policy when either of the following occurs:

1. A student registers for a class, but never attends a single day of class, commonly known as a "no show". In this instance, the instructor shall report the student as a "no show" and strike the student from the roll.
2. A student registers for a class, attends at least one class session, but attends irregularly, or ceases attending. At the point the student has attended less than 90% of the scheduled instructional time, the instructor will withdraw the student in accordance with this policy.

AUDITING A COURSE

A student who wishes to audit a course(s) and receive no credit may apply as a special student if not already enrolled as a regular student. Exceptions to this policy are: clinical courses, certain laboratory courses, and supervised work experience. Students auditing courses are not required to take exams; however, the instructor may request that students demonstrate required knowledge before being allowed to perform certain tasks to operate equipment. A student is not permitted to change from audit to credit or from credit to audit after the Drop/Add period. However, a student will be permitted to register for the course at a later date and receive credit. Students desiring to change from audit to credit must meet all necessary requirements. A grade of "AU" will be entered on the permanent record. Courses taken on an audit basis will not be used for certification for financial aid, the President's List, Social Security, or Veteran's Administration education benefits. To audit a class, students should contact the Registrar.

FINANCIAL AID INFORMATION

On this page ...

General Information

[Tuition and Fees](#)

[Other fees, expenses, policies](#)

[Assistance and Eligibility](#)

[Programs Available](#)

[Refund Policy](#)

[Academic Standing Requirements](#)

[Note on Commercial Truck Driving](#)

[Financial Aid Web Site](#)

GENERAL INFORMATION REGARDING TUITION AND FEES

Students attending Southeastern Technical College (STC) shall normally be charged tuition and related fees, unless otherwise exempted. Tuition for courses in curriculums leading to a certificate, diploma, or associate degree shall be charged on a uniform basis.

The Technical College System of Georgia shall annually review and establish application, tuition, and other fees charged by STC. In addition, student activity fees, non-revenue producing student-insurance fees, and miscellaneous services fees shall be adjusted annually.

Because of the availability of various state and federal financial aid programs, STC believes that no Georgia resident shall be denied access to technical education because of a financial inability to pay tuition and fees. Payment of tuition and fees may be deferred if the Office of Financial Aid has confirmation of the student's eligibility for financial aid whether from a government entity, business/industry, or other source of financial assistance.

NON-RESIDENT STUDENTS

Students who are classified as non-resident students shall normally be charged a rate of tuition twice that charged for students who are classified as resident students. Under no circumstances shall non-resident students be charged tuition or fees lower than that charged resident students.

INTERNATIONAL STUDENTS

International students who are not residents of the United States and are in the United States pursuant to a student visa shall pay a tuition amounting to four (4) times that paid by a resident of Georgia. A presidential exception may be granted which waives the 4-times tuition rate. These students may pay in-state rates, but are not eligible for a HOPE Scholarship/Grant.

This applies to nonimmigrant aliens, those on I-20 Foreign Student VISAs, and other foreign non-immigrant personnel. Foreign immigrants who are permanent residents pay the same tuition as citizens of Georgia.

WAIVER OF STUDENT TUITION AND FEES

Residents of Georgia who are 62 years of age or older may request a waiver of tuition. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, non-credit courses, or seminars. If tuition is waived under this policy, admission will be granted on a space-available basis. Senior citizens must meet all other admissions requirements as specified in the College catalog. Proof of age must be presented at registration to receive a tuition waiver. An individual admitted through this process is still responsible for all other fees, including application, insurance, technology registration, activity and any required liability insurance fee.

TUITION AND FEES

All tuition and fees are payable at registration for each quarter/course, except as noted. Tuition and fees may be paid by cash, check, money order, online through BannerWeb, or credit card. Checks should be made payable to Southeastern Technical College and may not be post-dated. Continuing education and specialty course fees are assessed on a cost recovery plus formula.

Tuition and fees are subject to change at the beginning of any quarter/course.

TECHNOLOGY FEE\$35.00
 REGISTRATION FEE 26.00
 STUDENT ACTIVITY FEE.....16.00
 ACCIDENT INSURANCE..... 4.00

TOTAL FEES: \$ 81.00

Regular Tuition Charges

CREDIT HRS TUITION TUITION/FEES

1	\$ 31.00	\$ 112.00
2	62.00	143.00
3	93.00	174.00
4	124.00	205.00
5	155.00	236.00
6	186.00	267.00
7	217.00	298.00
8	248.00	329.00
9	279.00	360.00
10	310.00	391.00
11	341.00	422.00
12 or more	372.00	453.00

Fee Structure for Specific Certificate Courses

(Specific courses listed below table.)

CREDIT HRS TUITION TUITION/FEES

1	\$ 46.00	\$ 127.00
2	92.00	173.00
3	138.00	219.00
4	184.00	265.00
5	230.00	311.00
6	276.00	357.00
7	322.00	403.00
8	368.00	449.00
9	414.00	495.00
10	460.00	541.00
11	506.00	587.00
12 or more	552.00	633.00

- A+ CompTIA Certification
- Air Conditioning Repair Specialist
- Air Conditioning Technician Assistant
- Basic Electrical Technician
- Basic Electronics
- Certified Customer Service Specialist
- Computer Graphic Design Specialist
- Computer Repair Technician

- Fiber Optics/Copper Cabling Technician
- M.C.S.E. Certification Preparation
- Pipe Welding Specialist
- Residential Wiring Technician
- Shielded Metal ARC Welding
- Small Business Entrepreneur
- Web Design Professional/Web Site Design Specialist
- Wire Welding

Fee Structure for

Commercial Truck Driving

CREDIT HRS TUTION TUTION/FEES

15	\$2046.00	\$2127.00
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Fee Structure for Nonstandard

Program Courses

(Specific courses listed below table.)

CREDIT HRS TUTION TUTION/FEES

1	\$54.00	\$135.00
2	108.00	189.00
3	162.00	243.00
4	216.00	297.00
5	270.00	351.00
6	324.00	405.00
7	378.00	459.00

8	432.00	513.00
9	486.00	567.00
10	540.00	621.00
11	594.00	675.00
12 or more	648.00	729.00

- Emergency Medical Technician, Intermediate
- Health Care Assistant
- Imaging Science Services Assistant

NOTES:

1. Other fees due at registration: Registration Fee, \$26.00; Activity Fee, \$16.00; Accident Insurance, \$4.00; Technology Fee, \$35.00.
2. Medical Laboratory Technology, Practical Nursing, Medical Assisting, Certified Nurse Aide, Health Care Assistant—Electrocardio-graphy Technician, Health Care Assistant—Patient Care Technician, Health Care Assistant—Phlebotomy, Radiologic Technology, Pharmacy Technology, Surgical Technology, Early Childhood Education and Cosmetology students must pay an annual fee of \$12.00 for liability insurance. Emergency Medical Technician and Paramedic Technology students must pay an annual fee of \$47.00 for liability insurance.
3. The tuition listed is for Georgia residents only. Tuition for a non-resident student is double the amount of a resident student. Tuition for an International student is (4) times the amount of a resident student. See rules governing legal resident status.

OTHER FEES AND EXPENSES

Application Fee

A student’s first application for admission to any credit course must be accompanied by an application fee of \$15.00. This fee is non-refundable.

Books, Tools, Uniforms, and Equipment

Each student is required to have books, tools, uniforms, and other equipment appropriate to the program of study; in most instances, these items will be useable in the student’s employment following graduation. All required books, and many of the student’s other needs, may be purchased in the Campus Shop.

Transcript Fee

A student who has discharged all financial obligations to the College is entitled to receive one transcript without charge upon written request. A charge of \$3.00 will be made for each additional transcript requested.

Exemption Exam Fees

A student desiring to take an exemption exam must pay an exemption exam test fee. The fee is \$5.00 per credit hour for each course. This fee is non-refundable and not transferable.

Graduation Fee

A fee of \$35.00 is charged to each student who applies for graduation from a diploma or degree program and who wishes to participate in the graduation ceremony. A fee of \$20.00 is charged for each student who applies for graduation from a certificate program and who wishes to participate in the ceremony. These fees defray part of the student's graduation expenses. Graduating degree, diploma and certificate students who do not wish to participate in the graduation or certificate ceremony are charged a fee of \$10.00 per credential. A \$5.00 fee is charged for each cover requested.

Hepatitis B Vaccination

Cosmetology, Early Childhood Education, and all Health Sciences programs students are responsible for the cost of the Hepatitis B vaccination. Although it is not required, all students are encouraged to be immunized against the Hepatitis B virus.

Student ID Badges

All students must have a Student Identification Badge. Each student receives one free badge; replacement badges are \$10 each.

Pre-Entrance Fees

A student that desires to enter into the Commercial Truck Driving Program is charged a \$50 fee to take the NIDA-5 Drug Screen Test. Also, any student that desires to enter into one of the Allied Health Programs must pay a \$25 fee to take the Forensic 7 Drug Screen Test and a \$10 criminal background check.

Dositmeter Fees/Film Badge Fees

A fee of \$45 per badge per quarter is charged to each student that enters the Radiologic Technology Program. Each new student must also pay a one time \$10 setup fee.

CDL Test Fee

A student that finishes the Commercial Truck Driving Program is charged a \$50 CDL test fee.

PSB Test

A student that takes the PSB test is charged \$15 for the first time. If a student desires to retest, a fee of \$25 is charged.

ACCIDENT INSURANCE

All students are required to purchase accident insurance at registration. In case of an accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injury or death) as specified below:

- College-Time Coverage protects students while engaged in College activities during the entire quarter;
- Traveling to or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator) traveling in a College-furnished vehicle or chartered transportation going to or from a College-sponsored activity;
- On the College premises during the hours on the days the College is in session or any other time while the student is required to participate in a College-sponsored activity (not as a spectator); and
- Away from the College premises as a member of a supervised group participating in a College-sponsored activity requiring the attendance of the student (not as a spectator).

LIABILITY INSURANCE

Some Health Sciences program students are required to obtain professional and personal liability insurance coverage in the internship and clinical education and training areas that are a required part of these programs. *(See Note #2 under the Tuition and Fee section for specific programs.)*

CONTINUING EDUCATION COURSE FEE

Fees are charged for each continuing education course as indicated in the announcement of course offerings for each quarter. In addition, students are required, in some instances, to purchase textbooks and supplies pertaining to their courses.

AUDITING FEES

Students who audit courses must pay the regular fees for enrollment in any course(s).

FINANCIAL OBLIGATIONS

A student who is delinquent in the payment of any financial obligation(s) may be removed from course(s) at the College and will not be allowed to register for another quarter until the delinquency is resolved. The student will not be issued quarterly grade reports, transcripts, or other student records.

PERSONAL CHECK POLICY

Personal checks will be accepted in the amount of fees, services, and/or books. Students paying by check must provide proper identification. When a bank refuses to honor such a personal check, the College will charge a service fee of \$20.00 to the person who presented the check.

Students will be notified by mail of a dishonored check and given ten (10) days to satisfy the debt. If payment to the college in the form of cash, postal money order, or cashier's check is not made within ten (10) days, the College will place an "administrative hold" on the student's accounts and records. Until the Vice President of Operations and Fiscal Affairs clears the "administrative hold", the student will not be issued quarterly grade reports, transcripts, or other student records, or allowed to register, graduate or receive college services. If the dishonored check was for tuition, the college may also administratively drop or withdraw the student from class(es).

FINANCIAL AID INFORMATION

Southeastern Technical College believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse). When the total resources they can provide fail to meet educational expenses, Southeastern Technical College, as a third partner, will provide all assistance possible so the student will not be denied an education.

The information in this section will outline the types of financial assistance available, and specify application procedures, eligibility requirements, when and how financial aid payments are made, and other information pertinent to the overall process.

All students are encouraged to apply. Applications and information, including assistance in completion of forms, are available Monday, Tuesday and Thursday, 8 a.m. to 5 p.m., Wednesday from 8 a.m. to 7 p.m., and Friday from 8 a.m. to 4 p.m. in the Office of Financial Aid. The office may also be contacted at 912-538-3127, 912-538-3134, or 912-538-3107 or by email:

Financial-Aid@southeasterntech.edu

Appointments may be made after closing hours for persons who are unable to make regular office hours.

FINANCIAL ASSISTANCE

Southeastern Technical College has several types of financial assistance to help qualifying applicants pay for their education. Financial assistance includes the Federal PELL Grant (PELL), Federal Supplemental Educational Opportunity Grant (FSEOG), Georgia HOPE Scholarship/Grant, HOPE for Students who complete a GED, Federal Work Study (FWS), and Georgia LEAP (Leveraging Educational Assistance Partnership) Grant Program, which may be offered as one program or through a combination of programs. Students may also be eligible for assistance under the Workforce Investment Act, various Veteran's programs, New Connections to Work, and vocational rehabilitation programs. Sufficient assistance is available so that no eligible student should be denied the opportunity to enroll because of costs.

Financial Aid Deadline

Effective July 1, 2006, a student must file a HOPE Scholarship/Grant application on or before the last day of the academic term or the student's withdrawal date, whichever occurs first, in order to receive an award for that term.

Due to the processing time for financial aid, applicants should apply four to six weeks prior to the anticipated date for starting school.

Grant and scholarship programs operate on an award year basis beginning July 1 and ending June 30. Students must apply or re-apply each year in order to receive or continue receiving financial aid.

GENERAL ELIGIBILITY

In order for a student to receive most types of financial assistance from federal and state financial aid programs he/she must:

- Be enrolled as a regular or provisional student in an eligible certificate, diploma or degree program;
- Be a U.S. citizen/national or eligible non-citizen;
- Show that he/she has need (with the exception of HOPE Scholarship/Grant);
- Be registered with Selective Service or proof that he/she is not required to register;
- Not be in default on a Perkins/National Direct Student Loan, Stafford/Guaranteed Student Loan, PLUS, Supplemental Loan for Students, Income Contingent Loan or a Consolidated Loan Agreement that requires use of any funds received to be used only for educationally related purposes;
- Be maintaining satisfactory academic progress in accordance with STC policy;
- Be at least sixteen years of age;
- Certify that he/she will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving a Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Georgia HOPE Scholarship, Georgia HOPE Grant, HOPE GED Voucher, or Georgia LEAP Grant;
- Meet other program requirements;
- Have earned a high school diploma, GED, or meet the ability to benefit requirements (ATB).

APPLICATION REQUIREMENTS FOR FINANCIAL AID

Students who enroll in a certificate, diploma, or degree program should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Instructions on how to complete the application can be found on STC's Financial Aid web site or student's may pick up a pre-application worksheet from the Office of Financial Aid.

STC's Title IV Institution Code is 030665.

Once processed, the application will be sent from the Department of Education to STC's Office of Financial Aid for electronic processing. Students must also complete, on an annual basis, the STC Certification, Authorization, and Agreement form and return to the Office of Financial Aid.

When requested, other forms must be completed and returned to the Office of Financial Aid before review of a student's application process can be completed. Students who complete the FAFSA will also be applying for the Georgia HOPE Scholarship/Grant.

Students will receive notification from the Office of Financial Aid approximately two weeks after the FAFSA has been submitted and all required documentation has been turned in, along with all previous college transcripts. In addition, the student will receive a one-page summary from the federal processing center approximately two weeks following the online submission. The student should review this summary to verify the accuracy of the submitted information.

Students receiving the Federal Pell Grant and the HOPE Scholarship/Grant will have the designated amount applied to their tuition and fees after registration for each term eligible. A copy of the student's schedule/bill can be viewed online using the college's BANNERWEB information portal system after financial aid has been awarded, and, if applicable, all other fees have been paid. If the student's schedule changes after registration, his/her financial aid award is subject to change.

APPLYING FOR STATE AID ONLY

Students who do not wish to complete the FAFSA, must submit a completed GSFAPPS Application online to apply for the HOPE Scholarship/Grant for the 0607 Aid Year and beyond. This is a lifetime application for the HOPE Scholarship/Grant and only has to be completed once. Please complete this application four to six weeks before your anticipated start date to allow the Office of Financial Aid time to determine your eligibility.

Students will also need to complete the STC Certification, Authorization, and Agreement form. Students will receive notification from the Office of Financial Aid approximately two weeks after a completed GSFAPPS has been received from GSFC regarding aid eligibility, along with all previous college transcripts.

SAR/ISIR VERIFICATION

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

- Verification Worksheet;
- Signed copy of student's Federal Income Tax Return;
- W-2's of student, spouse, or parent;

- Student's Social Security Card;
- TANF (Temporary Assistance for Needy Families) benefit report;
- Child Support Printout;
- Copy of divorce or separation document;
- Statement from the Social Security Administration on total benefits received for the year;
- Other documents that provide proof of income or asset value;
- Birth Certificate;
- Alien Registration Card; or
- Passport

FUND DISBURSEMENT

Students may authorize STC to deduct their tuition and fees from their quarterly award. The balance of the award will be paid directly to the student during the latter part of the quarter. Notices will be posted around campus stating the date, time, and place students may pick up their check(s). Each student must present his/her Student ID to pick up his/her check.

FEDERAL STUDENT AID PROGRAMS AVAILABLE

Federal Pell Grant

The Federal PELL Grant (PELL) is a federally funded Title IV Grant Program available to students who meet certain income guidelines of postsecondary education. The PELL Grant does not require repayment. It is not available to anyone who has received a bachelor's degree, owes a refund to any Title IV Aid Program, or is in default on a student loan.

The amount of the Pell Grant award will depend on the family contribution amount shown on the Student Aid Report, whether the student is full- or part-time, the number of federal credit hours enrolled, the cost of attendance, and the size of federal appropriations. Students must reapply each fiscal year (July 1st - June 30th) by completing the FAFSA or the renewal application for the New Year. Pell is not available to students who are in 095 and 096 learning support classes or institutionally accepted.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is based on financial need. Students must be undergraduates enrolled in an eligible program leading to a degree, diploma, or certificate at an eligible College. At STC, students must have been enrolled at least one quarter to receive FSEOG. Students must meet citizenship requirements as required for all Title IV Programs, as well as all other eligibility listed in the Federal Student Financial Aid Handbook. Priority for supplemental grants will be given to students with the

lowest EFC (Estimated Family Contribution), the greatest need, the highest cumulative grade point average and have not withdrawn from any classes during the quarter. These students must also receive Pell and HOPE in the same quarter.

The Office of Financial Aid will use the SAR/ISIR to consider all eligible students for FSEOG. The maximum FSEOG a student may receive per academic year at the College will depend on the availability of funds, but will not exceed \$200 per quarter or \$800 per year.

Federal Work Study (FWS)

The Federal Work-Study program gives employment to students who need income to help meet the costs of postsecondary education. Work-study awards are made on a quarterly basis.

To be eligible for a FWS job, a student must have a "financial/unmet need". His/her cost of attendance must be greater than the expected family contribution (EFC). FWS may not be awarded to a student if that award, when combined with other resources, would exceed the student's financial unmet need for that award year.

The resources available in the Federal Work-Study program, when combined with the College's 25% matching funds, may not be sufficient to hire all eligible and interested students. Those students determined to be eligible by the Office of Financial Aid will go through an interview process for available positions before being hired.

Students will be paid \$6.00 per hour, monthly, for duties performed at their assigned job location. Time sheets are to be signed by both the student and their supervisor after hours have been totaled. Questions in relation to hours and days worked should be discussed at this time. If the student feels there is a problem with their time, they should discuss this with their supervisor. The student has the right to appeal any decision or problem. In an appeal, the first step is to contact the Director of Career Services. If the problem is not resolved, the student should then contact the Vice President of Student Affairs. The decision of the Vice President is the final decision at the College.

Time sheets are to be submitted to the departmental secretary by 10 a.m. on the pre-assigned days. Checks are disbursed on the last day of a pay period unless on a weekend or holiday. If this occurs, they will be disbursed on the preceding Friday.

In assigning a FWS job, the College will consider the student's financial need, the number of hours per week the student can work, the period of employment, the anticipated wage rate, and the amount of other assistance available to the student. While there is no minimum or maximum award, the amount for each student should be determined based on these factors. Of course, a FWS award, when combined with other sources of financial aid, may not exceed the student's need. To the maximum extent practical, the College will provide FWS jobs that will complement and reinforce each recipient's educational program or career goals.

The fact that a student may receive academic credit for the work performed does not disqualify the job under FWS. However, there are certain restrictions. If a student must complete an internship or

practicum as part of his/her diploma or degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under FWS. If a position is considered as a regular FWS position, a student may be paid during his/her internship or practicum. A student may not be paid for receiving instruction in a classroom, laboratory, or other academic setting.

The College may oppose any garnishment order they receive for repayment of debt. Paying FWS funds in such cases could mean that funds would not be used "solely for educational purposes", which is a requirement for awarding Title IV aid funds.

No FWS position will involve construction, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including Colleges) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.

Determining Maximum FWS Eligibility

In determining the maximum FWS award a student is eligible to receive, the Director of Financial Aid must take into account the following resources:

- Those resources the Director of Financial Aid can reasonably anticipate at the time aid is awarded to the student, such as Federal Pell Grant awards, HOPE Grant awards, Veterans educational benefits, scholarships, WIA benefits, Department of Labor benefits, and FSEOG awards;
- Those the College makes available to its students; or
- Those the Director of Financial Aid knows about.

The sum of a student's FWS award plus other resources may not exceed his/her financial need.

Non-need-based earnings, such as earnings from a job a student locates on his/her own with a private employer, are not considered a resource for the current award year. The earnings will be reported on the application for federal student aid for the subsequent award year and will be used to determine the Expected Family Contribution for the subsequent award year. Only net income from need-based employment may be considered as a resource.

Students must be enrolled in a Title IV program to be eligible and enrolled at least half time. Jobs are located on campus and work schedules are planned around the student's class schedule.

The procedures for applying for Federal Work-Study are as follows:

1. Once registered for class, interested students should stop by the Job Placement Office and complete a FWS application to let the Director of Career Services know that they are interested in Work-Study;

2. Once a position is available, the Director of Career Services meets with the Director of Financial Aid to determine if a student is eligible. The Director of Financial Aid calculates the applicant's need according to Federal regulations to determine their eligibility for Federal Work-Study;
3. The Director of Career Services forwards eligible student's applications to specific departments on campus who have vacant Work-Study positions;
4. Work-Study candidates will be contacted to interview for jobs;
5. The Director of Career Services will contact the Office of Financial Aid once a student is employed;
6. The newly hired student will complete all required payroll paperwork and return it to the departmental payroll person;
7. On the twelfth day of the month, student employees will complete a monthly time sheet, which must be signed by their supervisor and forwarded to the departmental payroll person;
8. The Office of Financial Aid will verify monthly hours and salary information on student employees.

STATE STUDENT AID PROGRAMS AVAILABLE

Georgia HOPE Scholarship

(Helping Outstanding Pupils Educationally)

The HOPE Scholarship is a state funded award which will pay tuition and fees required of all students (there is one exception – HOPE will not pay activity and insurance fees for students who are taking all on-line courses). HOPE will also provide a book allowance of either \$50 (for 5 or less credit hours per quarter) or \$100 (for 6 or more credit hours per quarter). Students who do not use all of their book allowance to buy books will receive the remaining amount in the form of a check after midterm. A student must be a Georgia resident and not in default on a Federal student loan or owe a refund on a Federal grant and have graduated from high school in 1993 or thereafter with a 3.0 GPA or have a 3.0 GPA after attempting 45 college credit hours. At Southeastern Tech, degree students are eligible to receive this grant. Students who have already completed a bachelor's degree are not eligible for the Georgia HOPE Scholarship.

Georgia HOPE Grant

The HOPE Grant is a state funded award which will pay tuition and fees required of all students (there is one exception – HOPE will not pay activity and insurance fees for students who are taking all on-line courses). HOPE will also provide a book allowance of either \$50 (for 5 or less credit hours per quarter) or \$100 (for 6 or more credit hours per quarter). Students who do not use all of their book allowance to buy books will receive the remaining amount in the form of a check after midterm. A student must be a Georgia resident and not be in default on a Federal student loan or owe a refund on a Federal grant in order to receive this grant. At Southeastern Tech, a diploma, as well as a certificate-seeking student is eligible to receive this grant.

HOPE for Students Who Complete a GED

Students who earn a GED on or after July 1, 1993 that are Georgia residents are eligible for a state grant of \$500. After passing the GED test, students will receive a voucher by mail. Students must sign and turn their voucher into the Office of Financial Aid during the quarter of enrollment in which they wish to redeem their voucher. Students must enroll and attend classes for a certificate or diploma program in order to use their voucher. Vouchers must be redeemed the first quarter of attendance, and within 24 months of passing the GED. Students will be issued a check for the voucher amount after satisfactorily completing classes through midterm. **NOTE:** *Students who enroll in an associate's degree program are not eligible for this award.*

Leveraging Educational Assistance Partnership (LEAP) Program

Georgia's LEAP Grant Program was created by Governor Roy E. Barnes to provide educational grant assistance to residents of Georgia who demonstrate substantial financial need to attend eligible post-secondary institutions in Georgia. LEAP is funded by state appropriations. Students must be undergraduates enrolled at least half time in an eligible program leading to a degree, diploma, or certificate at an eligible College. Students must apply for and be eligible for the Pell Grant, as well as meet all HOPE regulations. Students must be enrolled at least one quarter to receive LEAP. Financial need must be equal to or greater than \$2,000 based on a student's cost of attendance, minus the Pell Grant, minus any other scholarships and grants. Award amounts range from a minimum of \$300 to a maximum of \$2,000 per fiscal year. Priority will be given to students with the lowest EFC, the greatest need, the highest cumulative grade point average, and have not withdrawn during the quarter. Awards may be available during Fall, Winter, and Spring Quarters.

The Office of Financial Aid at the College will use the SAR/ISIR to consider all eligible students for LEAP. Checks will be cut and disbursed by the Business Office during the ninth week of the quarter. Fund availability will determine the number of students eligible for LEAP.

HERO Program

To be considered for the HERO Program, you must be a member of the Georgia National Guard or a U.S. Military Reservist who is a Georgia resident that was deployed outside of the United States for active duty service on or after May 3, 2005 to a location designated as a combat zone and served in such combat zone for at least 181 consecutive days. Children of qualifying Georgia National Guard or U.S. Reservist may qualify for this grant also. For more information, or to apply, please contact the Office of Financial Aid or www.gacollege411.org.

Recipients may receive up to \$2,000 per year for each qualifying term of service of 181 consecutive days, for a maximum of \$8,000. Awards are prorated for enrollment that is less than fulltime (12 hours).

GENERAL AID

Various local, civic, social, and professional organizations provide scholarships for qualified students. In most cases, financial aid is awarded based on need, educational costs and availability of funds. See the Director of Financial Aid for details.

OTHER AID AVAILABLE ON CAMPUS

Georgia Fatherhood Program

Participants are referred through Child Support Enforcement. The Georgia Fatherhood Program Coordinator administers this program.

New Connections to Work

Participants must be TANF recipients and be referred by the Department of Family and Children Services to be eligible for this program. Some financial aid may be available to qualified students who have entered school or will be entering school. This program is administered by the New Connections to Work Coordinator.

Rehabilitation Services

This program provides assistance to qualified students with physical, mental, and/or emotional disabilities.

Social Security Benefits

For more information concerning Social Security payments while attending Southeastern Technical College, students should contact the local Social Security Office.

STC Foundation

The mission of the STC Foundation is to promote the cause of technical and adult education by acquiring and administering monetary gifts, grants, and other funds and properties principally from area industries, businesses, individuals, other organizations, as well as faculty, staff, and other friends of Southeastern Technical College. Many of the donations received are used for scholarships in special cases for students.

Temporary Assistance for Needy Families (TANF)

Students receiving TANF should contact their case manager at the area Department of Family and Children Services to see if they qualify for any child care/transportation assistance.

Trade Adjustment Assistance (TAA)

and North American Free Trade Agreement

Transitional Adjustment Assistance/NAFTA-TAA is available to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports.

Veteran Programs (VA)

Southeastern Technical College is approved for veteran's training under various programs.

Workforce Investment Act (WIA)

WIA is a federally funded program operated by the Georgia Department of Labor designed to provide assistance to those in need of occupational skills training.

PROGRAM REGULATIONS

HOPE Scholarship Eligibility

FRESHMAN (1st Tier) ELIGIBILITY

1. To be eligible for the HOPE Scholarship as an entering freshman (1st tier), a student must be a 1993 or later high school graduate. He or she must have graduated from an eligible high school as a HOPE Scholar.
2. For the Class of 1993 through the Class of 1999, HOPE Scholars must have graduated from an eligible high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale or an 80 numeric average meeting the college preparatory curriculum, or a 3.2 average on a 4.0 scale or an 85 numeric average in the general or career/technical curriculum tracks. All course work taken in high school (9th through 12th grades) is used to calculate the grade average.
3. For the Class of 2000, HOPE Scholars must have graduated from an eligible high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale or an 80 numeric average in the college preparatory core-curriculum subjects, or a 3.2 average on a 4.0 scale or an 85 numeric average in the career/technical core-curriculum subjects. The subjects counted and the number of units to be used in the grade average calculations for the college preparatory curriculum is as follows: English Language Arts – 4 units, Mathematics – 3 units, Social Studies – 3 units, Science – 3 units and Foreign Language – 2 units. The subjects counted and the number of units to be used in the grade average calculation for the career/technical curriculum is as follows: English Language Arts – 4 units, Mathematics – 3 units, Social Studies – 3 units, Science – 3 units.
4. Beginning with the Class of 2001, HOPE Scholars must have graduated from an eligible high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale or an 80 numeric average in the college preparatory core-curriculum subjects, or a 3.2 average on a 4.0 scale or an 85 numeric average in the career/technical core-curriculum subjects. The subjects counted and the number of units to be used in the grade average calculations for the college preparatory curriculum is as follows: English Language Arts – 4 units, Mathematics – 4 units, Social Studies – 3 units, Science – 3 units and Foreign Language – 2 units. The subjects counted and the number of units to be used in the grade average calculation for the career/technical curriculum is as follows: English Language Arts – 4 units, Mathematics – 3 units, Social Studies – 3 units, Science – 3 units. Grades may be weighted, or unweighted, depending upon the high school's or school system's policy. Grades must not be rounded up.
5. Home Study Students who completed their home study requirements in 1997 or later and students who graduated from an ineligible high school in 1997 or later may receive HOPE retroactively for the 1st tier if they earn a 3.0 cumulative grade point average after attempting 30 semester or 45 quarter college credit hours and meet all other HOPE eligibility requirements. Students who graduate from an eligible high school are not eligible for a retroactive HOPE award, as provided for by this provision.

6. Beginning with the Class of 2007, HOPE Scholars in the college preparatory curriculum track must graduate from an eligible high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale. Each grade for a student in attempted coursework in English, Mathematics, Science, Social Science, and Foreign Language that would have satisfied a core curriculum graduation requirement for the college preparatory diploma if the student had successfully completed it must be equated to a grade on a 4.0 scale, such that a grade of “A” equals 4.0, “B” equals 3.0, “C” equals 2.0, “D” equals 1.0, and “F” equals 0. Beginning with the Class of 2007, HOPE Scholars in the career/technology curriculum track must graduate from an eligible high school with a minimum of a 3.2 cumulative grade point average on a 4.0 scale. Each grade for a student in attempted coursework in English, Mathematics, Science, and Social Science that would have satisfied a core curriculum graduation requirement for the career/technology diploma if the student had successfully completed it must be equated to a grade on a 4.0 scale, such that a grade of “A” equals 4.0, “B” equals 3.0, “C” equals 2.0, “D” equals 1.0, and “F” equals 0. Regardless of the curriculum track, grades in coursework that is classified as “Advanced Placement” or “International Baccalaureate” will be weighted by the Commission when calculating the grade point average for HOPE Scholarship eligibility. Grades for Honors courses or other special courses will not be weighted. In addition to the Class of 2007 and beyond, the above requirements will also apply to all HOPE Scholars, regardless of their year of high school graduation, who first begin receiving the HOPE Scholarship as an entering Freshman after May 1, 2007.
7. Students who are recipients as freshman (1st tier) and were enrolled for 12 or more hours during at least one school term must have a cumulative grade point average of at least a 3.0 at the end of Spring term, in order to continue their eligibility beyond Spring term. Students who are recipients as freshmen (1st tier) and were enrolled for less than 12 hours for three school terms in a row must have a cumulative grade point average of at least a 3.0 at the end of the third term, in order to continue their eligibility beyond the third term. Otherwise, students are eligible to continue receiving the HOPE Scholarship at the freshman (1st tier) level until 30 semester/45 quarter hours are attempted. At that point, they must have a cumulative grade point average of at least a 3.0 to renew for the sophomore (2nd tier) level.

SOPHOMORE (2nd Tier) ELIGIBILITY

1. The student must have attempted 30 semester/45 quarter hours but not more than 60 semester/90 quarter hours. The student must also have a cumulative grade point average of at least 3.0 at the end of the school term in which the 30 semester/45 quarter hours were attempted to be eligible for a HOPE Scholarship.
2. Eligibility as a freshman (1st tier) is not a requirement. A non-traditional student may enter the HOPE Scholarship Program at this point if he or she meets all other requirements.
3. All students who are recipients as sophomores (2nd tier) must have a cumulative grade point average of at least a 3.0 at the end of Spring term, in order to continue their eligibility beyond Spring term. This requirement includes students who were enrolled for less than 12 hours per term. Otherwise, students are eligible to continue to receive the HOPE Scholarship at the sophomore (2nd tier) level until 60 semester/90 quarter hours are attempted. At that point, they must have a cumulative grade point average of at least a 3.0 to renew for the junior (3rd tier) level.

JUNIOR (3rd Tier) ELIGIBILITY

1. The student must have attempted at least 60 semester/90 quarter credit hours but not more than 90 semester/135 quarter hours. The student must also have a cumulative grade point average of at least 3.0 at the end of the term he or she attempted at least 60 semester/90 quarter hours. Eligibility as a freshman (1st tier) or sophomore (2nd tier) is not a factor. A non-traditional student may enter the HOPE Scholarship Program at this point if he or she meets all other requirements.
2. A student who was a HOPE recipient seeking a degree during his or her freshman year (1st tier), but failed to earn a 3.0 cumulative grade point average at the end of the term he or she attempted at least 30 semester/45 quarter hours, can regain HOPE eligibility if his or her cumulative grade point average is 3.0 at the end of the term he or she attempted at least 60 semester/90 quarter hours.
3. All students who are recipients as juniors (3rd tier) must have a cumulative grade point average of at least a 3.0 at the end of Spring term, in order to continue their eligibility beyond Spring term. This requirement includes students who were enrolled for less than 12 hours per term. Otherwise, students are eligible to continue receiving the HOPE Scholarship at the junior (3rd tier) level until 90 semester/135 quarter hours are attempted. At that point, they must have a cumulative grade point average of at least a 3.0 to renew for the senior (4th tier) level.

SENIOR (4th Tier) ELIGIBILITY

1. The student must have attempted at least 90 semester/135 quarter credit hours but not more than 127 semester/190 quarter hours. The student must also have a cumulative grade point average of at least 3.0 at the end of the term he or she attempted at least 90 semester/135 quarter hours. Eligibility as a freshman (1st tier), sophomore (2nd tier) or junior (3rd tier) is not a factor. A non-traditional student may enter the HOPE Scholarship Program at this point if he or she meets all other requirements.
2. A student who was a HOPE recipient seeking a degree during his or her freshman year (1st tier), but failed to earn a 3.0 cumulative grade average at the end of the term he or she attempted at least 30 semester/45 quarter hours, can regain HOPE eligibility if his or her cumulative grade point average is 3.0 at the end of the term he or she attempted at least 90 semester/135 quarter hours.
3. A student who was a HOPE recipient seeking a degree during his or her sophomore year (2nd tier), but failed to earn a 3.0 cumulative grade average at the end of the term he or she attempted at least 60 semester/90 quarter hours, can regain HOPE eligibility if his or her cumulative grade point average is 3.0 at the end of the term he or she attempted at least 90 semester/135 quarter hours.

Hope Scholarship Paid Hours Limit

A student may receive the HOPE Scholarship for a total of no more than 127 semester/190 quarter credit hours of payment from the HOPE Grant, Accel plus HOPE Scholarship programs, referred to in these Regulations as "Paid-Hours." Effective Fall term of 2004, hours for which a student received HOPE Grant payment, beginning with Summer term of 2003, must be included in the Paid-Hours limit. As an exception, hours for which a student received HOPE Grant payment prior to high school graduation and before Fall term

2004, are not counted as Paid-Hours. The 127 semester/190 quarter Paid-Hours limit includes remedial and all regular college credit courses after high school graduation, for which HOPE Grant, HOPE Scholarship or Accel payment was made.

If a student enters the term with less than 127 semester/190 quarter hours paid and enrolls for more than 127 semester/190 quarter hours, he or she is eligible for payment for the full number of hours enrolled for that term. One exception to the 127 semester/190 quarter Paid-Hours limit is for the student enrolled in a specific undergraduate degree program that is designed to be more than 127 semester/190 quarter hours in length. If the student has a 3.0 cumulative grade average at that point, he or she is eligible for a total of 150 semester/225 quarter hours of payment, or the number of hours required for graduation, whichever is less, unless the student first reached the End-of-Spring Checkpoint and does not have a 3.0 cumulative grade average.

HOPE Scholarship End-of-Spring & Three-Term Checkpoint

Students who are eligible to receive HOPE as entering freshmen may receive payment through the term that they have attempted (not earned) at least 30 semester or 45 quarter hours. However, all HOPE Scholarship recipients must have a grade point average of at least a 3.0 at the end of every Spring term in order to continue their eligibility, except for freshmen enrolled for less than 12 credit hours for each of their first three school terms. Freshmen recipients who enroll for less than 12 credit hours for each of their first three school terms must have a cumulative grade point average of at least a 3.0 at the end of their third term in order to continue their eligibility.

All attempted hours and corresponding grades as shown on official transcripts are counted toward the HOPE cumulative grade point average, including remedial study. Additionally, withdrawals are counted as attempted hours even if there is no academic penalty. Any college degree credit hours attempted or earned before high school graduation and hours exempted by examination do not count as hours attempted and are not included when calculating the HOPE cumulative grade point average.

Hope Scholarship Attempted-Hours Limitation

1. If the student is otherwise eligible to participate in the HOPE Scholarship, but is not paid because his or her tuition and fees are already covered by other aid, the credit hours attempted that term still apply to the Attempted-Hours limit. Regardless of the amount of payment the student receives for a term or the number of credit hours for which he or she was paid, the total number of credit hours attempted for that term will be applied to his or her Attempted-Hours limit.
2. Credit hours for duplicate courses attempted will count toward the Attempted-Hours limit.
3. Any credit hours attempted or earned before high school graduation (i.e., hours exempted by examination, advanced placement credit hours, International Baccalaureate hours, dual enrollment hours, or joint enrollment hours) do not count as Attempted-Hours. If the institution is not readily able to identify such credits, then the institution may rely on the student to advise the institution of credit hours attempted prior to high school graduation, subject to verification. Effective Fall term 2004, the hours for which the

student received HOPE Grant (beginning with Summer term 2003) or Accel payment must be included in the Paid-Hours limit. As an exception, hours for which the student received HOPE Grant payment prior to high school graduation and before Fall term of 2004 are not included in the Paid-Hour limit.

4. Courses that are audited are not paid for by HOPE or counted as Attempted-Hours and are not considered to be college credit.

Associate and Bachelor of Applied Science Programs

Students transferring from certificate/diploma programs into Associate of Applied Science (AAS) or Bachelor of Applied Science (BAS) degree programs receive a “block” of credit hours for course work taken in the certificate/diploma program, rather than on a course-by-course basis. In order to determine the number of Attempted-Hours for purposes of HOPE eligibility, the value of the “block” of credit hours is dependent upon the number of hours the student is required to complete in order to receive an AAS or BAS degree. All hours paid by HOPE Grant funds must apply to the Paid-Hours limit.

Hope Grant Paid-Hours Limit

An eligible student may receive a HOPE Grant for all course work required by the institution for a program of study leading to a certificate or diploma, including remedial studies or learning support course work. However, recipients are limited by the number of credit hours for which they can receive HOPE Grant payment.

Effective Fall term 2004, all credit hours for which students received HOPE Grant payment for the Summer term of 2003 and beyond, must be included in the total number of allowable hours of HOPE Grant payment, referred to as the “Paid-Hours” limit. As an exception, hours for which students received HOPE Grant payment prior to their high school graduation and before Fall term 2004 are not counted as Paid-Hours. In addition, Georgia Student Finance Commission will only count 12 paid-hours per quarter, even if the student enrolls for more than 12 credit hours during the student’s current term of enrollment.

The Paid-Hours limit for the HOPE Grant is 95 quarter hours or 63 semester hours of HOPE Grant payment, except for students enrolled in specific programs of study designed to require more than 95 quarter or 63 semester hours of coursework for graduation. Such students are eligible for HOPE Grant payment for a maximum of 130 quarter hours or 86 semester hours, or the number of hours for which the program of study is designed, whichever is less.

Recipients of the HOPE Grant are not limited by the number of certificate or diploma programs of study for which they can receive payment, but are limited by the allowable number of Paid-Hours. HOPE funds cannot be applied to course work exempted by examination.

Recipients of the HOPE Grant are eligible for payment for the full number of hours enrolled during the school term he or she reaches the HOPE Grant Paid-Hours limit.

HOPE Combined Paid Hours Limit

No student can receive more than a cumulative total of 190 quarter or 127 semester hours of HOPE Grant, plus Accel, plus HOPE Scholarship payment, except for students enrolled in specific programs of study designed to require more than 190 quarter or 127 semester hours of coursework for graduation. Such students are eligible for HOPE Scholarship payment for a maximum of 225 quarter or 150 semester hours, or the number of hours for which the program of study is designed for graduation, whichever is less.

ACCEL Program

The Accel Program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission. It is designed to provide participating high school students with financial assistance toward the cost of postsecondary course-work. In order to be eligible for Accel funds, a student must be enrolled for college degree-level courses, rather than postsecondary coursework toward technical certificate or diploma programs of study. If they meet all other requirements, high school students who are simultaneously seeking a technical certificate or diploma from an eligible Georgia public postsecondary institution are eligible to participate in the Georgia HOPE Grant Program.

Careful consideration should be taken before a decision is made to participate in the Accel Program. The high school student, his or her parents, the high school counselor and principal, and officials of the postsecondary institution should be confident that it is in the best interest of the student to participate in Accel. It is critical that students understand that the credit hours for which they receive payment from the Accel Program will be included in the maximum total number of credit hours of payment they can receive from the HOPE Scholarship Program, after they graduate from high school. The following factors should be assessed before a student enters into the Accel Program.

Participation Guidelines and Considerations:

- It is important for the student and his or her parents to have a serious and open discussion of the student's postsecondary educational and career goals.
- A high school student's social and emotional maturity can often be the major determinate of success as a dual credit student.
- The quality and quantity of the academic coursework the student has completed, as early as the 8th grade, should be evaluated to determine exactly what additional coursework is required to meet high school graduation requirements and what coursework the high school can offer the student for the remainder of his or her high school studies.
- Although the Accel program does not mandate specific academic requirements for participation, it is important for the student to understand that college credit hours earned at a private college or university as a dual credit student, are not transferable to a University System of Georgia institution unless the student has achieved at least a 970 SAT score and earned a 3.0 cumulative grade point

average. These requirements can be used as a guideline when deciding upon participation in the Accel Program.

Again, as the student and his or her parents make this major decision, full advantage should be taken of the knowledge and experience of officials at the student's high school and at the postsecondary institution the student plans to attend.

HOPE Distance Learning Students

Distance Learning students are eligible to receive HOPE payment from each institution to cover the tuition charged by the institution, HOPE approved-mandatory fees for Distance Learning students, and the HOPE book allowance. The only HOPE-approved mandatory fee for Distance Learning students attending TCSG institutions is the Registration Fee.

Eligible non-citizens

To receive financial aid, eligible non-citizens must provide proper documentation of residency. Proper documentation can include:

- Permanent Resident Card (Form I-551)
- Resident Alien Card (Form I-551)
- Arrival/Departure Record (CBP Form I-94)

Selective Service

Virtually all men born on January 01, 1960 or after in the U.S. are required to register with Selective Service within 30 days of their 18th birthday. Men **must be** registered to be in compliance with federal law and stay eligible for student loans and grants, government jobs, job training, all security background clearances, and U.S. citizenship for immigrants. Visit www.sss.gov for more information.

FINANCIAL AID REFUND POLICIES

A refund is money due a student or financial aid source when a student has withdrawn or dropped a class. Two refund policies are in effect at South-eastern Technical College. The refund policy used varies depending on the type of aid a student is scheduled to receive or if the student has completely withdrawn from school or has been administratively dropped.

STC Refund Policy

This refund policy applies when a student has totally withdrawn from school and paid cash or received HOPE. This policy states that pre-registered students may receive a full refund of all tuition and fees paid if they cancel prior to the scheduled enrollment date. Students who withdraw/drop during the first seven (7) calendar days (including holidays) of each quarter will receive 75% of tuition charges refunded,

if the entire course load is dropped. Students who withdraw/drop after seven (7) consecutive calendar days (including holidays) following the first day of class will receive no refund of tuition and fees.

Federal Refund Policy

Students receiving assistance from Title IV programs (Federal Pell Grant or FSEOG) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60% of the term, he or she will have earned 100% of the aid for that period. If the student completed 60% or less of the term, the percentage of the period completed is equal to the percentage of aid earned.

The percentage completed will be calculated by counting the number of days completed up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.

The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance due in the form of a refund check during the 9th week of the quarter. If the amount of Title IV aid earned is insufficient to cover these charges, the student is liable for these charges that must be paid before being allowed to enroll in another quarter of study at Southeastern Technical College. Examples are available in the Office of Financial Aid.

Refund of Books and Supplies

Students will receive a full refund if:

- Books are returned with proof of purchase (receipt); and
- Books are returned in new, resalable condition (no marks, writing, or soiling; plastic packaging or boxes unopened).

No refunds will be made for:

- Expendable supplies and equipment (i.e. cosmetology kits, tools, uniforms, diskettes, etc.);
- Books that have been written in.

NOTE: Refund requests for books and supplies must be made within two (2) weeks of the quarter in which they were purchased and intended for use. This deadline is enforced in all cases.

OVER-AWARDS

An overpayment is any amount paid directly to the student greater than a student is entitled to receive. This may occur when:

- Awards or disbursements are made incorrectly;
- A student reports incorrect information on his/her financial aid application; or
- A student withdraws from school.

Any information, which the Director of Financial Aid discovers as incorrect, must be corrected according to procedures outlined in the federal regulations. The student will be notified, collections of these funds will be attempted, and the collected funds will be repaid to the appropriate source of funding. If the student refuses, the appropriate agencies will be notified.

The maximum amount of Federal Work-Study wages that a student may receive above the student's need is \$300. If the student's earning in excess of need is more than \$300, the College may not use Federal Work-Study funds to cover the overage. Non-need-based earnings are not counted in determining the \$300 over-award limit. If FWS is awarded in conjunction with other campus-based aid, the \$300 over-award limit is in effect for total aid from all campus-based programs.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Students who received financial aid from Southeastern Technical College must be in good academic standing and making satisfactory progress, as outlined below.

Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Progress will be reviewed no less than once each quarter. Records are reviewed after grades are posted at the end of each quarter.

Grade Point Average Requirement

Students must maintain a cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale. If a student's GPA falls below the minimum, his/her financial aid is endangered. A student will be put on probation for the quarter following the term the student fails to earn a cumulative 2.0 GPA. The student has the next quarter of attendance to earn the minimum GPA. The student may receive financial aid while on probation. At the end of the probationary period, if the cumulative GPA is a 2.0 or higher, the student is taken off probation. If the cumulative 2.0 is not achieved, then the student will be put on financial aid suspension during the following quarter of attendance. The student will not receive financial aid while on suspension. Total hours attempted consists of hours taken at STC. Transfer credits are not included in the computation of the cumulative GPA for financial aid, but are considered when determining a student's HOPE Scholarship eligibility.

Completion Rate

Students must complete 67% of course work attempted quarterly. Failure to complete this minimum percentage will result in a student being put on probation during the following quarter of attendance. If the student fails to complete 67% of the course work attempted during the probationary quarter, they will be placed on suspension during their next quarter.

Maximum Time Frame

Full-time students must complete their educational objective within the maximum time frame of one-and-a-half (150%) times the length of the program in which they are enrolled. This means that once a student has attempted one-and-a-half times the minimum number of credit hours necessary for completing program requirements, they will be ineligible to receive financial aid. Students who are enrolled less than half time will be prorated accordingly.

NOTE: *If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements, and all grades will be used in calculating the minimum GPA of 2.0.*

Learning Support Coursework

Learning Support courses will be covered by Title IV assistance if the student is enrolled as a provisional or regular admit student in an eligible program at Southeastern Technical College and the learning support course is required by the school. In addition, State Aid can be used to cover 095 and 096 learning support coursework.

Federal and State financial aid can be awarded for a maximum of 45 hours of learning support coursework. Learning Support courses are graded on an A* through F* scale. A grade of A*, B*, or C* will be considered satisfactory completion of a learning course. A grade of D* or F* is considered unsatisfactory. Grades received for learning support courses are counted in HOPE Scholarship GPA calculation. All learning support courses are included in the 67% hours attempted completion rate.

Grades

Grades of **W** (withdrew) and **WP** (withdrew passing) are not used in calculating a student's GPA, but are counted as course work attempted. **WF** (withdrew failing) is counted as an F. **IP's** (in-progress) are used in the completion rate calculation; however, students will be allowed to complete the in-progress work the next quarter and once a grade has been assigned, will be reevaluated.

Transfer students accepted by Southeastern Technical College (STC), but not previously enrolled at STC, will be classified as maintaining Satisfactory Academic Progress for the first quarter enrolled. After the first quarter, the student's grades will be measured in accordance with the College's Satisfactory Academic Progress requirements. Students who previously attended STC, transferred to another school, then returned to STC, will have all of their course work reviewed. (*Only a grade of C or better will transfer.*)

Termination of Financial Aid

Financial aid will be terminated when a student is determined by the Office of Financial Aid to be ineligible if the office has evidence that the student has falsified information on the application materials, or, if federal or state funds are not provided to meet the award.

Reinstatement of Aid

A student who has been terminated from aid due to a lack of satisfactory academic progress must pay for credit hours attempted the term the student returns and must meet satisfactory academic progress requirements to be eligible to receive any further financial aid in future terms.

Appeals Process

Students have the right to appeal a finding that they are not making satisfactory progress if they feel that there are extenuating circumstances, which have prevented them from meeting the specified requirements. Students will need to complete an Appeal of Financial Aid Suspension form. The appeals must specifically address the extenuating circumstances, include supporting documentation, and must be filed with the Office of Financial Aid. An appeal form may be obtained from the Office of Financial Aid or the financial aid section of the STC Web site.

All satisfactory academic progress appeals will be reviewed. The Office of Financial Aid will notify the student of the decision made regarding the appeal. **All decisions made are final.**

COMMERCIAL TRUCK DRIVING PROGRAM

Because of the high cost of the Commercial Truck Driving program, the HOPE Grant will only pay the full cost of the program once. If a student does not complete the program and wishes to retake it, the HOPE Grant will only cover 50% of the cost during the second term attended in the program.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (HOPE)

HOPE will cover all required course work as outlined in the standards for certificate, diploma and degree programs, including learning support courses. The existing instructional requirements of Satisfactory Academic Progress for Title IV programs will be applied for the following:

- Cumulative GPA requirements;
- Satisfactory completion rate for all course work;
- 45 maximum hours for learning support

Notification

The Office of Financial Aid will notify a student through the College's official means of communication if he/she is in violation of the aforementioned standards of satisfactory academic progress and of the termination of their eligibility to receive financial aid.

STUDENT AFFAIRS

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ORIENTATION

An orientation program is held for new students at the beginning of each quarter. The orientation is designed to acquaint students with school policies, procedures and services.

New students will receive notification of their orientation date with their registration materials.

CAREER PLANNING

Interests and abilities testing and career counseling are available to help an applicant decide which program to enter. Testing may provide valuable information for use by counselors during career exploration sessions with potential students.

Students may also wish to access the Georgia Career Information System (GCIS) to learn the most current job and educational opportunities to advance career and educational planning.

GUIDANCE AND COUNSELING

Counseling services and referrals to community agencies are available from a well-qualified staff of professionals. They will assist with developing career plans and personal goals; provide help with problems encountered in academic pursuits; and provide support in dealing with work-related, personal, or financial problems.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

A variety of academic and physical accommodations are available to qualified students with disabilities. As defined by the ADA, a qualified individual is one who with or without reasonable accommodations can perform the essential functions of a program or course requirement. The essential requirements of an academic course or program need not be modified to accommodate an individual with a disability.

An individual is considered to have a disability if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

A major life function is seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working. This definition includes those individuals with learning disabilities, psychological problems and chronic health impairments.

Students must request services through the disability services office in a timely manner, preferably before the quarter begins.

Students wishing to access disability services must:

1. Complete the Services Request Form
2. Submit appropriate documentation.
3. Meet with the Special Needs Specialist

***Note:** Students must meet with the Special Needs Specialist to obtain a Classroom Accommodation form each quarter for which accommodations are requested

Appropriate documentation consists of a written report completed by a qualified provider. In general, all documentation should be typed on letterhead stationary or be in report format, must be current and should clearly state the following information:

- A clearly stated diagnosis of a disability

- Symptoms of the disability
- Test scores which support a cognitive or learning disability
- Medications and any adverse side effects
- Recommendations regarding necessary accommodations
- The student's functional limitations in an academic environment
- The signature, printed name, title, and professional credentials of the evaluator
- The date of evaluation

All records are kept confidential.

Accommodations can include but are not limited to:

- Alternative Testing
 - Extended time on test
 - Non-distracting environment
- Assistive Technology
 - Voice Recognition Software
 - Magnification Software
 - Tape Recorders
 - CCTV
- Audio Taped Lectures
- Note Takers
- Faculty Liaison
- Interpreting Services

Students may obtain a Request for Services form by calling the Special Needs office at 912-538-3126 or stopping by Room 110 on the Vidalia Campus. Documentation should be sent to:

Southeastern Technical College

Special Needs Office

3001 East First Street

Vidalia, Georgia 30474

Southeastern Technical College reserves the right to determine the appropriateness of submitted documentation and requests for accommodation on a case-by-case basis.

DISADVANTAGED/LIMITED ENGLISH

PROFICIENCY

Within a framework of personal guidance and evaluation, special services are offered to disadvantaged and Limited English Speaking students. These special services include aiding students in setting realistic goals; providing job orientation and placement; providing assistance in determining the degree and nature of the need and providing referrals to various community agencies for additional assistance. Students may request services through the Special Needs Office.

NEW CONNECTIONS TO WORK

Single Parent/Displaced Homemaker/

Single Pregnant Women

The New Connections Program aspires to make a difference in the lives of area single parents, displaced homemakers, and single pregnant women. To qualify you must be:

- At least 16 years of age, male or female, and unmarried, legally separated, divorced or widowed, and have custody of a minor child or children; or
- At least 16 years of age, unmarried, legally separated, divorced or widowed, and be pregnant; or
- An adult who has been performing unpaid labor in the home, who has diminished marketable skills, who has had, or would have, difficulty in securing employment, and who has been dependent on the income of another member of the family but is no

longer supported by that income.

The program offers support to these individuals by focusing on two areas:

1. Assistance with career exploration and job readiness, which includes career assessments, assistance in obtaining skills training, resume writing and job interview techniques; and

2. Life management resources, which includes workshop and printed information on stress management, financial management, parenting skills, study skills, childcare, housing, and other community agencies.

GEORGIA FATHERHOOD PROGRAM

The Georgia Fatherhood Program is designed to place non-custodial parents in jobs and job training leading to permanent employment. Program services are free to non-custodial parents who are at risk of becoming behind on their child support payments. The Department of Human Resources, in partnership with the Department of Technical Education, sponsors the program. To qualify for the Georgia Fatherhood Program, you must:

- Be a non-custodial parent; and
- Have an active case with a Georgia Child Support Enforcement (CSE) Agency; and
- Be referred to Southeastern Tech by your CSE Agent.

This program offers services such as:

- Workshops focusing on job readiness and employability skills;
- Life management skills training which includes legal rights and responsibilities, money management, health management, problem solving, goal setting and family skills;
- Support services, such as academic counseling and referrals to other service agencies; and
- Financial assistance to attend school.

CAREER PLACEMENT AND FOLLOW-UP

The Career Placement Office offers assistance to graduates and students who are seeking work related to their field of study. Quarterly workshops in interviewing, resume preparation, and mock interviews are available to prepare students for entrance into the labor market. Job search related materials are available in our One Stop Center on a daily basis.

Area employers regularly contact the college seeking qualified job applicants for full-time and part-time positions. Students may register for referral to these openings. Information on current job openings is listed on the bulletin board outside the Career Placement Office.

Federal Work Study positions are available on campus. These are part-time positions for a maximum of 20 hours per week. Applicants must:

- Be currently receiving the Pell Grant;
- Be enrolled in at least 12 contact hours; and

- Maintain a 2.0 GPA.

Applications for these Work Study positions may be obtained from the Director of Career Services.

After graduation, students are surveyed as to their opinion of the program attended. Employers of each graduate are also surveyed as to whether the training provided was appropriate. The comments and suggestions received from graduates and their employers are carefully studied and considered when planning curriculum.

For more information on placement services or follow-up procedures, contact the Director of Career Services.

STUDENT RECORDS

Notification of Students

Annually, Southeastern Technical College shall inform their students about the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The Act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. Southeastern Technical College shall also provide a mechanism whereby students may file informal complaints within the College.

This policy applies to students who are or who have formerly been enrolled at Southeastern Technical College.

Education records include any records (in handwriting, print, tapes, film, computer, or other medium) maintained by Southeastern Technical College or the Technical College System of Georgia (TCSG) that are directly related to a student except:

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool. Records that contain information taken directly from a student or that are used to make decisions about the student are not covered by this exception.
2. Records created and maintained by Southeastern Technical College Law Enforcement Unit for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records that contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

STUDENT ACCESS TO RECORDS

Students may review their official academic record, disciplinary record, and financial aid record with the following exceptions:

1. Any and all documents written or solicited prior to January 1, 1975, on the presumption that they were intended to remain confidential and privileged.
2. Any and all documents to which access has been waived by the student.
3. Any and all records which are excluded from the Family Educational Rights and Privacy Act definition of educational records.
4. Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
5. Any and all records connected with an application to attend Southeastern Technical College if the applicant never enrolled.
6. Those records that contain information on more than one student. The requesting student has the right to view only those portions of the record that pertain to his or her own educational records. Since documents written or solicited after January 1, 1975, may be kept confidential only if the student has waived access thereto in writing, a form of waiver shall be provided for the voluntary use of applicants in their request for recommendations. Any recommendation submitted under condition of confidentiality but without written waiver of access by the applicant shall be returned to the sender.

All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed. A student may receive a copy of any and all records to which he or she has lawful access upon payment of any copying charge established by TCSG or Southeastern Technical College except when a hold has been placed on his or her record pending the payment of debts owed Southeastern Technical College, or when he or she requests a copy of a transcript, the original of which is held elsewhere.

Hearings to Challenge Accuracy of Records

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file.

Should the request for a change be denied the student will be notified of the College's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the Vice President for Student Affairs and ask for a hearing.

On behalf of Southeastern Technical College, either the Vice President for Student Affairs or another appointed hearing officer shall conduct a hearing at which the student shall 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. The hearing officer will consider only challenges to the accuracy of the records. Hence, if a grade has allegedly been incorrectly recorded on a student's transcript question may be considered but not whether the student should have been awarded a grade different from the one given.

The hearing officer shall prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing officer shall be final, save for any review that may be granted by the president of Southeastern Technical College.

If Southeastern Technical College decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a

statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

A student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality.

Release of Information

Southeastern Technical College will disclose information from a student's education records only with the written consent of the student, except that the records may be disclosed without consent when the disclosure is:

1. To Southeastern Technical College officials who have a legitimate educational interest in the records. A Southeastern Technical College official is:
 - A person employed by Southeastern Technical College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
 - A person elected to Southeastern Technical College's Board of Directors.
 - A person employed by or under contract to Southeastern Technical College to perform a special task, such as an attorney or auditor.
 - A person who is employed by Southeastern Technical College's Law Enforcement Unit.
 - A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another Southeastern Technical College official in performing his or her tasks.

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

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case by case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
3. Subject to the conditions set forth in 34 C.F.R. §99.35 authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the Attorney General for law enforcement purposes, or state and local educational authorities.
4. Southeastern Technical College or other Department officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - Determine eligibility for the aid;
 - Determine the amount of the aid;
 - Determine the conditions for the aid; or
 - Enforce the terms and conditions of the aid.
5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
7. Accrediting organizations in order to carry out their accrediting functions.
8. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.
9. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
10. To comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if Southeastern Technical College receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The Department's Director of Legal Services shall be consulted prior to release of the record.
11. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense. The Department's Director of Legal Services shall be consulted prior to release of the record.
12. To Veterans Administration Officials pursuant to 38 U.S.C. 3690 (c).

13. Information Southeastern Technical College has designated as "directory information," unless a hold has been placed upon release of the information by the student.

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public:

- name of student,
- photograph,
- address (both local, including e-mail address, and permanent),
- date of registered attendance,
- school or division of enrollment,
- major field of study,
- full-time or part-time status,
- nature and dates of degrees and awards received (degrees, diplomas, certificates, awards, or honors received),
- class standing,
- high school attended,
- participation in officially recognized organizations, activities and sports, and
- weight and height of members of athletic teams.

The policy that such information will be made generally available will be communicated to presently enrolled students through the publication of these guidelines; individual students currently enrolled may request that such directory information not be disclosed by filing a written request with the Registrar clearly stating what information should not be released. Former students who do not want directory information disclosed should make such a request in writing to the Registrar.

14. To the court those records that are necessary to defend Southeastern Technical College when a student initiates legal action against the institution and/or the Department.
15. Southeastern Technical College may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the Technical College governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Recordkeeping Requirements

Southeastern Technical College shall maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received, the legitimate interest in the records, any additional party to whom it may be redisclosed, and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

1. the student;
2. a school official determined to have a legitimate educational interest;
3. a party with written consent from the student;
4. a party seeking directory information; or
5. a Federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

Types, Locations and Custodians Of Education Records

Type of Record	Location	Record Custodian
Academic (e.g., transcript, transfer work, class schedule, degree requirements, probation, etc.)	Student Affairs, Registrar's Office	College Registrar
Financial Aid	Student Affairs, Financial Aid	Director of Financial Aid
Placement	Student Affairs, Career Services	Director of Career Services

COPIES OF STUDENTS RECORDS

Students may receive one official transcript of work attempted at Southeastern Tech free of charge. Each copy of an official transcript thereafter is \$3.00.

Copies of other information in the student's education record will be provided on the basis of actual cost to Southeastern Tech. Copies supplied to the student will be certified as accurate to the best of the responsible official's knowledge but will not be considered an "official" document of the institution.

Requests for transcripts must be made in writing to the Registrar's Office and should:

- Specify records to be released;
- Include reasons for such release;

- Specify to whom records are to be released; and
- Be dated and signed by the student.

Although transcripts can usually be issued promptly, please allow three to five days for the transcript to be processed—longer if the request is made during registration. All transcripts issued will include the entire academic record, no partial or incomplete record will be issued as a transcript. Transcripts will not be issued to a student whose record indicates financial indebtedness to the institution.

COLLEGE PUBLICATIONS

Catalog and Student Handbook

The Catalog and Student Handbook may be referred to for accurate and detailed information pertaining to all school matters relating to students. Southeastern Tech's catalog is found on its website www.southeasterntech.edu under E Catalog.

Discover

DISCOVER, the official College newspaper and class schedule listing, is published quarterly. It is compiled and edited by members of the faculty and staff with input from the student body.

Southeastern Tech Today

Southeastern Tech Today is the official internal newsletter for Southeastern Tech. This daily publication is compiled and edited by the receptionist and transmitted electronically to faculty and staff for dissemination. Key items are broadcast on the electronic monitors located throughout the College.

Annual Report

Southeastern Tech publishes an annual report in September that highlights the previous year's accomplishments, including enrollment numbers, the job placement rate, and other pertinent information.

STUDENT ID CARDS

ID cards are presented to students during New Student Orientation. Retakes are done at an announced time during the quarter. ID's are required to purchase books from the Bookstore.

MEDIA CENTER

Southeastern Tech has a modern media center designed to house approximately 15,000 volumes. The media center includes areas of study and research. Computers and printers are available with word processing, database, and spreadsheet software.

Services include the circulation of library material from open stacks and from a reserve area. Inter-library loans are available. Instruction in the use of the media center and media center orientation tours are provided to individuals and classes.

Media center hours are scheduled to accommodate both day and evening students and are announced at the beginning of each quarter. A self-service copy machine is available.

CAMPUS SHOP

The Southeastern Tech bookstore is located on the main campus in Room 327. Campus Shop hours are scheduled to accommodate both day and evening students. Hours are announced at the beginning of each quarter.

Books are available for sale along with a variety of supplies needed by students. All books and supplies are sold on a cash, personal check or credit card basis. The Campus Shop also carries a wide variety of apparel and gift items.

STUDENT CENTER

Since food and beverages must be kept in the Student Center, vending machines are provided in this area for your convenience. Please keep the area clean by properly disposing of used cups, cans, and wrappers. Problems with vending machines should be reported to the receptionist.

TRAFFIC AND PARKING

REGULATIONS

Southeastern Technical College has full authority to enforce traffic regulations. These regulations are designed to make traffic and parking on campus as safe and convenient as possible. The regulations apply to students, College employees, and visitors.

Campus Parking Procedures

Motor vehicles privately owned and operated on the College campus by students, staff and faculty must be registered with the College. The Division for Student Affairs will issue a parking decal as evidence of campus registration. All students must register their vehicles with the College. Failure to comply will result in a citation.

Users of the college parking lots will be issued one decal at no expense; however, there will be a \$5.00 charge for lost decals. Inform the Office for Student Affairs when a vehicle is sold and it will be removed from your account.

Faculty and staff will be issued a parking decal. The parking permit is to be displayed on the rear view mirror with the permit number facing out.

Students will be issued a parking decal. The parking permit is to be displayed on the rear view mirror with the permit number facing out.

Parking Regulations

All persons parking on Southeastern Technical College property are expected to follow parking regulations. Failure to do so may result in fines, towing, or revocation of parking privileges.

- Park in designated parking areas.
- Parked vehicles may not impede the flow of traffic and must be located entirely within the boundaries of a lined parking space.
- Restrictions on handicapped parking, time limited spaces, loading zones, no parking zones, and fire lanes will be observed at all times.
- Motor vehicles may not be driven or parked on sidewalks or grassed areas.
- STC reserves the right to reserve or restrict parking for special events. Such reservation or restriction may be accomplished by the direction of Maintenance/Security personnel or by the posting of barricades or other signage. Vehicles parked in violation of such direction or postings are subject to fine and towing.
- Parking permits are non-transferable. The decals or permits must be affixed only to the vehicles for which they are registered.
- Regardless of how many vehicles are registered in any one name, only one at a time is allowed to park on campus.
- Upon change of vehicle ownership, termination of association with STC, revocation of parking privileges, or receipt of a decal, which supersedes a prior decal, parking decals must be removed from the vehicle.
- The person in whose name the vehicle is registered at Southeastern Tech shall be responsible for all violations at Southeastern Tech.
- Removal of, or tampering with, any STC parking or traffic signs will result in issuance of a fine and/or criminal prosecution.
- Operators of vehicles emitting excessive noise or being operated in a reckless manner are subject to fine.
- Vehicles may not be stored on campus without the written permission of the Security Department. Any vehicle remaining stationary for more than three days will be considered a stored vehicle and will be subject to towing at the owner's expense.

Parking Lots

Southeastern Technical College has two designated parking lots on the Main Campus in Vidalia totaling 632 parking spaces. We have ample parking available for all our students. Our neighboring businesses have asked

that we prevent STC students from parking in their parking lots. This is because they need these spaces for their customers. STC students should park in STC parking lots only.

Handicapped Parking

The campus has limited space reserved for handicapped drivers. These spaces are to be utilized by persons with an approved handicapped license plate or permit. A temporary permit may be issued and requires a doctor's letter describing the severity and expected end date.

Enforcement

The Security Department is responsible for enforcement of the parking regulations. Citations for violations of regulations, signs, and markings may be issued at the scene of the violation or by mail. Parking regulations are in effect 24 hours a day. Violators can be prosecuted and are subject to penalties and fines as imposed by Southeastern Tech, county and state law. Students may also lose the privilege of bringing a vehicle onto the campus. Failure to obey parking regulations may lead to an automobile being towed at the owner's expense.

Violations and Fines

Students, staff and faculty shall be liable for the following fines and violations:

- Failure to display STC parking permit/Not registered for decal;
- Parking permit not properly displayed;
- Parking unregistered vehicles;
- Unauthorized use of, or altering, permits;
- Parking outside permitted areas;
- Parking/driving on grass, walking areas, shrubs or lawns;
- Parking or blocking, fire lanes, parking spaces, or loading zones;
- Parking in illegal, restricted, or reserved zones;
- Parking adjacent to yellow curb or an area with a no parking sign;
- Failure to stop at a stop sign;
- Failure to obey traffic signs, special parking space markings, directional arrows;
- Speeding/Exceeding the posted speed limit;
- Parking in a Disabled Area—without a GA disabled decal or tag—could result in a fine up to \$100.00 and/or towing and/or loss of parking privileges. Proper decal or tag must be displayed; and

- Any other violations of county and state laws.

Parking Violations Fines

Violations such as No Campus Parking Decal, Parking in a Restricted Space other than Handicapped, Blocking a Driveway, Speeding, etc., will result in a fine of \$10.00 for each violation.

If an individual receives three or more citations, the fines will be doubled for the remainder of the student's enrollment beginning with the third citation.

First offense fine for parking in handicapped parking space is \$25.00; second is \$50.00; and third offense is \$100, respectively.

Parking tickets should be brought to the Student Affairs receptionist in the Administrative Building immediately. Tickets should be cleared during the quarter received to preclude delays in registration, processing of transcript requests, graduation requests, and etc.

Failure to pay fines or appeals within the time limit will result in placing a hold on student records. Students whose records are frozen may not register at any time in the future until the financial obligation is fulfilled. Fines may be mailed or paid in person. Fines should be paid in cash, cashier's check, or money order. All fines are due by the end of the quarter in which the fine was issued.

Fines are subject to be increased or raised without notice.

Hours of Permitted Parking

The hours of operations of Southeastern Technical College are Monday through Thursday, 8:00 a.m. to 10:00 p.m. and Friday 8:00 a.m. to 4:00 p.m. No students will be permitted on Campus or in the College buildings after 10:00 p.m. except when special official college functions take place.

No vehicle will be permitted to park in the roadways, driveways, or grass areas; roadways are intended for traffic movement. Vehicles abandoned on College property will be towed at the owner's expense. Parking is prohibited on the College grounds between the hours of 10:30 p.m. and 6:00 a.m., except for authorized vehicles.

Personal Property

The College will not assume responsibility for the loss, theft or damage of a student's, staff member's, and visitor's personal property brought on campus. If loss, theft or damage does occur, notify Security immediately.

Towing and Impoundment

STC reserves the right to have any vehicle towed and impounded which is not authorized to park on college property, constitutes a hazard, blocks loading zones, or impedes vehicular or pedestrian traffic. The costs of towing and impoundment will be the responsibility of the owner of the vehicle. STC disclaims any responsibility for damage or losses that may result from towing or impoundment.

General Information

- A parking permit does not guarantee you a place to park. It only gives you the right to park on STC property in designated areas, as space is available. Plan your time so that you have a few extra minutes to locate a parking space.
- Park at your own risk. STC assumes no responsibility for your vehicle or its contents while it is on campus property.
- Lock your vehicle and keep valuable items out of sight. If you need to store something, place it in your trunk.
- In case of unavoidable circumstances that might result in a citation (such as illegal parking due to a flat tire or engine trouble) please contact the Security Office.
- If you are involved in a motor vehicle accident on STC property, contact Security or Maintenance. The Vidalia Police Department will file an accident report that will be made available to your insurance company upon request.

HOUSING

Southeastern Tech does not provide dormitories or off-campus housing facilities. Students desiring housing may obtain information through local newspaper advertisements and real estate agencies.

STUDENT ACTIVITIES

Southeastern Tech recognizes the importance of organized student activities as an integral component of the total educational experience. STC is committed to the holistic development of students by providing meaningful opportunities for involvement through a variety of learning experiences which complement formal classroom education.

Student activities programming is intended to provide opportunities for personal growth and development, academic growth and enrichment, and student involvement in the campus community. These activities range from serious to playful and include lunch-n-learns, speakers and involvement in student organizations.

STUDENT ORGANIZATIONS

Through participation in student organizations, students acquire invaluable practical knowledge in the areas of leadership, social, recreational, team building and community outreach that allow for personal and group growth experiences.

Students are encouraged to participate in local, regional, and national organizations related to their programs of study.

The following organizations maintain campus chapters or area chapters for student membership:

- Basketball Sports Club

- HEROES
- International Association of Administrative Professionals (IAAP)
- Medical Assisting Club
- MECA
- National Technical Honor Society (NTHS)
- Nursing Club
- Pharmacy Technology Club
- Phi Beta Lambda (PBL)
- Radiologic Technology Club
- Skills USA
- Student Senate
- Surgical Technology Club

Students interested in organizing clubs not listed should contact the Vice President for Student Affairs.

Basketball Sports Club

The Basketball club is open to any STC student who has an interest in the sport. Membership allows students to have fun while providing opportunities for competing in various local and regional events. Participation in the club provides physical and social growth while promoting strength, endurance, and flexibility.

HEROES

Having Equity, Resources and

Opportunities Equals Success

The purpose of HEROES is to promote non-traditional career opportunities for both men and women. Students are provided the moral support needed to reach their educational goals. Students are provided opportunities to develop both personally and professionally through participation in education, civic and social activities. Membership is open to any STC student who is 27 years old or older **or** enrolled in a non-traditional program (example: males in nursing or cosmetology; females in truck driving or electronics) **or** a single parent, displaced homemaker or single pregnant women.

International Association of Administrative Professionals (IAAP)

The International Association of Administrative Professional (IAAP) is a not-for-profit professional association with 40,000 members and affiliates and 700 chapters worldwide. The association works in partnership with employers to promote excellence. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP.

What you'll gain by being an IAAP member...

- IAAP offers exceptional networking and professional development activities through its 600+ chapters and affiliate associations worldwide;
- Keep Up With The Latest Trends—IAAP's award-winning *OfficePRO* magazine, published nine times a year, contains cutting-edge information on trends, new technology, and career development. *Bits and Bytes* newsletter offers information on current events in the association;
- IAAP's certification program is the most widely recognized for office professionals. Members receive special discounts on certification study materials and resources.

MECA

The objective of the Marketing and Entrepreneurship Club of America is to provide students with an opportunity to understand the challenges of small business ownership and to present a formal avenue by which students can build the necessary knowledge and skills to become a successful entrepreneur. Members attend regional workshops, seminars, social activities and engage in fund-raising activities to reduce the expense of the various club activities. Membership is open to any student body member.

Medical Assisting Club

The Medical Assisting Club promotes medical assisting as a career. Members are actively involved in patient education, clinical, and administrative duties. Members develop leadership skills, render community service, and become involved in campus life through planning and participation in events. Membership is open to all students who have been officially accepted into the Medical Assisting program at STC.

National Technical Honor Society (NTHS)

A chapter of the National Technical Honor Society was established at Southeastern Tech to reward student achievement and encourage scholastic excellence. To qualify for membership the student must be regularly admitted to a diploma program, have completed at least 35 cumulative hours, have an overall GPA of at least 3.50, and exhibit professional work ethics.

Nursing Club

The objective of the Nursing Club is to provide students with an opportunity to identify with the nursing profession and to promote excellence in the field of nursing. Members attend regional workshops, conduct social activities, provide educational programs, and sponsor fundraisers to defray the cost of various

expenses related to the program. Membership is open to all students who have been officially accepted into the Practical Nursing program at STC.

Pharmacy Technology Club

The Pharmacy Technology Club is open to all students who have been officially accepted into the Pharmacy Technology program at Southeastern Technical College. The goal of the Pharmacy Technology Club is to promote the practice of Pharmacy Technicians as a career, and to provide members with the opportunity to contribute to the community as well as enhance their knowledge within the field through various projects and programs. The club also helps providing funding for educational conferences, seminars, and the National Certification Test given by the National Pharmacy Technician Board three times yearly. Members sponsor various fundraisers to defray the costs of various activities planned by the club.

Phi Beta Lambda (PBL)

Membership is open to all students interested in pursuing a business or business-related career. PBL membership accounts for approximately 13,000 members with 600 chapters in the United States, Puerto Rico and the Virgin Islands.

PBL members initiate business ventures, organize community service projects, attend state and national leadership conferences and participate in fundraisers. Members gain a competitive edge in the business world by interacting with local companies and their executives.

PBL uses teamwork to accomplish common personal and social goals. The purpose of PBL is to provide opportunities for students to develop vocational competencies for business and office occupations. PBL promotes a sense of civic and personal responsibility.

Radiologic Technology Club

The goal of the Radiologic Technology Club is to promote the practice of Radiologic Technology as a career, develop leadership skills for future leaders within the profession, and to enhance the quality of services provided by the Radiologic Technologist. This is achieved by encouraging students to participate and be involved in activities on campus and within the community, state, and profession. The Club also helps provide funding for educational conferences and seminars, and organizes educational activities on technological advances in imaging. Membership is open to all students who have been officially accepted to the Radiologic Technology Diploma Program.

SkillsUSA

SkillsUSA is a national organization serving more than 264,000 high school and college students who are enrolled in technical and service training programs in the following categories:

- Business
- Personal and Health

- Industrial

Students are provided quality education experiences in leadership, teamwork, citizenship, and character development. SkillsUSA programs include local, state and national competitions in which more than 4100 students compete in 75 occupational and leadership skill areas.

Student Senate

The Student Senate, with representation from throughout the student body, provides a channel through which students may exhibit leadership, voice concerns, and enhance communication among students, faculty, and staff. The Student Senate also promotes programs and activities of interest to students.

Surgical Technology Club

The Surgical Technology Club is open to all current Surgical Technology students at Southeastern Tech. The purpose of the Surgical Tech club is to promote interest in careers in Surgical Technology and to provide members with opportunities to contribute to the health and well-being of the community through projects and program.

PRESIDENT'S LIST

Students who earn a grade point average (GPA) of 3.75 while enrolled 12 or more quarter credit hours in a degree or diploma program will receive recognition by having their name published on the President's List for that academic quarter.

GOAL PROGRAM

The GOAL (Georgia Occupational Award of Leadership) program is cosponsored statewide by the Georgia Chamber of Commerce and the State Technical College System of Georgia. GOAL is cosponsored locally by Southeastern Tech, Georgia Power, and the Southeastern Tech Foundation.

The GOAL program seeks to give recognition annually to the State's outstanding postsecondary technical education students and to stimulate public interest in the importance of technical education.

All full-time diploma students who have completed one or more quarters are eligible to compete in the GOAL program. Instructors select and nominate their outstanding students. The College's winner is chosen from the four finalists and competes in the annual statewide GOAL competition in Atlanta.

VOTER REGISTRATION

In accordance with the Higher Education Act of 1998, Southeastern Technical College makes a good-faith effort to distribute voter registration forms and to make such forms available to its students. Students who need voter registration forms for general elections, and special elections for federal office, including elections for governor and other state chief executives, may secure these forms from the Office for Student Affairs.

ACADEMIC REGULATIONS

On this page ...

Grading System and related

[Repeated Courses](#)

[Work Ethics](#)

[Academic Probation](#)

[Graduation Information](#)

[Internships and Live Work](#)

[Notice of Evaluations](#)

GRADING SYSTEM

The following grading system will be used to specify levels of performance in course work:

Grades	Explanation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Satisfactory (70-79)	2
D	Poor (60-69)	1
F	Failing (0-59)	0

The following symbols are approved for use in the cases provided:

Incomplete

The grade I will be given to any student who, due to extenuating circumstances, has not completed all required make-up work by the end of the quarter. If the required make-up work is not completed by the third week of the subsequent quarter, the I will automatically become an F. If a student receives a grade of I in a course which is a prerequisite to other courses, the student must complete the required make-up work to determine the final grade and eligibility to enroll in subsequent courses.

WFWithdrew Failing

The grade WF signifies the student withdrew or was withdrawn from a course after midterm and was failing. The WF will be calculated in the quarterly average as an F.

WPWithdrew Passing

The grade WP signifies the student withdrew from a course after midterm and was passing.

WMWithdrew Military

The grade WM indicates the student withdrew from school in response to being called to active duty.

NGNo Grade

Grade not submitted. See YOUR INSTRUCTOR for your grade.

AUAudit

By registering as an auditor, a student is permitted to audit a course/program and attend classes without meeting all admission requirements for the course/program and without receiving credit. Students are not permitted to change from audit to credit or credit to audit after the Drop/Add period. Students desiring to change from audit to credit must meet all necessary admission requirements.

Other regulations concerning auditing a course are found in Auditing a Course in the Registration section of this Catalog and Handbook.

EXExempt

The grade EX signifies that the student received credit by successfully completing a course exemption examination.

TRTransfer

The grade TR signifies that the student received transfer credit approved in advance by the Registrar and the department chair and/or program instructor.

IPIn-Progress

The grade IP indicates that a course continues beyond the end of the quarter. The course should be completed and a grade should be assigned by the end of the following quarter.

ACArticulated Credit

The grade AC signifies that a student passed a course exemption exam that was given based on competencies learned in high school.

WWithdrew

The grade W signifies the student officially withdrew by midterm from a credit course or withdrew from Developmental Studies, Continuing Education, or specified noncredit courses.

Effective Winter Quarter 2006, Learning Support

courses will be graded on an A* through F* scale

in place of S and U grades.

Learning Support Grades

A*	(90-100) Excellent
B*	(80-89) Good
C*	(70-79) Satisfactory
D*	(60-69) Pass
F*	(00-59) Failing

GRADE REPORTS

Final grades will be recorded by instructors and submitted to the Office for Student Affairs at the end of each quarter. Students can access their grades via the Internet by logging onto:

<http://stc-inb.southeasterntech.edu>.

PROGRAM/COURSE GRADE REQUIREMENTS

Specified courses in diploma or degree programs of study may require a grade of C or higher as stated in the Programs of Study section of this catalog. A grade of C or higher may be required for specified courses that are prerequisites to more advanced courses.

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average generally determines the students scholastic standing. The cumulative grade point average is computed by dividing the total quality points earned by the total number of credit hours for which the student has received a final grade of A, B, C, D, F, or WF. Only courses taken at Southeastern Tech are considered in the cumulative grade point average. Credits earned at other institutions, credit by examination, credits for which points are not assigned and courses otherwise excluded by institutional policy are not considered when calculating the cumulative grade point average for graduation purposes.

	Numerical	Credit	Grade	
Grade	Equivalent	Hours	Points	GPA

A	4	X	5	=	20	
B	3	X	7	=	21	
C	2	X	4	=	8	
D	1	X	3	=	3	
F/WF	0	X	5	=	0	
			24	=	52	2.17

Points are assigned for each credit based on the following scale:

A4 points

D1 point

B3 points

F0 points

C2 points

WF0 points

REPEATED COURSES

By registering for a course for which the student has already received credit, a student forfeits the previous credit in the course and the student's official grade will be the one earned in repetition. All grades remain on the student's record but the previously earned grade is not calculated in the cumulative grade point average for the purpose of graduation.

GENERAL EDUCATION CORE COMPETENCIES

The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.

STC has identified the following general education core competencies that graduates of associate degree programs will attain.

- The ability to utilize standard written English to produce coherent, well-developed writings.
- The ability to effectively communicate orally in a public setting.
- The ability to solve practical mathematical problems.
- The ability to utilize critical thinking skills.
- The ability to effectively utilize basic computer skills.

WORK ETHICS

In addition to the skills necessary for success in employment, Southeastern Tech emphasizes the development of good work habits. Because work ethic skills go hand-in-hand with technical skills, students earn a work ethics grade for each course in which they enroll. Performance factors include quality of work, productivity, reliability, integrity, attendance, and initiative. This grade will not be computed in the cumulative grade point average, but does appear to the right of the academic grade. Work ethics grades are assigned as follows:

0Unacceptable

1Needs Improvement

2Acceptable

3Exceeds expectations

ACADEMIC PROBATION-SUSPENSION

A student who fails to maintain a 2.0 GPA for all work attempted in any quarter shall be placed on academic probation. The purpose of academic probation is to alert students to the fact that their academic performance is not acceptable and to point out possible consequences if improvement is not made during the next quarter of enrollment.

A student placed on academic probation (or admitted on probation) must attain a minimum of 2.0 during the next quarter in attendance to remove himself or herself from probationary status. A student who fails to do so is placed on academic suspension.

COURSE GRADE GRIEVANCE

If a student receives a final course grade that he/she believes is incorrect, the matter should first be discussed with the instructor. Direct communication between the student and the instructor may clear up any misunderstanding.

In order to clarify any questions about a grade or grading practices, a student should use the following procedures. The entire process must be completed by mid-term of the following quarter.

1. Discuss the final grade with the appropriate instructor;
2. If the student is not satisfied with the instructors explanation of how the grade was determined, the student shall submit a written appeal to the appropriate Director of Instruction by the third week of the quarter following the issuance of the grade. The students appeal must be signed and dated. The Director of Instruction will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days;
3. If the student is not satisfied with the decision of the Director of Instruction, the student may direct an appeal to the Vice President for Academic Affairs. The students appeal must be written, signed, and dated. The Vice President for Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days.

GRADUATION INFORMATION

Graduation exercises for Diploma and Degree students are scheduled twice a year, at the end of the winter and summer quarters. Certificate graduation is held once a year, at the end of spring quarter. All students must achieve Regular Program Admission status prior to applying for graduation. All students eligible for graduation are expected to participate in the ceremony.

It is the students responsibility to complete an application for graduation. The application must be submitted to the Registrars Office upon registration for the final quarter of classes. The students records will be evaluated by the Registrars Office to determine successful completion of the program.

Graduation Fee

A fee of \$35.00 is charged to each student who applies for graduation from a diploma or degree program and who wishes to participate in the graduation ceremony. A fee of \$20.00 is charged to each student who applies for graduation from a certificate program and who wishes to participate in the ceremony. These fees defray part of the students graduation expenses. Graduating degree, diploma and certificate students who do not wish to participate in the graduation or certificate ceremony are charged a fee of \$10.00 per credential. Replacement charge for a degree, diploma or certificate is \$10.00 per credential. A \$5.00 fee is charged for each cover requested.

Graduation Requirements

In order to graduate, students must meet all course and credit hour requirements of the program. To receive a degree, diploma, or certificate from a program of instruction, the student must have a cumulative grade point average of at least 2.0 in his/her program of study. A student must earn a high school diploma or GED before being considered eligible for graduation from all diploma programs and certain certificate programs. Those students completing a diploma program without a GED or high school diploma will be given a transcript. Students will not receive a diploma or certificate until all financial accounts are clear.

Graduation with Honors

Students who graduate from Southeastern Tech in a degree or diploma program and excel in their academic performance shall be recognized at graduation. A cumulative grade point average of 3.75 or higher in a degree or diploma program will qualify a student to graduate with honors.

EXITING LEARNING SUPPORT COURSES

Students placed in learning support courses at the 097 level or higher will be required to meet two criteria in order to progress into the credit courses for their major. Criteria #1 is to earn a grade of C or better for the coursework. Criteria #2 is to achieve the necessary score on the COMPASS exam.

INTERSHIPS

There are several majors which either include a required internship course or offers an internship course option in the curriculum. These programs include: Accounting diploma; Business Office Technology diploma; Commercial Truck Driving certificate; Computer Information Systems diplomas and degrees; Criminal Justice Technology diploma and degree; Early Childhood Care and Education diploma and degree; Management and Supervisory Development diploma and degree; and Marketing Management diploma and degree.

Students will be responsible for locating an acceptable site for the internship. The Director of Career Services will assist as needed. The program advisor/instructor will be consulted regarding the appropriateness of internship sites should any questions arise during the initial process. The Director of Career Services will distribute the Internship Student Packet to the student, who will return the completed Internship

information sheet and Contract to the Director of Career Services. All other paperwork (including timesheets, daily logs, etc.) will be submitted to the appropriate advisor.

The Internship Employer Packet will be delivered to the Employer at the first visit of the quarter by the Director of Career Services. This packet contains a mid-term and final evaluation of the students progress to be submitted to the Advisor at the date indicated on the quarterly calendar.

All internship courses will be evaluated as follows:

Supervisor Evaluation 50%

Instructor Observation 30%

Other Course Requirements 20%

LIVE WORK

Certain programs have live work opportunities for students to benefit from. Cosmetology utilizes this method of learning quite extensively as students work in an actual live work lab at the college. Other programs that have live work as an option include: Air Conditioning Technology, Electrical Construction and Maintenance, Electronics Technology, and CIS Internet Specialist Web Site Design.

An instructional live work procedures notebook is kept in each program area that includes state policy procedures, Southeastern Tech procedures, program procedures, and necessary paperwork that is required before live work can take place. A nominal fee is involved, and in most cases, materials are provided by the person or agency.

Safety is heavily emphasized and taken into consideration when decisions are being made regarding live work whether on-campus or off-campus. Live work is approved only in cases in which student learning can be maximal and does not interfere with on-campus learning. Work by students is not guaranteed and any work approved would not have been otherwise granted to a for-profit contractor or company.

NOTIFICATION OF EVALUATION

Any or all students may be required to take one or more tests designed to measure general education achievement. Critical thinking skills, and/or achievement in selected major areas prior to graduation for the purpose of evaluating academic programs may also be required. Unless otherwise provided for in an individual program, no minimum score or level of achievement is required for graduation. Students may also be asked to participate in one or more satisfaction surveys designed to measure institutional effectiveness. Participation in testing may be required for all students, students in selected programs, and for students selected on a sample basis.

COURSE INFORMATION

Course Numbers

Course designations consist of a three-letter prefix, a number, and the title of the course (e.g., ACC 101 – Principles of Accounting I). The three-letter prefix indicates the subject.

Course Hours and Credit Hours

Following the course title are numbers that indicate lecture, laboratory, and credit hours. The number of lecture hours and laboratory hours in class each week combine to make up the total weekly “contact” hours required. Contact hours equal the time spent under the direct supervision of a faculty member. The contact hours are the sum of the first two numbers shown. The credit hours for the course is the last number shown.

(Institutional credit is designated for learning support courses by the letters I.C. following the number of credit hours. Learning support courses cannot be used for elective credit to meet the graduation requirements. Unless otherwise specified, regular admission is a prerequisite for registration for all credit courses.)

Prerequisites

“Prerequisites” are **required before** enrolling in a course; they will be identified immediately preceding the course description.

Corequisites

“Corequisites” are courses that must/may be taken **at the same time** and will be identified immediately preceding the course description.

On-Line Information

Courses that are also available online have the [OL] designation at the end of the course information.

Course Schedule

Not all of the courses in the following list are taught each quarter. Course schedules are published prior to each quarter showing the courses that will be offered. Courses offered are subject to change.

*** Southeastern Technical College reserves the right to cancel any course for which there is insufficient enrollment.**

ACC 101 - Principles of Accounting I (4-4-6)
(Prerequisite: Program admission)

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

ACC 102 - Principles of Accounting II (4-4-6)

(Prerequisite: ACC 101)

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include: receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

ACC 103 - Principles of Accounting III (4-4-6)

(Prerequisite: ACC 102)

Emphasizes a fundamental understanding of corporate and cost accounting. Topics include: accounting for a corporation, statement of cash flows, cost accounting, budgeting, and long term liabilities. Laboratory work demonstrates theory presented in class.

ACC 104 - Computerized Accounting (1-4-3)

(Prerequisites: ACC 102, SCT 100)

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: equipment use, general ledger, accounts receivable and payable, payroll, cash management, and financial reports. Laboratory work includes theoretical and technical applications.

ACC 106 - Accounting Spreadsheet Fundamentals (1-4-3)

(Prerequisite: SCT 100)

Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheets. Topics include: spreadsheet creation, data entry, data entry modification, computation using functions, and program-related spreadsheet applications. Laboratory work includes theoretical and technical applications.

ACC 107 - Full-Time Accounting Internship (0-36-12)

(Prerequisites: All non-elective courses required for program completion)

Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows the students to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and progressive productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACC 108 - Half-Time Accounting Internship (0-18-16)

(Prerequisites: All non-elective courses required for program completion)

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACC 150 - Advanced Cost Accounting (4-4-6)

(Prerequisite: ACC 103)

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 (3-2-4)

Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income

adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.
[OL]

ACC 152 - Payroll Accounting (3-2-4)
(Prerequisite/Corequisite: ACC 101)

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions. [OL]

ACC 156 - Business Tax Accounting (3-2-4)
(Prerequisite/Corequisite: ACC 101, ACC 151)

Provides instruction for preparation of both state and federal partnerships, corporation and other business tax returns. Topics include: organizational form, overview of taxation of partnerships, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACC 157 - Advanced Integrated Management Systems (2-8-6)

(Prerequisites: ACC 103, ACC 104, ACC 106, SCT 100)

Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACC 158 - Managerial Accounting (4-4-6)
(Prerequisite: ACC 103)

Emphasis the interpretation of data used 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 (1-9-5)
(Prerequisites: ACC 104, ACC 106, SCT 100)

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 worksheet preparation, automated accounting income tax return preparation, and job search planning.

ACC 160 - Advanced Accounting Spreadsheet Applications (4-2-5)

(Prerequisite: ACC 106)

Provides the fundamental, intermediate, and advanced Microsoft Excel competencies to provide users 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 functions, templates, and trends and relationships.

ACT 100 - Refrigeration Fundamentals (3-2-4)
(Prerequisite: Provisional admission)

Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety.

ACT 101 - Principles and Practices of Refrigeration (4-6-7)

(Prerequisite/Corequisite: ACT 100)

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, and reclamation, evacuation, charging, and safety.

ACT 102 - Refrigeration Systems Components (4-6-7)

(Prerequisites/Corequisites: ACT 100, ACT 101)

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 - Electricity for Air Conditioning (5-5-7)

(Prerequisite: Provisional admission)

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 (2-5-4)

(Prerequisite/Corequisite: ACT 103)

Continues to develop the skills and knowledge necessary for the application/service of electric motors commonly used by the refrigeration/air conditioning industry. Topics include: diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

ACT 105 - Electrical Components (2-6-5)

(Prerequisites/Corequisites: ACT 103, ACT 104)

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

ACT 106 - Electrical Control Systems and Installation (2-5-4)

(Prerequisite/Corequisite: ACT 105)

Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.

ACT 107 - Air Conditioning Principles (7-3-8)

(Prerequisites/Corequisites: ACT 102, ACT 106, MAT 101)

Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: safety, types of AC systems, heat-load calculation, properties of air, psychometrics, air filtration, and duct design.

ACT 108 - Air Conditioning Systems and Installation (2-3-3)

(Prerequisite/Corequisite: ACT 107)

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, spilt-systems, add-on-systems, packaged systems, and safety.

ACT 109 - Troubleshooting Air Conditioning Systems (5-5-7)
(Prerequisites/Corequisites: ACT 108, ENG 101)

Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include: troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.

ACT 110 - Gas Heating Systems (2-8-5)
(Prerequisites/Corequisites: ACT 102, ACT 106, MAT 101)

Introduces principles of combustion and service requirements for gas heating systems. Topics include: service procedures, electric controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

ACT 111 - Heat Pumps and Related Systems (4-6-6)

(Prerequisite/Corequisite: ACT 110)

Provides instruction on the principles, application, and operation of a residential heat pump system. Topics include: installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, valves, and safety.

AHS 101 - Anatomy and Physiology (5-0-5)
(Prerequisite: Program admission)

Focuses on basic normal structure and function of the human body. Topics include: medical terms describing the human body and structure and function of the human body.

AHS 102 - Drug Calculation and Administration (2-2-3)

(Prerequisite: MAT 101)

Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

AHS 103 - Nutrition and Diet Therapy (2-0-2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

AHS 104 - Introduction to Health Care (2-3-3)
(Prerequisite: Provisional admission)

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. Students explore various delivery systems and related issues. Topics include: basic emergency care/first aid and triage, vital signs, CPR/basic life support, blood/airborne pathogens, and infection control.

AHS 105 - Basic Inorganic Chemistry (3-2-4)
(Prerequisite/Corequisite: MAT 101)

Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include: laboratory safety, fundamental principles of chemistry, weight and measures, solutions, and basic laws of chemistry.

AHS 109 - Medical Terminology for Allied Health Sciences (3-0-3)
(Prerequisite: Provisional admission)

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the student's field of study.

BIO 193 - Anatomy and Physiology I (4-3-5)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include: body organization, cell structure and functions, tissue classifications, the integumentary system, the skeletal system, the muscular system, the respiratory system, the digestive system, and the urinary system. Laboratory experience supports classroom learning.

BIO 194 - Anatomy and Physiology II (4-3-5)
(Prerequisite: BIO 193)

Continues the study of the anatomy and physiology of the human body. Topics include: the reproductive system, the cardiovascular system, the blood and lymphatic systems, the nervous and sensory systems, the endocrine system and the immune system. Laboratory experience supports classroom learning.

BMI 232 - Medical Equipment—Function and Operation I (3-3-4)
(Corequisites: AHS 101, AHS 109, BMI 233)

Introduces the study of electromechanical systems currently in use throughout the health care field. Provides an overview of typical biomedical instruments used in the field. Topics include: monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

BMI 233 - Internship—Medical Systems I (1-12-5)
(Prerequisite/Corequisite: Program admission/BMI 232)

Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorization, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

BMI 242 - Medical Equipment—Function and Operation II (3-0-3)
(Prerequisite/Corequisite: BMI 232/BMI 233)

Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMI 243 - Internships—Medical Systems II (1-12-5)
(Prerequisite/Corequisite: BMI 233/BMI 242)

Continues student's on-site learning experience at the operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills,

interpreting work authorizations, identify logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

BUS 101 - Beginning Document Processing (1-9-5)

Introduces the touch system of keyboarding through placing emphasis on correct techniques, mastery of the keyboard, and basic business documents. A student must attain a minimum typing speed of 25 words per minute with a maximum of 3 errors on a 3 minute timed keyboarding test. Topics include: learning the keyboard, building speed and accuracy, formatting basic business documents, language arts, and proofreading. Laboratory practice involved in this course parallels class instruction.

BUS 102 - Intermediate Document Processing (1-9-5)

(Prerequisite: BUS 101)

Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Students attain a minimum typing speed of 40 words per minute with a maximum of 5 errors on a 5 minute timed keyboarding test. Topics include: building speed and accuracy, formatting and producing business documents, language arts, and proofreading. Laboratory practice parallels class instruction.

BUS 103 - Advanced Document Processing (1-9-5)

(Prerequisite: BUS 102, ENG 111)

Continues the development of keyboarding speed and accuracy with mastery of complex document production. Students attain a minimum typing speed of 50 words per minute with a maximum of 5 errors on a 5 minute timed keyboarding test. Topics include: building speed and accuracy, integrated projects and applications, decision making, language arts, and proofreading. Laboratory practice parallels class instruction. [OL]

BUS 105 - Database Fundamentals (1-4-3)

(Prerequisite: SCT 100)

Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: data entry, data manipulation and updating, data access, database creation, and sort and print functions for file documentation.

BUS 106 - Office Procedures (5-0-5)

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, office mail, references, records management, and travel and meeting arrangements. [OL]

BUS 107 - Machine Transcription (1-4-3)

(Prerequisites: BUS 102, SCT 100, ENG 111)

Emphasizes transcribing mailable documents from dictation using a typewriter or a word processor. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills. [OL]

BUS 108 - Word Processing (4-6-7)

(Prerequisites: SCT 100 and/or BUS 101)

Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: equipment and supplies maintenance and usage, work area management, word processing software, and proofreading. [OL]

BUS 144 - Business Interaction Skills (4-0-4)

Course equips participants with the knowledge of how to communicate and interact more effectively in person, in writing, and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. Topics include: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict. [OL]

BUS 146 - Personal Effectiveness (2-0-2)

This course focuses on the skills needed to be effective in the corporate environment. Participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: resume writing, interview skills, time management, stress management, and managing change. [OL]

BUS 151 - Introduction to Business (5-0-5)

Introduces organization and management concepts of the business world. Topics include: business and organization, enterprise management, marketing, and financial management. [OL]

BUS 164 - Introduction to Business Culture (5-0-5)

Prepares the individual skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.

BUS 201 - Advanced Word Processing (1-4-3)

(Prerequisites: BUS 108, ENG 111)

Provides instruction in advanced word processing. Topics include: advanced word processing concepts and applications, and proofreading. [OL]

BUS 202 - Spreadsheet Fundamentals (1-4-3)

(Prerequisites: SCT 100, MAT 111)

Provides instruction in spreadsheet applications. Students become proficient in creating and modifying spreadsheets and in printing files. Topics include: spreadsheet fundamentals, data entry/modification, computation using functions/formulas, charts and graphs, and printing.

BUS 203 - Office Management (5-0-5)

(Prerequisites: PSY 191, BUS 106)

Provides students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics and workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques. *(Marketing 101 can be taken in place of this course.)*

BUS 204 - Half-Time Business Office Specialist Internship (0-18-6)

(Prerequisite: Successful completion of all required coursework)

Provides student work experience in the professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 208 - Office Accounting (5-0-5)
(Prerequisite: MAT 111)

Introduces fundamental concepts of accounting. Topics include: accounting equation, debits, credits, journalizing, posting and proving ledger, accounts receivable, accounts payable, and payroll. Both manual and computerized concepts are taught. (ACC 101 can be taken in place of this course.)

BUS 211 - Medical Terminology (3-2-4)

Introduces the elements of medical terminology. Emphasizes building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origin (roots, prefixes and suffixes), abbreviations and symbols, terminology related to human anatomy, word building, reading medical orders and reports, and terminology specific to the student's field of study. (AHS 109 can be taken in place of this course.)

BUS 212 - Anatomy and Terminology (5-0-5)
(Prerequisites: BUS 211/AHS 109)

Introduces the structure and function of the human body including medical terminology. Topics include: body structures, body functions, and medical terminology. (AHS 101 can be taken in place of this course.)

BUS 213 - Medical Document Processing/Transcription (1-9-5)
(Prerequisites: BUS 102, BUS 211/AHS 109, ENG 111)

Provides experience in medical 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. [OL]

BUS 216 - Medical Office Procedures (5-0-5)
(Prerequisites: BUS 102, BUS 212/AHS 101)

Emphasizes the essential skills required for the medical office. Topics include: medical law and ethics, patient relations/human relations, medical records management, scheduling appointments, pegboard accounting, health insurance, and billing/collection. [OL]

BUS 224 - Business Office Specialist Internship (0-36-12)
(Prerequisite: Successful completion of all required coursework)

Provides student with work experience in an off-campus business office. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 226 - Medical Office Billing/Coding/Insurance (5-0-5)
(Prerequisites: ENG 111, BUS 101, BUS 212/AHS 101, BUS 211/AHS 109)

Provides an introduction to medical coding skills and application of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding for procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: international classification of diseases, code book formats, guidelines and conventions, coding techniques, formats of the ICD-9 and CPT manuals, health insurance, billing and collections.

BUS 260 - Advanced Spreadsheets (1-4-3)
(Prerequisites: ACC 106 or BUS 202)

Provides a study of the advanced features of creating and modifying spreadsheets. Topics include: integration with other applications, using templates, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, formatting data, using analysis tools, and collaborating with workgroups.

BUS 261 - Presentation Fundamentals (1-4-3)
(Prerequisite: SCT 100)

Provides a study of the fundamentals of creating and modifying a presentation. Topics include: creating a presentation, modifying a presentation, working with text, working with visual elements, customizing a presentation, creating output, delivering a presentation, and managing files.

BUS 262 - Web Page Design (1-4-3)

Provides instruction in web page authoring and management. Emphasizes the concepts necessary for individuals to create and manage professional quality web sites. Topics include: web site creation, web page development and design, hyperlink creation, test and repair integration, web site navigation, and web site management.

BUS 263 - Electronic Mail Fundamentals (1-4-3)

Provides instruction in the fundamentals of communicating with others inside/outside the organization. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: internal and external communication, message management, calendar management, navigation, contact usage, tasks usage, notes usage, and integration with other applications.

CHM 191 - Chemistry I (4-3-5)
(Prerequisite: Program admission level math achievement)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include: measurement, atomic structure, chemical bonding, physical states of matter, nomenclature, and stoichiometry.

CHM 192 - Chemistry II (4-3-5)
(Prerequisite: CHM 191)

Continues the exploration of basic chemical principles and concepts. Topics include: equilibrium theory, solution chemistry, acid-base theory, and nuclear chemistry.

CIS 103 - Operating Systems Concepts (4-4-6)
(Prerequisite: SCT 100)

Provides an overview of operating systems functions and commands that are necessary in a micro and/or mainframe computer working environment. Topics include: multiprogramming, multi-user systems, data communications, utilities, task control languages, and allocation of system resources. [OL]

CIS 105 - Program Design and Development (5-0-5)
(Prerequisite/Corequisite: CIS 106)

Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flow charts and pseudocode. Topics include: problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure. [OL]

CIS 106 - Computer Concepts (5-0-5)
(Prerequisite: SCT 100)

Provides an overview of computers and information processing. Topics include: computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communication and networking, structured programming concepts, program development methodology, and computer number systems. [OL]

CIS 122 - Microcomputer Installation and Maintenance (4-6-7)
(Prerequisites: SCT 100, CIS 103)

Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: identifying components and their functions, installation procedures, troubleshooting techniques, safety, and preventive maintenance. [OL]

CIS 124 - Microcomputer Database Programming (4-6-7)
(Prerequisites/Corequisites: CIS 105, CIS 2229)

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. [OL]

CIS 127 - Word Processing and Desktop Publishing Techniques (4-4-6)
(Prerequisite: SCT 100)

Provides a study of word processing and desktop publishing. Topics include: word processing fundamentals, desktop publishing fundamentals, advanced word processing concepts, development of macros, and presentation graphics fundamentals. [OL]

CIS 142 - Multiple Networks and WANS (4-6-7)
(Prerequisite/Corequisite: CIS 1140)

Provides a study of heterogenous networks with an emphasis on Wide Area Networking components and linking of networks with disparate operating system software and/or disparate hardware. Topics include: network, protocols, multiple protocol networks, bridges, routers, and integration of disparate networks. [OL]

CIS 155 - Working with Microsoft Windows Software (1-4-3)
(Prerequisite: Program admission)

Getting started with MS Windows, managing programs and files with MS Windows, using MS Windows Wordpad, and Paintbrush features, data transfer with MS Windows, printing with MS Windows, and customizing with MS Windows. [OL]

CIS 156 - Introduction to the Internet and Wide Area Networks (2-6-5)
(Prerequisite: SCT 100)

Introduces the Internet, a nationwide computer network that links colleges, technical institutes, businesses, and government agencies. Provides the opportunity to understand, investigate, and explore the Internet and related wide area networks. Students will learn how to connect a PC to the Internet as well as how to use communications software to access the many resources available on the network. Topics include: network fundamentals, Internet concepts, electronic mail, file transfer protocol (FTP), Telnet, Internet gophers, and information services. [OL]

CIS 157 - Introduction to Visual BASIC Programming (4-6-7)
(Prerequisite/Corequisite: CIS 105)

Introduces Microsoft Windows event-driven programming--a new method of programming. In addition, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include: user interface design, Windows applications, capturing and validating input, event-driven programming design, conditional processing, file processing, and incorporating graphics. [OL]

CIS 226 - Advanced Microsoft FrontPage (2-3-3)

(Prerequisites: CIS 1140)

Provides the fundamental, intermediate and advanced Microsoft FrontPage competencies to provide user with the skills necessary to create and maintain Microsoft FrontPage web sites. Topics include the web page creation, editing, managing, and publishing, tables, frames, forms, graphics, and Web Site Management.

CIS 242 - TCP/IP (4-6-7)

(Prerequisites: SCT 100, CIS 106, CIS 1140)

Provides students with the knowledge and skills required to setup, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP). Topics include: planning a TCP/IP network, installing and configuring TCP/IP, using DHCP manager, Windows name resolution techniques, subnetting and supersubnetting, and DNS name resolution. [OL]

CIS 252 - Introduction to JAVA Programming (4-6-7)

(Prerequisites: CIS 105)

Course designed to teach the basic concepts and methods of object-oriented and JAVA programming. Use practical problems to illustrate JAVA application building technique/concepts. Develop an understanding of JAVA vocabulary. Create an understanding of where JAVA fits in the application development landscape. Create an understanding of the JAVA Development Kit and how to develop, debug, and run JAVA applications using the JDK and Notepad as an editor. Continues to develop students' programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA methods, JAVA Classes, JAVA Objects, and JAVA Graphics. [OL]

CIS 255 - Introduction to "C" Programming (4-6-7)

(Prerequisite/Corequisite: CIS 105)

Provides opportunity to gain working knowledge of "C" programming. Includes creating, editing, executing, and debugging "C" programs of moderate difficulty. Topics include: basic "C" concepts, simple I/O and expressions, I/O and control statements, and managing data and developing programs. [OL]

CIS 258 - Introduction to Data Communications (3-2-4)

(Prerequisite: SCT 100)

Provides an introduction to data communications and networks. Topics include: data formats, data transmission techniques, protocol and networks, codes and terminals, modem control, basic network concepts, and models and standards. [OL]

CIS 260 - Introduction to Fourth-Generation Languages (4-6-7)

(Prerequisite: CIS 105)

Provides skills and knowledge required for use of fourth generation languages. Topics include: fourth generation

language, advantages and disadvantages, fourth generation language structure, and fourth generation language applications.

CIS 276 - Advanced Routers and Switches (4-4-6)

(Prerequisites: CIS 142, CIS 258)

Introduces LAN design, LAN switching and switch segmentation, advanced routing, and multiple protocols. Topics include: a review of semesters I and II, local area network (LAN) switching, virtual local area networks (VLANs), local area network (LAN) design, interior gateway routing protocols (IGRP), access control lists, and Novell IPX.

CIS 277 - WAN Design (4-4-6)

(Prerequisites: CIS 276)

Emphasizes WAN design utilizing point-to-point protocol (PPP), integrated services digital network (ISDN), and frame relay. Topics include: a review of semesters I II and III, wide area network, wide area network design, point-to-point protocol, integrated services digital network (ISDN), and frame relay.

CIS 286 - Preparation for A+ Certification (6-4-7)

(Prerequisites: CIS 103, CIS 122)

To provide the student with the fundamentals of configuring, installing, diagnosing, repairing, up-grading, and maintaining computers and peripherals. These techniques will then be used to prepare the student to take the A+ certification exam. Successfully passing this exam will certify the student as a nationally recognized computer maintenance technician. [OL]

CIS 297 - Supporting Users and Troubleshooting a Windows Environment (4-4-6)

(Prerequisite: CIS 2149)

Provides students with hands-on skills and knowledge to perform desktop computer support duties concerning Windows operating systems. Students will be able to provide reliable and competent support for Windows clients in a corporate or business environment.

CIS 298 - Supporting Users and Troubleshooting Applications Desktop Applications (4-4-6)

(Prerequisite/Corequisite: CIS 2149)

Provides students with hands-on skills and knowledge to perform desktop computer support duties dealing with applications running on Windows operating systems. Students will be able to provide reliable and competent application support for Windows clients in a corporate or business environment.

CIS 1114 - Fundamentals of Wireless LANs (4-4-6)

(Prerequisites: CIS 2321, 2322)

This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a and 802.11b technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID; and Vendor interoperability strategies.

CIS 1115 - Information Security Fundamentals				(5-0-5)
<i>(Prerequisite:</i>	<i>CIS</i>	<i>103,</i>	<i>CIS</i>	<i>106)</i>

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Students will also discover the legal, ethical, and professional issues in information security. [OL]

CIS 1116 - Security Policies and Procedures (5-0-5)

(Prerequisite: CIS 1115)

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy. [OL]

CIS 1120 - Computer Forensics and Disaster Recovery (4-4-6)
(Prerequisite: CIS 1115)

This course serves as a capstone course for the information security specialist. This course will include implementing a plan to detect intruders, determine the damage caused, and discuss what precautions to use to avoid disasters. [OL]

CIS 1140 - Networking Fundamentals (4-4-6)
(Prerequisites: SCT 100, CIS 106)

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 of media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of both LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. [OL]

CIS 1142 - Managing a Microsoft Windows Network (4-4-6)

Provides students with knowledge and skills necessary to install, configure, and administer and manage a Microsoft® Windows™ Network. The course also focuses on account management, administering Active directory at the department level, application of Hotfixes and network management task. [OL]

CIS 1201 - Game Concept Design (3-2-4)

(Prerequisite/Co-requisite: Program admission)

Game Concept Design offers a behind-the-scenes look at how a game gets designed and developed from the day the idea is born to the day the box hits the shelves. This course offers information on the latest techniques, development models, top game designers, document templates, and numerous industry resources. It is a practical course that covers everything from the fundamentals of game design, to the trade-offs in the development process, to the deals a publisher makes to get a game on the shelves. Topics include: Principles of Game Design, Genre Design Issues, Storytelling, Level Design and Development Lifecycle.

CIS 1202 - Storyboarding for Games (2-3-3)

(Prerequisite/Co-requisite: Program admission)

Creating concept art for games is unlike working with any other type of art. In a game, you are creating a self-contained world in which characters can interact with each other to carry out actions. As a concept artist, you supply the vision for the game and give direction to the development team. Storyboarding for Games takes a basic

look at the steps involved in creating game concept art. Topics include: Basic Game Design, Charting the Game, Storyboard Elements, Level Layout, Illustrating Environments, Character Designs and GUI Design.

CIS 1203 - Beginning Game Graphics (4-4-6)

(Prerequisite/Co-requisite: CIS1201)

Beginning Game Graphics is a step-by-step path, beginning with the most basic modeling techniques and wrapping up with advanced workflows used by professional game artists. It provides powerful and easy-to-use tools to get you started, and it covers many of the methods, philosophies, and proven techniques that can improve your game demos and help separate you from the crowd in the rapidly growing interactive entertainment industry. Topics include: Game Graphics Fundamentals, Geometric Primitives, Modeling with Geometry, Constructive Geometry, Interactive Geometry, Boolean Operations, Modeling in Inner Space and Subsurface Modeling.

CIS 1204 - Game Level Design (4-4-6)

(Prerequisite/Co-requisite: CIS1202)

Game Level Design provides the basics of building a strong level or mod for your games. The course covers everything from putting your ideas down on paper, to creating spaces and architecture, through placing units and scripting their behavior. You'll cover each important area of expertise that goes into creating a great level. Topics Include: Basics of Good Design and Implementation, Terrain, Architecture and Spaces, Lighting and Atmospheric effects, Encounters and Dialogue and Story.

CIS 1205 - Beginning Game Development (4-4-6)

(Prerequisite/Co-requisite: CIS1204)

Beginning Game Development in C++ will get you started on your journey, providing you with a solid foundation in the game programming language of the professionals. As you cover each programming concept, you'll create small games that demonstrate your new skills. Topics include: Types, Variables, Standard I/O, Control Structures, Templates, Functions, Pointers, Classes, Inheritance and Polymorphism.

CIS 1206 - Beginning Web Game Development (4-4-6)

(Prerequisite/Co-requisite: CIS1204)

Beginning Flash Game Creation will show you how you can take full advantage of Flash MX. It offers an abundance of tips and techniques for programmers of all levels who want to learn how Flash technology can be used to create games. Each concept covers a key element of game programming, using Flash to create a variety of games. All the major areas of game development are covered; from physics and artificial intelligence to collision detection and resolution. Topics include: Flash Basics, Flash ActionScript, Interactivity, Instance, Arrays, Objects, Timing and Trigonometry, Object-Oriented Programming, Artificial Intelligence, Physics and Server-Side Support.

CIS 1207 - Beginning 3D Animation (4-4-6)

(Prerequisite/Co-requisite: CIS1205)

With Beginning 3D Animation, you'll learn how to use 3D engines to develop games using high-performance graphics and game libraries. Focusing solely on topics related to graphics and OpenGL, this course gives you the skills you need to unleash the power of OpenGL and create realistic, real-time graphics. Topics include: OpenGL Basic Concepts, OpenGL States, Primitives, Transformations, Matrices, Colors, Lighting, Blending, Images with OpenGL, Texture Mapping and OpenGL Buffers.

CIS 1208 - Beginning Graphic Programming (4-4-6)

(Prerequisite/Co-requisite: CIS1205)

Beginning Graphic Programming is your introductory course to creating realistic virtual worlds and characters for games. This course offers easy-to-follow instructions for getting your first DirectX program up and running. Then it's on to 3D concepts and Direct3D as you use DirectX to begin designing and building your own 3D worlds. Expand your DirectX knowledge with an introduction to sound processing with DirectSound and user input with DirectInput. Topics include: DirectX Basic Concepts, Surfaces, Sprites, Salmon, Matrices, Transforms, Rotations, Vertex Colors, Texture Mapping, 3D Lighting, Point Sprites, Particles, Pyrotechnics, DirectInput and DirectSound.

CIS 2149 - Implementing Microsoft Windows Professional (4-4-6)
(Prerequisite: Operating system course, CIS 1140)

Provides the ability to implement, troubleshoot, and administer Windows Professional as a desktop operating system in a network environment. [OL]

CIS 2150 - Implementing Microsoft Windows Server (4-4-6)
(Prerequisite/Corequisite: CIS 2149)

Provides the ability to implement, administer, and troubleshoot Windows Server as a member server of a domain in an active directory. [OL]

CIS 2153 - Implementing Microsoft Windows Network Infrastructure (4-4-6)
(Prerequisite: CIS 2150)

Provides students with knowledge and skills 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. [OL]

CIS 2154 - Implementing Microsoft Windows Directory Services (4-4-6)
(Prerequisite/Corequisite: CIS 2153)

Provides students with knowledge and skills 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. [OL]

CIS 2156 - Designing a Microsoft Windows Secure Network (4-4-6)
(Prerequisite: CIS 2154)

Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. [OL]

CIS 2158 - Designing a Microsoft Windows Network Infrastructure (4-4-6)
(Prerequisite: CIS 2154)

Provides the ability to analyze the business requirements for a network infrastructure and design a network infrastructure that meets business requirements. [OL]

CIS 2159 - Designing a Microsoft Windows Directory Services Infrastructure (5-0-5)
(Prerequisite: CIS 2154)

Provides the ability to analyze the business requirements and design directory service architectures. The architecture design could incorporate a unified directory service such as Active Directory and Windows NT domain,

connectivity between and within sites, system components and applications, and data replication such as directory replication and database replication. [OL]

CIS 2191 - Internet Business Fundamentals (5-0-5)
(Prerequisite: Program admission)

Teaches students how to access the Internet and World Wide Web using a Web browser as a general-purpose Internet application. Students will learn to use the Internet for e-mail, the World Wide Web, newsgroups, Gopher, Veronica, File Transfer Protocol (FTP) and Telnet. Students 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 ActiveX 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 companies gain market intelligence. [OL]

CIS 2201 - HTML Fundamentals (2-3-3)
(Prerequisite: Program admission)

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 interlinking pages that incorporate, in practical applications, a wide range of HTML tags and attributes. [OL]

CIS 2211 - Web Site Design Tools (4-4-6)
(Prerequisite: Program admission)

Teaches an understanding of how to create and manage impressive Web sites using the sizable amounts of new technology available on the Web. Students will learn how to create web sites using various web tools such as FrontPage, Net Objects Fusion, Dynamic HTML, and various multimedia and CSS standards. [OL]

CIS 2221 - Web Graphics and Multimedia (4-4-6)
(Prerequisite: Program admission)

Teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. Students will learn techniques for quickly creating attractive textures for backgrounds, compositing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance. [OL]

CIS 2228 - Advanced Spreadsheet Techniques (4-4-6)
(Prerequisite: SCT 100)

Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets. [OL]

CIS 2229 - Advanced Database Techniques (4-4-6)
(Prerequisite: SCT 100)

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. [OL]

CIS 2231 - Design Methodology (4-4-6)
(Prerequisites: CIS 2201, CIS 2211, CIS 2221)

Teaches the student how to create and manage Web sites using FrontPage, Net Objects, Fusion, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation Web sites, 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, scenario development and performance evaluations. [OL]

CIS 2261 - JavaScript Fundamentals (3-2-4)
(Prerequisite: CIS 2201)

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. [OL]

CIS 2271 - Fundamentals of CGI Programming Using PERL and Server-side Scripting (3-2-4)
(Prerequisite: CIS 2201)

Teaches students how to use Common Gateway Interface (CGI) PERL programs and scripts on a Web server. Students will learn how to write print-to-screen scripts, customize Web page hit counters, create and use business forms that interact with text files, manipulate data in a database, work with a relational database via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI files. A survey of other products such as Microsoft Active Server Pages, Netscape LiveWire, and Cold Fusion by Allaire will be discussed. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts. [OL]

CIS 2281 - Database Connectivity (4-6-7)
(Prerequisite: CIS 2191)

Teaches students how to manipulate data in a database, work with a relational database via Open Database Connectivity (ODBC) and learn how to work with different database systems. Students will learn to install and configure Cold Fusion, or equivalent software, and use the system to develop forms and applications to interact with file systems, e-mail and database servers. [OL]

CIS 2291 - Network Security (4-4-6)
(Prerequisite: CIS 1140)

Introduces students to network security, firewalls, Windows NT network security, UNIX and TCP/IP network security, security auditing, attacks, and threat analysis. [OL]

CIS 2321 Introduction to LAN and WAN (4-4-6)

(Prerequisites: SCT 100)

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 WANs and Routing (4-4-6)**(Prerequisites: 2321)**

This course provides instruction on performing basic router configuration and troubleshooting. Topics include: Review and Lab Setup, WANs and Routers, Router Command Line Interface, Router Components, Router Startup and Setup, Router Configuration, IOS Images, TCP/IP, Routing, and Network Troubleshooting.

CIS 2323 - Wireless Installation and Troubleshooting (4-4-6)**(Prerequisites: CIS 2321, CIS 2322)**

This course focuses on the installation, testing, and troubleshooting of wireless networks and devices. Extensive laboratory and live work activities provide students with a wide variety of practical experience in installation, testing and troubleshooting procedures for wireless networks and equipment. Topics include: function of wireless equipment; installation and programming of routers; setup of wireless network; installation and testing of wireless devices; maintenance; and troubleshooting.

CIS 2554 - Introduction to Unix/Linux (4-4-6)**(Prerequisites: SCT 100, CIS 106)**

Introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: the user environment, login and logout, history of UNIX/Linux, user password change, the file system, hierarchy tree, file system commands as they relate to navigating the file system tree, editors, command options, UNIX/Linux manual help pages, and using the UNIX/Linux graphical desktop.. Students must also 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 - Unix/Linux Administration (4-4-6)**(Prerequisite/Corequisite: CIS 2554)**

Covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, 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 - Unix/Linux Advanced Administration (4-4-6)**(Prerequisite: CIS 2555)**

Covers advanced UNIX/Linux operating system administration skills necessary to perform advanced administration functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, an E-mail server, an FTP server, a Web 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 - Unix/Linux Shell Script Programming (4-4-6)**(Prerequisite/Corequisite: CIS 2556)**

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, arithmetic operators, logical operators such as AND, OR, and

NOT, positional parameters, and process variables, redirection, piping and standard error, use of backlash, quotes and back quotes.

CNA 100 - CNA Fundamentals (5-6-8)
(Prerequisites/Corequisites: AHS 109, CNS 108, EMP 100)

Introduction to Certified Nurse Assistant Fundamentals, introductory Anatomy and Physiology, Cardio-Pulmonary Resuscitation and Nutrition and Diet Therapy.

CNS 108 - Personal Nutrition (2-0-2)

An introduction to the relationship of good nutrition to individual health and productivity. Topics include: nutrition and wellness at work, basic nutrition principles and food selection, nutrition throughout the life cycle, energy balance, diet and disease prevention, weight control and exercise, food safety and labeling.

COS 100 - Introduction to Cosmetology Theory (5-0-5)
(Prerequisite: Program admission)

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, bacteriology, decontamination and infection control, safety, Hazardous Duty Standard Act compliance, chemistry fundamentals, and anatomy and physiology.

COS 101 - Introduction to Permanent Waving and Relaxing (1-2-2)
(Prerequisite: COS 100)

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, and permanent wave and chemical relaxer application procedures on manikins.

COS 103 - Introduction to Skin, Scalp, and Hair (2-1-2)
(Prerequisite/Corequisite: COS 100)

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: products and supplies, basic corrective hair and scalp treatments, plain facial, diseases and disorders, and safety precautions.

COS 105 - Introduction to Shampooing and Styling (2-4-4)
(Prerequisite: COS 100)

Introduces the fundamental theory and skills required to shampoo and create shapings, fingerwaves, pincurls, roller placement and combouts. Laboratory training includes styling training to total 20 hours on manikins and 25 hours on live models without compensation. Topics include: shampoo chemistry and procedures, styling principles, braiding/intertwining hair, pincurls, roller placement, fingerwaves, skipwaves, ridgecurls, combout techniques, and safety precautions.

COS 106 - Introduction to Haircutting (2-3-3)
(Prerequisite: COS 100)

Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: safety haircutting terminology, decontamination and precautions, cutting implements, haircutting techniques, and client consultation, and head/hair/body analysis.

COS 108 - Permanent Waving and Relaxing (2-2-3)
(Prerequisite: COS 100)

Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: safety precautions, timed permanent wave, time relaxer application, and Hazardous Duty Standards Act compliance.

COS 109 - Hair Color (4-4-6)

(Prerequisites/Corequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108)

Presents the application of semi-permanent, temporary, deposit only, and permanent hair coloring and decolorization products. Topics include: basic color concepts, classifications of color, safety precautions, consultation, communication, and record and release forms, product knowledge, special problems in hair color and corrective coloring, and special effects.

COS 110 - Skin, Scalp, and Hair (2-2-3)

(Prerequisites/Corequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109)

Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: products and supplies, implements, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions, cosmetic chemistry/products and supplies, treatment therapy (electrotherapy, electricity and light therapy).

COS 111 - Styling (1-4-3)

(Prerequisites/Corequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109, COS 110)

Continues the theory and application of hairstyling and introduces thermal techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.

COS 112 - Manicuring and Pedicuring (2-2-3)

(Prerequisite/Corequisite: COS 100)

Provides manicuring and pedicuring experience on live models. Topics include: implements, products and supplies, hand and foot anatomy, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, advanced nail techniques (wraps/tips/acrylics), and safety precautions.

COS 113 - Practicum I (0-12-4)

(Prerequisites/Corequisites: COS 108, COS 109, COS 110, COS 111, COS 112)

Provides laboratory experience 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 Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: hair color and bleaching; permanent waving and relaxers; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; safety precautions/decontamination; reception dispensary; and Hazardous Duty Standards Act compliance.

COS 114 - Practicum II (5-10-8)

(Prerequisite: COS 113)

Provides laboratory experience 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 Georgia State

Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: hair color and bleaching; permanent waving and relaxers; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; safety precautions/decontamination; reception dispensary; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment).

COS 115 - Practicum/Internship I (0-12-4)

(Prerequisites/Corequisites: COS 113, COS 114)

Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed 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. Topics include: permanent waving and relaxers; hair color and bleaching; haircutting; skin, scalp, and hair treatment; styling; manicure/pedicure/advanced nail techniques; dispensary; safety precautions/decontamination; reception; and Hazardous Duty Standards Act compliance.

COS 116 - Practicum/Internship II (1-12-5)

(Prerequisite: COS 115)

Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting and an approved internship facility. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; styling; manicure/pedicure/advanced nail techniques; dispensary; safety precautions/decontamination; reception; haircutting; Hazardous Duty Standards Act compliance; and state licensure preparation.

COS 117 - Salon Management (3-2-4)

(Prerequisite/Corequisite: COS 100)

Emphasizes the steps involved in opening/operating a privately owned cosmetology salon. Topics include: planning a salon, business management, retailing, public relations, sales skills, career development, and client retention.

CRJ 101 - Introduction to Criminal Justice Technology (5-0-5)

(Prerequisite: Provisional admission)

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 (5-0-5)

(Prerequisite: Provisional admission)

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; community involvement; alternative sentencing; rehabilitation; and staffing.

CRJ 104 - Principles of Law Enforcement (5-0-5)

(Prerequisite: Provisional admission)

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 - Criminal Procedure (4-2-5)
(Prerequisite: CRJ 101)

Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest, search and seizure; rules of evidence; procedures governing arrest, trial, and administration of criminal sanctions; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice/overview of Constitutional Law.

CRJ 121 - Introduction to Private Security (5-0-5)
(Prerequisite: Program admission)

Provides an orientation to the development, philosophy, responsibility, and function of the Private Security Industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: Private Security—an overview; basic security goals and responsibilities; When Prevention Fails; Security Systems at Work—putting it all together, and challenges facing the security profession in the 1990's and beyond.

CRJ 123 - Computer Security/Corporate Fraud (5-0-5)
(Prerequisite: Provisional admission)

Provides an orientation that contains a step-by-step approach to the investigation, seizure, and evaluation of computer evidence. Topics include: computer-related evidence, crime scene investigation, evidence evaluation and analysis, passwords and encryption, networks, and investigative computer systems. The second part of this course provides an orientation that focuses on corporate fraud as it relates to the computerized accounting systems and its technology, the various types of corporate computer fraud and simple audit techniques that can assist in investigating and detecting fraud. Topics include: history and evolution of fraud, mindset—step one in fraud auditing, corporate fraud in the current environment, corporate fraud investigation in the electronic data processing era, defenses against corporate fraud, theft and embezzlement, and auditing for inventory shortage.

CRJ 140 - Cultural Perspectives for Law Enforcement Officers (5-0-5)
(Prerequisite: Provisional admission)

Designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJ 162 - Methods of Criminal Investigation (5-0-5)
(Prerequisite: Program admission)

Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interrogations and interviews, and preparation and presentation of evidence in court. Topics include: Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

CRJ 163 - Investigation and Presentation of Evidence (1-4-3)
(Prerequisite: CRJ 162)

This course presents students with practical exercises of dealing with gathering of evidence and investigations.

Emphasis is placed on fingerprinting, crime scene search, cast molding, and practical exercises. Topics include: crime scene management, specialized investigation techniques, and homicide and suicide investigation.

CRJ 167 - First Responder (4-2-5)
(Prerequisite: Provisional admission)

This is a course in advanced first aid procedures. The course will focus on the duties and responsibilities of first responders and the development of the skills necessary to respond to a medical emergency. Traditional CPR is also a part of this course.

CRJ 168 – Criminal Law (5-0-5)

(Prerequisite: Program Admission)

This course emphasizes the historical development of criminal law in the United States and the current status of Georgia criminal law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A), with primary emphasis on the criminal and traffic codes.

CRJ 202 - Constitutional Law (5-0-5)
(Prerequisite: CRJ 101)

Emphasizes the provisions in the Bill of Rights pertaining to criminal justice. Topics include: characteristics and powers of the 3 branches of government, principles governing the operation of the Constitution, the Constitutional Amendments and the Bill of Rights.

CRJ 206 - Criminology (5-0-5)
(Prerequisite: CRJ 104)

Introduces the nature, extent, and factors which relate to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; scope and varieties of crime; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; problems of rehabilitating the convicted criminal; and criminal subculture and society's reaction. [OL]

CRJ 207 - Juvenile Justice (5-0-5)
(Prerequisite: CRJ 101)

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the juvenile justice field. Topics include: comparative analysis of adult and juvenile justice systems, survey of juvenile law, and prevention and treatment of juvenile delinquency.

CRJ 209 - Criminal Justice Practicum/Internship (0-15-5)
(Prerequisite: Completion of all required courses)

Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. Students pursue a study project directed by the instructor within the institution or either an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: law enforcement theory applications, observation and / or participation in law enforcement activities, and an independent study project.

CRJ 212 - Ethics in Criminal Justice (5-0-5)
(Prerequisite: Program admission)

This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and

the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics.

CTD 101 - Fundamentals of Commercial Truck Driving (5-0-5)

This course introduces the fundamentals of commercial truck driving. Through lecture/discussion related topics will be covered. This course provides emphasis on safety that will continue throughout the program. Students will be introduced to the controlled driving range. They will practice exercises in trip planning and log entry and will prepare for their CDL Learner's permit in the classroom.

CTD 102 - Basic Operation (3-2-3-5)
(Prerequisite: CTD 101)

Basic operation focuses on familiarizing students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment. After theoretical classroom instruction, each student will receive the opportunity to not only learn techniques but to practice until they are proficient. Topics include: coupling and uncoupling, operating a tractor-trailer through skill maneuvers, and night time driving (4 nights).

CTD 103 - Advanced Operations (1-1-12-5)
(Prerequisite: CTD 101, CTD 102)

Advanced operations focuses on developing skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills. Students drive a total of 750 documented, over-the-road miles.

Note: State law requires that whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

ECE 101 - Introduction to Early Childhood Care and Education (5-0-5)

(Prerequisite: Provisional admission)

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, career opportunities, work ethics, functioning in a team environment, transitional activities, guidance, program management, learning environment, cultural diversity, licensing and accreditation, and professional development file (portfolio) guidelines.

ECE 103 - Human Growth and Development (5-0-5)

(Prerequisite: Provisional admission) Introduces students to the physical, social, emotional, and cognitive development of the young child (0-5 years of age). Provides competency development in observing, recording and interpreting the growth and development stages in the young child, advancing physical and intellectual competence, supporting social and economic development, and providing positive guidance. Topics include: guidance techniques, observation and recording theory and practice, developmental characteristics, developmentally appropriate practice, and introduction to children with special needs.

ECE 105 - Health, Safety, and Nutrition (5-0-5)

(Prerequisite: Provisional admission)

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include: health issues, safety issues, CPR and first aid, child abuse and neglect, and nutritional needs for children.

ECE 112 - Curriculum Development (3-2-3)

(Prerequisites/Corequisites: ECE 101, ECE 103)

Develops knowledge and skills to enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, curriculum approaches, development of curriculum plans and materials, learning environments, community resources, transitional activities, and approaches to teaching, learning and assessing.

ECE 113 - Art for Children (1-4-3)

(Prerequisite: Provisional admission)

Introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities, planning and preparation of art experiences, appreciation of children's art processes and products; developmental stages in art; and art appreciation.

ECE 114 - Music and Movement (1-4-3)

(Prerequisite: Provisional admission)

Introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster creative movement and musical activity. Topics include: spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; developmental stages of music; and music appreciation.

ECE 115 - Language Arts and Literature (5-0-5)
(Prerequisite/Corequisite: ECE 103)

Develops knowledge and skills to enable the student to plan and implement developmentally appropriate listening, speaking, writing and reading 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 (5-0-5)
(Prerequisite/Corequisite: ECE 103)

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 process in math and science, math and science activity planning, and development of math and science materials.

ECE 121 - Early Childhood Care and Education Practicum I (1-6-3)

(Prerequisite: Departmental approval)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from coursework. Practicum training topics include: good work habits, supervised planning, interaction with children, parents and co-workers, classroom management, application of guidance techniques, and documentation of child's development.

ECE 122 - Early Childhood Care and Education Practicum II (1-6-3)

(Prerequisite: Departmental approval)

Provides students with the opportunity to gain additional supervised experience in a simulated or actual work setting allowing demonstration of techniques obtained from coursework. The course will emphasize planning and implementation of activities and physical, social, emotional, and cognitive development of the child. Practicum training topics include: good work habits, application of guidance techniques, human relations, program planning, and classroom management.

ECE 132 - Infant/Toddler Development (5-0-5)
(Prerequisites: ECE 101, ECE 103, ECE 105)

Explores the early stages of infant/toddler learning based on current research on brain development and attachment theory. Developmental delays will be examined from the perspective of early intervention and inclusion.

ECE 134 - Infant/Toddler Group Care (5-0-5)
(Prerequisite: ECE 132)

Introduces the philosophy of primary care, continuity of care, and responsive care giving. Explores ways to promote cultural sensitivity, create environments for optimal development, and encourages positive relationships with families.

ECE 201 - Exceptionalities (5-0-5)
(Prerequisite: ECE 103)

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 community resources and programs that serve families with special needs persons. Topics include: physical disabilities and health disorders, intellectual exceptionalities, inclusion/least restrictive environment (LRE), social/emotional disorders, and community resources.

ECE 202 - Social Issues and Family Involvement (5-0-5)

(Prerequisite: Program admission) 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. Topics include: parent education and support, teacher-parent communication, professional responsibilities, family/social issues, community resources, community partnerships, social diversity and anti-bias issues, transitioning the child, and school family activities.

ECE 203 - Human Growth and Development II (5-0-5)

(Prerequisite: Provisional admission)

Introduces students to the physical, social, emotional, and cognitive development of the young child (6-12 years of age). Provides learning experiences related to principles of human growth and development, and learning/behavior theories. Topics include: observation skills, guidance techniques, developmental characteristics, developmentally appropriate practice, and introduction to children with special needs.

ECE 211 - Methods and Materials (5-0-5)

(Prerequisite: ECE 112)

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 (5-0-5)

(Prerequisite: ECE 211)

Develops skills and knowledge of professional practices applicable to programs for pre-kindergarten and school-aged children. Topics include: professional qualifications and professionalism.

ECE 217 - Program Administration (5-0-5)

(Prerequisite: Provisional admission)

Provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations, accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, community and public relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

ECE 221 - Facility Management (5-0-5)

(Prerequisite: Program admission)

Provides training in early childhood facilities management. Topics include: money management, space management, and program, equipment and supplies management.

ECE 222 - Personnel Management (5-0-5)
(Prerequisite: Program admission)

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 and/or development; providing guidance and supervision; conflict resolution; and staff evaluation.

ECE 224 - Early Childhood Care/Education Internship (0-36-12)

(Prerequisite: Program admission)

Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students are placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development, and resource file (portfolio) development.

ECG 103 - Intro to Electrocardiography (0-6-3)
(Prerequisite: AHS 101 or BIO 193, AHS 109, AHS 104)

Introduces the methods utilized to monitor the electrical activity of the heart and the means to record, store, and retrieve said information for use in the healthcare setting.

ECG 105 - Electrocardiography Practicum (0-6-3)
(Prerequisite: AHS 101 or BIO 193, AHS 109, AHS 104, ECG 103)

Introduces students to clinical practice in the basic Electrocardiography Technician procedures.

ECO 191 - Principles of Economics (5-0-5)

Provides a description of analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of the policies and economic concepts as they apply to daily 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; fluctuations in production, employment, and income; and United States economy in perspective. (A grade of "C" or higher is required for successful completion of this course.) [OL]

ELC 104 - Soldering Technology I (1-2-2)
(Prerequisite: Provisional Admission)

Develops the ability to solder/desolder connectors, components and printed circuit boards using industry standards. Topics include: safety practices, total quality management concepts, soldering, desoldering, anti-static grounding, and surface mount techniques. [OL]

ELC 108 - Direct Current Circuits II (3-2-4)
(Prerequisites: IFC 101, MAT 103-diploma or MAT 191-degree)

Continues direct current (DC) concepts and applications. Topics include: complex series/parallel circuits and DC theorems. [OL]

ELC 110 - Alternating	Current	Circuits	II	(3-2-4)
<i>(Prerequisite:</i>		<i>IFC</i>		<i>102)</i>
Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC analyzers and oscilloscopes. Topics include: reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms. [OL]				
ELC 115 - Solid	State	Devices	II	(3-2-4)
<i>(Prerequisite/Corequisite:</i>		<i>IFC</i>		<i>103)</i>
Continues the exploration of the physical characteristics and applications of solid state devices. Topics include: PN diodes, power supplies, voltage regulation, special application, bipolar junction theory, and bipolar junction application. [OL]				
ELC 117 - Linear	Integrated	Circuits		(3-2-4)
<i>(Prerequisite/Corequisite:</i>		<i>ELC</i>		<i>115)</i>
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, voltage regulators, and three-terminal regulators. [OL]				
ELC 118 - Digital	Electronics		I	(3-2-4)
<i>(Prerequisite:</i>		<i>IFC</i>		<i>103)</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. [OL]				
ELC 119 - Digital	Electronics		II	(1-9-4)
<i>(Prerequisite/Corequisite:</i>		<i>ELC</i>		<i>118)</i>
Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced circuits and devices. Topics include: flip-flops, counters, multiplexers and demultiplexers, encoding and decoding, display drivers, analog to digital and digital to analog conversions. [OL]				
ELC 120 - Microprocessors		Fundamentals		(3-2-4)
<i>(Prerequisite/Corequisite:</i>		<i>ELC</i>		<i>119)</i>
Introduces microprocessor fundamentals with a focus on current generation microprocessors. Topics include: microprocessor architecture, instruction set, addressing schemes, debugging, and memory devices. [OL]				
ELC 211 - Process		Controls		(4-4-6)
<i>(Prerequisite:</i>		<i>ELC</i>		<i>120)</i>
Introduces industrial process control applications with emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards. [OL]				
ELC 212 - Motor		Controls		(4-4-6)
<i>(Prerequisite:</i>		<i>ELC</i>		<i>115)</i>
Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors drive, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources. [OL]				
ELC 213 - Programmable		Controllers		(4-3-5)
<i>(Prerequisite:</i>		<i>ELC</i>		<i>120)</i>

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting. [OL]

ELC 214 - Mechanical Devices (2-3-3)

(Prerequisite: MAT 105-diploma or MAT 194-degree)

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. [OL]

ELC 215 - Fluid Power (2-3-3)

(Prerequisite: MAT 105-diploma or MAT 194-degree)

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidics systems. Topics include: safety, fluid dynamic, pneumatics, hydraulics, air logic, and elastic interfacing. [OL]

ELC 216 - Robotics (1-2-2)

(Prerequisites: ELC 213, ELC 214, ELC 215)

Explores robotic concepts, terminology, and basic application. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include: safety, terminology, languages, and programming. [OL]

ELC 217 - Computer Hardware (4-6-7)

(Prerequisite: ELC 120)

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include: installation, configuration, and upgrading; diagnosing and troubleshooting; preventative maintenance; motherboards, processors and memory; printers; and basic networking.

ELC 218 - Operating Systems Technologies (4-6-7)

(Prerequisite: ELC 217)

Provides an introduction to the fundamentals of Command Line Prompt, Windows 9x, Windows 2000, and future operating systems. Topics include: operating system fundamentals; installation; configuration and upgrading; diagnosing and troubleshooting; and networks.

ELC 219 - Networking (3-3-4)

(Prerequisite: ELC 120)

Provides an introduction to networking technologies. 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. The course reviews cabling, connection schemes, the fundamentals of LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies; protocols and standards; and network implementation. [OL]

ELC 286 - CompTIA A+ Certification (5-0-5)

(Prerequisites: ELC 217, ELC 218 or CIS 122 or CIS 140)

Prepares the student for taking the CompTIA A+ examination by reviewing the A+ Core and A+ Operating Systems objectives. Topics include: A+ Core Hardware and A+ Operating System Technologies. [OL]

ELC 291 - RFID Principles and Practices (5-0-5)

(Prerequisite: Provisional Admission)

This is a foundation course for those interested in learning the key fundamentals of Radio Frequency Identification (RFID) technology and its practical application. This course is designed to build technical competency and business awareness in preparation for systems planning and implementation. Topics include: Evolution of Auto-Identification Technology; Essential RFID Basic Concepts and Components; The Science Behind Radio Frequency Technology; Current and Emerging RFID Standards; RFID Tags, Labels, Readers, Antennas and Printers; RFID System Performance and Design; RFID Data Management; RFID Security and Privacy Issues; and Business Transformation and RFID Planning.

ELC 292 - RFID Implementation (4-6-6)

(Prerequisite: ELC 291)

This course covers the unique issues, requirements and methods associated with effective RFID program management. It provides a variety of examples and case studies to encourage good practices, as well as avoid stumbling blocks, during implementation. Students will be exposed to the variety of middleware solutions currently in the market as well as methods to understand and select the appropriate technology for their organization. Topics include: Essential considerations for working with RFID under real world conditions; Site assessment and solution planning; Determining the appropriate mix of RFID solution components; Creating an RFID pilot plan; Designing an end-to-end RFID solution; and The challenges of transitioning from pilot to production mode.

ELC 293 - RFID Maintenance and Support (4-6-6)

(Prerequisite: ELC 291 & ELC 292)

Maintenance challenges represent some of the largest costs in the Military. Maintenance performance improvements are the most treasured. Keeping strategic equipment in operation in the military—or in the private sector—is where the value lies. How can RFID help? RFID in the service sector is new. This course will discuss both case study material as well as emerging concepts in development. Topics include: State-of-the-art concepts in the Service Supply Chain - moving from asset based to Predictive Management; Service supply chain applications in use today; RFID enhancement of Service and Maintenance applications; Case studies of successful RFID applicators today; and RFID technologies for Service/Customer Management and Maintenance.

ELT 106 - Electrical Prints, Schematics, and Symbols (3-2-4)
(Prerequisites: IFC 100, IFC 101)

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: component identification, electrical symbols, print reading, and measurements and scales. [OL]

ELT 107 - Commercial Wiring I (4-3-5)
(Prerequisites: ELT 121, IFC 100)

Introduces commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations and safety.

ELT 108 - Commercial Wiring II (4-3-5)
(Corequisite: ELT 107)

Presents the study of three phase power systems, fundamentals of AC motor control and transformer connections. Topics include: fundamentals of AC motor control, three phase power systems, transformer connections (single phase and three phase step down), and introduction to low voltage systems.

ELT 109 - Commercial Wiring III (4-3-5)
(Corequisites: ELT 107, ELT 108)

Presents the theory and practical application of conduit installation, system design, and related safety requirements. Topics include: conduit installation, system design concepts, and safety procedures.

ELT 111 - Single Phase and Three Phase Motors (4-3-5)

(Prerequisites: ELT 119, IFC 100, IFC 101)

Introduces the fundamental theories and applications of both single phase and three phase motors. Topics include: motor terminology, motor identification, major theory and operating principles, motor efficiencies, preventative maintenance, troubleshooting and/or failure analysis, National Electrical Manufacturers Association (NEMA) standards, and NEC requirements.

ELT 112 - Variable Speed Controls/Low Voltage Controls (2-3-3)

(Corequisite: ELT 111)

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and additional applications. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELT 116 - Transformers (3-3-4)
(Prerequisites: ELT 119, IFC 101)

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions. [OL]

ELT 117 - National Electrical Code Industrial Applications (2-5-4)

(Corequisite: ELT 109)

Provides instruction in industrial application 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 (3-5-5)
(Corequisites: ELT 108, ELT 111, ELT 112)

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits operation, and application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

ELT 119 - Electricity Principles II (3-2-4)
(Corequisites: IFC 100, MAT 101, IFC 101)

Introduces the theory and application of varying sine wave voltages and current. Topics include: AC test equipment, AC wave generation, inductance, magnetism, capacitance, and basic transformers. [OL]

ELT 120 - Residential Wiring I (3-5-5)
(Prerequisite: IFC 100; Corequisites: ELT 106, ELT 119, ELT 121, IFC 101)

Introduces residential wiring practices and procedures. Topics include: residential circuits, National Electrical Code, print reading, wiring materials, wiring methods (size and type of conductors, box fill calculations and voltage drop), determining the number and location of lighting receptacles and small appliance circuits, switch control of luminaries and receptacle installation including bonding, GFCI and AFCI circuits, special purpose outlets (ranges, cooktops, ovens, dryers, water heaters, sump pumps, etc.), and sizing OCPD's (circuit breakers and fuses).

ELT 121 - Residential Wiring II (5-3-6)
(Corequisite: ELT 120)

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single-family service calculations, residential two-family service calculations, and feeders, residential single-family service installation, residential two-family service installation, load balancing, panelboards and feeders, and concepts of electrical wiring applications such as cable TV and CATV installation, swimming pool installation, and remote control lighting and intercom installation.

ELT 122 - Industrial PLC's (4-6-6)
(Prerequisites: ELT 111, ELT 112, ELT 118)

Introduces operational theory, systems terminology, plc installations, and programming procedures for programmable logic controls. Emphasizes 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 (3-0-3)

(Prerequisite: Provisional admission)

Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: human relation skills, job acquisition skills, job advancement skills, job retention skills, and professional image skills. [OL]

EMS 120 - Emergency Medical Technology Basic I (6-6-8)(Prerequisite: Program admission)

Introduces students 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, gaining access, airway, lifting and moving patients, basic life support-CPR and automatic external defibrillation.

EMS 121 - Emergency Medical Technology Basic II (7-1-7)

(Prerequisite: Completion of EMS 120)

Introduces students 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, bleeding and shock, environmental emergencies, behavioral emergencies, PASG, soft tissue injuries, head and spinal injuries, musculoskeletal injuries, OB/GYN, infants and children, and special needs patients.

EMS 122 - Emergency Medical Technology Intermediate (7-5-9)

(Prerequisites: EMS 120, EMS 121 or GA Basic Certificate)

This course covers the U.S. Department of Transportation 1985 Emergency Medical Technician Intermediate curriculum. 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 and dextrose administration, patient handling, and extrication.

EMS 126 - Introduction to the Paramedic Profession (3-1-3)

(Prerequisite: Program admission; Corequisites: ENG 101, MAT 101, AHS 101, SCT 100)

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/injury prevention, medical/legal considerations, ambulance operations, ethics, rescue awareness and operations, hazardous materials incidents, crime scene awareness and medical incident command. 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 127A- Patient Assessment I (1-1-2)
(Corequisites: AHS 101, EMS 128)

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: patient assessment, therapeutic communications, history taking, techniques of physical exam, 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 127B- Patient Assessment II (2-1-2)
(Prerequisite: EMS 127A)

Continues 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: patient assessment, therapeutic communications, history taking, techniques of physical exam, 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 (3-0-3)

(Corequisite: AHS 101)

Introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. Also covered is a review of cellular composition and function, including cellular environment as it relates to fluid and acid-based 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 in 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 final topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129 - Pharmacology (3-2-4)

(Prerequisites/Corequisites: ENG 101, MAT 101, SCT 100, EMS 200A)

This unit is designed to help the paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: identification of drugs, drug calculations, drug administration techniques and procedures, and drug safety and standards.

EMS 130 - Respiratory Management and Function (4-2-5)

(Prerequisites: EMS 126, EMS 127A-B, EMS 128, EMS 129)

This course is designed to help the paramedic assess and treat wide varieties 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/procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, hyperventilation syndromes, and spontaneous pneumothorax. 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 (4-2-5)

(Prerequisites: EMS 126, EMS 127A-B, EMS 128, EMS 129; Corequisites: ENG 101, EMS 200A, SCT 100)

This course 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. Students should complete the requirements for the Basic Trauma Life Support course or the Pre-Hospital Trauma Life Support course.

EMS 132 - Cardiology (4-2-5)

(Prerequisites: EMS 126, EMS 127A-B, EMS 128,EMS 129; Corequisites: ENG 101, EMS 200A, SCT 100)

Emphasizes the study of the cardiovascular system. Cardiology I introduces and explores 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 course student will be able to integrate pathophysiological principles and assessment findings to formulate a field of 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 (4-2-5)

(Prerequisites: EMS 126, EMS 127A-B, EMS 128, EMS 129; Corequisites: ENG 101, EMS 200A, EMS 132, SCT 100)

Expounds on the objectives in Cardiology I, emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, electrical intervention, pharmacological 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 (4-1-4)

(Prerequisites: EMS 126, EMS 127A-B, EMS 128,EMS 129)

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. Emphasizes allergies and anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management is 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 Emergencies (4-2-5)

(Prerequisites: EMS 126, EMS 127A-B, EMS 128,EMS 129)

Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides an 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 treatments specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division 5 (Medical), Section 13 (Obstetrics), and 14 (Gynecology), and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 136 - Special Patients (2-1-2)
(Prerequisites: EMS 126, EMS 127A-B, EMS 128, EMS 129)

Provides an overview of the assessment/management of behavioral emergencies as they pertain to pre-hospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, medical/legal considerations, management of the suicidal patient, management of the violent patient, and stress management. Geriatrics, life span, abuse, special challenges, and chronic care patients are included.

EMS 200A- Clinical Application of Advanced Emergency Care I (0-6-2)
(Prerequisite: Program admission; Corequisites: AHS 101, EMS 126, EMS 127A-B, EMS 128, EMS 129, EMS 130, EMS 131, EMS 132, EMS 133, EMS 134, EMS 135, EMS 136)

This course provides a range of clinical experiences for the student paramedic to include clinical applications of advanced emergency care.

EMS 200B- Clinical Application of Advanced Emergency Care II (0-12-4)
(Prerequisite: EMS 200A)

This course continues the clinical experiences for the student paramedic to include clinical application of advanced emergency care.

EMS 200C- Clinical Application of Advanced Emergency Care III (0-12-4)
(Prerequisite: EMS 200B)

This course continues the clinical experiences for the student paramedic to include clinical application of advanced emergency care.

EMS 201 - Summative Evaluations (4-2-5)
(Prerequisite: Program admission; Corequisites: ENG 101, SCT 100)

Provides supervised clinical experience in the hospital and pre-hospital advanced life support settings to include: summative case evaluations, EMS leadership, and EKG interpretation. This course includes a comprehensive paramedic program examination and a board examination review.

ENG 095 - English (1-8-5 I.C.)
(Prerequisite: Entrance English score in accordance with approved TCSG admission score levels)

Introduces fundamental grammar. Topics include: basic vocabulary, simple sentences, sentence capitalization and punctuation, basic spelling, and basic writing.

ENG 096 - English II (5-0-5 I.C.)
(Prerequisite: ENG 095 or entrance English score in accordance with approved TCSG admission score levels)

Emphasizes standard English usage. Topics include: capitalization, basic punctuation, subjects and verbs agreement, correct verb forms, spelling, and basic paragraph development.

ENG 097 - English III (5-0-5 I.C.)
(Prerequisite: ENG 096 or entrance English score in accordance with approved TCSG admission score levels)

Emphasizes the rules of grammar, punctuation capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include: basic grammar, mechanics, spelling, and sentence writing and paragraphing skills needed for writing memos, letters, reports, and short essays.

ENG 098 - English **IV** (5-0-5) I.C.)

(Prerequisite: ENG 097 or entrance English score in accordance with approved TCSG admission score levels)

Emphasizes the ability to communicate using written and oral methods. Topics include: writing and the process of writing, revising, and oral reports.

ENG 101 - English **I** (5-0-5)

(Prerequisite: Program admission level English and reading competency)

Emphasizes the development and improvement of written/oral communication abilities. Topics include: analysis or writing techniques used in selected reading, writing practice, editing and proofreading, oral presentation skills, and research skills. Homework assignments reinforce classroom learning.

ENG 111 - Business **English** (5-0-5)

(Prerequisite: Program admission level English and reading competency)

Emphasizes a functional and comprehensive review of English usage. Topics include: English grammar and sentence structure, composition fundamentals. [OL]

ENG 112 - Business **Communications** (5-0-5)

(Prerequisites: ENG 111, BUS 101)

Provides knowledge and application of written and oral communications found in business situations. Topics include: writing fundamentals and speaking fundamentals. [OL]

ENG 191 - Composition **and** **Rhetoric** (5-0-5)

(Prerequisite: Program admission level language competency)

Focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, including introductory use of a variety of research skills; explores the analysis of expository essays and creative nonfiction about issues in the humanities and in society. The course includes a review of grammar and stylistic usage in proofreading and editing, with emphasis on the rhetorical function of these mechanics. Topics include writing analysis and practice, revision, and research. (A grade of "C" or higher is required for successful completion of this course.) [OL]

ENG 193 - Literature **and** **Composition** (5-0-5)

(Prerequisite: ENG 191 with "C" or better)

Develops writing skills beyond the levels of proficiency required by ENG 191, emphasizes interpretation and evaluation, and incorporates a variety of more advanced research methods; emphasizes the student's ability to read literature and literary criticism analytically and meaningfully and to communicate that information clearly. Students analyze, critically interpret, and evaluate the form and content of a range of literary texts and practice various strategies of writing. Topics include reading and analysis of fiction, poetry, and drama; advanced research methods; and writing about literature. (A grade of "C" or higher is required for successful completion of this course.)

ENG 195 - Technical **Communications** (5-0-5)

(Prerequisite: ENG 191 with a "C" or better)

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. (A grade of "C" or higher is required for successful completion of this course.)

FIN 191 - Introduction to Finance (5-0-5)
(Prerequisite: ACC 101)

Provides an introduction to financial markets, institutions, and management in a contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics include: business finance management, financial systems of the United States and financing other sectors of the economy. *(A grade of "C" or higher is required for successful completion of this course.)* [OL]

IFC 100 - Industrial Safety (2-1-2)
(Prerequisite: Provisional admission)

Provides in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include: traffic safety, ladder safety, fire safety, safe work in confined spaces, electrical safety, emergency procedures, and introduction to OSHA regulations, hazardous materials safety, MSDS Right-to-Know Law, and safety equipment. [OL]

IFC 101 - Direct Current Circuits I (3-2-4)
(Prerequisite/Corequisite: MAT 101) Note: Math 103 required for Electronics diploma or MAT 191 for Electronics degree.

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IFC 102 - Alternating Current Circuits I (3-2-4)
(Prerequisite: IFC 101)

Introduces the theory and applications of various sine wave voltages and currents. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers. [OL]

IFC 103 - Solid State Devices I (3-2-4)
(Prerequisite: IFC 102)

Introduces the physical characteristics and applications of solid state devices. Topics include: diode applications, introduction to semiconductor fundamentals, basic amplifiers, basic transistor fundamentals, and semiconductor for switching devices. [OL]

ISS 132 - Clinical Practice (0-8-2)
(Prerequisite: RAD 101)

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: Hospital area and procedures, film processing procedures, basic patient care, radiographic procedure responsibilities and radiation safety. Clinical practice experiences are designed to provide patient care and assessment and competent performance of Imaging Science Services Assistants.

MAS 101 - Legal Aspects of the Medical Office (2-0-2)
(Prerequisite: ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, BUS 101, BUS 106, SCT 100)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics and the medical assistants role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: physician-patient-assistant relationship,

introduction to medical assisting, introduction to medical law, medical office in litigation, ethics and bioethical issues.

MAS 103 - Pharmacology (5-0-5)

(Prerequisites: ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, BUS 101, BUS 106, SCT 100)

Introduces drug therapy, emphasizing safety, classification of drugs, their action, side effects, and/or adverse reactions. The basic concept of mathematics used in administering drugs is also introduced.. Topics include: introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body system. Principles of infusion therapy are optional.

MAS 108 - Medical Assisting Skills I (2-8-5)

(Prerequisites: ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, BUS 101, BUS 106, SCT 100)

Introduces skills for assisting the physician with a complete history and physical in all types of practice. The course includes skills for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: prepare patients/assist physician with examinations and diagnostic procedures, infection control and related OSHA guidelines, vital sign/mensuration, minor office surgical procedures, and electrocardiograms.

MAS 109 - Medical Assisting Skills II (2-8-5)

(Prerequisites: MAS 103, MAS 108, ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, BUS 101, BUS 106, SCT 100; Corequisite: MAS 101)

Further the knowledge of the more complex activities in a physician's office. Topics include: the collection and the examination of specimens and CLIA regulations; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strept Test, HcG, etc.); administration of medications; emergency procedures of the medical office; respiratory evaluations, rehabilitative therapy procedures; principles of radiology safety and emergency procedures of the medical office.

MAS 112 - Human Diseases (5-0-5)

(Prerequisites: ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, BUS 101, BUS 106, SCT 100)

Provides clear, basic, and succinct information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs/symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAS 113 - Maternal and Child Care (5-0-5)

(Prerequisites: ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, BUS 101, BUS 106, SCT 100)

Focuses on the reproductive system, the care of the mother throughout all stages of pregnancy, the normal/emotional growth of the healthy child, and care of the sick child. Topics include: introduction to obstetrics, female reproductive system, male reproductive system, intrauterine development, prenatal care, principles of specialized testing, labor and delivery, postpartum care, patient education, and methods of contraception. Child development and common pathophysiology from newborn through adolescence and child development.

MAS 114 - Medical Administrative Procedures (2-3-3)

(Prerequisites: ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, BUS 101, BUS 106, SCT 100; Corequisites: MAS 103, MAS 112)

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 (1-5-3)

(Prerequisites: ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, BUS 101, BUS 106, SCT 100)

Emphasizes essential skills required for typical medical offices. Topics include: insurance preparation and coding, and accounting procedures.

MAS 117 - Medical Assisting Externship (0-24-8)

(Prerequisite: Completion of all required coursework prior to internship, a 2.0 cumulative grade point average, no unresolved grades of "F" or "I" from previous courses, and good academic standing; Corequisite: MAS 118)

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. Topics include: application of classroom knowledge and skills, functioning in the work environment, listening, and following directions.

MAS 118 - Medical Assisting Seminar (4-0-4)

(Prerequisite: Completion of all required courses except MAS 117; Corequisite: MAS 117)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation, and review of program competencies for employment and certification.

MAS 151 - ICD-9 Coding I (2-3-3)

(Prerequisites: ENG 101, MAT 101, PSY 101, AHS 101, AHS 104, AHS 109, SCT 100)

Provides an introduction to medical coding skills and application of international coding standards for billing of health care services. Topics include: international classification of diseases, code books format, guidelines and conventions, and coding techniques.

MAS 152 - ICD-9 Coding II (2-3-3)

(Prerequisite: MAS 151)

Continues development of skills and knowledge presented in Medical Procedures Coding I and provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include: medical records coding techniques, coding linkage and incoding including fraud and abuse; compliance; third party reimbursement issues and ethics.

MAS 153 - Physician's Procedural Coding (3-0-3)

(Prerequisite: MAS 151, MAS 152)

Provides knowledge and skills to apply the coding of procedures for billing using the Physician's Current Procedural Terminology (CPT) manual. Topics include: format of a CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

MAT 095 - Developmental Mathematics I(0-10-5 I.C.)

(Prerequisite: Entrance arithmetic score in accordance with approved TCSG admission score levels)

Introduces elementary arithmetic needed for advancement to the level of basic mathematics. Topics include: standard notation, addition and subtraction of whole numbers, multiplication and division of whole numbers, rounding and estimating whole numbers, solving equations, applications and problem solving exponential notation and order of operations, factorizations, divisibility, and least common multiples.

MAT 096 - Developmental Mathematics II(5-0-5 I.C.)

(Prerequisite: MAT 095 or entrance arithmetic score in accordance with approved TCSG admission score levels)

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include: whole numbers, fractions, decimals, and measurements.

MAT 097 - Developmental Mathematics III(5-0-5 I.C.)

(Prerequisite: MAT 096 or entrance arithmetic score in accordance with approved TCSG admission score levels)

Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and the study of basic algebra. Topics include: whole numbers, fractions, decimals, percents, measurement, geometry, and application problems.

MAT 098 - Elementary Algebra (5-0-5 I.C.)

(Prerequisite: MAT 097 or entrance arithmetic score in accordance with approved TCSG admission score levels)

Provides instruction in basic algebra. Topics include: introduction to real numbers and algebraic expressions, solving equations and inequalities, graphs of linear equations, polynomial equations, and polynomial factoring.

MAT 099 - Intermediate Algebra (5-0-5 I.C.)

(Prerequisite: MAT 098 or entrance arithmetic score in accordance with approved TCSG admission score levels)

Designed for students who require additional skills in algebra prior to taking College Algebra. The major topics include: operations with algebraic expressions; linear and quadratic equations, inequalities, and functions; graphing techniques; rational expressions and equations; exponents, radicals, and complex numbers; and simultaneous equations.

MAT 100 - Basic Mathematics (3-0-3)

Emphasizes basic mathematical concepts. Topics include: mathematical operations, fractions, decimals, percents, ratio and proportion, and measurement and conversion. Class includes lecture, applications, and homework to reinforce learning.

MAT 101 - General Mathematics (5-0-5)

(Prerequisite: Program admission level math achievement)

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. Class includes lectures, applications, and homework to reinforce learning.

MAT 103 - Algebra Concepts (5-0-5)

(Prerequisite: Program admission level math achievement)

Introduces concepts and operations which can be applied to the study of algebra. Course content emphasizes: basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts. Class includes lecture, applications, and homework to reinforce learning.

MAT 105 - Trigonometry (5-0-5)

(Prerequisite: "C" or better in MAT 103)

Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics include: geometric formulas, trigonometric concepts, and logarithms and exponentials.

MAT 111 - Business Math (5-0-5)

(Prerequisite: Program admission level math achievement)

Emphasizes mathematical concepts found in business situations. Topics include: basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators (not to include the touch method).

MAT 191 - College Algebra (5-0-5)

(Prerequisite: Program admission level math achievement)

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.
(A grade of "C" or higher is required for successful completion of this course.) [OL]

MAT 194 - Pre-Calculus (5-0-5)
(Prerequisite: MAT 191 with a grade "C" or higher)

This course prepares students for Calculus. The topics discussed include an extensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay. (A grade of "C" or higher is required for successful completion of this course.)

MKT 100 - Introduction to Marketing (5-0-5)
(Prerequisite: Provisional admission)

Emphasizes the trends and dynamic forces that affect the marketing process and coordination of the marketing functions. Topics include: marketing strategies, marketing mix, marketing trends, and dynamic forces affecting markets. [OL]

MKT 101 - Principles of Management (5-0-5)
(Prerequisite: Provisional admission)

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be on personnel management, basic supervisory functions, supervisory skills and techniques, and the special demands and challenges of supervising employees. Topics include: supervision, motivation, and evaluation of employees; management theories, including total quality management; the functions of management; recruitment, screening, and the selection of employees; and supervision techniques. [OL]

MKT 103 - Business Law (5-0-5)
(Prerequisite: Provisional admission)

Introduces the study of contracts and other business obligations in the legal environment. Topics include: creation and evolution of laws, sales contracts, court decision procedures, the Uniform Commercial Code, and risk-bearing devices. [OL]

MKT 104 - Principles of Economics (5-0-5)
(Prerequisite: Program admission level math competency)

Provides a study of micro and macro economic principles, policies, and applications. Topics include: supply and demand, money and the banking system, business cycle, and economic systems. [OL]

MKT 106 - Fundamentals of Selling (5-0-5)
(Prerequisite: Provisional admission)

Emphasizes sales strategies and techniques to assist the student in the sales process. Topics include: customer relations, professional image, product/service knowledge, sales presentations, ethics of selling, and selling techniques and procedures. [OL]

MKT 108 - Advertising (3-2-4)
(Prerequisite: Program admission)

Introduces the fundamental principles and practices associated with advertising activities. Topics include: purposes of advertising, principles of advertising, budgeting, marketing and advertising plans, target marketing and selection, media evaluation, regulations and controls, campaign planning, and trends in advertising. [OL]

MKT 109 - Visual Merchandising (3-2-4)
(Prerequisite: Provisional admission)

Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools, materials and installation of displays. Topics include: design principles, color principles, props and fixtures, tools and materials of the trade, store planning, lighting and signing, installation of displays, and safety. [OL]

MKT 110 - Entrepreneurship (6-4-8)
(Prerequisite: Program admission level mathcompetency)

Provides an overview of the activities involved in planning, establishing, and managing a small business enterprise. Topics include: planning, financing, location analysis, and developing a business plan. [OL]

MKT 122 - Buying and Merchandising Management (5-0-5)
(Prerequisite: Provisional admission)

Develops the skills for the potential entrepreneur to effectively merchandise and manage a business. Topics include: principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, types of discounts, and the fundamentals of buying. [OL]

MKT 123 - Small Business Management (5-0-5)
(Prerequisites: ACC 101, ENG 111, MAT 111)

Summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include: management principles, financial applications, marketing functions, and entrepreneurial growth potential. [OL]

MKT 125 - Retail Operations Management (5-0-5)
(Prerequisite: Program admission)

Emphasizes the planning, organizing, and managing of retail firms. Topics include: organizational development, human resource management, strategic planning, short-term planning, analysis of profit and loss statements and balance sheets, inventory controls, and entrepreneurship.

MKT 130 - Marketing Administration O.B.I. I (0-10-3)
(Prerequisite: Program admission, ENG 111, MKT 101)

Introduces the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities in realistic work situations and are provided with insights into marketing administration applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 131 - Marketing Administration O.B.I. II (0-10-3)
(Prerequisite: MKT 130)

Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job.

Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of marketing administration techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 134 - Entrepreneurship **O.B.I.** **I** (0-10-3)
(Prerequisite: Program admission, ENG 111, MKT 101)

Introduces the application and reinforcement of entrepreneurship and the employability principles in an actual job placement or a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 135 - Entrepreneurship **O.B.I.** **II** (0-10-3)
(Prerequisite: MKT 134)

Focuses on the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 136 - Retail Management **O.B.I.** **I** (0-10-3)
(Prerequisite: Program admission, ENG 111, MKT 101)

Introduces the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of retail management techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 137 - Retail Management **O.B.I.** **II** (0-10-3)
(Prerequisite: MKT 136)

Focuses on the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of retail management techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 161 - Service Industry Business Environment (2-0-2)

Introduces students to the service industry. Topics include: an introduction to the service industry business

environment, an introduction to life-long learning, work ethics and positive behaviors required for exceptional customer service, customer relations, basic business principles, and working together successfully on terms.

MKT 162 - Customer Contact Skills (6-0-6)

Provides students with skills to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, problem solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing.

MKT 163 - Computer Skills for Customer Service (3-0-3)

Provides students with the fundamentals of computer skills in a customer service environment. Topics include: introduction to computer technology, introduction to the Windows environment, introduction to databases, introduction to spreadsheets, introduction to word processing, introduction to E-mail, and credit card processing.

MKT 164 - Business Skills for the Customer Service Environment (3-0-3)

Provides students with the fundamental basic business skills 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 (1-0-1)

Provides students with skills that will 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.

MKT 232 - Advanced Selling (3-2-4)

(Prerequisite: Provisional Admission)

This course emphasizes the advanced sales presentation skills needed to build partnerships with business representatives and final consumers. Topics include: sales presentations, customer relationship management, sales training, self-management, and sales force training.

MKT 228 - Advanced Marketing (5-0-5)

(Prerequisite: Provisional Admission)

This course gives an in depth study of marketing research, consumer behavior, and Marketing management strategies in a complex global environment. Topics include: marketing research, strategic management competitive advantage, and market segmentation. [OL]

MLT 101 - Introduction to Medical Laboratory Technology (2-3-3)

(Prerequisite: Program admission)

Introduces students to the terms, concepts, procedures, and equipment used in a professional medical laboratory. Topics include: professional ethics and regulatory agencies; basic laboratory safety, equipment and techniques; phlebotomy/specimen processing; quality control concepts; process improvement, documentation; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or clinical setting.

MLT 103 - Urinalysis/Body Fluids (2-3-3)

(Prerequisites/Corequisites: BIO 193, BIO 194, AHS 104, MLT 101)

Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are

related to disease states and diagnosis. Topics include: theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation; special urinalysis and related testing; body fluids tests; and safety and quality control.

MLT 104 - Hematology/Coagulation (5-7-8)

(Prerequisites/Corequisites: BIO 193, BIO 194, AHS 104, MLT 101)

Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood tests, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical valves and blood cell dyscrasias, safety and quality control, and process improvement.

MLT 105 - Serology/Immunology (3-2-3)

(Prerequisites/Corequisites: BIO 193, BIO 194, AHS 104, MLT 101)

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, common serological techniques, safety and quality control, and process improvement.

MLT 106 - Immunochemistry (5-5-7)

(Prerequisite/Corequisite: MLT 105)

Provides an in-depth study of immunochemistry principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, pre-transfusion testing, management of disease states and transfusion reactions, safety, documentation/quality control, and process improvement.

MLT 107 - Clinical Chemistry (5-5-7)

(Prerequisites/Corequisites: BIO 193, BIO 194, AHS 104, MLT 101, CHM 191, CHM 192, MAT 191)

Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

MLT 108 - Microbiology (6-6-8)

(Prerequisites/Corequisites: BIO 193, BIO 194, AHS 104, MLT 101, CHM 191, CHM 192, MAT 191)

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

MLT 109 - Clinical Phlebotomy, Urinalysis, and Serology Practicum (0-12-4)

(Prerequisites: MLT 101, MLT 103, MLT 105)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory 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. Topics include: basic and specialized urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum

is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLT 110 - Clinical Immunohematology Practicum (0-20-6)

(Prerequisite: MLT 106)

Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory 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. Topics include: specimen processing; slide and tube immunological techniques; criteria for special techniques; component and theory practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLT 111 - Clinical Hematology/Coagulation Practicum (0-20-6)

(Prerequisite: MLT 104)

Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory 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. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLT 112 - Clinical Microbiology Practicum (0-20-6)

(Prerequisite: MLT 108)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory 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. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; special areas; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLT 113 - Clinical Chemistry Practicum (0-20-6)

(Prerequisite: MLT 108)

Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory 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. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immuno chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLT 118 - MLT Licensure Review I (0-3-1)

(Prerequisites: MLT 101-MLT 108; Corequisites: MLT 109-MLT 113)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include: review of professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen processing; infection control;

quality control; computers in the lab; urinalysis/body fluids—theory, tests, correlation; hematology—RE system, blood count, differential, correlation of test results to disease, instrumentation, coagulation, fibrinolysis, critical levels and blood cell dyscrasias; immunology/serology—immune system, antigen-antibody reactions, diseases of the immune system, serological techniques, genetic theory, correlation of results to disease.

MLT 119 - MLT Licensure Review II (0-3-1)
(Prerequisites: MLT 101-MLT 108; Corequisites: MLT 109-MLT 113)

Provides a review of basic knowledge from previous courses and helps the student prepare for national examinations for the medical laboratory technician level. Topics include: review of immunohematology—donor unit collection and storage; pretransfusion testing; transfusion reactions, and management of diseases; clinical chemistry—carbohydrates, electrolytes, acid-base balance, nitrogenous compounds, enzymes, endocrinology, liver functions, lipids, toxicology and drug monitoring; microbiology—fundamentals and basic techniques, identification of bacteria, anti-microbial sensitivity, disease correlation to organisms, parasitology, mycology, mycobacteriology, and virology.

MSD 100 - Management Principles (5-0-5)
(Prerequisites: Provisional admission.)

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global marketplace, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the manager's job and work environment, building an effective organizational culture, leading, directing, and the application of authority, planning, decision-making, and problem-solving, human resource management, administrative management, organizing, and controlling. [OL]

MSD 101 - Organizational Behavior (5-0-5)
(Prerequisites: Provisional admission.)

Develop skills and behavior necessary for successful interpersonal employee relations. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee moral, human values and attitudes, organizational communications, interpersonal communications, and employee conflict. [OL]

MSD 102 - Employment Law (5-0-5)
(Prerequisites: Provisional admission.)

Develops a working knowledge of the legal environment of business necessary for management and leadership. Topics include: the legal system and public policy making, Civil Rights Law, the influence of law on human resource management, Alternative Dispute Resolution (ADR), legal selection/hiring practices, accommodation for religion and physical handicap, gender discrimination and harassment, affirmative action, and employee protective laws. [OL]

MSD 103 - Leadership (5-0-5)
(Prerequisites: Provisional admission.)

Familiarizes the student with the principles and techniques of sound leadership practices. Topics include: characteristics of effective leadership styles, history of leadership, leadership models, the relationship of power and leadership, team leadership, the role of leadership in affecting change. [OL]

MSD 104 - Human Resource Management (5-0-5)
(Prerequisites: Provisional admission.)

This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM; ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design; recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM. [OL]

MSD 105 - Law and Management Relations (5-0-5)
(Prerequisites: Provisional admission.)

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations; the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MSD 106 - Performance Management (5-0-5)
(Prerequisites: Provisional admission.)

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques. [OL]

MSD 107 - Employee Training and Development (5-0-5)
(Prerequisites: Provisional admission.)

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees; learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication. [OL]

MSD 108 - Management and Supervisory Seminar (5-0-5)
(Prerequisites: Provisional admission.)

Encourages students to discuss their perception of management practices which have been studied during the Management/Supervisory Development program. Topics include: current issues and problems in management and supervision and state of the art management and supervision techniques. Guest speakers will contribute to the seminar. [OL]

MSD 109 - Managerial Accounting and Finance (5-0-5)
(Prerequisites: Program admission.)

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis. Topics include: accounting background, accounting equation, financial statements and financial statement analysis, budgeting and planning, applied analysis for management decisions, cost flow analysis in manufacturing with applications in process improvement, applications in product profitability, cost and pricing, client/server technology, computer software applications, payroll, income tax, inventory management, ethical responsibilities.

MSD 112 - Introduction to Business and Economics (5-0-5)
(Prerequisites: Provisional admission.)

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MSD 113 - Business Ethics (5-0-5)
(Prerequisites: Provisional admission.)

Provides students with an overview of business ethics and ethical management practices, with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking, and decision-making skills. Topics include: an overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society; consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law. [OL]

MSD 114 - Management Communication Technologies (5-0-5)
(Prerequisites: SCT 100.)

This course focuses on communication, supervision and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communication applied to supervisory functions in the workplace. Topics include: word processing applications; spreadsheet applications; database applications; presentation technology and applications; graphical interface applications; interpersonal

communications; and organizational communications. Applications come from communications, human resource management, and general business such as HR functions training plans with a database, tracking budgets with spreadsheets, construct a corporate newsletter on Publisher, set up corporate e-mail accounts, or develop a business web page on FrontPage. [OL]

MSD 115 - Retail Management (5-0-5)
(Prerequisites: Provisional admission.)

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management; information technology applications in retailing. [OL]

MSD 116 - Business Plan Development (5-0-5)
(Prerequisites: Provisional admission.)

Provides students with the knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts. [OL]

MSD 117 - Small Business Management (5-0-5)
(Prerequisites: Provisional admission.)

Introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small businesses. [OL]

MSD 120 - Employee Compensation and Benefits (5-0-5)
(Prerequisites: Provisional admission.)

This business and public administration management course provides students with theoretical and practical knowledge of the design and implementation of effective compensation and benefits programs.

MSD 150 - Production Management (5-0-5)
(Prerequisites: Program admission.)

This course provides the student with an intensive study of the overall field of production management. Of particular interest is the field of manufacturing supervision. Topics include: role of production management/production managers, production systems, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MSD 151 - Personal Development for Supervisors (5-0-5)
(Prerequisites: Provisional admission.)

This course familiarizes the student with those factors that influence management, which are in addition to those

covered in management program courses. Topics include: ethical management, individual behavior, group behavior, employee protective laws, and techniques of public speaking. (OL)

MSD 156 - Supervision in a Service Environment (5-0-5)
(Prerequisites: Provisional admission.)

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector. (OL)

MSD 157 - Total Quality Management (5-0-5)
(Prerequisites: Provisional admission.)

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector. (OL)

MSD 202 - Production/Operations Management (5-0-5)

(Prerequisites: Program admission.)

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance. [OL]

MSD 205 - Service Sector Management (5-0-5)
(Prerequisites: Provisional admission.)

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector. [OL]

MSD 206 - Project Management (5-0-5)
(Prerequisites: Provisional admission.)

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning; definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing

complex relationships between team and other organizations; critical path methodology; and total quality management. [OL]

MSD 210 - Team Project (5-0-5)
(Prerequisites: Program admission.)

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. [OL]

MSD 220 - ManagementOccupation BasedInstruction I (0-10-3)
(Prerequisites: Program admission.)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

MSD 175 - Business Spanish (5-2-5)
(Prerequisite: Program admission.)

Introduces the vocabulary, conversational skills, and sentence structure needed to communicate in Spanish with co-workers in a business setting. Topics include the following: parts of speech, vocabulary, sentence structure, and common phrases in the workplace.

NPT 112 - Medical Surgical Nursing I Practicum (0-21-7)
(Prerequisites: AHS 102, AHS 103, NSG 110; Corequisite: NSG 112)

Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. 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, 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; pharmacology, treatment, client care, medication administration, and diet therapy related to cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NPT 113 - Medical Surgical Nursing II Practicum (0-21-7)
(Prerequisites: AHS 102, AHS 103, NSG 110; Corequisite: NSG 113)

Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. 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, 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; treatment, client care, pharmacology, medication administration, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NPT 212 - Pediatric Nursing Practicum (0-6-2)
(Prerequisites: AHS 102, AHS 103, NSG 110, NSG 112, NPT 112; Corequisites: NPT 213, NSG 213, NSG 212, NSG 215, NPT 215)

Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. 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, 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 (0-9-3)
(Prerequisites: AHS 102, AHS 103, NSG 110, NSG 112, NPT 112; Corequisites: NPT 212, NSG 212, NSG 213, NSG 215, NPT 215)

Focuses on health management and maintenance, the prevention of illness and deviations from the normal state of health, and care of the individual as a whole. 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, 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 (0-7-2)
(Prerequisites: NSG 110, NSG 112, NPT 112; Corequisites: NSG 212, NSG 213, NSG 215, NPT 212, NPT 213)

Builds on concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, critical thinking, client education methods, group and other TQM processes, and conflict resolution.

NSG 110 - Nursing Fundamentals (5-12-10)
(Prerequisites: AHS 101, AHS 104, ENG 101, MAT 101, PSY 101; Corequisites: AHS 102, AHS 103)

Introduction to the nursing process. Topics include: orientation to the profession; ethics and law; community health; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; geriatrics; and standard precautions.

NSG 112 - Medical Surgical Nursing I (9-0-9)
(Prerequisites: AHS 102, AHS 103, NSG 110; Corequisite: NPT 112)

Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. 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, 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; pharmacology, treatment, client care, medication administration, and diet therapy related to cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NSG 113 - Medical Surgical Nursing II (9-0-9)
(Prerequisites: NSG 212, NSG 213, NSG 215; Corequisite: NPT 113, NPT 212, NPT 213, NPT 215)

Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. 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, 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; treatment, client care, pharmacology, medication administration, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NSG 212 - Pediatric Nursing (5-0-5)
(Prerequisites: AHS 102, AHS 103, NSG 110, NSG 112, NPT 112; Corequisites: NPT 212, NPT 213, NPT 215, NSG 213, NSG 215)

Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. 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, 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.

NSG 213 - Obstetrical Nursing (5-0-5)
(Prerequisites: AHS 102, AHS 103, NSG 110; Corequisites: NPT 212, NSG 212, NPT 213)

Focuses on health management and maintenance, the prevention of illness and deviations from the normal state of health, and care of the individual as a whole. 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, 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.

NSG 215 - Nursing Leadership (2-0-2)
(Prerequisites: AHS 102, AHS 103, NSG 110, NSG 112, NPT 112; Corequisites: NPT 113, NPT 212, NPT 215, NSG 212, NSG 213)

Builds on concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, critical thinking, client education methods, group and other TQM processes, and conflict resolution.

PCT 117 - Patient Care Clinical Externship (0-6-2)
(Prerequisites: ECG 103; PHL 103, CNA 100)

Focuses on skills common to many specializations in the patient care health profession. The definition of patient care includes using the skills of nursing practice and applying fundamental client care principles in a simulated and/or actual clinical environment.. Topics include: demonstrating specialized nursing skills, venipuncture procedures and electrocardiogram procedures.

PHL 103 - Introduction to Venipuncture (3-2-4)
(Prerequisite: Program admission, AHS 101, AHS 104, AHS 109)

Introduction to blood collecting techniques and processing of specimens. Emphasizes the knowledge and skills needed to collect all types of blood from hospitalized patients. Topics include: venipuncture safety and

procedures; venipuncture problems, and definitions; isolation techniques; other specimen collections, specimen processing and CPR, lab test profiles, and patient care areas; test combinations and skin punctures; professional ethics and malpractice; and certification and licensure.

PHL 105 - Clinical Practice (0-24-8)

(Prerequisites: AHS 101, AHS 109, PHL 103 and completion of all required courses)

Provides work experience in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to hospital policies and procedures; work ethics; routine collections; adult, pediatric, and newborn; and special procedures.

PHR 100 - Pharmaceutical Calculations (4-2-5)

(Prerequisite: MAT 101)

Develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHR 101 - Pharmacy Technology Fundamentals (5-1-5)

(Prerequisite: Provisional admission; Corequisite: PHR 100)

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation of the pharmacy technology field, cardiopulmonary resuscitation (CPR), ethics and laws, definitions and terms, and reference sources.

PHR 102 - Principles of Dispensing Medications (4-4-6)

(Prerequisites: PHR 100, PHR 101; Corequisite: PHR 104)

Introduces the students to the principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging and labeling drugs, pharmacy policies and procedures, distribution systems, documentation, inventory and filing systems, pharmacy equipment, compounding, storage and control, contamination control, and the health care organizational structure. This course provides laboratory and clinical practice.

PHR 103 - Principles of Sterile Medication Preparation (4-4-6)

(Prerequisites: AHS 101, AHS 104, AHS 109, PHR 102, PHR 104; Corequisite: PHR 105)

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parental admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

PHR 104 - Pharmacy Technology Pharmacology (5-0-5)

(Prerequisite: PHR 101; Corequisites: PHR 102, AHS 105)

Introduces principles and knowledge about classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, controlled substances, specific drugs, compounding, and drug addiction and abuse.

PHR 105 - Pharmacy Technology Practicum (0-21-7)

(Prerequisite: PHR 101, PHR 102; Corequisite: PHR 103)

Introduces students to the clinical environment and provides experiences with the skills necessary for the pharmacy technician. Topics include: aseptic/sterile techniques, storage and control, documentation, inventory,

filing, compounding, parenteral admixtures, filtering, disinfection, medication delivery, and hospital pharmacy techniques.

PHR 106 - Advanced Pharmacy Technology Principles (4-2-5)
(Prerequisites: PHR 103, PHR 105, SCT 100; Corequisite: PHR 107)

Presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: pharmaceutical side effects, controlled substances, physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, and pharmaceutical calculations review.

PHR 107 - Advanced Pharmacy Technology Practicum (0-21-7)
(Prerequisites: PHR 103, PHR 105, SCT 100; Corequisite: PHR 106)

Continues the development of knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, patient profiles, physician orders, controlled substances, hyperalimentation, chemotherapy, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

PSC 191 - Physical Science I (4-2-5)
(Prerequisite: MAT 191)

Introduces the fundamentals of classical physics and the solar system and universe from a descriptive viewpoint. Topics include: electricity and magnetism, mechanics, heat, waves, and astronomy. *(A grade of "C" or higher is required for successful completion of this course.)*

PSY 101 - Basic Psychology (5-0-5)

Presents the basic principles of human behavior and their application to everyday life and work. Topics include: introduction to psychology; emotions and motives; communications and group processes; personality; social environments; conflicts, stress, and anxiety; perception and learning; and life span development. [OL]

PSY 191 - Introductory Psychology (5-0-5)

Emphasizes the basics of psychology. Topics include science of psychology, social environments; physiology and behavior; life stages; personality; emotions and motives, conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence. *(A grade of "C" or higher is required for successful completion of this course.)* [OL]

RAD 101 - Introduction to Radiology (4-2-5)
(Prerequisites: AHS 101, AHS 104, AHS 109)

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

RAD 103 - Body, Trunk, and Upper Extremity Procedures (2-3-3)
(Prerequisite: AHS 101, RAD 101)

Introduces the knowledge required to perform radiographic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience demonstrates the

application of theoretical principles and concepts. Topics include: the introduction to radiographic procedures, positioning terminology, positioning considerations, and procedures, anatomy, and topographical anatomy related to the body cavities, upper extremities, the shoulder girdle and bony thorax.

RAD 106 - Lower Extremity and Spine Procedures (2-3-3)
(Prerequisite: RAD 101)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine, and anatomy and routine projections of the bony thorax.

RAD 107 - Principles of Radiographic Exposure I (3-3-4)
(Prerequisite: RAD 123)

Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of concepts and theoretical principles. Emphasizes the knowledge and techniques required to process radiographic film. Topics include: radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, film holders and intensifying screens, processing area considerations, chemicals, handling and storage of film, characteristics of films utilized in radiographic procedures, artifacts, automatic processor, silver recovery, state and federal regulations, and processing quality assurance concepts.

RAD 109 - Contrast Procedures (3-1-3)
(Prerequisite: RAD 106)

Continues to develop the knowledge and skills required prior to execution of radiographic procedures in the clinical setting. Topics include: gastrointestinal (GI) procedures, genitourinary (GI) procedures, biliary system procedures, sterile techniques, and minor procedures.

RAD 113 - Cranium Procedures (2-1-2)
(Prerequisite: RAD 109)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine cranial radiography, and anatomy and routine facial radiography.

RAD 116 - Principles of Radiographic Exposure II (3-0-3)
(Prerequisite: RAD 107)

Continues to develop knowledge of factors that govern and influence the production of the radiographic image on radiographic film. Topics include: beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.

RAD 117 - Radiographic Imaging Equipment (3-3-4)
(Prerequisite: RAD 116)

Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include: radiographic equipment, recording media techniques, image intensified fluoroscopy, image noise, other imaging equipment, computer literacy, monitoring and maintenance, and state and federal regulations.

RAD 119 - Radiographic Pathology and Medical Terminology (3-0-3)
(Prerequisite: AHS 101, AHS 109)

Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include: pathology fundamentals, systemic classification of disease, trauma/physical injury, and medical terminology.

RAD 120 - Principles of Radiation Biology and Protection (5-0-5)

(Prerequisite: Program admission level English and math competency)

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Chronic and acute effects of radiation are discussed. Topics include: radiation detection, measurement, agencies, regulations, patient protection, personnel protection, absorbed dose equivalencies, introduction to radiation biology, cell anatomy, radiation/cell interaction, and effects of radiation.

RAD 123 - Radiographic Science (5-0-5)

(Prerequisite/Corequisite: MAT 103)

Introduces the basic concepts of physics and emphasizes the fundamentals of X-ray generating equipment. Topics include: atomic structure, structure of matter, magnetism and electromagnetism, electrodynamics, and control of high voltage and rectification, X-ray circuitry, X-ray tubes and rectifiers, production and characteristics of radiation.

RAD 126 - Radiographic Technology Review (4-0-4)

(Prerequisites: RAD 134, RAD 138)

Provides a review of basic knowledge from previous courses and helps students prepare for national certification examinations for radiographers. Topics include: principles of radiographic exposure, anatomy, physiology, pathology, and terminology, radiologic science and equipment, radiographic procedures, radiation protection, and patient care techniques.

RAD 132 - Clinical Radiography I (0-14-4)

(Prerequisites: Program admission, RAD 101; Corequisite: RAD 103)

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, upper extremities and bony thorax. *(Students' activities are under direct supervision.)*

RAD 133 - Clinical Radiography II (0-21-7)

(Prerequisite/Corequisite: RAD 101 or RAD 132)

Continues introductory learning experiences in the hospital setting. Topics include: equipment utilization, participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax, and participation in and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GI), and biliary systems and exposure techniques. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 134 - Clinical Radiography III (0-21-7)

(Prerequisite/Corequisite: RAD 133)

Provides the student with continued hospital setting work experience. Students improve skills in executing procedures presented in Radiographic Procedures and practiced in previous clinicals. Topics include: equipment utilization, exposure techniques, participation in and/or observation of gastrointestinal (GI), genitourinary (GI), and biliary system procedures, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 135 - Clinical Radiography IV (0-21-7)
(Prerequisite/Corequisite: RAD 134)

Provides the student with continued hospital setting work experience. Students continue to develop proficiency in executing procedures presented in Radiographic Procedures. Topics include: participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures, participation in and/or observation of cranial and facial radiography, and sterile techniques. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 136 - Clinical Radiography V (0-21-7)
(Prerequisite/Corequisite: RAD 135)

Provides the student with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills presented in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include: exposure techniques, sterile techniques, equipment utilization, advanced radiographic anatomy, participation in and / or observation of angiographic, interventional, minor special, and special genitourinary system procedures, and the participation in and / or observation of special types of equipment use. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 137 - Clinical Radiography VI (0-28-9)
(Prerequisite/Corequisite: RAD 120, RAD 136)

Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in previous Radiographic courses and practiced in previous clinical radiography courses. Topics include: equipment utilization, exposure techniques, and participation in and/or observation of routine and special radiographic procedures. The execution of the radiographic procedures is conducted under direct/indirect supervision.

RAD 138 - Clinical Radiography VII (0-28-9)
(Prerequisite/Corequisite: RAD 137)

Provides a culminating hospital setting work experience which allows the student to synthesize information and procedural instruction provided throughout the program. Topics include: equipment utilization, exposure techniques, participation in and/or observation of routine and special radiographic procedures, and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RDG 095 - Reading I (0-10-5 I.C.)
(Prerequisite: Entrance reading score in accordance with approved TCSG admission score levels)

Provides instruction for the development of reading with emphasis on practical reading skills for the adult learner. Topics include: vocabulary and comprehension skills.

RDG 096 - Reading II (5-0-5 I.C.)
(Prerequisite: RDG 095 or entrance reading score in accordance with approved TCSG admission score levels)

Emphasizes the strengthening of fundamental reading competencies. Topics include: vocabulary and comprehension skills, and study skills.

RDG 097 - Reading III (5-0-5 I.C.)
(Prerequisite: RDG 096 or entrance reading score in accordance with approved TCSG admission score levels)

This course emphasizes vocabulary, comprehension, and critical reading skills development. Topics include: vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

RDG 098 - Reading IV (5-0-5 I.C.)

(Prerequisite: RDG 097 or entrance reading score in accordance with approved TCSG admission score levels)

Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include: vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

SCT 100 - Introduction to Microcomputers (1-4-3)

Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasizes basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to databases, and introduction to spreadsheets. [OL]

SOC 191 - Introduction to Sociology (5-0-5)

(Prerequisite: Program admission)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science emphasizing its methodology and theoretical foundations. Topics include: basic sociological concepts, socialization, social change, social groups and institutions, social stratification, deviance and social control, and social interaction and culture. *(A grade of "C" or higher is required for successful completion of this course.)*

SPC 191 - Fundamentals of Speech (5-0-5)

(Prerequisite: Program admission level language competency or ENG 098)

Introduces the fundamentals of oral communication. Topics include: selection and organization of materials, preparation and delivery of individual and group presentations, and the analysis of ideas presented by others. *(A grade of "C" or higher is required for successful completion of this course.)*

SSK 099 - Introduction to Technical Education (1-0-1 I.C.)

The purpose of the Introduction to Technical Education course is to develop study skills for success at a postsecondary level. Topics include: utilization of resources, comprehension, goal setting, time management, note taking/outlining, memorization, test taking, listening, speed reading, and coping skills.

SUR 101 - Introduction to Surgical Technology (5-2-6)

(Prerequisites: Program admission, ENG 101, MAT 101, AHS 101, AHS 104, SCT 100 ; Corequisites : PSY 101, SUR 108, SUR 109)

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology, asepsis, and the surgical environment, basic instrumentation, and equipment, principles of the sterilization process, and application of sterilization principles.

SUR 102 - Principles of Surgical Technology (4-3-5)

(Prerequisites: SUR 101, SUR 108, SUR 109, PSY 101; Corequisites: SUR 110, SUR 112)

Provides continued study of surgical team participation wound management and technological sciences for the operating room. Topics include: biomedical principles; minimal invasive surgery; outpatient surgical procedures; hemostasis; wound healing; surgical dressings, catheters, and drains; incisions; and tissue handling techniques.

SUR 108 - Surgical Microbiology (3-0-3)

(Prerequisites: AHS 101, AHS 104, AHS 109, SCT 100, ENG 101, MAT 101; Corequisites: SUR 101, PSY 101, SUR 109)

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, cell

structure and therapy, bloodborne and airborne pathogens, microbial function, human and pathogen relationships, defense microorganisms, infectious process, infection control, and principles of microbial control and destruction.

SUR 109 - Surgical Patient Care (2-2-3)

(Prerequisites: AHS 101, AHS 104, AHS 109, SCT 100, ENG 101, MAT 101; Corequisites: SUR 101, SUR 108, PSY 101)

Introduces a complex diversity of surgical patients. Topics include: physiological diversities and needs, special patient needs, surgical emergencies, preoperative routine, intraoperative patient care, documentation and assessment skills, postoperative patient care, and care of the caregiver.

SUR 110 - Surgical Pharmacology (2-2-3)

(Prerequisites: SUR 101, SUR 108, SUR 109, PSY 101; Corequisites: SUR 102, SUR 112)

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: drug conversions, weights and measurements, legal aspects of drug administration, interpretation of drug orders, intraoperative pharmacologic agents, and anesthesia fundamentals.

SUR 112 - Introductory Surgical Practicum (0-21-7)

(Prerequisites: Program admission, SUR 101, SUR 108, SUR 109-taken no longer than 12 months prior to enrollment in SUR 112; Corequisite: SUR 102, SUR 110)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: processing of instruments and supplies, scrubbing, gowning, gloving, and draping, assistance with patient care, maintenance of a sterile field, basic instrumentation, and environmental sanitation.

SUR 203 - Surgical Procedures I (5-2-6)

(Prerequisites: SUR 102, SUR 110, SUR 112; Corequisite: SUR 213)

Continues introduction to surgical procedures, wound closure, incisions, operative pathology, and common complications as applied to general/specialty surgery. Topics include: obstetrical and gynecological surgery, general surgery and special techniques, gastrointestinal surgery, plastic and reconstructive surgery, genitourinary surgery, and head and neck surgery.

SUR 204 - Surgical Procedures II (5-2-6)

(Prerequisites: SUR 203, SUR 213; Corequisites: SUR 214, SUR 224)

Continues the development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, vascular surgery, thoracic surgery, orthopedic surgery, cardiovascular surgery, and neurosurgery.

SUR 213 - Specialty Surgical Practicum (0-24-8)

(Prerequisites: SUR 102, SUR 110, SUR 112; Corequisite: SUR 203)

Continues development of surgical team participation through clinical experience. Emphasizes observation and participation in routine procedures and procedures for general and specialty surgery. Topics include: participation in and/or observation of general surgery, plastic and reconstructive surgery, gastrointestinal surgery, head and neck surgery, gynecological surgery, obstetrical surgery, and genitourinary surgery.

SUR 214 - Advanced Specialty Surgical Practicum (0-24-8)

(Prerequisites: SUR 203, SUR 204, SUR 213; Corequisites: SUR 204, SUR 224)

Provides opportunity for the students to complete all required surgical technology procedures through

participation in surgery in a clinical setting. Topics include: participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures, primary scrub on specialty surgical procedures, demonstration of employability skills, and independent case preparation and implementation of intraoperative skills.

SUR 224 - Seminar in Surgical Technology (3-0-3)
(Prerequisites: SUR 203, SUR 213; Corequisites: SUR 204, SUR 214)
 Prepares students for entry into careers as surgical technologists and enables them to review for the national certification exam. Topics include: test taking skills, professional preparation, and certification review.

TEL 107 - Cable Installation (4-6-6)
 Introduces the basic 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 (4-6-6)
(Prerequisite: ELC 120)
 Introduces the fundamentals of fiber optics and explores the applications of fiber optics transmission systems. Laboratory exercises give the 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 (4-1-4)
(Prerequisite: CIS 258)
 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 (1-2-2)
(Prerequisite: TEL 129)
 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.

TEL 140 - Networking Concepts (5-0-5)
(Prerequisite: SCT 100)
 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.

VCM 101 - Basic Digital Photography and Imaging (1-4-3)
(Prerequisite: Provisional admission)
 Provides lecture explanation of digital photography and hands-on experience with several different equipment types to learn how and in what applications resolution and other digital camera settings can produce quality photographs. Special efforts covered are background choices, lighting effects, and other aspects of photography.

Also instructs on how to save digital images to computer equipment, retrieve saved images, and insert them into various document types.

VCM 102 - Creative Presentation Techniques (1-4-3)
(Prerequisite: Provisional admission)

Provides instruction on basic techniques and methods for developing a presentation using Microsoft PowerPoint. Topics focus on design and flow of the presentation; creating presentation slides with text and graphics, sound, and animation; and delivery techniques.

VCM 103 - Advanced Presentation Techniques (1-4-3)
(Prerequisite: VCM 102)

Provides instruction for advanced techniques and methods for developing a presentation using Microsoft PowerPoint. Topics focus on advanced animation techniques, incorporating video content, using automated timings, and integrating other applications with PowerPoint.

VCM 121 - Introduction to Computer Graphics (1-4-3)
(Prerequisite: Provisional admission)

Introduces fundamental concepts and operation necessary to use microcomputer graphic software and hardware. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to Windows environment and/or introduction to the MAC environment, introduction to file management, file formats, image resolution, fonts and font management, printers, scanners and digital cameras and cross platforming.

VCM 124 - Drawing (2-2-3-4)
(Prerequisite: Provisional admission)

Introduces the beginning student to drawing skills, concepts, and media including pencil, charcoal, ink, and pastel. Topics include: basic forms, proportions (figure), perspective, drawing techniques, and safety in the studio.

VCM 127 - Design I (2-2-3-4)
(Prerequisite: Provisional admission)

Introduces the elements of design and the fundamentals of basic design theory. Topics include: design elements, design principles, color theory, composition, and thumbnail sketches.

VCM 130 - Publication Design (2-2-3-4)
(Prerequisites: VCM 121, VCM 127)

Provides application of fundamental design techniques in the layout and production of graphic publications layout. Visualization progresses from the concept stage to the final comprehensive layout. Topics include: document layout, choice of type, document formatting, use of color, important text and graphics, collection for output, operation of document layout software.

VCM 133 - Typography (3-2-4)
(Prerequisite: Provisional admission)

Provides a study of type as it relates to design communication. The student is acquainted with letter styles, characteristics, and derivatives. Emphasis is placed on the importance of type as an element of advertising design. Topics include: history of type, type characteristics, type styles, tools and techniques.

VCM 136 - Digital Photo Editing (2-2-3-4)
(Prerequisites: VCM 121, VCM 124, VCM 127)

Provides hands-on experience with major photo editing software. Topics include: digital input (scanners, digital cameras), resolution, color modes, layering and masking, input levels, retouching, and special effects.

VCM 139 - Photography (2-4-3-5)
(Prerequisite: Provisional admission)

Introduces the basic principles of photography generation and manipulation. Students will learn the basic techniques to correctly expose and develop black and white negative film and black and white prints. Topics include: darkroom safety, film development, paper development, camera introduction, composition, and lighting.

VCM 201 - Vector Drawing (2-2-3-4)
(Prerequisites: VCM 130, VCM 133; Corequisite: VCM 136)

Provides hands-on experience with major vector-based computer illustration software. Topics include: terminology, layering, application of color fills and blends, textures and patterning, conversion of fonts to paths, illustration, and exporting file formats and their applications for all printed media.

VCM 204 - Vector Drawing (2-2-3-4)
(Prerequisites: VCM 130, VCM 133; Corequisite: VCM 136)

Introduces the preparation of art/photography for printing in newspapers and magazines. Topics include: operating of advertising layout software, terminology, printing process and medium, file preparation and troubleshooting, advertising formats, and paper selections.

VCM 207 - Design II (2-2-3-4)
(Prerequisites: VCM 201, VCM 204)

Provides further application of fundamental design techniques in the layout and rendering of advertising related ideas. Visualization progresses from the concept stage to the final comprehensive layout. Topics include: collateral material, point-of-sale, annual report, forms, collection of data, layout design, thumbnailing, common design pitfalls, advanced layering, advanced composition, and advanced software features.

VCM 210 - Advanced Print Design (2-2-3-4)
(Prerequisites: VCM 201, VCM 204)

Provides an opportunity to tie the graphic applications together and learn advanced features of vector drawing, photo editing and page layout software. Topics include: designing to solve clients needs, design consistencies, paper selection, printing problems, post-production issues, and advanced software features.

VCM 213 - Printing and Print Production (3-2-4)
(Prerequisites: VCM 201, VCM 204)

Provides an overview of computer hardware and software applications in the printing industry. Emphasizes mechanical production techniques for color printing processes, historical perspective, and terminology. Topics include: image resolution, paper selection, prepress, field trips, collection for output terminology, digital file preparation and troubleshooting, understanding the printing process, and understanding color modes.

VCM 216 - Print Portfolio (2-2-3-4)
(Prerequisites: VCM 210, VCM 213)

Provides an opportunity to tie the applications together. Focus is on design and production of various types of

printed media. Emphasizes production of advertising, collateral materials, newsletters, direct mail, and posters. Topics include: print media, collateral, and direct mail. Incorporates digital photography, vector illustration with page layout programs.

VCM 221 - Presentation Design (2-2-3-4)

(Prerequisites: VCM 130, VCM 133, VCM 136)

Introduces techniques and methods of slide show production and presentation. Topics include: scripts, storyboards, titles, sound, audience analysis, production and presentation.

VCM 224 - Web Graphics (2-2-3-4)

(Prerequisites: VCM 130, VCM 133, VCM 136)

Emphasis the creation of web-ready graphics using image-editing software. Topics include: compression, file formats, rollover states, transparency, background files, image levels, global slicing and hot spots, and global color space.

VCM 227 - Introduction to Web Design (2-2-3-4)

(Prerequisites: VCM 130, VCM 133, VCM 136)

Provides a study of web page design. Topics include: history of the Internet terminology, using web page applications, site planning, navigation, plug-ins, project planning, storyboarding, special effects and graphics, and relational database.

VCM 230 - Web Animation (2-2-3-4)

(Prerequisites: VCM 130, VCM 133, VCM 136)

Introduction to animated sound and image files and their application to the Internet. Topics include: storyboarding, frames, timing, tweening, motion, file formats, exporting files, scripts, animating text, layering, and bandwidth.

VCM 233 - Advanced Web Design (2-2-3-4)

(Prerequisites: VCM 224, VCM 227)

Provides a further application of design and marketing skills. Topics include: navigation design, web site, interactive programs, incorporating animation to web sites, incorporating sound with web sites, advanced interface design, advanced special effects, and video streaming.

VCM 236 - Audio/Visual Portfolio (2-2-3-4)

(Prerequisites: VCM 230, VCM 233)

Provides an opportunity to tie the multi-media applications together. Focus is on design and production of various types of interactive media. Emphasizes production of slide shows, web development and interactive programs, and animation.

VCM 240 - Portfolios and Presentation Exit Review (1-4-3)

(Prerequisites/Corequisites for Print Design: VCM 210, VCM 213; Prerequisites/Corequisites for Web Design: VCM 230, VCM 233)

Provides an opportunity to prepare marketing strategies and materials, to revise and develop portfolio presentations, and to benefit from industry review before entering job market. Topics include; understanding portfolio variations, portfolio pacing, interviewing skills, self promotion, marketing, and self editing.

WLD 100 - Introduction to Welding (4-4-6)
(Prerequisites/Corequisites: for SMAW only—MAT 100, WLD 103)

Provides instruction to welding technology with emphasis on basic welding lab principles and operating procedures. Topics include: hand tool and power machine use, measurement, welding power sources, industrial safety and health practices, welding codes, and standards.

WLD 101 – Oxyfuel Cutting (2-6-4)

(Prerequisite: WLD 100)

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 102 - Oxyacetylene Welding (1-2-1)

(Prerequisite/Corequisite: WLD 100)

Introduces the fundamental theory, safety practices, equipment and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory, proper use of gas cylinders, regulators, torches, tips and other oxyacetylene welding apparatus, welding and filler rods, running beads with filler rods, joint design and making butt, open butt, and lap joints, brazing and soldering, and safety procedures and practices.

WLD 103 - Blueprint Reading (1-4-3)

(Prerequisite/Corequisite: MAT 100)

Introduces knowledge and skills necessary for reading welding and related blueprints/sketches. Topics include: basic lines, sketches, basic views, notes and specifications, dimensions, sketches, sectional views, structural shapes, isometrics, joint design, and detail and assembly prints.

WLD 104 - Shielded Metal Arc Welding (3-7-6)

(Prerequisite: WLD 100)

Introduces the fundamental theory, equipment, safety practices, 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 theory, introduction to SMAW machines, SMAW safety and health practices, basic electrical principles, selection and preparation of materials, identification and selection of low hydrogen, equipment set-up, mild steel, joint design, other common electrodes, and production of beads and joints in the flat position.

WLD 105 - Shielded Metal Arc Welding II (3-7-6)

(Prerequisite: WLD 104)

Introduces the major theory, techniques, and safety practices required for shielded metal arc welding in the horizontal position. Qualification tests, horizontal position, are used in evaluating student progress toward making industrial standard welds. Topics include: SMAW health and safety practices, production of welds and uniform width and height, manipulation of electrodes to produce specification welds, horizontal joints, uses of low hydrogen, mild steel, and other common electrodes in position welding.

WLD 106 - Shielded Metal Arc Welding III (3-7-6)

(Prerequisite: WLD 105)

Introduces the major theory, techniques, and safety procedures required for shielded metal arc welding in the

vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds, vertical joints, mild steel, applications of low hydrogen, and other common electrodes in vertical position welding.

WLD 107 - Shielded Metal Arc Welding IV (3-7-6)
(Prerequisite: WLD 106)

Introduces the major theory, techniques, and safety procedures required for shielded metal arc welding in the overhead position. Qualification tests, overhead position, are used in evaluating student progress toward making industrial standard welds. Topics include: production of welds of uniform width and height, SMAW health and safety practices, manipulation of electrodes to produce specification welds, overhead joints, applications of low hydrogen, mild steel, and other common electrodes in overhead position welding.

WLD - 108 Blueprint Reading II (1-4-3)

(Prerequisite: WLD 103)

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) (3-7-6)
(Prerequisite: WLD 100)

Introduces the major theory, techniques, and safety practices required for 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/health practices, GMAW theory, machines, set-up, wire specifications, joint design, shielding gas, and production of GMAW beads, bead patterns, and joints in all positions.

WLD 110 - Gas Tungsten Arc Welding (GTAW/TIG) (2-5-4)
(Prerequisite: WLD 100)

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 safety and health practices, shielding gases, metal cleaning procedures, selection of filler rods, GTAW machines and equipment set-up, GTAW weld positions, and production of GTAW beads, bead patterns, and joints in all positions.

WLD 112 - Preparation for Industrial Qualifications (2-6-4)
(Prerequisite: WLD 101, WLD 105, WLD 106, WLD 107, WLD 108, WLD 109, WLD 110)

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 152 – Pipe Welding

(Prerequisite: WLD 107, WLD 108)

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

CODE OF CONDUCT

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EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

Southeastern 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 citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Technical College-administered programs. Southeastern Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Southeastern Technical College shall maintain a grievance procedure for addressing discrimination concerns. This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, and O.C.G.A. § 45-19-21 and other related state statutes.

The following individuals have been designated as responsible for coordinating these efforts:

Title VI and Title IX

Teresa Coleman—Office 133
Vice President of Operations and Fiscal Affairs

ADA/Section 504

Barry Dotson—Office 106
Vice President for Student Affairs

Equity Coordinator

Barry Dotson—Office 106
Vice President for Student Affairs

OCR Compliance Coordinator

Barry Dotson—Office 106
Vice President for Student Affairs

Sexual Harassment Coordinator

Teresa Coleman—Office 133
Vice President of Operations and Fiscal Affairs

These individuals may be contacted for inquiries concerning the application of these policies and procedures at:

Southeastern Technical College
3001 East First Street
Vidalia, GA 30474
912-538-3100

GRIEVANCE PROCEDURES FOR:

TITLE VI

Barring Discrimination based on Race,

Color or National Origin

TITLE VII

Barring Discrimination based on Race,

Color, Religion, Gender or National Origin

TITLE IX

Barring Sex Discrimination

Section 504/American with Disabilities Act

Barring Discrimination based on Disability

Southeastern Technical College is committed to ensuring an environment for all students and employees that is fair, humane, and respectful; an environment that supports and rewards students and employees on the basis of relevant considerations, and that is free from illegal or inappropriate conduct. Southeastern Technical College expects standards of professional behavior that exceed those minimally prescribed by law.

In an instance of perceived violation of Southeastern Technical College's policies, standards of professional conduct or state or federal law, a member of the Technical College community may file a complaint, which shall be resolved as set forth in this policy and procedures.

Prohibition Against Retaliation

Retaliation in any form against individuals bringing grievances is prohibited and will subject the offender to disciplinary action. In many instances, it is also a violation of state and federal law. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

Confidentiality

Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree practicable. If an individual wishes to bring a complaint accusing another of misconduct and remain anonymous, the Technical College's ability to respond will be limited. Any member of the Technical College community who is particularly concerned about privacy is encouraged to discuss the matter with any other Technical College administrator with whom he or she feels comfortable. Consultations will be confidential to the full extent permitted by law.

This policy provides for policy advising and two avenues of pursuing a complaint, an Informal Resolution Procedure and a Formal Resolution Procedure. An individual may utilize either or both of these avenues.

Any member of the Southeastern Technical College community may submit a complaint alleging a violation of Technical College policy to the appropriate administrator. All persons are encouraged to file their complaints as promptly as possible because of the ability of the Technical College to effectively respond may be compromised by the passage of time. Grievances should generally be filed within 30 days of the date of the conduct complained of or within 30 days of the date the conduct was discovered.

Student academic complaints are not covered by this policy and procedure. Students seeking review of academic decisions may do so pursuant to the policy on Academic Misconduct.

Policy Advising

Individuals seeking information regarding the process of complaint resolution may consult with any of the following offices or individuals for advice and assistance:

- Vice President of Operations and Fiscal Affairs
- Vice President for Academic Affairs
- Vice President for Student Affairs

Informal Resolution Procedure

Complainants are encouraged to seek informal resolution of their grievances or concerns. This informal procedure is intended to encourage communication between the parties involved, either directly or through

an intermediary, in order to facilitate a mutual understanding of what may be different perspectives regarding the complained of act or directive.

Absent extraordinary circumstances, the complainant's academic Department Head, Dean, or Vice President for Student Affairs shall be responsible for the informal resolution procedure.

If the informal process does not result in the resolution of the complaint to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure. For monitoring purposes, a record of any complaint alleging discrimination or any other violation of law shall be reported to the appropriate Grievance Coordinator, even when the complainant is using the informal process.

Formal Resolution Procedure

A formal complaint shall be in writing and shall set forth a statement of the facts, the Technical College policy(ies), procedure(s) or law allegedly violated and the specific remedy sought.

The formal complaint normally shall be filed as follows:

- If the complainant alleges illegal discrimination, the complaint shall be filed with the Technical College's Equity Director. If the complaint concerns a non-academic student issue, the complaint shall be filed with the Vice President for Student Affairs. All other complaints shall be filed with the Technical College's Human Resources Representative. These individuals or their offices shall also continue to monitor and coordinate the complaint's resolution.
- The Technical College shall forward the complaint to the appropriate Director for Step 1 resolution. For the sake of clarity, the term "Director" in this procedure shall mean the appropriate individual for referring such complaints to. If the complaint is against appropriate Director, Step 1 of the complaint procedure shall be by-passed and the grievance shall be filed with the appropriate Vice President.
- If the complaint is against a Vice President, Step 1 and Step 2 of the complaint procedure shall be by-passed and the complaint shall be filed directly with the President.
- If the complaint is against the President, Step 1, Step 2, and Step 3 of the complaint procedure shall be by-passed and the complaint shall be filed in accordance with the Appeals procedure.

Hearings

Step 1:

Absent extraordinary circumstances, the Director to whom the complaint was forwarded shall, within five (5) business days, conduct a formal conference with the complainant, permitting her or him to provide any necessary information relevant to the complaint. The Director shall also meet with the respondent and conduct such additional investigation as he or she deems necessary. Absent extraordinary circumstances, a written recommendation shall be rendered within five (5) business days of the formal conference unless an extension is mutually agreed to by the parties. The recommendation shall be sent to the complainant and respondent. The written recommendation shall state the background information, the rationale for the

recommendation, and the recommended remedy (if any). No transcript or recording of the conference shall be made by either party. For monitoring purposes, a copy of the report shall be sent to the Technical College or Department officer who received the initial complaint.

Step 2:

If the complaint is not resolved at Step 1, the complainant or respondent may, within ten (10) business days of receipt of the Step 1 recommendation, appeal to the Vice President administratively responsible for the unit of the Department(s) in which the alleged policy violation(s) occurred.

Absent extraordinary circumstances, the Vice President shall hold a hearing within fifteen (15) business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation shall be rendered within ten (10) business days of such hearing. The complainant and the respondent shall be afforded the opportunity to testify, to call witnesses and introduce documentary evidence. No transcript or recording shall be made of the hearing. For monitoring purposes, a copy of the report shall be sent to the Technical College officer who received the initial complaint.

Step 3:

In the event that the complaint is not resolved at Step 2, the complainant or respondent may file an appeal with the President within ten (10) business days of the receipt of the Step 2 recommendation.

Absent extraordinary circumstances, the President shall, within five (5) business days refer the complainant or respondent to a Grievance Hearing Officer. The Step 3 hearing shall be held as soon as practicable and normally within twenty (20) business days of referral of the complaint to the Grievance Hearing Officer by the President. The complainant and the respondent shall have the right to call witnesses, to testify, and to present relevant documentary evidence. The complainant and the respondent shall have the right to cross-examine all witnesses. A tape recording of the proceeding shall be made and a copy shall be provided, at cost, to the complainant and to the respondent. Following the hearing, the Grievance Hearing Officer shall, absent extraordinary circumstances, render a report and recommendation to the President within twenty (20) business days following the hearing. The report shall contain specific findings of fact and recommendations. Upon consideration of the report and recommendation, the President shall render a decision in writing and communicate the same to the complainant, the respondent, and to the Technical College monitoring officer.

Mediation

At any point in the procedure, a grievance may be referred to mediation upon the concurrence of the parties. The Grievance Coordinator shall assist the parties in locating either an in-house or external mediator.

Appeals

Absent extraordinary circumstances, the President's decision shall be final. However, a grievant may file an appeal of a President's decision to the Commissioner and thence to the State Board. Provided further,

however, all student appeals will be final upon the decision of the President, unless the Technical College elects to allow a final appeal to its local Board of Directors.

The Commissioner and Board's consideration of any appeal shall be entirely discretionary and shall, absent extraordinary circumstances, be confined to an appellate-standard review of the record. The Commissioner or Board may decline to consider the appeal or may affirm, reverse or modify the decision below. The Commissioner or Board may also refer the appeal to a Hearing Officer for an evidentiary hearing and recommended action.

Harassment

In accordance with its Statement of Equal Opportunity, the Department and its Technical Colleges prohibit sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status.

Sexual harassment is a form of gender discrimination and is a violation of State and Federal law.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in department or college life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic or job performance or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one's ability to participate in or benefit from an educational program or activity. Examples of conduct that may constitute sexual harassment may be found in the accompanying procedures.

All persons who believe that they are or may have been victims of improper harassment are encouraged to seek resolution promptly through the established informal and formal procedures of the Department and Technical Colleges. Those who have been witness to sexual harassment or other improper harassment should report their observation to an appropriate official whose offices are listed below:

- The Technical College's Equal Opportunity (Title IX) Coordinator

All employees of the Technical College System of Georgia are expected to make every effort to ensure that students and co-workers are not subjected to any form of sexual or other improper harassment. (This effort may be formal or informal depending on the circumstances.) However, all students and employees should report any sexual or other improper harassment that they experience, observe or believe may be occurring to the Sexual Harassment Coordinator at the Technical College.

Other violations of this policy include (1) retaliating against a person who reports alleged harassment or participates as a witness in a harassment investigation; (2) disregarding, failing to investigate adequately or delaying investigations of harassment allegations when responsibility or report and/or investigation

harassment complaints comprises part of one's supervisory responsibilities; or (3) deliberately making a false allegation of sexual or other improper harassment. However, failure to prove a claim of harassment does not constitute proof of a false accusation.

Violations of this policy by employees will constitute grounds for disciplinary action up to and including immediate termination.

Student who engage in sexual or other improper harassment on college premises or off college premises at a college-sponsored activity will be subject to discipline in accordance with the college's student disciplinary process.

In most circumstances, it is best for all parties that complaints of harassment be resolved at the lowest possible organizational level with a minimum of formality. Sexual harassment complaints shall be handled in accordance with the sexual harassment procedure. Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree the procedure and the law will allow. If an employee or student wishes to bring a complaint and remain anonymous, the ability of the Department or Technical College to respond will be limited. To the extent permitted by law, information shared in confidence shall be maintained as confidential.

Sexual Harassment Complaint Procedures

The following procedure is designed specifically for the reporting and processing of complaints of sexual harassment. This procedure is equally applicable to students and employees of Southeastern Technical College.

Any student or employee who alleges a violation of this policy shall notify the Sexual Harassment Coordinator within seven (7) business days following the alleged incident or as soon thereafter as reasonably possible. The complaint shall contain a brief description of the alleged violation and relief requested. If the complaint is oral, the Coordinator shall prepare a written record of the complaint and ask the Complaining Party to sign the statement, indicating that it accurately reflects the essentials of the complaint.

Examples of conduct that violate this policy include, but are not limited to, the following:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation;
3. Sexual advances, physical or implied, or direct propositions of a sexual nature, which may include inappropriate/unnecessary touching or rubbing against another; sexually suggestive or degrading jokes or comments; remarks of a sexual nature about one's clothing and/or body; preferential treatment in exchange for sexual activity; and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that serve no academic purpose;

4. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliates another; and
5. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, that serve no medical or academic purpose.

College Response

Within thirty (30) business days following the filing of a complaint, the Coordinator will conduct an investigation of the alleged incident. This investigation may include compiling any and all documentation involved in the claim, interviews and/or sworn statements from all individuals involved. Within five (5) business days after concluding the investigation, the Coordinator will review the evidence gathered during the investigation and make a written report presenting findings of fact, investigative conclusions, and recommendations as to any disciplinary action to be taken, if appropriate. The report shall be made to the President of the institute. A copy of this report shall be given to the Complaining Party and accused offender. Upon reasonable request, the President may grant the Coordinator additional time for completing the investigation or written report.

The accused offender (referred to as the Respondent) or Complaining Party may respond to the report of the Coordinator. Written responses must be submitted to the President within ten (10) business days from receipt of the Coordinator's report. Requests to meet with the President shall be submitted in writing within five (5) business days of the receipt of the report. The President shall meet with the Complaining Party or the Respondent within a reasonable time. This meeting may be informal and include other individuals at the discretion of the President.

Within a reasonable time, the President shall evaluate all evidence presented and make a decision regarding a resolution. This decision shall be in writing and copied to the Complaining Party and the Respondent. Such decisions shall include a statement of the right to appeal the President's decision to the Commissioner, Technical College System of Georgia. A total time period from receipt of complaint to the President's decision should not exceed thirty (30) business days.

Appeal

An appeal of the final decision of the President may be submitted in writing to the Commissioner indicating the reasons for appeal and stating what relief is requested. This appeal to the Commissioner must be submitted within fifteen (15) calendar days after receipt of the final decision.

The Commissioner may elect to consider the appeal or appoint an administrative hearing officer to hear the appeal and make appropriate recommendations. Absent extraordinary circumstances, no new or additional evidence will be accepted for purposes of this appeal. The Commissioner shall issue a decision within fifteen (15) business days following the receipt of the written appeal. The decision of the Commissioner shall be final.

DRESS CODE

Students at Southeastern Tech are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. Jewelry such as rings, bracelets, and necklaces should not be worn in the shop areas where safety would be compromised. Extremes in dress and grooming should be avoided.

Examples of such extremes are:

- Bare feet;
- Bare midriffs;
- T-shirts with slogans or pictures in bad taste;
- Caps or hats in the building.

Instructors will notify the administration if they feel a student is violating the dress code policy. The student will be asked to leave and not return until dressed appropriately.

PHONE CALLS

Students should stress to family, friends, and others that there are no provisions for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted by the public address system for this purpose. There are public phones located throughout the building. Should a bona-fide emergency occur, such as a death or serious injury, every effort will be made to notify students. The person calling must state the nature of the emergency.

SMOKING/FOOD/DRINK/LITTER POLICIES

Tobacco Use

Smoking is allowed in designated smoking areas only. Ash cans placed at the front entrances to buildings exist for the sole purpose of allowing visitors to dispose of tobacco products prior to entering the Southeastern Technical College facilities.

The use of smokeless tobacco is prohibited within Southeastern Technical College facilities.

Food and Drink

Food and drink are not permitted in classrooms, laboratories, or auditorium facilities.

Litter

Littering is an infraction of the student code of conduct and may result in discipline of the persons involved. All forms of litter (including tobacco waste) are to be disposed of properly through placement in the proper waste receptacles.

PERSONAL ELECTRONIC DEVICES

Headsets, cassette/CD players, portable radios, hand-held electronic games, cellular phones, and other similar devices are not permitted to be operated inside buildings on campus. Beepers may be maintained in

vibrate only mode. Exceptions: tape cassette players may be operated to record classroom lectures if the instructor grants prior approval. Cassette/CD players and portable radios operated outside of campus facilities will be played at a volume that does not interfere with, or distract, others. This regulation pertains to all STC training sites and locations.

FIELD TRIPS

Field trips with specific educational objectives will be planned by the instructors and approved by the Vice President for Academic Affairs. During field trips, students will conduct themselves properly at all times and adhere to all the regulations of the institution.

STUDENT LIABILITY

Students are responsible for equipment, books, personal articles, and materials brought to school. The school will not be liable for any personal articles left or brought to school that might get stolen or broken. The school will not be liable for damage or theft of articles brought to the school for repair.

STUDENT ORGANIZATIONS

Student organization activities are considered to be a part of Southeastern Tech's instructional program whether they occur during regular program hours on campus or after school hours on the campus or at some other location. Therefore, the normal school behavior code applies to all organized student organization activities regardless of the time or place.

It is the responsibility of student organization advisors and chaperons to inform their students that leadership conferences, competitive events, and other student organization activities are part of the College's instructional program, and that students are to follow regular school conduct when participating in these activities.

Students who fail to follow regular College behavior guidelines will be sent home immediately at their own expense and will be subject to appropriate disciplinary actions by the school's administrative personnel.

GEORGIA DEPARTMENT OF TECHNICAL AND ADULT EDUCATION AND SOUTHEASTERN TECHNICAL COLLEGE

COMPUTER USE POLICY

Overview

Due to the technological revolution in the workplace, businesses such as Southeastern Technical College (STC) have turned to computer technology as the primary tool to use communicate, perform research, and accumulate information. As the number of users logging on to the college's network at the school or by remote access has increased, so has the possibility of STC's computer resources being mistreated; compromised; or experience unauthorized access, disclosure, destruction, modification, or loss. With easy access to STC's Internet and network resources, it is very important to have a well defined computer use policy. A well defined policy helps protect the end-user as well as STC.

Effective security is a team effort involving the participation and support of every STC employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at STC. These rules are in place to protect STC as well as its employees, students, and guests. Inappropriate use exposes STC to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at STC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by STC.

Policy

General Use and Ownership

1. While STC's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the college systems remains the property of STC. Because of the need to protect STC's network, users should not expect files stored on STC's computers and/or network to be private.
2. End-users are responsible for exercising good judgment regarding the reasonableness of personal use. Occasional and appropriate personal use is acceptable and permitted by the college. However, this use should be brief, infrequent, comply with this policy, and shall not interfere with the user's performance, duties, and responsibilities.
3. For security and network maintenance purposes, authorized individuals within STC may monitor equipment, systems and network traffic at any time.
4. STC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
5. Only the Information Technology Department staff is authorized to provide support, perform installations of new equipment/software, and/or configure devices for the multi-campus network.
6. Any individual associated with STC needing to connect personally owned devices to the college's network must obtain prior approval from the Information Technology Department.

Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed every 90 days.

2. All faculty and staff PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete) when the host will be unattended.
3. Because information contained on portable computers is especially vulnerable, special care should be exercised.
4. Any and all critical information (data, files, etc) should be saved to the network. The IT Department is not responsible for any end-user files not saved to the network.
5. Postings by employees from a STC email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of STC, unless posting is in the course of business duties.
6. All computers that are connected to the STC Internet/Intranet/Extranet, whether owned by an employee, student, third-party, or STC, shall be continually executing approved virus-scanning software with a current virus database.
7. Employees and students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

Unacceptable Use

Under no circumstances is an employee, student, or third-party of STC authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing STC-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use:

1) System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by STC.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which STC or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using an STC computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any STC account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee, student, or third-party is not an intended recipient or logging into a server or account that the employee, student, or third-party is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited unless prior authorization from the Information Technology Department authorized.
10. Executing any form of network monitoring which will intercept data not intended for the end-user's host, unless prior approval of this activity from the Information Technology Department is authorized.
11. Circumventing user authentication or security of any host, network, or account.
12. Interfering with or denying service to any other host or user other than the end-user's host (for example, denial of service attack).
13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal and/or network session, via any means, locally or via the Internet/Intranet/Extranet.
14. Providing information about, or lists of, STC employees to parties outside STC.

2) Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone, Linc, or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within STC's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by STC or connected via STC's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Enforcement

Abuse or misuse of computing/information technology services may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

Term	Definition	EMAIL USE POLICY
<i>End-user</i>	Any person using STC's information systems and/or computers.	
<i>Ponzi</i>	Fraudulent investment operation that involves paying returns to investors out of the money raised from subsequent investors.	
<i>Spam</i>	Unauthorized and/or unsolicited electronic mass mailings.	Over view
<i>Trojan horse</i>	A program in which malicious or harmful code is contained inside.	
<i>Virus</i>	A software program capable of reproducing itself and usually capable of causing great harm to files or other programs on the same computer.	

To prevent tarnishing the public image of Southeastern Technical College (STC) from email use - i.e., when email goes out from STC the general public will tend to view that message as an official policy statement from STC.

Scope

This policy covers appropriate use of any email sent from a STC email address and applies to all employees, students, vendors, and agents operating on behalf of STC.

Prohibited Use

The STC email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees and students who receive any emails with this content from any STC employee or student should report the matter to their supervisor or instructor immediately.

Personal Use

Using a reasonable amount of STC resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending or forwarding chain letters, offensive messages as described in section 3.1, joke emails, or emails promoting a personal business from an STC email account is prohibited.

Monitoring

STC employees or students shall have no expectation of privacy in anything they store, send or receive on any of STC's email systems. STC authorized personnel may monitor messages without prior notice. However, STC is not obligated to monitor email messages.

Security Notices

Official virus or other malware and security warnings will come from a member of the Information Technology Department. All virus or other malware and security warnings NOT generated from the Information Technology Department are considered unofficial and should be ignored.

Enforcement

Abuse or misuse of e-mail systems may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of e-mail systems and services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

Term	Definition
<i>Email</i>	The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.
<i>Forwarded email</i>	Email resent from an internal network to an outside point.
<i>Chain email or letter</i>	Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.
<i>Sensitive Information</i>	Information is considered sensitive if it can be damaging to STC or its customers' reputation or market standing.

<i>Virus Warning</i>	Email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
<i>Unauthorized Disclosure</i>	The intentional or unintentional revealing of restricted information to people, both inside and outside STC, who do not have a need to know that information.

PRIVACY NOTICE TO COMPUTER USERS

Overview

Due to the technological revolution in the workplace, businesses such as Southeastern Technical College (STC) have turned to computer technology as the primary tool to use communicate, perform research, and accumulate information. As the number of users logging on to the college's network at the school or by remote access has increased, so has the possibility of STC's computer resources being mistreated; compromised; or experience unauthorized access, disclosure, destruction, modification, or loss. With easy access to STC's Internet and network resources, it is very important that all end-users are aware of the expectation of privacy and the terms of use when using STC information systems.

Purpose

The purpose of this privacy notice is to alert information system end-users of the terms and conditions of use and inform them of the level of privacy they can expect when using STC information systems. This privacy notice is in place to protect STC as well as its employees, students, and guests.

Scope

This privacy notice applies to employees, students, contractors, consultants, temporaries, and other workers at STC, including all personnel affiliated with third parties. This privacy notice applies to all equipment that is owned or leased by STC.

Privacy Notice to Computer Users

This is a private computer system and is the property of Southeastern Technical College (STC). It is for authorized STC use only. Users [authorized or unauthorized] have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel of STC. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized STC personnel. By using this system you agree to abide by the guidelines of the following STC policies: Computer Use Policy, E-mail Policy, and Remote Access Policy. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of, and consent to, these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this notice.

Authorized Personnel

Authorized STC personnel are defined as:

1. The Director of Information Technology
2. The Vice-President of each Division
3. The President
4. Members of the IT Department staff under the explicit direction 1, 2, or 3

Enforcement

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

Term	Definition
<i>End-user</i>	Any person using STC's information systems and/or computers.

REMOTE ACCESS POLICY

Purpose

The purpose of this policy is to define standards for connecting to STC's network from any host. These standards are designed to minimize the potential exposure to STC from damages which may result from unauthorized use of STC resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical STC internal systems, etc.

This policy applies to all STC employees, students, contractors, vendors and agents with a STC-owned or personally-owned computer or workstation used to connect to the STC network. This policy applies to remote access connections used to do work on behalf of STC or for STC academic courses, including reading or sending email and viewing Intranet web resources.

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, cable modems, Remote Lab Access (RLA), Information Delivery System (IDS), etc.

General Policy

1. It is the responsibility of STC employees, students, contractors, vendors and agents with remote access privileges to STC's multi-campus network to ensure that their remote access connection is given the same consideration as the user's on-site connection to STC.
2. General access to the Internet for recreational use by immediate household members through the STC Network on personal computers is not permitted.
3. Please review the following policies for details of protecting information when accessing the multi-campus network via remote access methods, and acceptable use of STC's network:
 - a. *Computer Use Policy*
 - b. *E-mail Use Policy*
 - c. *Privacy Notice to Computer Users*
4. For additional information regarding STC's remote access connection options, including how to request service and obtain technical support go to the STC Information Technology Department web site.

Requirements

1. At no time should any STC employee, student, contractor, vendor or agent with remote access privileges provide their login or email password to anyone, not even family members.
2. Routers for dedicated ISDN lines configured for access to the STC network must meet minimum authentication requirements of CHAP.
3. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
4. Frame Relay must meet minimum authentication requirements of DLCI standards.
5. Non-standard hardware configurations must be approved by the Information Technology Department, and the IT Department must approve security configurations for access to hardware.
6. All hosts that are connected to STC internal networks via remote access technologies must use up-to-date anti-virus software (http://www.southeasterntech.edu/it/virus_info.asp, this includes personal computers).
7. Organizations or individuals who wish to implement non-standard Remote Access solutions to the STC production network must obtain prior approval from the Director of Information Technology.

Enforcement

Abuse or misuse of computing/information technology services may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Term	Definition
<i>Cable Modem</i>	Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain communities.
<i>CHAP</i>	Challenge Handshake Authentication Protocol is an authentication method that uses a one-way hashing function. DLCIData Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network. DLCI identifies a particular PVC endpoint within a user's access channel in a frame relay network, and has local significance only to that channel.
<i>Dial-in Modem</i>	A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.
<i>Dual Homing</i>	Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the Corporate network via a local Ethernet connection, and dialing into AOL or other Internet service provider (ISP). Being on a <Company Name>-provided Remote Access home network, and connecting to another network, such as a spouse's remote access. Configuring an ISDN router to dial into <Company Name> and an ISP, depending on packet destination.
<i>DSL</i>	Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).
<i>Frame Relay</i>	A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame Relay has a flat-rate billing charge instead of a per time usage. Frame Relay connects via the telephone company's network.
<i>ISDN</i>	There are two flavors of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office/remote access. BRI has two "Bearer" channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.
<i>Remote Access</i>	Any access to STC's multi-campus network through a non-STC controlled network, device, or medium.
<i>Split-tunneling</i>	Simultaneous direct access to a non-STC network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into STC's multi-campus network via a VPN tunnel. VPN Virtual Private Network (VPN) is a method for accessing a remote network via "tunneling" through the Internet.

CONDUCT IN GENERAL

A student enrolling at Southeastern Tech assumes an obligation to conduct himself in a manner compatible with the school's purpose as an educational institution. The Student Conduct Regulations prohibit academic and nonacademic violations.

STUDENT CODE OF CONDUCT

One mission of the Southeastern Technical College is to provide technical and adult education programs for the people of Georgia. To fulfill this mission, Southeastern Technical College must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Southeastern Technical College establishes this Student Code of Conduct.

ARTICLE I: DEFINITIONS

1. The term "Technical College" means South-eastern Technical College.
2. The term "student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."
3. The term "faculty member" means any person hired by the Technical College to conduct teaching, service, or research activities.
4. The term "Technical College official" includes any person employed by the Technical College, performing assigned administrative responsibilities.
5. The term "member of the Technical College community" includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
6. The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or con-trolled by the Technical College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for Technical College recognition.
8. The term "judicial body" means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
9. The term "Judicial Advisor" means 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. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of Southeastern Technical College is the Vice President for Student Affairs.
10. The term "Appellate Board" means any person or persons designated by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
14. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) 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 (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Technical College faculty or staff.

15. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. The term "Department" means the Technical College System of Georgia.
17. Business day or days are weekdays when classes are in session.

ARTICLE II: JUDICIAL AUTHORITY

1. The Judicial Advisor shall determine the composition of position of judicial bodies and appellate boards and, subject to Article IV, 1, B, shall determine which judicial body, Judicial Advisor and Appellate Board shall be authorized to hear each case. Normally, the Technical College Student Discipline Committee shall be the judicial body authorized to hear cases alleging violations of the Student Code.
2. The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.

Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.

4. A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

ARTICLE III: PROSCRIBED CONDUCT

Jurisdiction of the Technical College

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, 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 misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty;
 - 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; or
 - Tampering with the election of any Technical College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, 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.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. 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.

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.

6. 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 re-requested to do so.
7. Unauthorized possession, duplication or use of keys to any Technical College premises or un-authorized entry to or use of Technical College premises.
8. Violation of published Department or Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
9. Violation of federal, state or local law on Technical College premises or at Technical College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and Technical College regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises.
13. Participation in a campus demonstration that disrupts the normal operations of the Technical College and infringes on the rights of other members of the Technical College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at Technical College sponsored or supervised functions.
15. 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.
16. 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;
 - Use of computing facilities to interfere with the work of another student, faculty member or Technical College Official;
 - Use of computing facilities to send obscene or abusive messages;
 - Use of computing facilities to interfere with normal operation of the Technical College computing system; or
 - Violation of the Department's Acceptable Computer and Internet Use policy.
17. Abuse of the Judicial System, including but not limited to:
 - Failure to obey the summons of a judicial body or Technical College official;
 - Falsification, distortion, or misrepresentation of information before a judicial body;
 - Disruption or interference with the orderly conduct of a judicial proceeding;
 - Initialing a judicial proceeding knowingly without cause;
 - Attempting to discourage an individual's proper participation in, or use of, the judicial system;
 - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
 - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
 - Failure to comply with the sanction(s) imposed under the Student Code; or
 - Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. Use of tobacco products in campus buildings except in marked designated smoking areas.

19. Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Student shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet.

Violation of Law and Technical College Discipline

1. Technical College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the Technical College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the Technical College community. The Technical College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and Technical College employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Academic Misconduct

Academic misconduct is any act that does or could improperly distort student's grades or other student academic records. A student enrolls at Southeastern Tech to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills, it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. Student's program advisor will also be notified.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. Instructor submits name to Office for Student Affairs indicating a "WF" has been issued as a result of second offense. Student's program advisor will also be notified.

--Third Offense--

Student is given a grade of “WF” for the course in which the offense occurs. Instructor submits student’s name to Office for Student Affairs indicating a “WF” has been issued and is student’s third offense. Student Affairs would note it as third offense and schedule a judicial hearing following the guidelines in Article IV: Judicial Policies in the Catalog and Student Handbook.

ARTICLE IV: JUDICIAL POLICIES

Charges and Hearings

1. Any member of the Technical College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the Technical College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within ten (10) business days.
2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof. At the accused student's discretion, a hearing shall be held before either the Judicial Advisor or the Judicial Body (Technical College Student Discipline Committee).

All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor.

4. Hearings shall be conducted by the Judicial Advisor or Judicial Body according to the following guidelines:
 - Hearings normally shall be conducted in private;
 - Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor;
 - In hearings involving more than one accused student, the Chair of the judicial body may permit the hearings concerning each student to be conducted separately;
 - The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting their own case and, therefore, advisors are not permitted to speak nor to participate directly in any hearing before a judicial body;
 - The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body;
 - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Chair;
 - All procedural questions are subject to the final decision of the Chair of the judicial body;
 - After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating;
 - The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code except in those instances where the student faces suspension or expulsion in which case the standard of proof shall be by clear and convincing evidence.

There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the Technical College.

6. Except in the case of a student charged with failing to obey the summons of a judicial body or Technical College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
 - Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - Loss of privileges: Denial of specified privileges for a designated period of time.
 - Fines: Previously established and published fines may be imposed.
 - Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - Discretionary Sanctions: Work assignments, service to the Technical College or other related discretionary assignments.
 - Technical College Suspension: Separation of the student from the Technical College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - Technical College Expulsion: Permanent separation of the student from the Technical College. This may also mean expulsion from a particular program at the Technical College.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than Technical College suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, maintained by the Office of Admissions and Records, but shall become part of the student's confidential record, maintained by the Vice President for Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions, Technical College suspension or Technical College expulsion, upon application to the Judicial Advisor.
4. In addition to the penalties outlined above, groups or organizations may also face:
 - Deactivation;
 - Loss of all privileges, including Technical College recognition, for a specified period of time.
5. In cases heard by the judicial body (Technical College Student Discipline Committee) where the student or organization is found to have violated the Student Code, the judicial body may make recommendations to the Judicial Advisor but the Judicial Advisor shall determine and impose the sanctions. The Judicial Advisor is not bound by the sanctions recommended by members of the judicial body. The Judicial Advisor shall notify the student(s) in writing of his/her final decision. In cases involving sanctions that include probation, suspension, or expulsion, the Judicial Advisor shall inform, by memorandum, the Offices of the Vice President for Academic Affairs and Student Affairs.

Interim Suspension

In certain circumstances, the President or Vice President for Student Affairs may impose Technical College suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the Technical College community or preservation of Technical College property; b) to ensure the

student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the Technical College.

2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other Technical College activities or privileges for which the student might otherwise be eligible, as the President, Vice President for Student Affairs, or the Judicial Advisor (if not the Vice President for Student Affairs) may determine to be appropriate.

The Offices of the Vice President for Academic Affairs shall be notified in writing of the interim suspension.

Appeals

1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to an appellate board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Advisor or his or her designee. In cases where the Technical College is the complainant, the Technical College shall have no right of appeal.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
 - d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.
3. In considering an appeal, the Appellate Board may (a) uphold the appeal and reduce or suspend sanctions, (b) uphold the appeal and increase or impose sanctions, (c) dismiss the appeal and affirm the original sanction(s).
4. The decision of the Appellate Board shall be final.

ARTICLE V: NOTIFICATION OF SANCTIONS

When imposition of any sanction includes restrictions on attendance in class or Technical College-sponsored activities or programs, the Offices for Student Affairs, Academic Affairs, and Admissions and Records shall be notified by the Judicial Advisor in writing within five (5) business days.

ARTICLE VI: INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs.
2. The Student Code shall be normally reviewed every year by the Student Government Association in conjunction with the Vice President for Student Affairs and the Technical College Student Discipline Committee, if appropriate.

COUNCIL ON OCCUPATIONAL EDUCATION

Southeastern Technical College is accredited by the Commission of the Council on Occupational Education. A student dissatisfied with the policy applications of any grievance or appeals procedure may contact the Council at:

Council	on	Occupational		Education
41	Perimeter	Center	East,	NE
Suite				640
Atlanta,		GA		30346
1-800-917-2081				
www.council.org				

CAMPUS SECURITY

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STUDENT RIGHT-TO-KNOW CAMPUS SECURITY ACT OF 1990

Statement of Compliance

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990, and as a service to its community, Southeastern Technical College makes available its completion and transfer rates to all current and prospective students as well as an annual campus crime report.

Student-Right-to-Know

Beginning in Fall 2000, a cohort of all college students who were diploma and certificate seeking, attending first-time, full-time, were tracked over a three year period. The completion and transfer rates are based on information submitted by each college to the U.S. Department of Education. The rates do not represent the success rates of the entire student population at Southeastern Technical College (STC), nor do they account for student outcomes occurring after this three year tracking period. The rates which follow exclude students

with SRTK goals who are continuing students, as well as students who attend STC to upgrade job skills, gain new job skills, improve basic skills, maintain licenses, complete credits for high school, and/or to formulate career interests. Also excluded are those who attended for intellectual or cultural desires. This rate only reflects the graduation and completion of the 165, first-time, full-time students who enrolled Fall Quarter, 2001, and for whom 150% of the normal time-to-completion has elapsed.

Based on the cohort defined above, 40% of the STC cohort attained a degree or diploma within 3 years and 55% earned a certificate within 1.5 years. A similar group of cohort students have been studied at every Georgia technical college. While this information is calculated the same for all colleges, and is accurate, it can be misleading for a variety of reasons.

- The 2001-2004 SRTK cohort is based only on 20% of the total STC student population of that time period.
- It consists only of students who entered STC:
 - First-time;
 - Full-time;
 - For the Fall, 2001 term; and
 - Sought a degree, diploma, or certificate opportunity.
- The SRTK figures do not include those who transferred to another institution.

Finally, the rates do not describe other important features about the college and its students. For example, the job placement rates during the past ten years have been 94% or more placed in field of study or related field of study.

More information concerning SRTK is available from the Southeastern Tech Student Affairs Office.

INFORMATION

Where it can be found

- Tuition and Fees Charged to Full-time
and Part-Time Students:
E Catalog, Discover (Schedule of Classes)
- Estimates of Costs Necessary for Books and Supplies:
E Catalog

- Additional Program Costs for Enrolled and Prospective Students:

E Catalog

- Refund Policy for the Return of Unearned Tuition and Fees and Other Refundable Costs:

E Catalog

- Requirements and Procedures for Officially Withdrawing from Southeastern Tech:

E Catalog

- Financial Aid Refund Policy:

E Catalog

- Current Degree Programs and other Educational and Training Programs:

E Catalog

- Instructional, Laboratory and other Physical Facilities related to our Academic Progress:

E Catalog

- Southeastern Tech Faculty and other Instructional Personnel:

E Catalog

- Names of Associations, Agencies, or Governmental Bodies that provide Accreditation, Approval, and Licensing:

E Catalog

- Procedures for Reviewing Documents which Describe Accreditation, Approval, and Licensing:

Office of Institutional Effectiveness

- Special Facilities and Services Available to Disabled Students:

E Catalog

Individual designated and available to provide Student-Right-to-Know information:

Barry Dotson—Office 106

Vice President for Student Affairs

3001 East First Street

Vidalia, GA 30474

912-538-3141

CAMPUS SECURITY

In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Southeastern Tech is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures.

Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime.

The safety of students, visitors, faculty and staff is a top priority of Southeastern Tech and is the goal of a combined effort of the school administration and local law enforcement officials.

LOCAL LAW ENFORCEMENT

Local law enforcement provides 24-hour-a-day patrol protection on the Southeastern Tech Campus. The officers are vested with full law enforcement powers as authorized by state and federal regulation. They also receive in-service and specialized training in first aid, firearms, defensive tactics, legal updates, evidence gathering, traffic investigations, etc.

Officers are responsible for a full range of public services including crime reports, investigations, medical emergencies, and fire emergencies. Other responsibilities include enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring law enforcement assistance.

All local law enforcement agencies are linked to a statewide computer system (Georgia Crime Information Center) and a nationwide computer system (National Crime Information Center). Through these systems, crime suspect information and the serial numbers of all vehicles and office equipment stolen from the campus are rapidly reported nationwide.

SAFETY MEASURES

The Maintenance Department of Southeastern Tech maintains the buildings and grounds with a concern for safety and security. It inspects campus facilities regularly and promptly makes repairs. The department also responds to reports of potential safety and security hazards such as broken windows and locks. Students, as well as faculty and staff, may also call the Maintenance Department at 538-3128 to report safety and security hazards.

Information on safety and security is provided to students, prospective students, faculty and staff members through staff meetings, student orientation programs, and published materials.

PROCEDURES FOR REPORTING INCIDENTS

In the event of an accident/injury, other medical emergency, or crime-related incident, the nearest instructor or staff member and an administrator should be notified. It should be noted that this procedure is in no way meant to prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police department, fire department, ambulance, hospital, etc.).

Professional emergency care, if needed, will be secured by an administrator. As a nonresidential institution, Southeastern Tech expects that the student will normally secure medical services through a family physician.

In the case of a serious accident or illness, the College will refer the student to the nearest hospital for emergency care and will notify the student's next of kin. It is to be understood that the student or the student's family will be responsible for the cost of such emergency care.

If a crime has been committed, the administrator on duty will call the local police department.

INCIDENT REPORT

In the event of an accident/injury, other medical emergency, or crime-related incident involving a student, visitor, or employee at Southeastern Tech, an Incident Report Form must be completed. The report should be returned to the Office for Student Affairs.

SEXUAL OFFENDER INFORMATION

The Toombs County Sheriff's Department is the local law enforcement agency where information concerning registered sex offenders may be obtained. Also, the Georgia Bureau of Investigation maintains a searchable web site of registered sex offenders at:

www.ganet.org/gbi/sorsch.cgi

SOUTHEASTERN TECHNICAL COLLEGE CRIME STATISTICS

Southeastern Tech is committed to providing students with a safe and secure environment in which to learn and to keep parents and students well informed about campus security. Southeastern Tech is committed to the enforcement of the Campus Security Act of 1990, which requires a school to compile an annual campus security report. By September 1 of each year, a school must publish and distribute an annual campus security report to all current students and employees.

Current students, faculty and staff, as well as prospective students and employees, may contact the following individual for clarification or additional information:

Barry Dotson

Vice President for Student Affairs

912-538-3141

bdotson@southeasterntech.edu

Category	2002	2003	2004
On Campus			
Homicide: Murder and Non-			
negligent Manslaughter	0	0	0
Manslaughter			
Negligent Manslaughter	0	0	0
Sex Offenses—Forcible			
Sex Offenses—Non-Forcible	0	0	0
Robbery			
Aggravated Assault	0	0	0
Burglary			
Motor Vehicle Theft	0	0	0
Arson			
Arson	0	0	0
Hate Crimes***			
Occurrences of Hate Crimes	0	0	0
Arrests/Referrals			
for Campus Disciplinary Action			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Category	2002	2003	2004
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Non-Campus Buildings

Homicide: Murder and Non-negligent Manslaughter	0	0	0
Manslaughter			
Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes***

Occurrences of Hate Crimes	0	0	0
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Arrests/Referrals for Campus Disciplinary Action

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Category	2002	2003	2004
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Public Property

Homicide: Murder and Non-negligent Manslaughter	0	0	0
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Manslaughter

Negligent Manslaughter	0	0	0
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Sex Offenses—Forcible	0	0	0
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Sex Offenses—Non-Forcible	0	0	0
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Robbery	0	0	0
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Aggravated Assault	0	0	0
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Burglary	0	0	0
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Motor Vehicle Theft	0	0	0
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Arson	0	0	0
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Hate Crimes***

Occurrences of Hate Crimes	0	0	0
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Arrests/Referrals for Campus Disciplinary Action

Liquor Law Violations	0	0	0
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Drug Law Violations	0	0	0
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Illegal Weapons Possession	0	0	0
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Category	2002	2003	2004
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Non-Police

Homicide: Murder and Non-

negligent Manslaughter	0	0	0
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Manslaughter

Negligent Manslaughter	0	0	0
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Sex Offenses—Forcible	0	0	0
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Sex Offenses—Non-Forcible	0	0	0
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Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes***

Occurrences of Hate Crimes	0	0	0
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Category	2002	2003	2004
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Local Statistics

Homicide: Murder and Non-			
negligent Manslaughter	4	0	1
Manslaughter			
Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	3	0	2
Sex Offenses—Non-Forcible	0	0	0
Robbery	33	14	29
Aggravated Assault	123	49	58
Burglary	240	99	158
Motor Vehicle Theft	49	21	40
Arson	**	**	**

Hate Crimes***

Occurrences of Hate Crimes	0	0	0
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*** Information not available at publication time.*

NOTE: *** A "Hate Crime" is one in which the victim is selected intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Hate crimes must be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity or disability. For the purposes of this data collection, only the total number of hate crimes are being requested. Hate crime information is gathered by the criminal offenses of: (1) Murder/Non-negligent man-slaughter, (2) Aggravated Assault, (3) All forcible sex offenses, (4) Forcible rape, (5) Negligent Manslaughter, (6) Arson, and (7) Simple Assault.

WEAPONS POLICY

It is unlawful for an individual to bring to, possess, or have under such person's control, any explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering (O.C.G.A. 16-11-127). Having a license to carry a pistol is no justification under this policy.

Also prohibited on technical College campuses, in state-owned vehicles or at technical College functions, are other dangerous weapons including straight razors, blackjacks, any knife having a blade of three inches or more, bowie knife, switchblade knife, throwing knife, metal knuckles, spring sticks, any flailing instrument with two or more rigid parts hinged such that one or more parts can swing freely, nunchucks, fighting chains, any disk having two or more points or blades which is designed to be thrown or propelled, or other objects that may reasonably pose a danger to the health and safety of students, instructors, or any individual.

This policy exempts law enforcement officers, judges, magistrates, solicitors, district attorneys, prosecuting attorneys, and employees of the Department of Corrections, or employees of local or federal correctional facilities who are authorized to carry a firearm. Also exempt are persons employed as campus police or security officers who are authorized to carry a weapon in accordance with Chapter 8, Title 20, and private detectives/security agents who hold firearms permits issued by the Georgia Board of Private Detective and Security Agencies. Also exempt is any legal weapon carried in a locked container, locked compartment or locked gun rack in a privately owned vehicle.

An employee or student found in violation of this policy shall, in addition to any criminal action taken, be subject to dismissal from the College or termination of employment as determined by the President.

According to the Official Code of Georgia (O.C.G.A. 16-11-106), violation of this law can result in the following punishment:

- A fine of not more than \$10,000; imprisonment for not less than two, nor more than ten, years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The abuse of alcohol and the use of illegal drugs by members of the Southeastern Technical College community are incompatible with the goals of the College. In order to further the College's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has established the following policy on alcohol and other drugs.

Drug-Free Campus Program

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Southeastern Tech provides the following information to provide a campus environment free of illicit drug use and alcohol abuse and to prevent the abuse of alcohol and drugs by students and employees.

Illegal Drugs

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on Southeastern Tech's property or at College sponsored events including student organization functions. Any individual, known to be possessing, using, or distributing such drugs is subject to disciplinary action and possible arrest, imprisonment, or fine according to state law.

Alcoholic Beverages

Southeastern Tech seeks to encourage and sustain an academic environment that both respects individual freedom and promotes health, safety, and welfare of all members of its community. In keeping with these objectives, Southeastern Tech adopts and enforces all of the State Board of Technical and Adult Education policies and guidelines governing the possession, sale, and consumption of alcoholic beverages. Selling or furnishing alcoholic beverages to anyone is not permitted on the Southeastern Tech campus.

Student Misconduct

The Southeastern Technical College student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit alcohol-related misconduct. In addition, student organizations are not permitted to sponsor events where alcohol is present. Sanctions for violation of these student conduct regulations may include alcohol and/or other drug education, mandated evaluation and treatment, community service, suspension, and/or expulsion. Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and criminal charges will be filed with local law enforcement.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec. 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853 (a) (2), 881 (a) (7) and 881 (a) (4)]. Further, persons convicted on federal charges of drug trafficking within 1,000 feet of Southeastern Tech may face penalties of prison terms and fines that are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year [921 U.S.C. sec. 845 (a)].

Student Sanctions

1. Students indicted for possession or sale of illegal drugs, alcohol, and/or other mind-altering substances will be suspended from school, forfeit all claim to financial aid, and may be requested to repay all previously received financial aid;

2. If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and/or federal funds from the date of conviction;
3. The College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction;
4. With 30 days of notification of conviction, the College shall, with respect to any student so convicted, take additional appropriate action against such student, up to and including expulsion, as it deems necessary.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous substance, shall, as of the date of conviction, be suspended from the public educational institution in which said person is enrolled. Except for cases in which the College has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such a suspension until a later date. Except for cases in which the College has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

STC Responsibility

The College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following:

- The dangers of the drug and alcohol abuse on the campus and elsewhere;
- Any available drug and alcohol counseling, rehabilitation and assistance programs;
- Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Employee Misconduct

Employee misconduct related to alcohol or other drug abuse will not be tolerated. The unlawful manufacture, distribution, sale, use, or possession of illegal drugs by employees of Southeastern Technical College is prohibited by the Technical College System of Georgia policy. Violation of this policy will result in appropriate disciplinary sanctions, including referral for legal prosecution.

As a condition of employment, Southeastern Tech faculty and staff agree to abide by the terms of this policy and to notify the Personnel Department of any criminal drug arrest or conviction (including a plea of nolo contendere) no later than 5 working days after the arrest or conviction. This policy applies to all employees regardless of the jurisdiction of arrest or whether the alleged violations occurred at the workplace or elsewhere.

As a condition of employment, all current and new employees must certify they have read and will abide by the terms of the Drug Free Policy. Certification is placed in the employee's personnel file.

Within 30 days of notification of conviction, Southeastern Tech shall, with respect to any employee so convicted:

1. Take appropriate personnel action against such employee, up to, and including, termination;
2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Southeastern Tech is responsible for ensuring the development and implementation of a drug free awareness program to inform employees of the following:

1. The dangers of drug abuse in the workplace and elsewhere;
2. Any available drug counseling, rehabilitation, and employee assistance programs;
3. Any penalties to be imposed upon employees for drug abuse violations occurring in the work-place.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of illicit drugs and the abuse of alcohol can, and in many instances, very probably will, lead to serious health problems, chemical dependency, deterioration of the quality of life, and, if untreated, early death.

Cocaine provides a short-lived "high" followed by depression, paranoia, anxiety, guilt, anger and fear. It can cause rapid physical and psychological addiction. In some instances, cocaine may cause a heart attack or sudden death, even on the first use. The dangers of this highly addictive drug and its close derivative, "crack", are evidenced daily through the news media. Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions and possible death.

Marijuana, like cocaine, provides a short-term high, and like cocaine, is addictive. While the “high” may last only a short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to abstract and understand concepts. In some instances it can depress the immune system, increase the risk of heart attack, contribute to lung diseases, and infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Overdose can cause fatigue, paranoia and possible death.

Depressants such as barbiturates, chloral hydrate, benzodiazepines, etc., can cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.

Hallucinogens such as LSD, Mescaline and Peyote, amphetamine variants, etc., can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary hallucinatory episodes, psychosis and possible death.

Narcotics such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma and possible death.

Prescription drugs, used improperly, can cause tired-ness, or hyperactivity, impaired reflexes, brain damage, and, in some instances, addiction or death.

Alcohol, used abusively, will impair judgment, result in anxiety, feelings of guilt, depression and isolation. Prolonged use may cause liver and heart disease, cancer, and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.

NOTE: See chart on the following page for possible long-term effects of substance abuse.

Criminal Sanctions

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts at the current Safe and Secure Web site detail federal penalties for drug trafficking and state sanctions for the unlawful possession or distribution of illicit drugs.

Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days to 2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days to 3 years and a minimum fine of \$5000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions includes 5 to 20 years in prison and a minimum fine of \$1000 for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is

punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for the first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk and be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

The use, possession, manufacture, distribution, dispensing, and trafficking of illegal drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of potential federal statutory maximum penalties.

However, precise federal sentencing is governed by the Federal Sentencing Guidelines. Please note that sentencing under these guidelines can result in penalties that are more severe than the federal statutory maximums and which are more severe than the penalties imposed under state law under certain circumstances.

NOTE: See chart above for possible penalties for substance possession.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec. 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853(a)(2), 881(a)(7) and 881(a)(4)]. Further, persons convicted on federal drug trafficking within 1,000 feet of Southeastern Technical College may face penalties of prison terms and fines that are twice as high as regular penalties for the offense, with a mandatory prison sentence of at least one year [921 U.S.C. sec. 845(a)].

Drug and Alcohol Abuse Education Programs

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should avail themselves of sources to identify the services or programs which most closely meet their specific needs.

Consistent with its educational mission, Southeastern Tech provides useful and informative educational programs on drug/alcohol abuse. Programs of this type begin with orientation each quarter. A variety of

departments sponsor work-shops and lectures on alcohol and drug related issues to support and encourage healthy, productive lifestyles.

The following agencies can be contacted for assistance with drug/alcohol abuse related issues:

Alcoholic Anonymous 912-537-3431

Meadows Regional Medical Center 912-537-8921

Montgomery Counseling Center 478-272-1190

(located in Dublin)

Pineland Counseling/Substance Abuse

Hotline 1-800-746-3526

Tattnall Counseling/Substance

Abuse 912-557-6794

Toombs Substance Abuse Center/

Day Treatment Center 912-537-0209

Toombs Counseling Center 912-537-8921

SUBSTANCE	POSSIBLE LONG-TERM EFFECTS	DEPENDENCE POTENTIAL
Alcohol	Toxic psychosis, addiction, neurological and liver damage, fetal alcohol syndrome	Yes
Amphetamines <i>Uppers, Speed</i>	Loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis	Yes
Barbiturates <i>Barbs, Bluebirds, Blues</i>	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression	Yes
Cocaine and Cocaine Freebase <i>Coke, Crack</i>	Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury	Yes
Codeine	Addiction, constipation, loss of appetite, lethargy	Yes

Heroin <i>H, Junk, Smack</i>	Addiction, constipation, loss of appetite, lethargy	Yes
LSD <i>Acid</i>	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, hallucinations	Possible
MDA, MDMA, MOMA, MDE <i>Ecstasy, xtc</i>	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating	Possible
Marijuana Cannabis <i>Pot, Grass, Dope, Weed, Joint</i>	Bronchitis, conjunctivitis, possible birth defects	Yes
Mescaline/Peyote Cactus <i>Mesc, Peyote</i>	May intensify existing psychosis, anxiety, lack of coordination, sweating, chills, and shivering	Possible
Methaqualone <i>Ludes</i>	Coma, convulsions	Yes
Morphine <i>M, Morph</i>	Addiction, constipation, loss of appetite	Yes
PCP <i>Crystal, Tea, Angel dust</i>	Psychotic behavior, violent acts, psychosis	Yes
Psilocybin <i>Magic mushrooms, Shrooms</i>	May intensify existing psychosis	Possible
Steroids <i>Roids, Juice</i>	Cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced sterility, stroke, hypertension, congestive heart failure, liver damage	Yes

SUBSTANCE	AMOUNT	POTENTIAL PENALTY—FIRST OFFENSE
Heroin	1 kg or more	Prison: Not less than 10 years, not more than life Fine: Up to \$4 million
Cocaine	5 kg or more	
Crack Cocaine	50 gm or more	

Methamphetamine	100 gm or more	
PCP	100 gm or more	
LSD	10 gm or more	
Marijuana	1,000 kg or more	
Heroin	100-999 gm	Prison: Not less than 5 years, not more than 40 years Fine: Up to \$2 million
Cocaine	500-4,999 gm	
Crack Cocaine	5-49 gm	
Methamphetamine	10-99 gm	
PCP	10-99 gm	
LSD	1-10 gm	
Marijuana	100-1000 kg	
Amphetamines	Any amount	Prison: Up to 5 years
Barbiturates	Any amount	Fine: Up to \$250,000
Marijuana	50-100 kg	Prison: Up to 20 years, Not more than life if death or serious bodily injury results from use of the substance.
Hashish	10-100 kg	
Hash Oil	1-100 kg	
Marijuana	Less than 50 kg	Prison: Up to 5 years
Hashish	Less than 10 kg	Fine: Up to \$250,000
Hash oil	Less than 1 kg	

FULL-TIME FACULTY AND STAFF

Listed below are the full-time personnel of Southeastern Technical College. The year in parenthesis indicates the initial year of employment.

Adams, Tracey (1997)

Vice President for Institutional Advancement

- M.P.A., Georgia Southern University

- A.B., University of Georgia

Altman, Cheryl (1990)

Continuing Education Coordinator

- IOT Diploma, Southeastern Technical College

Atkins, Lindsay (2004)

Bookstore Manager

- B.S., Georgia Southern University

Atkins, Marti (2004)

Fatherhood Program Assistant

- A.A.S., East Georgia College

Barfield, Ann (2003)

Maintenance

Barr, Joanne (1992)

Administrative Assistant

Bates, Charlotte – MT (ASCP) (2006)

Medical Laboratory Technology Program Director/Instructor

- M.Ed., Georgia Southern University

- B.S. Medical Technology, Medical College

of Georgia

- B.S. Biology, Georgia Southern University

Beasley, Lucky (1997)

Maintenance

Blaxton, Keith (2005)

Welding Instructor

- Certified Welding Inspector/Certified Welding

Educator

- Industry Related Certifications
- Work Experience In-Field
- Member of American Welding Society

Blizzard, Marie (2003)

Director of Facilities

- B.S. Engineering, Georgia Southern University
- Diploma, Accounting, Swainsboro Tech

Braddy, Donna Jean—RN (2005)

Medical Assisting Instructor

- B.S.N., Nursing, Medical College of Georgia
- A.S.N., Pre-Nursing, Middle Georgia College

Burns, Jennifer (2004)

Financial Aid Technician

- BOT Diploma, Southeastern Technical College
- Medical Coding Certificate, Southeastern Technical College
- Cosmetology Diploma, Southeastern Technical College

Busby, Julie (1997)

Auditorium Manager

- B.F.A., Georgia Southwestern College

Cartee, Dawn (1999)

Vice President for Academic Affairs

- Ed.D., Georgia Southern University
- Ed.S., Georgia Southern University
- M.Ed., Georgia Southern University
- B.B.A., Georgia Southern University

Carter, Cynthia (2003)

New Connections to Work Coordinator

- B.S., Georgia Southern University

Carter, Tara – R.T.(R)(M)(CT),RDMS (2004)

Radiology Technology Clinical Coordinator

- Radiologic Technology Diploma, Gwinnett Technical Institute
- Licensed Radiologic Technologist ARRT
- Licensed Mammographer ARRT
 - Licensed Computer Tomographer ARRT
- Registered Diagnostic Medical Sonographer ARDMS

Coleman, Teresa (1996)

Vice President of Operations and Fiscal Affairs

- B.B.A., University of Georgia

Dasher, Josh (2002)

Director of Financial Aid

- B.B.A., Brewton-Parker College
- M.S.M.I.S., Strayer University

Dasher, Leah W. (2003)

Learning Resources Specialist

- B.B.A., Brewton-Parker College
- M.S.M.I.S., Strayer University

Davis, Karen (2004)

Pharmacy Technology Instructor

- Certified Pharmacy Technician (CPhT)

DeLoach, Teresa (2004)

Glennville Maintenance

Dotson, Barry (1994)

Vice President for Student Affairs

- M.Ed., Georgia Southern University

- A.B.J., University of Georgia

Dupree, Jimmy (2006)

Mathematics Instructor

- Ed.S., Administration & Supervision, Georgia Southern University
- M.Ed., Administration & Supervision, Georgia Southern University
- B.S., Ed., Junior High, Georgia Southern University

Felkel, Shane (2003)

Technology Support Specialist

- A.A.T., CIS Web Site and Networking, Southeastern Technical College
- Electronics Diploma, Heart of Georgia Technical College

Gaffney, Christine (2001)

Maintenance

Gariepy, Jennifer (2005)

Early Childhood Care and Education Instructor

- M.Ed., Elementary Education, West Georgia University
- B.S., English Education, University of Georgia

Graham, Paul (2001)

Director of Information Technology

- M.S., Applied Computer Science, Columbus State University
- B.S., Valdosta State University
- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA iNet+ Certification
- Microsoft Certified Professional (MCP)
- Certified Internet Webmaster (CIW)
- MCSA
- MCSE

Gramiak, Jennifer (2006)

Dental Hygiene Program Director/Instructor

- B.S., Dental Hygiene, Medical College of Georgia

Griggs, Kathy (2003)

Glennville Admissions Secretary

Gwynn, Ruth (1993)

Payroll/Personnel

- Accounting Diploma, Southeastern Technical Institute

Hardy, Casandra (2001)

Career Transition Specialist

- A.A.S., East Georgia College
- BOT/PN Diploma, Southeastern Technical College

Harmon, Ashley (2002)

Marketing Management Instructor

- M.B.A., Georgia Southern University
- B.B.A., Georgia Southern University

Harris, Gretchen (1999)

TANF/Adult Literacy Instructor

- B.S., Virginia Commonwealth University

Hart, Bee (2003)

Mathematics Instructor

- M.S., Mathematics, Georgia Southern University
- BSCEM, Chemistry, University of Georgia

Hart, Brad (2005)

Director of Enrollment Services

- B.S., Georgia Southern University

Hart, Judy (1993)

Secretary/Receptionist

- IOT Diploma, Southeastern Technical College

Helms, Lance (2003)

Director of Career Services

- B.B.A., Georgia Southern University

Hinson, Brooke—RN (2005)

Practical Nursing Instructor

- A.S.N., Middle Georgia College
- P.N., Altamaha Technical College

Holland, Victoria (1990)

Administrative Secretary to the VPAA

- BOT Diploma, Southeastern Technical Institute

Horton, Inez (2001)

Admissions Secretary

- BOT Diploma, Southeastern Technical College

Jarriel, Lawrence

Georgia Fatherhood Coordinator

Jenkins, Harry T. (2001)

Community Training Center Manager

- EMT Certificate, Swainsboro Tech
- Paramedic Certificate – Region V EMS
- Level 1 EMS (First Responder) Instructor
- ACLS Instructor
- PALS Instructor
- BLS Instructor (CPR & First Aid)
- PHTLS Instructor
- GEMS Instructor

- EMT-P

Jernigan, Tina (2003)

Business Office Technology Instructor (BOT)

- MHRM, DeVry University, Keller Graduate School of Management
- B.B.A., Georgia Southern University
- A.A., East Georgia College
- Graduate Certificate in Accounting, DeVry University, Keller Graduate School of Management
- Microsoft Office User Specialist Certification (MOUS) Word, PowerPoint

Johnson, Lance (1991)

Dean, Business, Industrial, and Environmental Technologies

- Ed.D., University of Georgia
- Ed.S., University of Georgia
- M.Ed., University of Georgia
- B.S., Georgia Southwestern College

Jones, James F. (2000)

Paramedic Technology Instructor

- EMT Certificate, Southeastern Technical Institute
- Paramedic Certificate, Dodge County Hospital
- GTCSG Certificate Paramedic Instructor
- Georgia DHR Certified Paramedic Instructor
- EMT-P

Kennedy, Joan (1993)

Adult Literacy Instructor

- B.S.Ed., Georgia Southern University

Kicklighter, Sandi (2004)

Cosmetology

- Master Cosmetologist, Billy Wilson School of Cosmetology

- Internationally Trained Loreal Color Expert Team

Kimball, Bobby (2001)

Air Conditioning Technology Instructor

- E.P.A. Universal Certification—Refrigerant Recovery
- State of Georgia Class II Unrestricted Conditioned Air License
- Joint Apprenticeship Training Diploma
- Member—Air Conditioning Contractors of America
- Member—Conditioned Air Association of Georgia

Lane, Diana (1991)

Student Records Coordinator

- IOT Diploma, Altamaha Technical Institute

Linebarger, Phillip (2001)

Electronics Technology Instructor

- B.S.B.A., Information Technology, Colorado Technical University
- AAT, Electronics, Southeastern Technical College
- State of Georgia Unrestricted Low Voltage Contractor
- ETA Associate Certified Electronics Technician
- ETA Certified Fiber Optics Installer

Lively, Amanda (2000)

Registrar

- M.S., Georgia Southern University
- B.A., Brewton-Parker College

McCall, Kathy (2003)

Student Affairs Secretary

- Microcomputer Specialist Diploma, Southeastern
Technical College

Meehan, Cathryn (1995)

President

- Ed.D., University of Georgia
- M.Ed., University of Georgia
- B.B.A., University of Georgia

Moye, Stephanie (1997)

Computer Information Systems (CIS) Instructor

- M.S.I.S. Strayer University
- B.B.A., Georgia Southern University
- A.A., East Georgia College
- Microsoft Certified Professional (MCP)
- Microsoft Certified Systems Engineer (MCSE)
- Cisco Certified Network Administrator (CCNA)

Nail, Charla (1999)

Vice President for Institutional Effectiveness

- M.Ed., Troy State University
- B.S., Georgia Southern University
- A.S., Brunswick College

Nesmith, Eide (2002)

Institutional Research Coordinator

- B.B.A., Georgia Southern University

Nickel, Cristy (2005)

English Instructor

- M.Ed., English, Coastal Carolina University
- B.A., English, Oglethorpe University

Oglesby, Susan

Financial Aid Technician

- Accounting Diploma, Southeastern Technical College

Page, Rosalind

Adult Literacy Instructor

- B.A., English and French, The Woman's College of Georgia

Patrick, Lula (1992)

Maintenance

Pina, Veronica (2000)

Accounting Payable Clerk

- Accounting Diploma, Southeastern Technical College

Pittman-Willhite, Dusty (2005)

Academic Affairs Secretary

- Business Office Technology Diploma, Southeastern Technical College
- Microsoft Office User Specialist Certification (MOUS) Word, Excel

Powell, Denise (1997)

Director of Accounting

- B.S., Accounting, Brewton-Parker College
- Accounting Diploma, Southeastern Technical College

Poe, Joel (2005)

Computer Support Specialist

- Computer Technician

Powell, Greg (1990)

Plant Maintenance Supervisor

Raines, Karann (2001)

Criminal Justice Instructor

- M.Ed., Criminal Justice, Troy University
- B.S., Criminal Justice, Georgia Southern University

Register, Tana

Adult Literacy Instructor

- M. Ed., Georgia Southern University

- B.S. Ed., University of Georgia

Renfro, Vicki – RN (2002)

Practical Nursing Instructor

- B.S.N., Georgia Southern University

Rhymes, Nora (2000)

Administrative Services Technician

- A.A.S., Business, East Georgia College
- Accounting/BOT Diploma, Southeastern Technical College

Robison, Gina (1993)

Business Office Technology (BOT) Instructor

- M.Ed., Georgia Southern University
- B.S.Ed., Brewton-Parker College
- Microsoft Office User Specialist Certification (MOS) Word Expert, Excel Expert, Access, PowerPoint

Roessler, Dana – RN (1997)

Medical Assisting Program Director & Health Sciences Core Instructor

- B.S.N., Texas Woman's University

Rogers, Carla (1995)

Banner AR Technician

- Accounting Diploma, Southeastern Technical College

Rowell, Melissa (1996)

Admissions Technician

- IOT Diploma, Southeastern Technical Institute

Rustin, Susan (1999)

Business and Industry Services Specialist

- A.A.S., East Georgia College
- BOT Diploma, Southeastern Technical Institute

Salter, Brooke (2002)

Purchasing Technician

- Accounting/BOT Diploma, Southeastern Technical College

Smith, Deborah (2003)

Surgical Technology Program Director/Instructor

- A.S. in Nursing, Augusta State University
- Certified Nurse in the Operating Room
- Member – Association of Operating Room Nurses
- Member – Association of Surgical Technologist,

Associate

- BLS Instructor
- Legal Nurse Consultant, Kaplan University

Spivey, Vicki (1996)

Management and Supervisory Development Instructor

- M.B.A., Strayer University
- M.Ed., Georgia Southern University
- B.B.A., University of Georgia

Stewart, Dianne Flythe (2000)

Dean, Health Sciences and Human Services

- M.Ed., Adult Education, Georgia Southern University
- B.S.Ed., Business Education, Georgia Southern University

Strange, Ricky (2005)

Commercial Truck Driving (CTD) Instructor

- 3rd Party Tester
- CDL License
- CPR Certified
- First Responder Certified

Stubbs, Larry (2003)

Glennville Campus, Dean of Operations and Programs

- M.Ed., Criminal Justice, Troy University
- B.S., Criminal Justice, Georgia Southern University
- A.S., Police Science and Criminology,

Miami-Dade Community College

Summerset, Rosetta (2005)

Adult Literacy Instructor

- Ed. S. in Science Education, Georgia Southern University
- M.S.T. in Science Education, Georgia Southern University
- B.S. Major in Biology, Savannah State University

Summey, Jane (2001)

Director of Library Services

- M.I.L.S., University of Michigan
- B.A., University of Nevada

Sweat, Lori (1995)

Accounting Instructor

- M.Acc., Strayer University
- Executive Graduate Certificate in Professional Accounting, Strayer University
- B.B.A., Georgia Southern University
- Certified Public Accountant
- Microsoft Office Specialist (MOS) Certification

Excel Expert

Taylor, John (2001)

Computer Information Systems (CIS) Instructor

- M.S., Applied Computer Science, Columbus State University
- B.S., University of Georgia
- Cisco Certified Network Administrator
- Certified Internet Webmaster

- CompTIA A+ Certification
- CompTIA Network + Certification
- CompTIA iNet + Certification
- MS Server 2000 Certification

Taylor, Kim (1998)

Adult Literacy Secretary

- A.A.S., East Georgia College
- IOT Diploma, Southeastern Technical Institute

Thomas, Helen (1995)

Special Needs Specialist

- B.B.A., Georgia Southern University

Thompson, Debby (1990)

Director of Adult Literacy

- Ph.D., Georgia State University
- Ed.S., Georgia Southern University
- M.Ed., Georgia Southern University
- B.S., Tift College

Threatt, Norm (2004)

Electrical Construction and Maintenance Instructor

- State of GA Low Voltage—General License
- State of GA Electrical Contractor—Non-Restricted License
- ELT Diploma, Swainsboro Technical College

Washington, Standley (1997)

Computer Network Support Specialist

- Electronics Technology Diploma, Southeastern Technical Institute
- A+ Certified Professional

West, Cheryl (2000)

Dean of General Education and Learning Support

- M.Ed., English, Georgia Southern University
- B.A., English, Tift College

Wilcox, Blythe (2000)

Director of Administrative Services

- B.A., Presbyterian College

Yarbrough, David (1997)

Vice President of Economic Development Programs

- M.Ed., University of Georgia
- B.S., University of Georgia

Yates, Elaine (2003)

Psychology Instructor

- M.S., Psychology Georgia College and State University
- B.S., Psychology Georgia College and State University

Yawn, Reba F. (2000)

Learning Support Instructor

- B.S.Ed., Georgia Southern University
- A.A., Brewton-Parker College

ADJUNCT FACULTY

Adams, Joseph

Electrical Construction and Maintenance Instructor

- Diploma, Electronics Technology, Southeastern Technical College
- State of Georgia Electrical Contractors License

Anderson, Peggy

Early Childhood Care and Education Instructor

- Ed.S., Georgia Southern University
- M.Ed., Georgia Southern University

- B.S., Georgia Southern University

Anderson, Tonya

Fundamental Occupational Course Instructor

- B.S. in Business Administration, Brewton-Parker College

Barr, Allison

Learning Support Instructor

- M.Ed., Georgia Southern University
- B.S., Ed., Georgia Southern University

Blocker, Julie (2002)

TANF/Adult Literacy Instructor

- M.Ed., Georgia Southern University
- B.S., Georgia Southern University

Boykin, Jack

Business and Industry Training Programs Instructor

- B.S., Industrial Management, Georgia Tech

Calhoun, Charlton

Accounting Instructor

- B.B.A., Accounting, Georgia Southern University
- Certified Public Accountant License
- In-field work experience as financial analyst

Callahan, Cecilia

Early Childhood Care & Education Instructor

- Ed.S, Brain Research, Nova University
- M.S., Elementary Education, Walden University
- B.S., Early Childhood Education, Brewton Parker College

Carter, Art

ESL Instructor

- J.O., Rutgers University
- M.A., New York University

- B.A., Indiana University

Carter, Marilyn

ECCE Instructor

- M.Ed., Early Childhood, Georgia Southern
- B.S., Early Childhood, Georgia Southern

Collins, Jessie

Adult Literacy Instructor

- B.S., Social Science, Allen University
- Special Education Certification, Atlanta University

Cowart, Larry (1998)

GED Examiner

- M.Ed., Valdosta State University
- B.A., Valdosta State University

Davis, Donna

Learning Support Instructor

- M.Ed., Georgia Southern University
- B.S.Ed., Georgia Southern University

Deen, Hilda

Adult Literacy Instructor

- B.S., Home Economics, University of Georgia

Dobbin-Albritton, Marjorie

English Instructor

- Ph.D., English Literature, University of Georgia
- M.A., American Literature, State University of New York, Fredonia
- B.A., State University of New York, Fredonia

Doolittle, Connie

Related Studies Instructor

- B.S., Brewton-Parker College

Fennell, Dustin

Computer Information Technology Instructor

- M.S., Computer Information Systems, University of Phoenix
- B.S., Electronics Management, Southern Illinois University
- Network+ Certified Professional
- A+ Certified Professional
- Senior Certified Electronics Technician, ETA
- Certified Fiber Optics Installer, ETA

Frost, Paula “Pete”

English Instructor

- M.ED., Middle Grades, Georgia College and State University
- B.A., English, Mercer University

Fullum, Margaret

Adult Literacy Instructor

- B.A., Communications, University of Alabama

Gariepy, Donald

Sociology Instructor

- M.S. and B.S. Criminal Justice, Valdosta State University

Garner, Ruth

Speech Instructor

- M.A. in Communication, University of Missouri

Hammock, Lisa – MT

Phlebotomy Instructor

- A.M.T., Glenwood Paramedical Institute

Houser, Rusty

Executive Director, CLCP; Chief GED Examiner

- D. Min., Christian Life Science School of Theology
- M.A., Christian Life Science School of Theology

- B.A., Christian Life Science School of Theology

Howard, James

Science Instructor

- Ed.S., Science Education, Georgia Southern University
- M.Ed., Georgia Southwestern State University

Howard, Russell

Criminal Justice Instructor

- A.A., Criminal Justice, Brewton-Parker College
- B.A., Sociology, Brewton-Parker College

Jones, Chris

Chemistry Instructor

- Ph.D., Chemistry, University of Texas
- B.A., Physics, Erskine College

Kasay, Valerie

BOT Instructor

- M.S., Management Information Systems, Georgia College & State University
- M.B.A., Georgia Southern University
- B.S. Ed., University of Miami

Keene, Angela

Psychology Instructor

- M.Ed., Educational Psychology, Mississippi State University
- B.A., University of Georgia

Keene, Ken

Management and Supervisory Development Instructor

- M.B.A., Georgia Southern University
- B.S., Southern Polytechnic University

King, Lorna

Health Sciences Instructor

- LPN, Brunswick Jr. College

Kersey, Vicki

Mathematics Instructor

- M.Ed., Mathematics Education, Georgia Southern University
- B.S.Ed., Middle Grades Education, Georgia Southern University

Levernier, Edna

Business Instructor

- Ed.D., Educational Administration, Georgia Southern University
- M.B.A., Business Concentration, Georgia Southern University
- B.B.A., Accounting & Public Accounting, Georgia Southern University

May, James

Business Office Technology Instructor

- B.B.A., Georgia College and State University
- A.A., B.A & Economics, East Georgia College

Mize, Gloria

Mathematics Instructor

- M.B.A., State University of West Georgia
- B.S., Mathematics, Georgia Southern University

Mobley, Nell – RN

Health Sciences Instructor

- B.S.N., Georgia Southern University

Phillips, Patricia

CNA Instructor

- Licensed Practical Nursing Diploma, Southeastern Technical Institute

Rowell, Darrell

Adult Literacy Instructor

- B.S., Science Education, Georgia Southern University

Scott, Kathryn

Medical Coding Instructor

- Medical Coding Certificate, Southeastern Technical College
- Certified Coding Specialist

Sikes, Sandy

Learning Support Instructor

- M.Ed., Georgia Southern University
- Ed.S., Georgia Southern University
- B.S., Tift College
- A.A., Brewton-Parker College

Skeene, Kendra

Visual Communications Instructor

- BFA, Electronic Intermedia, University of Florida

Smith, Larry

ESL Instructor

- B.S., Middle Grade Education, Brewton-Parker College
- ESL Certification

Sollosi, Tim

English Instructor

- B.A. in English, Pensacola Christian College

Standard, David

Psychology Instructor

- B.A., Psychology, Brewton-Parker College

Stanley, Donna

Mathematics Instructor

- M.Ed., Math Education, Georgia State University
- B.S, Ed., Math Education, University of Georgia

Tatum, Christy

Mathematics Instructor

- M.Ed., Math Education, Georgia Southern University
- B.S, Ed., Math Education, Georgia Southern University

Telfair, Althea

Cosmetology Instructor

- Cosmetology Diploma, Southeastern Technical College
- Master Cosmetologist

Walden, Leigh Ann

Adult Literacy Instructor

- B.S., Middle Grades Education, Brewton-Parker College

Williams, Hazel

Adult Literacy Instructor

- B.S., Social Science, Savannah State

Health Sciences

Qualified health care professionals are essential in today's society. Southeastern Tech's Health Sciences Division currently offers degree, diploma and certificate programs in health care. These programs provide classroom instruction, as well as laboratory and/or clinical experiences, to make certain that students obtain the most current skills in their chosen health profession.

Students interested in Health Sciences Programs may obtain admission requirements information from the Admissions Office. Additional information about the sequence of course offerings and program costs are also available in this catalog.

Prior to starting clinical or laboratory training, or enrolling in courses requiring personal protective equipment, students must have completed a physical exam and a #4402 Forensic Drug panel (7) or similar drug screening. In some cases, a dental exam is also required. Students will also be required to purchase medical professional liability insurance.

In most programs, students are required to purchase uniforms; and, in some, laboratory supplies and materials are required.

Special Note: Conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to

the appropriate board is required. Faculty advisors will provide information about this procedure.

General Education Core Competencies

The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.

STC has identified the following general education core competencies that graduates of associate degree programs will attain.

- The ability to utilize standard written English to produce coherent, well-developed writings.
- The ability to effectively communicate orally in a public setting.
- The ability to solve practical mathematical problems.
- The ability to utilize critical thinking skills.
- The ability to effectively utilize basic computer skills.

Technical Standards for Health Sciences Education

The Health Sciences Division faculty have specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in Health Sciences programs and professional practice.

1. Ability to work in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*
2. Ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.*
3. Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.*
4. Ability to lift devices (weighing up to 50 pounds).
5. Ability to communicate clearly, to monitor and instruct patients before, during, and after procedures. (Documented by satisfactory completion of general education requirements).
6. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.*
7. Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion. (Documented by meeting program admission status)

* Documented by physical exam.

***Medical Laboratory Technology
Associate of Applied Science
Degree Program***

The Medical Laboratory Technology associate degree program is a sequence of courses that prepares students for technician positions in medical laboratories and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Medical Laboratory Technology Associate of Applied Science degree and have the qualifications of a medical laboratory technician.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for positions in medical laboratories as technicians.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	75	

- Complete all MLT and core courses with a minimum grade of “C”;
- Take the PSB and the score will be utilized to rank admission into the program.

MEDICAL LABORATORY TECHNOLOGY CURRICULUM

The standard curriculum for the Medical Laboratory Technology program is designed for the quarter system. A student may begin taking core classes anytime during the year prior to the January that the Medical Laboratory Technology program begins. To graduate, degree-seeking students must earn a minimum of 120 quarter credit hours. The program generally takes 8 quarters to complete.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **35**

CHM 191*	Chemistry I	5
CHM 192*	Chemistry II	5
ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
SPC 191*	Fundamentals of Speech	5
MAT 191*	College Algebra (OL)	5
PSY 191*	Introductory Psychology (OL)	5

OCCUPATIONAL COURSES **82**

AHS 104*	Introduction to Health Care	3
BIO 193*	Anatomy and Physiology I	5
BIO 194*	Anatomy and Physiology II	5
MLT 101*	Introduction to Medical Laboratory Technology	3
MLT 103*	Urinalysis/Body Fluids	3
MLT 104*	Hematology/Coagulation	8
MLT 105*	Serology and Immunology	3
MLT 106*	Immunochemistry	7
MLT 107*	Clinical Chemistry	7
MLT 108*	Microbiology	8

MLT 109*	Clinical Phlebotomy/ Urinalysis/Serology Practicum**	4
MLT 110*	Clinical Immunohematology Practicum**	6
MLT 111*	Clinical Hematology/Coagulation Practicum**	6
MLT 112*	Clinical Microbiology Practicum**	6
MLT 113*	Clinical Chemistry Practicum**	6
MLT 118*	MLT Licensure Review I	1
MLT 119*	MLT Licensure Review II	1
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

C" or higher is required for designated courses

(OL) designation indicates course is available online in selected quarters.

*** Students with one quarter or greater lapse before enrolling in MLT 109, must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off.*

*** Students with 2 quarters or greater lapse between critical program courses **must** pass a comprehensive written exam with the grade of 75 or better and pass a clinical skills check-off. Critical program courses are: MLT 103, MLT 104, MLT 105, MLT 106, MLT 107, MLT 108.*

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$3,047

Books/Supplies: \$1,300

Uniform Costs: Approximately \$250

Liability Insurance: \$12 per year

Physical Exam: \$150

#4402 Forensic Drug Panel (7) or similar

screening: \$25

Criminal Background Check: \$50

TB Test: \$40

Hepatitis B Series: \$100

SPECIAL PROGRAM FEATURES

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, <http://www.naacls.org/>.

National Accrediting Agency

for Clinical Laboratory Sciences

8410 W. Bryn-Mawr Avenue, Suite 670

Chicago, IL 60631-3415

(773) 714-8880

CLINICAL REQUIREMENTS

Prior to beginning practicum courses, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor. Students may not receive pay from the clinical site for practicum hours. Students are assigned to appropriate clinical sites by the program director.

The MLT Clinical Rotations are designed to give the student an opportunity for in-depth application and reinforcement of principles and techniques learned in the theory classes. Therefore, each MLT clinical course requires successful completion of the prerequisite theory class/es before a student can enroll in the associated clinical course.

Clinical Education Courses include: Hours:

MLT 109 - Clinical Phlebotomy,

Urinalysis, And Serology 120

MLT 110 – Clinical Immunohematology 200

MLT 111 - Clinical Hematology

and Coagulation 200

MLT 112 - Clinical Microbiology 200

MLT 113 - Clinical Chemistry 200

There are specific rules and guidelines that must be followed in order to successfully pass each clinical course.

Clinical attendance is strict and must be followed. These rules are set in place by the GTAE. Clinicals are usually Monday through Friday beginning at 6:30am, but may be later depending on the individual clinical sites. Students are required to complete the minimum hours listed above for each clinical course. If a student misses more than 24 hours from any clinical rotation, he/she will be dropped from the course.

Students may be required to travel up to two hours for clinical rotations and are responsible for their own transportation to the clinical site.

Readmission to the Medical Laboratory Technology Program

Students dropped from any Medical Laboratory Technology Program course for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Medical Laboratory Technology course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Medical Laboratory Technology curriculum in which the minimum grade of "C" was not earned. This policy applies to transfer students the same as for students fully in residence.

Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section "Admission of Medical Laboratory Technology Students". Students will be required to pass both a comprehensive written and a clinical skills competency exam with a minimum score of 75% or better on each exam to be eligible to compete for readmission. Students granted readmission to the Medical Laboratory Technology Program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

Medical Assisting Diploma Program

Medical assistants are multiskilled allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices, performing administrative and clinical procedures.

The Medical Assisting program prepares students for employment in a variety of positions in allied health care. The Medical Assisting program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for positions as medical office assistants, medical secretaries, medical receptionists, clinical staff, laboratory assistants, and other related health care professionals.

LICENSURE/CERTIFICATION

The graduates of the program are eligible to take the Certified Medical Assistant Examination. (Felons are not eligible to sit for the CMA exam unless the Certifying Board grants a waiver based on certain mitigating circumstances.)

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

MEDICAL ASSISTING CURRICULUM

The standard curriculum for the Medical Assisting program is designed for the quarter system. A student may enter the program in the Fall and Spring quarters on the Vidalia campus once all core classes are completed (including BUS 101 and BUS 106). To graduate, diploma-seeking students must earn a minimum of 84 quarter credit hours. The program generally takes 5 quarters to complete.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	15
ENG 101* English	5
MAT 101* General Math	5
PSY 101* Basic Psychology [OL]	5
OCCUPATIONAL COURSES	66

AHS 101*	Anatomy and Physiology (OL)	5
AHS 104*	Introduction to Health Care	3
AHS 109*	Medical Terminology (OL)	3
BUS 101*	Beginning Document Processing	5
MAS 101*	Legal Aspects of the Medical Office	2
MAS 103*	Pharmacology	5
BUS 106*	Office Procedures (OL)	5
MAS 108*	Medical Assisting Skills I	5
MAS 109*	Medical Assisting Skills II	5
MAS 112*	Human Diseases (OL)	5
MAS 113*	Maternal and Child Care	5
MAS 114*	Medical Administrative Procedures I	3
MAS 115*	Medical Administrative Procedures II	3
MAS 117**	Medical Assisting Externship	8
MAS 118*	Medical Assisting Seminar	4
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

**Students with two quarters or greater lapse between critical program courses must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off. Critical program courses are: MAS 103, MAS 108, MAS 109, and MAS 115.

**Students with one quarter or greater lapse before enrolling in MAS 117, Medical Assisting Externship, must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,265

Books/Supplies: \$1,100

Uniform Costs: Approximately \$250*

Liability Insurance: \$12 per year

Certification Exam: \$95

Physical Exam: \$150

TB Test: \$40

Hepatitis B Series: \$100

#4402 Forensic Drug Panel (7) or similar

screening: \$25

Criminal Background Check: \$50

* *Uniforms are required beginning 3rd quarter.*

SPECIAL PROGRAM FEATURES

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation
of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

(727) 210-1300

CLINICAL EDUCATION

Number of Clinical Sites: 20

General Location of the Clinical Sites:

Tattnall, Toombs, Montgomery, Appling, Jeff Davis, Evans, and Wheeler counties.

Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Beginning third quarter students **must** submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Medical Assisting Externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. The 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.

The Externship requires that the student spend a minimum of 24 hours a week in a supervised work setting, for a total of 240 hours. Students may not receive pay from the clinical site for externship hours. If the student misses more than 24 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the externship coordinator.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday and 8:00 a.m.-12 noon on Saturdays. However, some clinicals may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

Paramedic Technology Diploma Program

The Paramedic Technology program prepares students for employment in paramedic positions in today's health services field. The Paramedic Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology diploma and are eligible to sit for the National Registry of EMTs, and the paramedic licensure exam.

EMPLOYMENT OPPORTUNITIES

After successfully passing the licensure exam, graduates from the paramedic Technology program are eligible for employment as primary, pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency room, health clinics, and industrial facilities.

LICENSURE/CERTIFICATION

Students who complete the program are eligible to sit for the national registry exam to become paramedics.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Submit documentation of current certification as an EMT-B or EMT-I by Georgia, another state, or the National Registry of EMTs;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

Students with two quarters or greater lapse between critical program courses must pass a comprehensive written exam with a grade of 75% or better and pass a practical skills check-off. Critical program courses are: EMS 129, EMS 130, EMS 131, EMS 132, EMS 133, EMS 134, EMS 135, EMS 136. All clinical hours must be completed within the 4 quarter immediately prior to program completion.

PARAMEDIC TECHNOLOGY CURRICULUM

The standard curriculum for the Paramedic Technology program is designed for the quarter system. Students are admitted into the Paramedic Technology program every 5th quarter and courses are taught evenings only. The diploma requires 78 credit hours to complete and can generally be completed in 6 quarters.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **10**

ENG 101* English 5

MAT 101* General Math 5

OCCUPATIONAL COURSES **65**

AHS 101* Anatomy and Physiology (OL) 5

EMS 126* Introduction to the
Paramedic Profession 3

EMS 127A* Patient Assessment I 2

EMS 127B* Patient Assessment II 2

EMS 128* Applied Physiology
and Pathophysiology 3

EMS 129* Pharmacology 4

EMS 130* Respiratory Management
and Function 5

EMS 131* Trauma 5

EMS 132* Cardiology I 5

EMS 133* Cardiology II 5

EMS 134* Medical Emergencies 4

EMS 135* Maternal/Pediatric Emergencies 5

EMS 136*	Special Patients	2
EMS 200A*	Clinical Application of Advanced Emergency Care I	2
EMS 200B*	Clinical Application of Advanced Emergency Care II	4
EMS 200C*	Clinical Application of Advanced Emergency Care III	4
EMS 201*	Summative Evaluations	5
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,656

Books/Supplies: \$1,100

Uniform Costs: \$100

Liability Insurance: \$47 per fiscal year

National Registry Board Fee: \$50 + site fee

#4402 Forensic Drug Panel (7) or similar

screening: \$25

Hepatitis B Series: \$100

Criminal Background Check: \$50

CLINICAL EDUCATION

Number of Clinical Sites: 1

(Southeastern Tech reserves the right to add additional sites as needed.)

General Location of the Clinical Sites:

Toombs County.

Special Requirements of the Clinical Sites:

- CPR Certification;
- Hepatitis B vaccine, based on Clinical site requirements.

Pharmacy Technology Diploma Program

The Pharmacy Technology program is a sequence of courses that prepares students for careers in the pharmacy field. Pharmacy Technology program graduates are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescriptions under supervision of a pharmacist. Program graduates are to be competent in the general areas of communication, math, interpersonal relations, and computer literacy. Graduates are also to be competent to perform basic occupational functions including pouring, weighing, or measuring dosages; grinding, heating, filtering, dissolving, and mixing liquid or soluble drugs and chemicals; procuring, storing, and issuing pharmaceutical materials and supplies; and maintaining files and records. Graduates of the program receive a Pharmacy Technology diploma which qualifies them as pharmacy technicians.

EMPLOYMENT OPPORTUNITIES

Graduates of the Pharmacy Technology program are prepared for employment positions in hospital pharmacies, retail pharmacies, home infusion pharmacies, institution pharmacies, military base pharmacies, major drug companies, and other healthcare facilities requiring qualified professional personnel.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Complete MAT 101 and SCT 100 with a grade of “B” or higher;
- Complete core courses with an overall 3.0 GPA;
- Complete AHS 101, AHS 109, and ENG 101 prior to taking the PSB;

- Must score within the 25th percentile on PSB.

PHARMACY TECHNOLOGY CURRICULUM

The standard curriculum for the Pharmacy Technology program is designed for the quarter system. The diploma requires 76 credit hours to complete and can generally be completed in 5 quarters. Students may enter the program during the Fall and Spring quarters.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 15

ENG 101*	English	5
MAT 101*	General Math	5
PSY 101*	Psychology (OL)	5

OCCUPATIONAL COURSES 58

AHS 101*	Anatomy and Physiology (OL)	5
AHS 105*	Basic Inorganic Chemistry	4
AHS 109*	Medical Terminology (OL)	3
PHR 100*	Pharmaceutical Calculations	5
PHR 101*	Pharmacy Technology	
	Fundamentals	5
PHR 102*	Principles of Dispensing	
	Medication	6
PHR 103*	Principles of Sterile	
	Medication Preparation	6
PHR 104*	Pharmacy Technology	
	Pharmacology	5
PHR 105*	Pharmacy Technology Practicum	7

PHR 106*	Advanced Pharmacy Technology Principles	5
PHR 107	Advanced Pharmacy Technology Practicum	7
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses

(OL) designation indicates course is available online in selected quarters.

** Students with one quarter or greater lapse before enrolling in PHR 106, Advanced Pharmacy Technology Principles, or PHL 107, Pharmacy Technology Practicum, must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off.

** Students with 2 quarters or greater lapse between critical program courses **must** pass a comprehensive written exam with the grade of 75 or better and pass a clinical skills check-off. Critical program courses are: PHR 100, PHR101, PHR 102, PHR 103 and PHR 104.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,265

Books/Supplies: \$900

Uniform Costs: \$75

Liability Insurance: \$12 per calendar year

Testing Fee: \$60

Criminal Background Check: \$25

#4402 Forensic Drug Panel (7) or similar

screening: \$40

Physical Exam: \$80

TB Test: \$40

Hepatitis B Series: \$100

PRACTICUM EDUCATION

Practicum Sites:

Hospital pharmacies and retail pharmacies.

General Location of the Practicum Sites:

Toombs, Tattall, and Montgomery Counties and surrounding areas.

Special Requirements of the Practicum Sites:

- CPR Certification;
- Hepatitis B vaccine;
- Drug screening;
- Criminal Background check (*to include national*);
- TB test

Practicum Assignments

Pharmacy Technology students will be required to complete practicum assignments which will be given by the instructor at the beginning of the quarter. Requirements for practicum courses include a minimum of 21 hours a week in a supervised setting, for a total of 210 hours. Students may not receive pay from the sites for these hours. If a student misses more than 21 hours without prior authorization from the instructor, they will be automatically dropped from the course. Student evaluations are completed by the practicum site preceptor and the program instructor. The student is required to adhere to his/her practicum schedule at all times. No personal adjustments can be made unless it is an extreme emergency. All students must know that traveling may be required for practicum rotations.

Special Program Features

The Pharmacy Technology Program is accredited by the (ASHP) American Society of Health-System Pharmacists (<http://www.ashp.org/>):

American Society of Health-System Pharmacists

7272 Wisconsin Ave.

Bethesda, MD. 20814

(301) 657-3000

Students will be eligible to sit for the national certification exam given by the Pharmacy Technician Certification Board. Eligibility requirements for the PTCE exam include having never been convicted of a felony. Because of this policy, there may be an inability of the person with a conviction to work in the profession.

Practical Nursing Diploma Program

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

EMPLOYMENT OPPORTUNITIES

Graduates from this program will have a variety of employment opportunities awaiting them. After successfully passing the licensure exam, graduate nurses can work in hospitals, nursing homes, clinics and physician offices.

LICENSURE/CERTIFICATION

After successful completion of the Practical Nursing program, a graduate will apply to sit for the licensure exam. When this exam is passed, the graduate will receive a license to practice as a Licensed Practical Nurse in the state of Georgia.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Complete the following courses with a grade of “C” or better with a GPA of at least 3.0:

Hours

AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology	3
SCT 100	Introduction to Microcomputers	3
ENG 101	English	5
MAT 101	General Math	5
PSY 101	Psychology	5

- Complete the PSB Aptitude Exam for Practical Nursing and score in the 25th percentile in each section of the test.

Students must complete 3 out of the 7 courses listed above prior to taking the PSB Aptitude Exam for Practical Nursing. **Students are not required, but are strongly encouraged to take AHS 101, AHS 109, and AHS 104 prior to scheduling the exam.** *It is the student’s responsibility to contact the Admissions Office when 3 of the 7 courses have been completed.*

Selection into the Practical Nursing program is a competitive process. All applicants who have met the minimum requirements for admission will be rated by test scores and other quantitative terms within the admission process.

Upon notification by your instructor, you must complete these necessary forms:

- Verification of birth;
- Medical History form;
- Health Exam and a #4402 Forensic Drug Panel (7) or similar drug screening;

- Criminal Background Check;
- Affidavit of Non-Drug Dependency/Felony Conviction; and
- Hepatitis B Consent or Declination Form.

PRACTICAL NURSING CURRICULUM

Once a student has met the criteria above, then he/she will follow the sequence of Practical Nursing Practice courses outlined below. The standard curriculum for the Practical Nursing program is designed for the quarter system. After completing the 7 classes listed above, the program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 95 credit hours. Students may enter the program Fall and Spring quarters (daytime only).

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **15**

ENG 101* English 5

MAT 101* General Math 5

PSY 101* Psychology (OL) 5

OCCUPATIONAL COURSES **77**

AHS 101* Anatomy and Physiology (OL) 5

AHS 102* Drug Calculation
and Administration 3

AHS 103* Nutrition & Diet Therapy 2

AHS 104* Introduction to Health Care 3

AHS 109* Medical Terminology (OL) 3

NPT 112* Medical-Surgical Nursing I
Practicum 7

NPT 113* Medical-Surgical
Nursing II Practicum 7

NPT 212* Pediatric Practicum 2

NPT 213* Obstetrical Practicum 3

NPT 215* Leadership Practicum 2

NSG 110*	Nursing Fundamentals	10
NSG 112*	Medical-Surgical Nursing I	9
NSG 113*	Medical-Surgical Nursing II	9
NSG 212*	Pediatric Nursing	5
NSG 213*	Obstetrical Nursing	5
NSG 215*	Nursing Leadership (OL)	2
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,200

Uniform Costs: \$500

Liability Insurance: \$12 per year

Licensure Exam: \$240

Physical Exam: \$80

#4402 Forensic Drug Panel (7) or similar

screening: \$25

Criminal Background Check: \$50

TB Test: \$40

Hepatitis B Series: \$100

SPECIAL PROGRAM FEATURES

The Georgia Board of Nursing decides if a graduate will sit for the licensure exam. An extensive application from the graduate will be submitted to the board, including any information on prior felony convictions, which will be kept confidential.

CLINICAL EDUCATION

Number of Clinical Sites: Approximately 20

General Location of the Clinical Sites:

Toombs, Montgomery, and Tattnall counties.

Special Requirements of the Clinical Sites:

Special requirements of the Georgia Board of Nursing as well as Clinical Sites include: a physical exam along with blood work, up-to-date immunization records, drug screen, and criminal background check are required in order to attend clinical. Successful completion and current American Heart Association CPR status is also required.

Clinical Education Courses

Each nursing quarter requires successful completion of the designated theory class for that quarter before a student can attend the clinical part of the program. Clinicals are designed to give the student a real-life work experience of a Licensed Practical Nurse in a specific medical setting.

Clinical Education Courses include: Hours:

NPT 112	Medical-Surgical	
	Nursing I Practicum	210
NPT 113	Medical-Surgical	
	Nursing II Practicum	210
NPT 212	Pediatric Nursing Practicum	60
NPT 213	Obstetric Nursing Practicum	90
NPT 215	Nursing Leadership Practicum	70

There are specific rules and guidelines that must be followed in order to successfully pass each clinical course. Clinical attendance is strict and must be followed because these rules are set in place by the Georgia Board of Nursing. Any missed days of clinical must be made up.

Clinical Assignments

Clinicals usually begin at 6:30 a.m., but may be later depending on the individual clinical sites. Students are required by the Georgia Board of Nursing to spend a set amount of time in each clinical area designated by the Board. The students are responsible for their own transportation to the site.

Readmission to the Practical Nursing Program

Students dropped from the Practical Nursing program for attendance (i.e. maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Fundamental or Specific Occupational nursing course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Practical Nursing curriculum in which the minimum grade of "C" was not earned. Readmission to the program will be granted on a space available basis within the appropriate course sequence and will be based on the following criteria:

- Students must have a GPA of 3.0 or greater in the seven nursing core classes to be placed on the readmission list.
- In the event that there are two or more students who meet the GPA requirement, the students will be asked to submit an essay and/or arrange an interview with nursing faculty. One or both may be required in order to make a fair and final determination.

For Students to be granted readmission into the Practical Nursing program, the completion time frame from first admission date to completion date will be 24 months, beginning with students readmitted Summer Quarter 2006.

Radiologic Technology Diploma Program

The Radiologic Technology diploma program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology diploma, and have the qualifications of a radiographer.

EMPLOYMENT OPPORTUNITIES

Graduates of the Radiologic Technology program are prepared for responsible positions in hospitals, private clinics, doctors offices, and other institutions requiring qualified professional personnel.

LICENSURE/CERTIFICATION

To become Registered Technologists, graduates must pass the American Registry of Radiologic Technologists Examination.

ADMISSIONS CRITERIA

Submit a completed application and application fee;

Be at least 18 years of age;

Submit official high school transcript or GED transcript;

Submit official college transcripts, if applicable;

Complete ISSA TCC with an overall 3.0 GPA;
 Take the PSB while enrolled in the 3rd Quarter

Classes of ISSA TCC;

Score within the 30th percentile on the PSB;

Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

RADIOLOGIC TECHNOLOGY CURRICULUM

The standard curriculum for the Radiologic Technology program is designed for the quarter system. The diploma requires 84 credit hours to complete and can generally be completed in 7 quarters. Students may enter the program Fall quarter.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES **84**

RAD 103*	Body, Trunk and Upper Extremity Procedures	3
RAD 106*	Lower Extremities and Spine	3

RAD 107*	Principles of Radiographic Exposure I	4
RAD 109*	Contrast Procedures	3
RAD 113*	Cranium Procedures	2
RAD 116*	Principles of Radiographic Exposure II	3
RAD 117*	Radiographic Imaging Equipment	4
RAD 119*	Radiographic Pathology and Medical Terminology	3
RAD 120*	Principles of Radiation Biology and Protection	5
RAD 126*	Radiology Technology Review	4
RAD 132*	Clinical Radiography I	4
RAD 133*	Clinical Radiography II	7
RAD 134*	Clinical Radiography III	7
RAD 135*	Clinical Radiography IV	7
RAD 136*	Clinical Radiography V	7
RAD 137*	Clinical Radiography VI	9
RAD 138*	Clinical Radiology VII	9

** C or higher is required for designated courses.*

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,985

Books/Supplies: \$1,225

Uniform Costs: \$300

Liability Insurance: \$12 per year

Rad Tech Certification Exam: \$150

Film Badge (Female): \$350

Film Badge (Male): \$175

Criminal Background Check: \$50

Physical Exam: \$150

(does not include vaccinations)

#4402 Forensic Drug Panel (7) or similar

screening: \$25

TB Test: \$40

Hepatitis B Series: \$100

SPECIAL PROGRAM FEATURES

Upon completion of the program, students will be eligible to sit for the Certification Exam given by the American Registry of Radiologic Technologists. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with the conviction to work in the profession. The Radiologic Technology Program meets Georgia TCSG standards.

CLINICAL EDUCATION

Clinical Sites:

Area hospitals, private orthopedic offices, private imaging centers.

General Location of the Clinical Sites:

Toombs County and surrounding counties.

Special Requirements of the Practicum Sites:

CPR Certification; drug screening, Hepatitis B vaccine or Declination form; and two-step PPD annually.

Practicum Assignments

Radiology students will rotate through the clinical affiliates on a quarterly basis. Clinical assignments are made during the first shift hours, Monday through Friday and may include weekend rotations. Clinical assignment schedules will be distributed at the beginning of each quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only Program Faculty can approve changes in the clinical schedule. Students may be asked to travel up to one hour and thirty minutes from STC for clinical routines. During clinical rotations, the student will be responsible for all transportation.

Readmission to the Radiologic Technology Program

Students dropped from any Radiologic Technology program for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a C in a Radiologic Technology course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Radiologic Technology curriculum in which the minimum grade of C was not earned. This policy applies to transfer students the same as for students fully in residence.

Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section Admission of Radiologic Technology Students. Students will be required to pass both a comprehensive and a clinical skills competency exam with a minimum score of 80% on each exam to be eligible to compete for readmission. Students granted readmission to the Radiologic Technology program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

[Radiologic Technology Accreditation Page](#)

***Surgical Technology
Diploma Program***

The Surgical Technology diploma program prepares students for employment in a variety of positions in the surgical field. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

EMPLOYMENT OPPORTUNITIES

Graduates of the Surgical Technology program are prepared for responsible positions in hospitals, private clinics or other institutions requiring qualified professional personnel.

LICENSURE/CERTIFICATION

To become certified, Surgical Technologists, graduates must pass a national certification examination by the Liaison Council on Certification of Surgical Technology.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- If admission to program becomes competitive, entry to the program will be based on a GPA of 3.0 for core classes and 25% on the PSB exam;
- Complete core courses with an overall 3.0 GPA;
- Complete AHS 101, AHS 104, and ENG 101
prior to taking the PSB;
- Must score within the 25th percentile on PSB;
- Complete all core classes prior to Winter quarter.

SURGICAL TECHNOLOGY CURRICULUM

The standard curriculum for the Surgical Technology program is designed for the quarter system. The diploma requires 87 credit hours to complete and can generally be completed in 5 quarters. Students are admitted every Fall quarter.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **15**

ENG 101*	English	5
MAT 101*	General Math	5
PSY 101*	Psychology (OL)	5

OCCUPATIONAL COURSES **69**

AHS 101*	Anatomy and Physiology (OL)	5
AHS 104*	Introduction to Health Care	3
AHS 109*	Medical Terminology (OL)	3
SUR 101*	Introduction to Surgical Technology	6
SUR 102*	Principles of Surgical Technology	5
SUR 108*	Surgical Microbiology	3
SUR 109*	Surgical Patient Care	3
SUR 110*	Surgical Pharmacology	3
SUR 112*	Introductory Surgical Practicum	7
SUR 203*	Surgical Procedures I	6
SUR 204*	Surgical Procedures II	6
SUR 213*	Specialty Surgical Practicum	8
SUR 214*	Advanced Specialty Surgical Practicum	8
SUR 224*	Seminar in Surgical Technology	3

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,265

Books/Supplies: \$980

Uniform Costs: \$200

Liability Insurance: \$

Physical and Dental Exam: \$150

Criminal Background Check: \$50

#4402 Forensic Drug Panel (7) or similar

screening: \$25

Hepatitis B Series: \$100

TB Test: \$40

Professional/Organization Dues: \$55

CLINICAL EDUCATION

Clinical Sites:

Hospitals within a two-hour radius.

General Location of the Clinical Sites:

Toombs and surrounding counties. Students may have to travel to a site that is a maximum of two hours from Toombs County in order to experience the required case loads necessary to graduate.

Special Requirements of the Clinical Sites:

CPR Certification; drug screening; Hepatitis B vaccine; TB skin test; complete physical and dental exam.

Practicum Assignments

Surgical Technology students will rotate through the clinical affiliates as scheduled in the course sequence. The standard clinical case requirements that students must achieve is 125 cases in order to complete the program.

SPECIAL PROGRAM FEATURES

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

Commission on Accreditation
of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

(727) 210-1300

Students will be eligible to sit for the national certification examination given by the Liaison Counsel on Certification of Surgical Technology. The Liaison Counsel on Certification has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the certifying examination. Because of this policy, there may be an inability of the person with a conviction to work in the profession. The Surgical Technology program meets Georgia TCSG standards.

Certified Nurse Aide Certificate Program

A Certified Nurse Aide (CNA) is one of the most valuable assets to the health care team. The Certified Nurse Aide gives most of the basic care to the patient. The program provides a sequence of courses that emphasize a combination of theory and practical application necessary for successful employment.

EMPLOYMENT OPPORTUNITIES

Certified Nurse Aides primarily seek employment in long-term care facilities such as nursing homes, home health care agencies, and/or hospitals.

LICENSURE/CERTIFICATION

Students who successfully complete the coursework will be eligible to take the state written and practical exams to become a Certified Nurses Aides.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	33			
COMPASS	47			
SAT				
ACT				
CPE				

CERTIFIED NURSE AIDE CURRICULUM

The standard curriculum for the Certified Nurse Aide program is designed for the quarter system. Entrance into the program may begin any quarter for daytime and every other quarter for night program. The program can usually be completed in 1 quarter during the daytime, but generally takes 2 quarters to complete at night. To graduate, students must earn 16 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **3**

EMP 100* Interpersonal Relations and
Professional Development (OL) 3

OCCUPATIONAL COURSES **13**

AHS 109* Medical Terminology (OL) 3

CNA 100* CNA Fundamentals 8

CNS 108* Personal Nutrition 2

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$704

Books: \$280

Uniform Costs: \$75

Criminal Background Check: \$50

Liability Insurance: \$12 per calendar year

(required for CNA 100)

#4402 Forensic Drug Panel (7) or similar

screening: \$25

TB Test: \$40

Hepatitis B Series: \$100

Physical Exam \$80

CLINICAL REQUIREMENTS

Students must complete 20 clinical hours. Attire for clinical is a uniform consisting of a white shirt, navy or black pants or skirt, and white duty shoes.

Students must provide documentation of TB skin testing, physical exam, and Hepatitis B vaccination to the course instructor at the beginning of the quarter, as well as the required drug screening results. Criminal background check is also required for CNA 100 clinical hours. The Certified Nurse Aide State Exam is provided as a service upon completion of the program.

Emergency Medical Technician, Intermediate Certificate Program

The Emergency Medical Technician Intermediate certificate program provides students with knowledge, skills, and attitudes necessary to succeed in the EMT profession. This certificate program will allow students to sit for the National Registry Exam for Emergency Medical Technician-Basic at the end of the second quarter. The third and final quarter allows students to prepare for the National Registry Exam for Emergency Medical Technician - Intermediate (EMT-I). Students can obtain these certifications upon successful completion of the courses and the successful completion of the registry exams. The EMT-B certification is the entry-level classification required for employment with ambulance services in the state of Georgia.

EMPLOYMENT OPPORTUNITIES

After successfully passing the certification exam, graduates from the Emergency Medical Technician (EMT) program are eligible for employment as entry level, pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency rooms, health clinics, and industrial facilities.

LICENSURE/CERTIFICATION

Students who complete the program are eligible to sit for the national registry exam and become EMT-I's.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

Students with two quarters or greater lapse between critical program courses must pass a comprehensive written exam with a grade of 75% or better and pass a practical skills check-off. Critical program courses are: EMS 120, and EMS 121.

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE CURRICULUM

The standard curriculum for the Emergency Medical Technician, Intermediate program is designed for the quarter system. Entrance is in the Fall quarter and classes are taught in the evenings only. The certificate requires 24 credit hours to complete the program and can generally be completed in 3 quarters.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES		24
EMS 120*	Emergency Medical Technology I – Basic	8
EMS 121*	Emergency Medical Technology II – Basic	7
EMS 122*	Emergency Medical Technology – Intermediate	9

* "C" or higher is required for designated courses.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,539

Books/Supplies: \$350

Uniform Costs: \$100

Liability Insurance: \$47 per fiscal year

National Registry Board Fee: \$45; plus site fee

#4402 Forensic Drug Panel (7) or similar

screening: \$25

Criminal Background Check: \$50

Hepatitis B Series: \$100

CLINICAL EDUCATION

Number of Clinical Sites: 1

(Southeastern Tech reserves the right to add additional sites as needed.)

General Location of the Clinical Sites:

Toombs County.

Special Requirements of the Clinical Sites:

CPR Certification and Hepatitis B vaccine; based on clinical site requirements.

Health Care Assistant Certificate Program

• Electrocardiography Technician •

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary patient care technician, and phlebotomy

technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

EMPLOYMENT OPPORTUNITIES

The certificate program prepares graduates for employment in a variety of positions in medical facilities and offices. **Electrocardiography technicians** perform EKGs in hospitals, clinics, and physician’s offices. **Medical coders** review information in a patient’s medical chart and assign a code to each diagnosis and procedure. These codes are then used for medical information purposes and to determine the amount the hospital or physician will be reimbursed for the services provided to the patients. **Medical transcriptionists** listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. **Medical unit secretaries** coordinate the clerical and communication functions of a patient-care unit in hospitals and health care facilities. **Patient care technicians** work in health care facilities under the direct supervision of a licensed health care professional and are trained to perform clinical skills such as blood collection, EKGs, recording vital signs and patient treatments, and other tasks related to patient care. **Phlebotomists** collect blood samples for a range of medical tests.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Degree Option (students who wish to apply for AAS programs, i.e. Medical Laboratory Technology):

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37

SAT		480	440	
ACT		25	21	
CPE	75	75	79	

HCA, ELECTROCARDIOGRAPHY TECHNICIAN CURRICULUM

The standard curriculum for the HCA, Electrocardiography Technician option is designed for the quarter system. Students may enter the HCA, Electrocardiography Technician option during Fall and Spring quarters. The Electrocardiography option generally takes 4 quarters to complete. To graduate, students must earn a minimum of 44 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **15**

ENG 101* English 5

-OR-

ENG 191* Composition and Rhetoric (OL) 5

MAT 101* General Mathematics 5

-OR-

MAT 191* College Algebra (OL) 5

PSY 101* Psychology (OL) 5

-OR-

PSY 191* Introductory Psychology (OL) 5

OCCUPATIONAL COURSES **26**

AHS 101* Anatomy and Physiology (OL) 5

-OR-

BIO 193* Anatomy & Physiology I 5

AHS 104* Introduction to Healthcare 3

AHS 109* Medical Terminology (OL) 3

ECG 103*	Intro to Electrocardiography	3
ECG 105*	Electrocardiography Practicum	8
XXX xxx	Elective	4
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,592

Books/Supplies: \$900

Uniform Costs: \$75

Liability Insurance: \$12 per year

Physical Exam: \$150

Criminal Background Check: \$50

#4402 Forensic Drug Panel (7) or similar screening: \$25

TB Test: \$40

Hepatitis B Series: \$100

Health Care Assistant Certificate Program

• Medical Coding •

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary patient care technician, and phlebotomy technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

EMPLOYMENT OPPORTUNITIES

The certificate program prepares graduates for employment in a variety of positions in medical facilities and offices. **Electrocardiography technicians** perform EKGs in hospitals, clinics, and physician's offices. **Medical coders** review information in a patient's medical chart and assign a code to each diagnosis and procedure. These codes are then used for medical information purposes and to determine the amount the hospital or

physician will be reimbursed for the services provided to the patients. **Medical transcriptionists** listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. **Medical unit secretaries** coordinate the clerical and communication functions of a patient-care unit in hospitals and health care facilities. **Patient care technicians** work in health care facilities under the direct supervision of a licensed health care professional and are trained to perform clinical skills such as blood collection, EKGs, recording vital signs and patient treatments, and other tasks related to patient care. **Phlebotomists** collect blood samples for a range of medical tests.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Degree Option (students who wish to apply for AAS programs, i.e. Medical Laboratory Technology):

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

HCA, MEDICAL CODING CURRICULUM

The standard curriculum for the HCA, Medical Coding option is designed for the quarter system. Students may enter the HCA, Medical Coding option during Fall and Spring quarter, Vidalia campus, and

Winter and Summer quarter, Glennville campus. The Medical Coding option generally takes 4 quarters to complete. To graduate, students must earn a minimum of 44 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **15**

ENG 101* English 5

-OR-

ENG 191* Composition and Rhetoric (OL) 5

MAT 101* General Mathematics 5

-OR-

MAT 191* College Algebra (OL) 5

PSY 101* Psychology (OL) 5

-OR-

PSY 191* Introductory Psychology (OL) 5

OCCUPATIONAL COURSES **26**

AHS 101* Anatomy and Physiology(OL) 5

AHS 104* Introduction to Healthcare 3

AHS 109* Medical Terminology (OL) 3

MAS 112* Human Diseases (OL) 5

MAS 151* ICD-9 Coding I 3

MAS 152* ICD-9 Coding II 3

MAS 153* Physicians' Procedural Coding 3

XXX xxx Elective 1

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,538

Books/Supplies: \$800

Health Care Assistant Certificate Program

• Medical Transcription •

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary patient care technician, and phlebotomy technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

EMPLOYMENT OPPORTUNITIES

The certificate program prepares graduates for employment in a variety of positions in medical facilities and offices. **Electrocardiography technicians** perform EKGs in hospitals, clinics, and physician's offices. **Medical coders** review information in a patient's medical chart and assign a code to each diagnosis and procedure. These codes are then used for medical information purposes and to determine the amount the hospital or physician will be reimbursed for the services provided to the patients. **Medical transcriptionists** listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. **Medical unit secretaries** coordinate the clerical and communication functions of a patient-care unit in hospitals and health care facilities. **Patient care technicians** work in health care facilities under the direct supervision of a licensed health care professional and are trained to perform clinical skills such as blood collection, EKGs, recording vital signs and patient treatments, and other tasks related to patient care. **Phlebotomists** collect blood samples for a range of medical tests.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;

- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Degree Option (students who wish to apply for AAS programs, i.e. Medical Laboratory Technology):

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

HCA, MEDICAL TRANSCRIPTION CURRICULUM

The standard curriculum for the HCA, Medical Transcription option is designed for the quarter system. Students may enter the HCA, Medical Transcription option during Fall and Spring quarters. The Medical Transcription option generally takes 3 quarters to complete. To graduate, students must earn a minimum of 44 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **15**

ENG 101* English 5

-OR-

ENG 191* Composition and Rhet I 5

MAT 101* General Mathematics 5

-OR-

MAT 191*	College Algebra (OL)	5
PSY 101*	Psychology (OL)	5

-OR-

PSY 191*	Introductory Psychology (OL)	5
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OCCUPATIONAL COURSES 31

AHS 101*	Anatomy and Physiology (OL)	5
AHS 104*	Introduction to Healthcare	3
AHS 109*	Medical Terminology (OL)	3
BUS 101*	Beginning Document Processing	5
BUS 108*	Word Processing (OL)	7
MAS 114*	Medical Administrative Procedures I (OL)	3

-OR-

BUS 213*	Medical Document Processing/Transcription (OL)	5
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FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,187

Books/Supplies: \$800

Health Care Assistant Certificate Program

• Medical Unit Secretary •

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary patient care technician, and phlebotomy technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

EMPLOYMENT OPPORTUNITIES

The certificate program prepares graduates for employment in a variety of positions in medical facilities and offices. **Electrocardiography technicians** perform EKGs in hospitals, clinics, and physician's offices. **Medical coders** review information in a patient's medical chart and assign a code to each diagnosis and procedure. These codes are then used for medical information purposes and to determine the amount the hospital or physician will be reimbursed for the services provided to the patients. **Medical transcriptionists** listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. **Medical unit secretaries** coordinate the clerical and communication functions of a patient-care unit in hospitals and health care facilities. **Patient care technicians** work in health care facilities under the direct supervision of a licensed health care professional and are trained to perform clinical skills such as blood collection, EKGs, recording vital signs and patient treatments, and other tasks related to patient care. **Phlebotomists** collect blood samples for a range of medical tests.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;

- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Degree Option (students who wish to apply for AAS programs, i.e. Medical Laboratory Technology):

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

HCA, MEDICAL UNIT SECRETARY CURRICULUM

The standard curriculum for the HCA, Medical Unit Secretary option is designed for the quarter system. Students may enter the HCA, Medical Unit Secretary option during Fall and Spring quarters. The Medical Unit Secretary option generally takes 3 quarters to complete. To graduate, students must earn a minimum of 44 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **15**

ENG 101* English 5

-OR-

ENG 191* Composition and Rhet I 5

MAT 101* General Mathematics 5

-OR-

MAT 191*	College Algebra (OL)	5
PSY 101*	Psychology (OL)	5

-OR-

PSY 191*	Introductory Psychology (OL)	5
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OCCUPATIONAL COURSES 26

AHS 101*	Anatomy and Physiology (OL)	5
AHS 104*	Introduction to Healthcare	3
AHS 109*	Medical Terminology (OL)	3
BUS 101*	Beginning Document Processing (OL)	5
BUS 106*	Office Procedures (OL)	5
XXX xxx*	Electives	5

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,187

Books/Supplies: \$800

Health Care Assistant Certificate Program

• Patient Care Technician •

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary patient care technician, and phlebotomy technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

EMPLOYMENT OPPORTUNITIES

The certificate program prepares graduates for employment in a variety of positions in medical facilities and offices. **Electrocardiography technicians** perform EKGs in hospitals, clinics, and physician's offices. **Medical coders** review information in a patient's medical chart and assign a code to each diagnosis and procedure. These codes are then used for medical information purposes and to determine the amount the hospital or physician will be reimbursed for the services provided to the patients. **Medical transcriptionists** listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. **Medical unit secretaries** coordinate the clerical and communication functions of a patient-care unit in hospitals and health care facilities. **Patient care technicians** work in health care facilities under the direct supervision of a licensed health care professional and are trained to perform clinical skills such as blood collection, EKGs, recording vital signs and patient treatments, and other tasks related to patient care. **Phlebotomists** collect blood samples for a range of medical tests.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;

- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Degree Option (students who wish to apply for AAS programs, i.e. Medical Laboratory Technology):

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

HCA, PATIENT CARE TECHNICIAN CURRICULUM

The standard curriculum for the HCA, Patient Care Technician option is designed for the quarter system. Students may enter the HCA, Patient Care Technician option during Fall and Spring quarters. The Patient Care Technician option generally takes 5 quarters to complete. To graduate, students must earn a minimum of 46 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **15**

ENG 101* English 5

-OR-

ENG 191* Composition and Rhetoric (OL) 5

MAT 101* General Mathematics 5

-OR-

MAT 191* College Algebra OL 5

PSY 101* Psychology OL 5

-OR-

PSY 191* Introductory Psychology OL 5

OCCUPATIONAL COURSES 28

AHS 101* Anatomy and Physiology (OL) 5

-OR-

BIO 193* Anatomy & Physiology I 5

AHS 104* Introduction to Healthcare 3

AHS 109* Medical Terminology (OL) 3

ECG 103* Intro to Electrocardiography 3

PHL 103* Intro to Phlebotomy 4

CNA 100* CNA Fundamentals 8

PCT 117* Patient Care Clinical Externship 2

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,592

Books/Supplies: \$900

Uniform Costs: \$75

Liability Insurance: \$12 per year

Physical Exam: \$150

Criminal Background Check: \$50

#4402 Forensic Drug Panel (7) or similar

screening: \$25

TB Test: \$40

Hepatitis B Series: \$100

Health Care Assistant Certificate Program

• Phlebotomy Technician •

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary patient care technician, and phlebotomy technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

EMPLOYMENT OPPORTUNITIES

The certificate program prepares graduates for employment in a variety of positions in medical facilities and offices. **Electrocardiography technicians** perform EKGs in hospitals, clinics, and physician's offices. **Medical coders** review information in a patient's medical chart and assign a code to each diagnosis and procedure. These codes are then used for medi

information purposes and to determine the amount the hospital or physician will be reimbursed for the services provided to the patients. **Medical transcriptionists** listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. **Medical unit secretaries** coordinate the clerical and communication functions of a patient-care unit in hospitals and health care facilities. **Patient care technicians** work in health care facilities under the direct supervision of a licensed health care professional and are trained to perform clinical skills such as blood collection, EKGs, recording vital signs and patient treatments, and other tasks related to patient care. **Phlebotomists** collect blood samples for a range of medical tests.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Degree Option (students who wish to apply for AAS programs, i.e. Medical Laboratory Technology):

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

HCA, PHLEBOTOMY CURRICULUM

The standard curriculum for the HCA, Phlebotomy option is designed for the quarter system. Students may enter the HCA, Phlebotomy option during Fall and Spring quarters, Vidalia campus, and Winter and Summer quarters, Glennville campus. The Phlebotomy option generally takes 4 quarters to complete. To graduate, students must earn a minimum of 44 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 15

ENG 101* English 5

-OR-

ENG 191* Composition and Rhetoric (OL) 5

MAT 101* General Mathematics 5

-OR-

MAT 191* College Algebra (OL) 5

PSY 101* Psychology (OL) 5

-OR-

PSY 191* Introductory Psychology (OL) 5

OCCUPATIONAL COURSES 26

AHS 101* Anatomy and Physiology (OL) 5

AHS 104* Introduction to Healthcare 3

AHS 109* Medical Terminology (OL) 3

PHL 103* Introduction to Venipuncture** 4

PHL 105* Clinical Practice 8

XXX xxx* Electives 3

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

**Students with one quarter or greater lapse after completion of PHL 103 must re-take PHL 103 prior to enrolling in PHL 105.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,592

Books/Supplies: \$900

Uniform Costs: \$75

Liability Insurance: \$12 per year

Physical Exam: \$150

Criminal Background Check: \$50

#4402 Forensic Drug Panel (7) or similar

screening: \$25

TB Test: \$40

Hepatitis B Series: \$100

CLINICAL REQUIREMENTS

Students must complete a total of 240 clinical hours within PHL 105. Students must obtain 25 venipunctures and 5 fingersticks from their approved clinical site. Students will be responsible for securing the clinical sites with assistance from the instructor. Prior to beginning practicum courses, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by instructor.

Health Care Assistant Certificate Program

• Phlebotomy Technician •

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary patient care technician, and phlebotomy technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

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The certificate program prepares graduates for employment in a variety of positions in medical facilities and offices. **Electrocardiography technicians** perform EKGs in hospitals, clinics, and physician's offices. **Medical coders** review information in a patient's medical chart and assign a code to each diagnosis and procedure. These codes are then used for medical information purposes and to determine the amount the hospital or physician will be reimbursed for the services provided to the patients. **Medical transcriptionists** listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. **Medical unit secretaries** coordinate the clerical and communication functions of a patient-care unit in hospitals and health care facilities. **Patient care technicians** work in health care facilities under the direct supervision of a licensed health care professional and are trained to perform clinical skills such as blood collection, EKGs, recording vital signs and patient treatments, and other tasks related to patient care. **Phlebotomists** collect blood samples for a range of medical tests.

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- Be at least 17 years of age;
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TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Degree Option (students who wish to apply for AAS programs, i.e. Medical Laboratory Technology):

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

HCA, PHLEBOTOMY CURRICULUM

The standard curriculum for the HCA, Phlebotomy option is designed for the quarter system. Students may enter the HCA, Phlebotomy option during Fall and Spring quarters, Vidalia campus, and Winter and Summer quarters, Glennville campus. The Phlebotomy option generally takes 4 quarters to complete. To graduate, students must earn a minimum of 44 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	15
GENERAL CORE COURSES	15
ENG 101* English	5
-OR-	
ENG 191* Composition and Rhetoric (OL)	5
MAT 101* General Mathematics	5
-OR-	
MAT 191* College Algebra (OL)	5
PSY 101* Psychology (OL)	5
-OR-	
PSY 191* Introductory Psychology (OL)	5
OCCUPATIONAL COURSES	26
AHS 101* Anatomy and Physiology (OL)	5
AHS 104* Introduction to Healthcare	3
AHS 109* Medical Terminology (OL)	3
PHL 103* Introduction to Venipuncture**	4
PHL 105* Clinical Practice	8

XXX xxx* Electives 3

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

**Students with one quarter or greater lapse after completion of PHL 103 must re-take PHL 103 prior to enrolling in PHL 105.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,592

Books/Supplies: \$900

Uniform Costs: \$75

Liability Insurance: \$12 per year

Physical Exam: \$150

Criminal Background Check: \$50

#4402 Forensic Drug Panel (7) or similar

screening: \$25

TB Test: \$40

Hepatitis B Series: \$100

CLINICAL REQUIREMENTS

Students must complete a total of 240 clinical hours within PHL 105. Students must obtain 25 venipunctures and 5 fingersticks from their approved clinical site. Students will be responsible for securing the clinical sites with assistance from the instructor. Prior to beginning practicum courses, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by instructor.

Health Care Assistant Certificate Program

• Phlebotomy Technician •

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers, including electrocardiography technician, medical coding, medical transcription, medical unit secretary patient care technician, and phlebotomy technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

EMPLOYMENT OPPORTUNITIES

The certificate program prepares graduates for employment in a variety of positions in medical facilities and offices. **Electrocardiography technicians** perform EKGs in hospitals, clinics, and physician's offices. **Medical coders** review information in a patient's medical chart and assign a code to each diagnosis and procedure. These codes are then used for medical information purposes and to determine the amount the hospital or physician will be reimbursed for the services provided to the patients. **Medical transcriptionists** listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. **Medical unit secretaries** coordinate the clerical and communication functions of a patient-care unit in hospitals and health care facilities. **Patient care technicians** work in health care facilities under the direct supervision of a licensed health care professional and are trained to perform clinical skills such as blood collection, EKGs, recording vital signs and patient treatments, and other tasks related to patient care. **Phlebotomists** collect blood samples for a range of medical tests.

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- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
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SAT		430	400	
ACT		18	16	
CPE	75	75	75	

- Degree Option (students who wish to apply for AAS programs, i.e. Medical Laboratory Technology):

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

HCA, PHLEBOTOMY CURRICULUM

The standard curriculum for the HCA, Phlebotomy option is designed for the quarter system. Students may enter the HCA, Phlebotomy option during Fall and Spring quarters, Vidalia campus, and Winter and Summer quarters at the Glennville campus. The Phlebotomy option generally takes 4 quarters to complete. To graduate, students must earn a minimum of 44 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	15
GENERAL CORE COURSES	15
ENG 101* English	5
-OR-	
ENG 191* Composition and Rhetoric (OL)	5
MAT 101* General Mathematics	5
-OR-	
MAT 191* College Algebra (OL)	5
PSY 101* Psychology (OL)	5
-OR-	
PSY 191* Introductory Psychology (OL)	5
OCCUPATIONAL COURSES	26
AHS 101* Anatomy and Physiology (OL)	5
AHS 104* Introduction to Healthcare	3
AHS 109* Medical Terminology (OL)	3
PHL 103* Introduction to Venipuncture**	4
PHL 105* Clinical Practice	8

XXX xxx* Electives 3

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

**Students with one quarter or greater lapse after completion of PHL 103 must re-take PHL 103 prior to enrolling in PHL 105.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,592

Books/Supplies: \$900

Uniform Costs: \$75

Liability Insurance: \$12 per year

Physical Exam: \$150

Criminal Background Check: \$50

#4402 Forensic Drug Panel (7) or similar

screening: \$25

TB Test: \$40

Hepatitis B Series: \$100

CLINICAL REQUIREMENTS

Students must complete a total of 240 clinical hours within PHL 105. Students must obtain 25 venipunctures and 5 fingersticks from their approved clinical site. Students will be responsible for securing the clinical sites with assistance from the instructor. Prior to beginning practicum courses, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by instructor.

Imaging Science Services Assistant Certificate

The Imaging Science Services Assistant Program is a three (3) quarter sequence of courses that prepares students for positions in Radiologic Imaging Departments and related business and industry. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, and job retention. The program emphasizes a coordination of academic and clinical instruction necessary for successful employment. Graduates will be able to perform a variety of duties to assist the medical and technical staff in activities centered around the completion of Radiographic procedures. These duties include film processing, basic patient care, patient transportation and transfer, film file library, and front office procedures including scheduling patient interaction, data entry and procedure completion documentation.

EMPLOYMENT OPPORTUNITIES

Graduates of the ISSA TCC program are prepared for responsible positions in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

IMAGING SCIENCE SERVICES ASSISTANT CURRICULUM

The standard curriculum for the Imaging Science Services Assistant program is designed for the quarter system. To graduate, students must earn a minimum of 44 quarter credit hours. The program generally takes 3 quarters to complete. Students may enter the program every Fall quarter.

GENERAL CORE COURSES **13**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 101*	English	5
MAT 103*	Algebraic Concepts	5

OCCUPATIONAL COURSES **28**

AHS 101*	Anatomy and Physiology (OL)	5
AHS 104*	Introduction to Healthcare	3
AHS 109*	Medical Terminology (OL)	3
BUS 106*	Office Procedures	5
RAD 101*	Intro to Radiography	5
RAD 123*	Radiographic Science	5
ISS 132*	Clinical Practice	2

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100*	Introduction to Microcomputers (OL)	3
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** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,187

Books/Supplies: \$900

Uniform Costs: \$160

Liability Insurance: \$12

Film Badge (Female): \$90

Film Badge (Male): \$45

Criminal Background Check: \$50

Health Policy Requirements (see below): \$300

TB Test: \$40

Hepatitis B Series: \$100

CLINICAL EDUCATION

Clinical Sites:

Area hospitals, private orthopedic offices, private imaging centers.

General Location of the Clinical Sites:

Toombs County and surrounding counties.

Special Requirements of the Practicum Sites:

CPR Certification; drug screening, Hepatitis B vaccine or Declination form; and two-step PPD annually; Physical exam—Health Policy for Clinical Practice; Immunization Record; and Criminal Background Check.

Clinical Assignments

Clinical assignments are made during the first shift hours, Monday through Friday. Clinical assignment schedules will be distributed at the beginning of each quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only the Clinical Coordinator can approve changes in the clinical schedule. Students may be asked to travel up to one hour and thirty minutes

from STC for clinical rotations. During the clinical rotations, the student will be responsible for all transportation.

Physical and Mental Requirements of the ISSA Program

According to the nature of the work required in the ISSA TCC program at Southeastern Technical College, the student must be able to:

1. Reach, manipulate and operate equipment necessary to the Radiologic Technologist;
2. Move, manipulate and observe a patient as necessary for the Radiologic Technologist;
3. Visually assess patient's test results;
4. Clearly communicate both verbally and in writing with patient, family member, and other allied health personnel; disseminate information relevant to patient care and work duties; and hear to accurately gather information relevant to patient and work duties;
5. Make appropriate decisions in an emergency or when a situation is not clearly governed by specific guidelines;
6. Lift up to 50 pounds.

Business Technologies

Southeastern Techs Business Technologies programs are designed to prepare the student for entry-level positions in business, industry, and government. Responding to the needs of the growing business community, the Business Technologies degree, diploma and certificate programs combine academic theory with practical training using state-of-the-art equipment.

As with all Southeastern Tech programs, students interested in Business Technologies programs should consult the Admissions Office to discuss program admission requirements and entry dates.

General Education Core Competencies

The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.

STC has identified the following general education core competencies that graduates of associate degree programs will attain.

- The ability to utilize standard written English to produce coherent, well-developed writings.
- The ability to effectively communicate orally in a public setting.
- The ability to solve practical mathematical problems.

- The ability to utilize critical thinking skills.
- The ability to effectively utilize basic computer skills.

**Accounting
Associate of Applied Science
Degree Program**

The Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting systems, spreadsheet fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Accounting Associate of Applied Science Degree, which qualifies them as accounting technicians.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

ACCOUNTING DEGREE CURRICULUM

The standard curriculum for the Accounting degree program is designed for the quarter system. Students are accepted into the Accounting degree program Fall and Spring quarters. Degree program can be completed within 6 quarters. To graduate, students must earn a minimum of 107 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **35**

ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
MAT 191*	College Algebra (OL)	5
PSY 191*	Introductory Psychology (OL)	5
PSC 191*	Physical Science I	5
SOC 191*	Introduction to Sociology	5
SPC 191*	Fundamentals of Speech	5

OCCUPATIONAL COURSES **69**

ACC 101*	Principles of Accounting I	6
ACC 102*	Principles of Accounting II	6
ACC 103*	Principles of Accounting III (OL)	6
ACC 104*	Computerized Accounting (OL)	3
ACC 106*	Accounting	
	Spreadsheet Fundamentals (OL)	3
ACC 151*	Individual Tax Accounting (OL)	4
ACC 152*	Payroll Accounting (OL)	4
BUS 101*	Beg. Document Processing (OL)	5
BUS 108*	Word Processing (OL)	7
XXX xxx*	Electives	25

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$2,200

Administrative Office Technology Associate of Applied Science Degree Program

The Administrative Office Technology degree program is designed to prepare students for employment in a variety of positions in today's administrative and business fields. The Administrative Office Technology degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of the keyboard and applications software. Students are also introduced to accounting database and spreadsheet fundamentals. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in the area of administrative office technology. Graduates of the program receive an Administrative Office Technology Associate of Applied Science degree.

EMPLOYMENT OPPORTUNITIES

The Administrative Office Technology degree program is designed to produce graduates who are prepared for employment in a variety of positions in administrative and business fields.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
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COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

ADMINISTRATIVE OFFICE TECHNOLOGY CURRICULUM

The standard curriculum for the Administrative Office Technology degree program is designed for the quarter system. Students may enter the Administrative Technology degree program Fall and Spring quarters. The degree program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 105 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 35

ECO 191*	Principles of Economics (OL)	5
ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
MAT 191*	College Algebra (OL)	5
PSY 191*	Introductory Psychology (OL)	5
PSC 191*	Physical Science I	5
SPC 191*	Fundamentals of Speech	5

OCCUPATIONAL COURSES 67

ACC 101*	Principles of Accounting I	6
ACC 102*	Principles of Accounting II	6
BUS 101*	Beg. Document Processing (OL)	5
BUS 102*	Int. Document Processing (OL)	5
BUS 103*	Adv. Document Processing (OL)	5
BUS 105*	Database Fundamentals (OL)	3
BUS 106*	Office Procedures (OL)	5

BUS 107*	Machine Transcription (OL)	3
BUS 108*	Word Processing (OL)	7
BUS 201*	Adv. Word Processing (OL)	3
BUS 202*	Spreadsheet Fundamentals (OL)	3
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
XXX xxx*	Electives	6
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,625

Books/Supplies: \$2,200

Computer Information Systems Associate of Applied Science Degree Program

• CIS Internet Specialist—Web Site Design •

The Computer Information Systems – CIS Microcomputer Specialist, CIS Networking Specialist, and CIS Internet Specialist - Web Site Design associate degree programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science degree in their area of study and are qualified for employment as microcomputer specialists, networking specialists, and/or web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems associate degree graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems associate degree programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;

- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

CIS INTERNET SPECIALIST--WEB SITE DESIGN CURRICULUM

The standard curriculum for the CIS Internet Specialist—Web Site Design degree program is designed for the quarter system. Students may enter any of the Computer Information Systems degree programs during Fall and Spring quarters. The CIS Internet Specialist—Web Site Design degree program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 102 credit hours for the Internet Specialist—Web Site Design degree.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 30

ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
ENG 195*	Technical Communications	5
MAT 191*	College Algebra (OL)	5
PSY 191*	Introductory Psychology (OL)	5
PSC 191*	Physical Science I	5

OCCUPATIONAL COURSES 69

CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 1140*	Networking Fundamentals (OL)	6
CIS 2191*	Internet Business Fundamentals (OL)	5
CIS 2201*	HTML Fundamentals (OL)	3
CIS 2211*	Web Site Design Tools (OL)	6
CIS 2221*	Web Graphics and	

	Multimedia (OL)	6
CIS 2231*	Design Methodology (OL)	6
CIS 2261*	JavaScript Fundamentals (OL)	4
CIS 2271*	Fundamentals of CGI Using PERL and Server-Side Scripting (OL)	4
CIS 2281*	Database Connectivity (OL)	7
CIS xxxx*	Operating Systems Elective (OL)	6
XXX xxx*	Occupationally Related Elective	6
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,920

Computer Information Systems Associate of Applied Science Degree Program

• CIS Microcomputer Specialist •

The Computer Information Systems – CIS Microcomputer Specialist, CIS Networking Specialist, and CIS Internet Specialist - Web Site Design associate degree programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing.

Program graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science degree in their area of study and are qualified for employment as microcomputer specialists, networking specialists, and/or web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems associate degree graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems associate degree programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

CIS MICROCOMPUTER SPECIALIST CURRICULUM

The standard curriculum for the CIS Microcomputer Specialist degree program is designed for the quarter system. Students may enter any of the Computer Information Systems degree programs during Fall and Spring quarters. The CIS Microcomputer Specialist degree program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 110 credit hours for the Microcomputer Specialist degree.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **30**

ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
ENG 195*	Technical Communications	5
MAT 191*	College Algebra (OL)	5
PSY 191*	Introductory Psychology (OL)	5
PSC 191*	Physical Science I	5

OCCUPATIONAL COURSES **77**

CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 122*	Microcomputer Installation (OL)	7
CIS 127*	Word Processing/ Desktop Publishing (OL)	6
CIS 1140*	Networking Fundamentals (OL)	6
CIS 2228*	Advanced Spreadsheet Techniques (OL)	6
CIS 2229*	Advanced Database Techniques (OL)	6
CIS xxx*	Computer Programming Language (OL)	7
CIS xxxx*	Operating Systems Elective (OL)	6
XXX xxx	Occupationally	

Related Electives 23

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$3,207

Books/Supplies: \$1,920

***Computer Information Systems
Associate of Applied Science
Degree Program***

• CIS Networking Specialist •

The Computer Information Systems – CIS Microcomputer Specialist, CIS Networking Specialist, and CIS Internet Specialist - Web Site Design associate degree programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science degree in their area of study and are qualified for employment as microcomputer specialists, networking specialists, and/or web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems associate degree graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems associate degree programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

CIS NETWORKING SPECIALIST CURRICULUM

The standard curriculum for the CIS Networking Specialist degree program is designed for the quarter system. Students may enter any of the Computer Information Systems degree programs during Fall and Spring quarters. The CIS Networking Specialist degree program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 102 credit hours for the Networking Specialist degree.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 30

ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
ENG 195*	Technical Communications	5
MAT 191*	College Algebra (OL)	5
PSY 191*	Introductory Psychology (OL)	5
PSC 191*	Physical Science I	5

OCCUPATIONAL COURSES 69

CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 122*	Microcomputer Installation (OL)	7
CIS 1140*	Networking Fundamentals (OL)	6
CIS xxx*	Computer Programming Language (OL)	7
CIS xxxx*	Operating Systems Elective (OL)	6
XXX xxx*	Occupationally Related Elective	9
CIS 2149*	Implementing Win Professional (OL)	6

-OR-

CIS 2554* Introduction to Unix/Linux 6

-AND-

CIS 2150* Implementing Win Server (OL) 6

-OR-

CIS 2555* Unix/Linux Administration 6

-AND-

CIS 2153* Implementing Win
Network Infrastructure (OL) 6

-OR-

CIS 2556* Unix/Linux Advanced
Administration 6

-AND-

CIS 2154* Implementing Win
Network Directory Services (OL) 6

-OR-

CIS 2557* Unix/Linux Shell
Programming and Scripting 6

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$3,221

Books/Supplies: \$1,920

Management And Supervisory Development Associate of Applied Science Degree Program

The Management and Supervisory Development associate degree program prepares experienced workers for entry into management and supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluations, and employee counseling and disciplinary action. Graduates of the program receive a Management and Supervisory Development Associate of Applied Science degree, with an option of a specialization in one of five areas.

EMPLOYMENT OPPORTUNITIES

Management and Supervisory Development students have a wide variety of jobs to select from such as: small business management, retail management, management trainees, supervisory trainees, and entrepreneurship opportunities.

ADMISSIONS CRITERIA

- Submit a completed application

and application fee;
- Be at least 16 years of age;
- Submit official high school transcript

or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

MANAGEMENT AND SUPERVISORY DEVELOPMENT CURRICULUM

The standard curriculum for the Management and Supervisory Development degree program is designed for the quarter system. Students may enter the Management and Supervisory Development degree program during Fall and Spring quarters. Most courses are offered online. The core classes can be taken during the day or at night. The program generally takes 7-8 quarters to complete. To graduate, students must earn a minimum of 111 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 35

ECO 191* Principles of Economics (OL) 5

ENG 191* Composition and Rhetoric (OL) 5

ENG 193* Literature and Composition 5

MAT 191* College Algebra (OL) 5

PSY 191* Introductory Psychology (OL) 5

PSC 191* Physical Science I 5

SPC 191* Fundamentals of Speech 5

OCCUPATIONAL COURSES 53

ACC 101* Principles of Accounting I 6

-OR-

MSD 109* Managerial Accounting
And Finance 5

MSD 100* Management Principles (OL) 5

-OR-

MKT 101* Principles of Management (OL) 5

MSD 101* Organizational Behavior (OL) 5

MSD 102* Employment Law (OL) 5

MSD 206* Project Management (OL) 5

**XXX xxx* Elective 5

OPERATIONS MANAGEMENT 20

MSD 107* Employee Training
and Development (OL) 5

MSD 202* Production/Operation
Management (OL) 5

MSD 206* Project Management (OL) 5

**XXX xxx* Elective 5

SERVICE SECTOR MANAGEMENT 20

MSD 107* Employee Training
and Development (OL) 5

MSD 115* Retail Management (OL) 5

MSD 205* Service Sector Management (OL) 5

**XXX xxx* Elective 5

SMALL BUSINESS MANAGEMENT 20

MSD 115* Retail Management (OL) 5

MSD 116* Business Plan Development (OL) 5

MSD 117* Small Business Management (OL) 5

**XXX xxx* Elective 5

* "C" or higher is required for designated courses

** Electives must be chosen with the approval of the program advisor.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,950

Marketing Management Associate of Applied Science Degree Program

The Marketing Management associate degree program prepares students for employment in a variety of positions in today's marketing and management fields. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Program graduates receive a Marketing Management Associate of Applied Science degree.

EMPLOYMENT OPPORTUNITIES

Marketing Management graduates have a wide variety of jobs to select from such as: small business management, entrepreneurship, retail management, visual merchandisers, advertising through radio, newspaper, or TV, gift shops, sales representatives, advertising coordinators, customer service representatives, retail buyers, entry-level banking, finance company representatives, and direct marketing.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management degree program is designed for the quarter system. Students may enter the Marketing Management degree program during Fall and Spring quarters. The program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 103 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 35

ECO 191*	Principles of Economics (OL)	5
ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
MAT 191*	College Algebra (OL)	5
PSY 191*	Introductory Psychology (OL)	5
PSC 191*	Physical Science I	5
SPC 191*	Fundamentals of Speech	5

OCCUPATIONAL COURSES 65

ACC 101*	Principles of Accounting I	6
MKT 100*	Introduction to Marketing (OL)	5
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 109*	Visual Merchandising (OL)	4
-OR-		
MKT 232*	Advanced Selling (OL)	4
MKT 110*	Entrepreneurship (OL)	8

MKT 122*	Buying and Merchandise Management (OL)	5
-OR-		
MKT 228*	Advanced Marketing (OL)	5
MKT 130*	Marketing and Administration OBI I	3
MKT 131*	Marketing and Administration OBI II	3
XXX xxx*	Electives	12
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,950

Accounting Diploma Program

The Accounting diploma is designed to provide students with a thorough understanding of bookkeeping and business office financial accounting. Students gain the skills necessary to become accounting technicians. Successful students in the accounting program possess excellent critical thinking, problem solving, and human relations skills. Computer technology also plays a vital role in the preparation for an accounting career.

EMPLOYMENT OPPORTUNITIES

Graduates of the accounting program obtain such jobs as accounts receivable clerk, accounting assistant, accounting clerk, accounting technician, bookkeeper, data entry clerk, office manager, accounts payable clerk, and payroll clerk.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

ACCOUNTING CURRICULUM

The standard curriculum for the Accounting diploma program is designed for the quarter system. Students are accepted into the accounting program Fall and Spring quarters. To graduate, students must earn a minimum of 73 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 111*	Business Math	5

OCCUPATIONAL COURSES **52**

ACC 101*	Principles of Accounting I	6
ACC 102*	Principles of Accounting II	6
ACC 103*	Principles of Accounting III (OL)	6
ACC 104*	Computerized Accounting (OL)	3
ACC 106*	Accounting Spreadsheet Fundamentals (OL)	3
ACC 152*	Payroll Accounting (OL)	4
BUS 101*	Beginning Document Processing (OL)	5
BUS 108*	Word Processing (OL)	7
XXX xxx*	Electives	12
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books/Supplies: \$1,700

Business Office Technology Diploma Program

The Business Office Technology program is designed to prepare students for employment in a variety of positions in today's administrative and business fields. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention, and advancement. The program emphasizes use of the keyboard and applications software. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of business office technology. Graduates of the program receive a Business Office Technology diploma with a specialization in business office specialist or medical office specialist.

EMPLOYMENT OPPORTUNITIES

The Business Office Technology program is designed to produce graduates who are prepared for employment as secretaries and administrative assistants.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	

CPE	75	75	75	
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BUSINESS OFFICE SPECIALIZATION CURRICULUM

The standard curriculum for the Business Office Technology program is designed for the quarter system. Students may enter the Business Office Technology program during Fall and Spring quarters. The program generally takes 4-5 quarters to complete. To graduate, students must earn a minimum of 71 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 111*	Business Math	5

OCCUPATIONAL COURSES **50**

ACC 101*	Principles of Accounting I	6
BUS 101*	Beg. Document Processing (OL)	5
BUS 102*	Int. Document Processing (OL)	5
BUS 103*	Adv. Document Processing (OL)	5
BUS 105*	Database Fundamentals (OL)	3
BUS 106*	Office Procedures (OL)	5
BUS 107*	Machine Transcription (OL)	3
BUS 108*	Word Processing (OL)	7
BUS 201*	Advanced Word Processing (OL)	3
BUS 202*	Spreadsheet Fundamentals (OL)	3
XXX xxx*	Electives	5

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,234

Books/Supplies: \$1,200

Business Office Technology Diploma Program

The Business Office Technology program is designed to prepare students for employment in a variety of positions in today's administrative and business fields. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention, and advancement. The program emphasizes use of the keyboard and applications software. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of business office technology. Graduates of the program receive a Business Office Technology diploma with a specialization in business office specialist or medical office specialist.

EMPLOYMENT OPPORTUNITIES

The Business Office Technology program is designed to produce graduates who are prepared for employment as secretaries and administrative assistants.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

MEDICAL OFFICE SPECIALIZATION CURRICULUM

The standard curriculum for the Business Office Technology Medical Office Specialization is designed for the quarter system. Students may enter the program Fall and Spring quarters. The program generally takes 4-5 quarters to complete. To graduate, students must earn a minimum of 72 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 18

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 111*	Business Math	5

OCCUPATIONAL COURSES 51

ACC 101*	Principles of Accounting I	6
AHS 101*	Anatomy and Physiology (OL)	5
AHS 109*	Medical Terminology (OL)	3
BUS 101*	Beg. Document Processing (OL)	5
BUS 102*	Int. Document Processing (OL)	5
BUS 103*	Adv. Document Processing (OL)	5
BUS 108*	Word Processing (OL)	7
BUS 213*	Medical Document Processing/Transcription (OL)	5

BUS 216* Medical Office Procedures (OL) 5

BUS 226* Medical Office Billing/
Coding/Insurance 5

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,048

Books/Supplies: \$1,200

Computer Information Systems Diploma Program

• CIS Internet Specialist—Web Site Design •

The Computer Information Systems—Micro-computer Specialist, Networking Specialist, and Internet Specialist—Web Site Design diploma programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of English, mathematics, and interpersonal relations and professional development, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking, and web site design. Program graduates receive a diploma in their area of study and are qualified for employment as microcomputer specialists, networking specialists, and web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems diploma graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems diploma programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

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

- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

INTERNET SPECIALIST -- WEB SITE DESIGN --CURRICULUM

The standard curriculum for the Internet Specialist—Web Site Design diploma program is designed for the quarter system. Students may enter the diploma program during Fall and Spring quarters. The Internet Specialist—Web Site Design diploma program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 88 credit hours for the Internet Specialist—Web Site Design diploma.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 103*	Algebraic Concepts	5

OCCUPATIONAL COURSES **67**

CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 1140*	Networking Fundamentals (OL)	6
CIS 2191*	Internet Business Fundamentals (OL)	5

CIS 2201*	HTML Fundamentals (OL)	3
CIS 2211*	Web Site Design Tools (OL)	6
CIS 2221*	Web Graphics and Multimedia (OL)	6
CIS 2231*	Design Methodology (OL)	6
CIS 2261*	JavaScript Fundamentals (OL)	4
CIS 2271*	Fundamentals of CGI Using PERL and Server-Side Scripting (OL)	4
CIS 2281*	Database Connectivity (OL)	7
XXX xxx*	Occupationally Related Elective	4
CIS xxxx*	Operating Systems Elective (OL)	6
FUNDAMENTAL OCCUPATIONAL COURSES		3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,215

Computer Information Systems Diploma Program

• CIS Microcomputer Specialist •

The Computer Information Systems—Micro-computer Specialist, Networking Specialist, and Internet Specialist—Web Site Design diploma programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of English, mathematics, and interpersonal relations and professional development, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking, and web site design. Program graduates receive a diploma in their area of study and are qualified for employment as microcomputer specialists, networking specialists, and web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems diploma graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems diploma programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

MICROCOMPUTER SPECIALIST CURRICULUM

The standard curriculum for the Microcomputer Specialist diploma program is designed for the quarter system. Students may enter the diploma program during Fall and Spring quarters. The Microcomputer

Specialist diploma program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 90 credit hours for the Microcomputer Specialist diploma.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 103*	Algebraic Concepts	5

OCCUPATIONAL COURSES **69**

CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 122*	Microcomputer Installation (OL)	7
CIS 127*	Word Processing/ Desktop Publishing (OL)	6
CIS 1140*	Networking Fundamentals (OL)	6
CIS 2228*	Advanced Spreadsheet Techniques (OL)	6
CIS 2229*	Advanced Database Techniques (OL)	6
CIS xxx*	Computer Programming Language (OL)	7
CIS xxxx*	Operating Systems Elective (OL)	6

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

NETWORKING SPECIALIST CURRICULUM

The standard curriculum for the Networking Specialist diploma program is designed for the quarter system. Students may enter the diploma program during Fall and Spring quarters. The Networking Specialist diploma program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 90 credit hours for the Networking Specialist diploma.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 103*	Algebraic Concepts	5

OCCUPATIONAL COURSES **69**

CIS 105*	Program Design and Development (OL)	5
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CIS 106*	Computer Concepts (OL)	5
CIS 122*	Microcomputer Installation (OL)	7
CIS 1140*	Networking Fundamentals (OL)	6
CIS xxxx*	Operating Systems Elective (OL)	6
CIS xxx*	Computer Programming Language (OL)	7
XXX xxx	Occupationally Related Elective	9
CIS 2149*	Implementing Win Professional (OL)	6
-OR-		
CIS 2554*	Introduction to Unix/Linux	6
-AND-		
CIS 2150*	Implementing Win Server (OL)	6
-OR-		
CIS 2555*	Unix/Linux Administration	6
-AND-		
CIS 2153*	Implementing Win Networking Infrastructure (OL)	6
-OR-		
CIS 2556*	Unix/Linux Advanced Administration	6
-AND-		
CIS 2154*	Implementing Win Network Directory Services (OL)	6

potential managers and supervisors for the fast pace, changing business conditions, customer expectations, employee demands, and changing technology.

EMPLOYMENT OPPORTUNITIES

Management and Supervisory Development students have a wide variety of jobs to select from such as: small business management, retail management, management trainees, supervisory trainees, and entrepreneurship opportunities.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

MANAGEMENT AND SUPERVISORY DEVELOPMENT CURRICULUM

The standard curriculum for the Management and Supervisory Development diploma program is designed for the quarter system. Students may enter the Management and Supervisory Development diploma program during Fall and Spring quarters. Most courses are offered online. The core classes can be taken during the day or at night. The program generally takes 5-7 quarters to complete. To graduate, students must earn a minimum of 89 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 18

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 111*	Business Math	5

OCCUPATIONAL COURSES 68

ACC 101*	Principles of Accounting	6
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-OR-

MSD 109*	Managerial Accounting and Finance (OL)	5
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MSD 100*	Management Principles (OL)	5
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-OR-

MKT 101*	Principles of Management (OL)	5
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MSD 101*	Organizational Behavior (OL)	5
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MSD 102*	Employment Law (OL)	5
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MSD 103*	Leadership (OL)	5
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MSD 104*	Human Resource	
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	Management (OL)	5
MSD 106*	Performance Management (OL)	5
MSD 112*	Introduction to Business and Economics (OL)	5
-OR-		
MKT 104*	Principles of Economics (OL)	5
MSD 113*	Business Ethics (OL)	5
MSD 114	Management Communication Technology (OL)	5
MSD 210*	Team Project (OL)	5
MSD 220*	Management Occupation Based Instruction I	3
**MSD xxx*	Electives (OL)	10

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

** "C" or higher is required for designated courses.*

*** Electives must be chosen with the approval of the program advisor.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,265

Books/Supplies: \$1,600

Marketing Management Diploma Program

*** ADMINISTRATION SPECIALIZATION ***

The Marketing Management program has 3 specializations (Retail Management, Entrepreneurship, and Marketing Administration) that prepare students for a variety of exciting jobs. The goal of Marketing is to create profitable customer relationships by delivering superior value, services, satisfaction, and ideas to customers in a competitive marketplace. The Internet, globalization, diversity, technological advances, social and ethical responsibilities, and changing customer values are major challenges facing companies today that are studied, researched, and discussed in class. Students are challenged to learn, link, and apply marketing concepts in their journey to success that will be used in realistic work situations. Real situations facing real companies are explored with a balance of discussion, creativity and knowledge.

EMPLOYMENT OPPORTUNITIES

Marketing Management graduates have a wide variety of jobs to select from such as: small business management, entrepreneurship, retail management, visual merchandisers, advertising through radio, newspaper, or TV, gift shops, sales representatives, advertising coordinators, customer service representatives, retail buyers, entry-level banking, finance company representatives, and direct marketing.

ADMISSIONS CRITERIA

- Submit a completed application

and application fee;
- Be at least 16 years of age;
- Submit official high school transcript

or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 85 or 88 credit hours depending upon specialization.

MARKETING ADMINISTRATION SPECIALIZATION

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 18

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 111*	Business Math	5

OCCUPATIONAL COURSES 64

ACC 101*	Principles of Accounting	6
MKT 100*	Introduction to Marketing (OL)	5
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
MKT 104*	Principles of Economics (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 109*	Visual Merchandising (OL)	4
-OR-		
MKT 232*	Advanced Selling	4
MKT 110*	Entrepreneurship (OL)	8

MKT 122*	Buying and Merchandise Management (OL)	5
-OR-		
MKT 228*	Advanced Marketing	5
MKT 130*	Marketing Administration OBI I	3
MKT 131*	Marketing Administration OBI II	3
XXX xxx*	Electives	6
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,265

Books/Supplies: \$1,790

Marketing Management Diploma Program

*** ENTREPRENEURSHIP SPECIALIZATION ***

The Marketing Management program has 3 specializations (Retail Management, Entrepreneurship, and Marketing Administration) that prepare students for a variety of exciting jobs. The goal of Marketing is to create profitable customer relationships by delivering superior value, services, satisfaction, and ideas to customers in a competitive marketplace. The Internet, globalization, diversity, technological advances, social and ethical responsibilities, and changing customer values are major challenges facing companies today that are studied, researched, and discussed in class. Students are challenged to learn, link, and apply marketing

concepts in their journey to success that will be used in realistic work situations. Real situations facing real companies are explored with a balance of discussion, creativity and knowledge.

EMPLOYMENT OPPORTUNITIES

Marketing Management graduates have a wide variety of jobs to select from such as: small business management, entrepreneurship, retail management, visual merchandisers, advertising through radio, newspaper, or TV, gift shops, sales representatives, advertising coordinators, customer service representatives, retail buyers, entry-level banking, finance company representatives, and direct marketing.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 85 or 88 credit hours depending upon specialization.

ENTREPRENEURSHIP SPECIALIZATION

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 18

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 111*	Business Math	5

OCCUPATIONAL COURSES 67

ACC 101*	Principles of Accounting I	6
ACC 102*	Principles of Accounting II	6
MKT 100*	Introduction to Marketing (OL)	5
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
MKT 104*	Principles of Economics (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 110*	Entrepreneurship (OL)	8
MKT 122*	Buying and Merchandise Management (OL)	5

-OR-

MKT 228*	Advanced Marketing	5
MKT 123*	Small Business Management (OL)	5
MKT 134*	Entrepreneurship OBI I	3
MKT 135*	Entrepreneurship OBI II	3
XXX xxx*	Electives	2

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100*	Introduction to Microcomputers (OL)	3
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** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,265

Books/Supplies: \$1,790

Marketing Management Diploma Program

*** RETAIL SPECIALIZATION ***

The Marketing Management program has 3 specializations (Retail Management, Entrepreneurship, and Marketing Administration) that prepare students for a variety of exciting jobs. The goal of Marketing is to create profitable customer relationships by delivering superior value, services, satisfaction, and ideas to customers in a competitive marketplace. The Internet, globalization, diversity, technological advances, social and ethical responsibilities, and changing customer values are major challenges facing companies today that are studied, researched, and discussed in class. Students are challenged to learn, link, and apply marketing concepts in their journey to success that will be used in realistic work situations. Real situations facing real companies are explored with a balance of discussion, creativity and knowledge.

EMPLOYMENT OPPORTUNITIES

Marketing Management graduates have a wide variety of jobs to select from such as: small business management, entrepreneurship, retail management, visual merchandisers, advertising through radio, newspaper, or TV, gift shops, sales representatives, advertising coordinators, customer service representatives, retail buyers, entry-level banking, finance company representatives, and direct marketing.

ADMISSIONS CRITERIA

- Submit a completed application

and application fee;
- Be at least 16 years of age;
- Submit official high school transcript

or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 85 or 88 credit hours depending upon specialization.

RETAIL MANAGEMENT SPECIALIZATION

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 111*	Business Math	5

OCCUPATIONAL COURSES **64**

ACC 101*	Principles of Accounting	6
MKT 100*	Introduction to Marketing (OL)	5
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
MKT 104*	Principles of Economics (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 109*	Visual Merchandising (OL)	4
-OR-		
MKT 232*	Advanced Selling	4
MKT 122*	Buying and Merchandise	

	Management (OL)	5
-OR-		
MKT 228*	Advanced Marketing	5
MKT 125*	Retail Operations Management (OL)	5
MKT 136*	Retail Operations Management OBI I	3
MKT 137*	Retail Operations Management OBI II	3
XXX xxx*	Electives	9
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,265

Books/Supplies: \$1,790

Visual Communications Diploma Program

The Visual Communications diploma program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program of study emphasizes both hand and computer generated commercial art products. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of visual communications. Graduates of the program receive a Visual Communications diploma.

EMPLOYMENT OPPORTUNITIES

The Visual Communications diploma program prepares students for employment in art studios, in-plant art departments, advertising agencies, and other firms producing advertising and commercial art.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

VISUAL COMMUNICATIONS CURRICULUM

The standard curriculum for the Visual Communications diploma program is designed for the quarter system. Students may enter into the program twice a year, either Fall or Spring quarter. The Visual Communications diploma program can be completed within a student's ability to enroll in sequential classes on a quarterly basis either day, evening, or online. The program generally takes 6-8 quarters to complete. To graduate, students must earn a minimum of 76 credit hours for either the Web Design Specialist option or the Print Design Specialist option.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 111*	Business English (OL)	5
ENG 112*	Business Communications (OL)	5
MAT 111*	Business Math (OL)	5

OCCUPATIONAL COURSES **31**

VCM 121*	Introduction to Computer Graphics	3
VCM 124*	Drawing	4
VCM 127*	Design I	4
VCM 130*	Publication Design	4
VCM 133*	Typography	4
VCM 136*	Digital Photo Editing	4
VCM 139*	Photography	5
VCM 240*	Portfolios and Presentations	
	Exit Review	3

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100* Introduction to Microcomputers (OL) 3

SPECIALIZATION AREA

Choose one of the following specializations:

<u>WEB DESIGN</u>	24
VCM 221* Presentation Design	4
VCM 224* Web Graphics	4
VCM 227* Introduction to Web Design	4
VCM 230* Web Animation	4
VCM 233* Advanced Web Design	4
VCM 236* Audio/Visual Portfolio	4
<u>PRINT DESIGN</u>	24
VCM 201* Vector Drawing	4
VCM 204* Advertising Layout and Design	4
VCM 207* Design II	4
VCM 210* Advanced Print Design	4
VCM 213* Printing and Print Production	4
VCM 216* Print Portfolio	4

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,439

Books/Supplies: \$1,500

Application Software Specialist Certificate Program

The Application Software Specialist certificate program, which includes 21 credit hours of instruction, will enable the student to upgrade his/her microcomputer application software skills and prepare for certification. This program is designed for those students who have completed a related technical diploma or degree or have appropriate work experience in the computer field. This certificate will prepare students for the Microsoft Office User Specialist certificate exam in the areas of Word, PowerPoint, Excel and Access. Program completers will have the prerequisite skills needed to successfully acquire entry level data entry and/or document processing and related positions.

EMPLOYMENT OPPORTUNITIES

Application Software Specialist certificate graduates are provided the skills needed to function in a microcomputer based office environment where data entry, document processing, and integration and presentation of data are commonplace and to prepare for certification. Graduates of this certificate program will have the prerequisite skills needed to successfully acquire entry level data entry and/or document processing and related positions that use Microsoft software applications.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

APPLICATION SOFTWARE SPECIALIST CURRICULUM

The standard curriculum for the Application Software Specialist certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The Application Software Specialist certificate program can be completed within a student's ability to enroll in sequential classes on a quarterly basis either day or evening. The Application Software Specialist

certificate generally takes a maximum of 3 quarters to complete. To graduate, students must earn a minimum of 21 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 18

CIS 127* Advanced Word Processing/
 Desktop Publishing (OL) 6

CIS 2228* Advanced Spreadsheet
 Techniques (OL) 6

CIS 2229* Advanced Database
 Techniques (OL) 6

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,428

Books/Supplies: \$450

Certified Desktop Support Technician Certificate Program

The purpose of the Certified Desktop Support Technician Certificate is to prepare students for entry level employment in the information technology field. The program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the information technology field. Upon completing this program, students will be qualified to provide technical assistance to computer system users. Graduates will be prepared to answer questions or resolve computer problems for clients in person, by telephone, or from remote locations. Certified Desktop Support Technicians will be trained to provide assistance concerning the use of computer hardware and software, networks, printers, installation, peripherals, word processing, electronic mail and operating systems. Graduates of this program will be prepared to assist customers, troubleshoot hardware and software problems, and document solutions. Graduates will utilize knowledge of network and server operations and be able to educate users in resolving application and networking difficulties. The Certified Desktop Support Technicians Certificate will develop a higher level of understanding of the vital communication skills necessary for conflict management and effective user training as well as provide students with a strong technical foundation which may adapt to any business and technical environment.

EMPLOYMENT OPPORTUNITIES

The certificate provides students with the basic knowledge and skills needed to obtain employment as Help Desk Support Representatives, Customer Service Representatives, Technical Support Representatives, or Call Center Specialists. Program completers will receive a Certified Desktop Support Technician Certificate.

ADMISSIONS CRITERIA

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

- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

CERTIFIED DESKTOP SUPPORT TECHNICIAN CURRICULUM

The standard curriculum for the Certified Desktop Support Technician certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The Certified Desktop Support Technician certificate takes approximately two to three quarters to complete. To graduate, students must earn a minimum of 24 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES	24
CIS 1140* Networking Fundamentals (OL)	6
CIS 2149* Implementing Windows Professional (OL)	6
CIS 297* Supporting Users and Troubleshooting an Operating System (OL)	6
CIS 298* Supporting Users and Troubleshooting Desktop Applications (OL)	6

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,439

Books/Supplies: \$450

Computer Applications Specialist Certificate Program

The Computer Applications Specialist certificate program has been designed to provide a short term program option for the Business Office Technology program that prepares those interested in this field an opportunity to gain entry level employment with requisite employability skills and/or training to enhance their skills in various business settings.

EMPLOYMENT OPPORTUNITIES

The Computer Applications Specialist certificate program prepares students for entry level data entry and/or document processing and related positions. This certificate program will provide students with the training needed in most commonly used computer application programs that are vital in everyday business processes.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

COMPUTER APPLICATIONS SPECIALIST CURRICULUM

The standard curriculum for the Computer Applications Specialist certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The Computer Application Specialist certificate generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 26 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES	23
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BUS 101*	Beg. Document Processing (OL)	5
BUS 102*	Int. Document Processing (OL)	5
BUS 105*	Database Fundamentals (OL)	3
BUS 108*	Word Processing (OL)	7
BUS 202*	Spreadsheet Fundamentals (OL)	3

FUNDAMENTAL OCCUPATIONAL COURSES	3
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SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,439

Books/Supplies: \$410

Computer Forensics And Investigation Specialist Certificate Program

The Computer Forensics and Investigation Specialist program includes occupational and specialized courses designed to provide academic and professional training to student in detecting and investigating computer related criminal activity and/or unauthorized use. The curriculum is designed to develop knowledge and skills in technical evidence identification, investigative computer systems, information security, search and seizure, and the administration of criminal sanctions.

EMPLOYMENT OPPORTUNITIES

Computer Forensics and Investigation Specialist certificate graduates are capable of entering the workforce in various positions related to corporate computer security investigations, the investigation and prosecution of business crime perpetrated upon or through a computer system, or similar positions within traditional law enforcement venues.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

COMPUTER FORENSICS AND INVESTIGATION SPECIALIST CURRICULUM

The standard curriculum for the Computer Forensics and Investigation Specialist certificate program is designed for the quarter system. Students may enter the program on the during Fall quarter. The Computer Forensics and Investigation Specialist certificate program can be completed within a student's ability to enroll in sequential classes on a quarterly basis either day or evening. Generally, the program takes 4 quarters to complete. To graduate, students must earn a minimum of 42 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES **42**

CIS 103* Operating Systems Concepts (OL) 6

CIS 106* Computer Concepts (OL) 5

CIS 1115* Information Security

	Fundamentals (OL)	5
CIS 1116*	Security Policies and Procedures (OL)	5
CIS 1120*	Computer Forensics and Disaster Recovery (OL)	6
CRJ 121*	Introduction to Private Security (OL)	5
CRJ 123*	Computer Security/Corporate Fraud (OL)	5
CRJ 162*	Methods of Criminal Investigation (OL)	5

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,256

Books/Supplies: \$900

Computer Graphic Design Specialist Certificate Program

The Computer Graphic Design Specialist certificate program has been designed to provide a short term program of study for students interested in working in the creative field of graphic arts and visual communication.

EMPLOYMENT OPPORTUNITIES

The Computer Graphic Design Specialist certificate program prepares students for employment with an entry-level position in the exciting and innovative field of graphic arts and visual communications or the ability to upgrade creative skills for a current career. Students will receive dual training in both PC and Mac environment.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

COMPUTER GRAPHIC DESIGN SPECIALIST CURRICULUM

The standard curriculum for the Computer Graphic Design Specialist certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The Computer Graphic Design Specialist certificate program can be completed within a student's ability to enroll in sequential classes on a quarterly basis either day, evening, or online. Generally, the program takes 3 quarters to complete. To graduate, students must earn a minimum of 22 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES **19**

VCM 121*	Introduction to Computer Graphics	3
VCM 130*	Publication Design	4
VCM 136*	Digital Photo Editing	4
VCM 201*	Vector Drawing	4
VCM 204	Advertising Layout and Design	4

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,255

Books/Supplies: \$550

Computer Game Programmer Certificate Program

The Computer Game Programmer certificate has been designed to provide students with the skills for the development of computer graphics, multimedia and games software. Graduates will gain knowledge in developing complete gaming environments and scenarios.

EMPLOYMENT OPPORTUNITIES

Computer Game Programmer certificate graduates are capable of entering the workforce in various positions related to programming, 3-D skills, and artificial intelligence.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

COMPUTER GAME PROGRAMMER CURRICULUM

The standard curriculum for the Computer Game Programmer certificate is designed for the quarter system. Students may enter the program on the during Fall quarter. The program can be completed within a student's ability to enroll in sequential classes on a quarterly basis either day or evening. Generally, the program takes 5 - 6 quarters to complete but may take longer due to course availability. To graduate, students must earn a minimum of 46 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES **46**

CIS 1201*	Game Concept Design (OL)	4
CIS 1202*	Storyboarding for Games (OL)	3
CIS 1203*	Beginning Game Graphics (OL)	6
CIS 1204*	Game Level Design (OL)	6
CIS 1205*	Beginning PC Game Development (OL)	6
CIS 1206*	Beginning Web Game Development (OL)	6
CIS 1207*	Beginning Graphic Programming (OL)	6
CIS 1208*	Beginning 3D Animation Programming (OL)	6

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,826

Books/Supplies: \$90

***Internet and Computing Core Certification Prep
Certificate Program***

The purpose of the Internet and Computing Core Certification Prep TCC is to prepare students for successful completion of IC3 certification exams. The program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes

necessary in the field of Internet and Desktop computing. The Internet and Computing Core Certification Prep TCC is ideal for students wanting to demonstrate critical computer and Internet skills, which are valued in today's professional environments. Completers of the program receive an Internet and Computing Core Certification Prep certificate.

EMPLOYMENT OPPORTUNITIES

The certificate graduates will be prepared to function as a entry level computer user and display an aptitude for advancement in computer related areas.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

INTERNET AND COMPUTING CORE CERTIFICATION PREP CURRICULUM

The standard curriculum for the Internet Computing Core Certification Prep certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The Internet Computing Core Certification Prep certificate generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 21 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 18

CIS 103* Introduction to Operating

Systems (OL) 6

or GED transcript;

- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

M.C.S.E. CERTIFICATION PREPARATION CURRICULUM

The standard curriculum for the M.C.S.E. Certification Preparation certificate program is designed for the quarter system. Students may enter program during Fall and Spring quarters. The M.C.S.E. Certification Preparation certificate program can be completed within a student's ability to enroll in sequential classes on a quarterly basis either day or evening. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 47 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 47

CIS 1140*	Networking Fundamentals (OL)	6
CIS 2149*	Implementing Win Professional (OL)	6
CIS 2150*	Implementing Microsoft Win Server (OL)	6
CIS 2153*	Implementing Microsoft Win Networking Infrastructure (OL)	6
CIS 2154*	Implementing Microsoft Win Network Directory Services (OL)	6
CIS 2156*	Designing a Secure Win Network (OL)	6

CIS 2158*	Designing a Win		
	Network Infrastructure (OL)		6
CIS 2159*	Designing a Win Directory		
	Services Infrastructure (OL)		5

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,418

Books/Supplies: \$1,080

M.C.S.A. Preparation Certificate Program

The M.C.S.A. (Microsoft Certified Systems Administrator) Preparation certificate program is designed to teach students to implement, manage, and troubleshoot existing network and system environments based on the Microsoft Windows 2000/2003 and Windows .NET Server platforms. Implementation responsibilities include installing and configuring parts of the systems. Management responsibilities include administering and supporting the systems. Graduates will receive an M.C.S.A. (Microsoft Certified System Administrator) Preparation technical certificate of credit and will be prepared to seek MCSA certification. The MCSA certification provides employers with a means to identify qualified individuals who have the appropriate skills set to do the job successfully.

EMPLOYMENT OPPORTUNITIES

The MCSA Preparation TCC will introduce and prepare students to the skills needed to function as a Microsoft Certified Systems Administrator in a networking environment where one will be qualified to manage, support, and troubleshoot the ongoing needs of a Microsoft Windows® server-based operating environment or related environments. It will also provide an alternate career path for IT professionals, who prefer practical hands-on implementation experience. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. This program will prepare students for the Microsoft Certified Systems Administrator (MCSA) certification exams.

ADMISSIONS CRITERIA

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

- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

M.C.S.A. PREPARATION CURRICULUM

The standard curriculum for the M.C.S.A. Preparation certificate program is designed for the quarter system. Students may enter program during Fall and Spring quarters. The M.C.S.A. Preparation certificate program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 30 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 30

CIS 1140*	Networking Fundamentals (OL)	6
CIS 1142*	Managing a Microsoft Win Network (OL)	6
CIS 2149*	Implementing Win Professional (OL)	6
CIS 2150*	Implementing Microsoft Win Server (OL)	6
CIS 2153*	Implementing Microsoft Win Networking Infrastructure (OL)	6

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,785

Books/Supplies: \$900

Management Specialist Certificate Program

The Management Specialist Technical Certificate is designed to train experienced workers to better perform management and supervisory functions. This certificate is the first step in a progression to a Diploma and/or Associate Degree. This program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and aptitudes required for job acquisition, retention, and advancement.

EMPLOYMENT OPPORTUNITIES

Management Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, management trainees, and supervisory trainees.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

MANAGEMENT SPECIALIST CURRICULUM

The standard curriculum for the Management Specialist certificate is designed for the quarter system. Students may enter the program during Fall and Spring quarters. All of the courses are offered online. The program generally takes 2-4 quarters to complete. To graduate, students must earn a minimum of 20 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES	20
MSD 100* Management Principles (OL)	5
MSD 101* Organizational Behavior (OL)	5
MSD 103* Leadership (OL)	5
MSD 106* Performance Management (OL)	5

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,244

Books/Supplies: \$450

***Office Management Assistant
Certificate Program***

The Office Management Assistant technical certificate is designed to provide educational opportunities and skills to those individuals who want training to pursue a successful career in the office management field. The curriculum includes training on up-to-date equipment relevant to any workplace setting. Courses taken in this certificate program may also count toward a diploma in Business Office Technology.

EMPLOYMENT OPPORTUNITIES

Office Management Assistant certificate graduates are capable of entering the workplace in a variety of positions related to management, clerical, and office administration.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

OFFICE MANAGEMENT ASSISTANT CURRICULUM

The standard curriculum for the Office Management Assistant certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The Office Management Assistant certificate takes approximately 2 to 3 quarters to complete. To graduate, students must earn a minimum of 32 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	3
EMP 100* Interpersonal Relations and Professional Development (OL)	3
OCCUPATIONAL COURSES	26
ACC 101* Principles of Accounting I	6
BUS 101* Beginning Document Processing (OL)	5
BUS 106* Office Procedures (OL)	5
MKT 101* Principles of Management (OL)	5
XXX xxx Elective	5

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$920

Books/Supplies: \$410

A+ CompTIA Certification

Certificate Program

The A+ CompTIA Certification certificate program has been designed to provide experienced computer users with the skills and knowledge necessary to pass the CompTIA A+ Certified Professional certificate exams.

EMPLOYMENT OPPORTUNITIES

A+ CompTIA certificate graduates are capable of obtaining employment in the area of computer hardware and software sales, and computer service and technical support.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
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COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

A+ COMPTIA CERTIFICATION CURRICULUM

The standard curriculum for the A+ CompTIA Certification certificate is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The A+ CompTIA certification certificate program can be completed within a student's ability to enroll in sequential classes on a quarterly basis either day or evening. The A+ CompTia Certificate program generally takes 2 quarters to complete. To graduate, students must earn a minimum of 23 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 23

CIS 103* Operating Systems Concepts (OL) 6

CIS 122* Microcomputer

Installation and Maintenance (OL) 7

CIS 155* Working with

MS Windows Software (OL) 3

CIS 286* Preparation for

A+ Certification (OL) 7

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,174

Books/Supplies: \$450

Web Design Professional/Web Site Design Specialist Certificate Program

The Web Design Professional/Web Site Design Specialist certificate program has been designed to provide individuals with the skills and knowledge necessary for developing internet web sites.

EMPLOYMENT OPPORTUNITIES

Web Design Professional/Web Site Design Specialist certificate graduates are capable of obtaining employment in the area of internet web site design.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

WEB DESIGN PROFESSIONAL/ WEB SITE DESIGN SPECIALIST CURRICULUM

The standard curriculum for the Web Design Professional/Web Site Design Specialist certificate is designed for the quarter system. Students may enter the Web Design Professional/Web Site Design Specialist certificate program during Fall and Spring quarters. The program generally takes 3 quarters to complete. To graduate, students must earn a minimum of 32 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 32

CIS 1140* Networking Fundamentals (OL) 6

CIS 2191* Internet

Business Fundamentals (OL) 5

CIS 2201* HTML Fundamentals (OL) 3

CIS 2211* Web Site Design Tools (OL) 6

CIS 2221* Web Graphics and Multimedia (OL) 6

CIS 2231* Web Site Methodology (OL) 6

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,715

Books/Supplies: \$400

Web Site Maintenance Certificate Program

The purpose of the Web Site Maintenance Technical Certificate of Credit is to provide students with the requisite skills needed to maintain Web site information. Program completers will have the basic skills required to view and edit web pages using HTML, Dreamweaver, and FrontPage. Other Web Page technologies such as security and administration will be discussed as well.

EMPLOYMENT OPPORTUNITIES

Graduates will be able to obtain employment in the areas of web site design and web site maintenance. This can be contract work for private individuals and/or businesses.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	

CPE	75	75	75	
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WEB SITE MAINTENANCE CURRICULUM

The standard curriculum for the Web Site Maintenance certificate is designed for the quarter system. Students may enter the certificate program during Fall and Spring quarters. The Web Site Maintenance program generally takes 3 quarters to complete. To graduate, students must earn a minimum of 17 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 17

CIS 2191*	Internet	
	Business Fundamentals (OL)	5
CIS 2201*	HTML Fundamentals (OL)	3
CIS 226*	Advanced Microsoft FrontPage (OL)	3
CIS 2211*	Web Site Design Tools (OL)	6

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$867.00

Books/Supplies: \$250

Small Business Entrepreneur Certificate Program

The Small Business Entrepreneur certificate program has been designed to provide individuals with the skills and knowledge necessary for the successful operation of a small business venture.

EMPLOYMENT OPPORTUNITIES

The Small Business Entrepreneur certificate program prepares students for employment in a variety of occupations with emphasis placed on business ownership or management. Students are also prepared to work in sales, retail, service occupations and other marketing related fields.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

SMALL BUSINESS ENTREPRENEUR CURRICULUM

The standard curriculum for the Small Business Entrepreneur certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program can be completed within a student's ability to enroll in classes on a quarterly basis either day, evening or online. To graduate, students must earn a minimum of 35 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES **32**

MKT 100*	Introduction to Marketing (OL)	5
MKT 103*	Business Law (OL)	5
MKT 104*	Principles of Economics (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 110*	Entrepreneurship (OL)	8

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,807

Books/Supplies: \$365

Industrial Technologies

Rapid advancements in the Industrial Technologies areas make the need for current education and training essential. Southeastern Tech's Industrial Technologies programs combine classroom study and practical training emphasizing skill development, related technical knowledge, and general education.

Southeastern Tech offers a wide selection of degrees, diplomas and certificates. These programs are offered on both a full-time and part-time basis.

General Education Core Competencies

The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.

STC has identified the following general education core competencies that graduates of associate degree programs will attain.

- The ability to utilize standard written English to produce coherent, well-developed writings.
- The ability to effectively communicate orally in a public setting.
- The ability to solve practical mathematical problems.
- The ability to utilize critical thinking skills.
- The ability to effectively utilize basic computer skills.

Electronics Technology Associate of Applied Technology Degree Program

The Electronics Technology Associate degree program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic,

technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Associate of Applied Science degree, which qualifies them as electronics technicians with a specialization in computer electronics or industrial electronics.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronics Technology Associate of Applied Science Degree, which qualifies them as electronics technicians with a specialization in computer electronics or industrial electronics.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

ELECTRONICS TECHNOLOGY CURRICULUM

The standard curriculum for the Electronics Technology Associate of Applied Science degree program is designed for the quarter system. Students are accepted into the program Fall and Spring quarters. The program generally takes 8 quarters to complete. To graduate, students must earn a minimum of 107 credit hours for either the computer electronics option or for the industrial electronics option.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 35

ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
ENG 195*	Technical Communications	5
MAT 191*	College Algebra (OL)	5
MAT 194*	Pre-Calculus	5
PSC 191*	Physical Science I	5
PSY 191*	Introductory Psychology (OL)	5

OCCUPATIONAL COURSES 44

ELC 104*	Soldering Technology	2
ELC 108*	Direct Current Circuits II (OL)	4
ELC 110*	Alternating Current Circuits II (OL)	4
ELC 115*	Solid State Devices II (OL)	4
ELC 117*	Linear Integrated Circuits (OL)	4
ELC 118*	Digital Electronics I (OL)	4
ELC 119*	Digital Electronics II (OL)	4
ELC 120*	Microcomputers	
	Fundamentals (OL)	4
IFC 100*	Industrial Safety (OL)	2

IFC 101* Direct Current Circuits I (OL) 4

IFC 102* Alternating Current Circuits I (OL) 4

IFC 103* Solid State Devices I (OL) 4

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

SPECIALIZATION AREA

Choose one of the following specializations:

<u>COMPUTER ELECTRONICS</u>	25+
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ELC 217*	Computer Hardware (OL)	7
ELC 218*	Operating System Technologies (OL)	7
ELC 219*	Networking (OL)	4
ELC 286*	CompTIA A+ Certification (OL)	5
XXX xxx*	Technical Electives	2+

<u>INDUSTRIAL ELECTRONICS</u>	25
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ELC 211*	Process Controls (OL)	6
ELC 212*	Motor Controls (OL)	6
ELC 213*	Programmable Controllers (OL)	5
ELC 214*	Mechanical Devices (OL)	3
ELC 215*	Fluid Power (OL)	3
ELC 216*	Robotics (OL)	2

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online

in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,650

Air Conditioning Technology Diploma Program

The Air Conditioning Technology program is a planned sequence of courses designed to prepare students for careers in the HVAC industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. In addition, graduates are to be competent in the specific areas of air conditioning principles, troubleshooting air conditioning systems, and electric heating systems.

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Technology program is in-tended to produce graduates who are prepared for employment as air conditioning technicians.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript before graduation;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

AIR CONDITIONING TECHNOLOGY CURRICULUM

The standard curriculum for the Air Conditioning Technology diploma program is designed for the quarter system. Students are accepted into the program during Fall and Spring quarters. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 85 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **13**

EMP 100* Interpersonal Relations and
Professional Development (OL) 3

ENG 101*	English	5
MAT 101*	General Mathematics	5
OCCUPATIONAL COURSES		69
ACT 100*	Refrigeration Fundamentals	4
ACT 101*	Principles and Practices of Refrigeration	7
ACT 102*	Refrigeration Systems Components	7
ACT 103*	Electricity for Air Conditioning	7
ACT 104*	Electric Motors	4
ACT 105*	Electrical Components	5
ACT 106*	Electrical Control Systems and Installation	4
ACT 107*	Air Conditioning Principles	8
ACT 108*	Air Conditioning Systems and Installation	3
ACT 109*	Troubleshooting Air Conditioning Systems	7
ACT 110*	Gas Heating Systems	5
ACT 111*	Heating Pumps and Related Systems	6
IFC 100*	Industrial Safety (OL)	2
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,687

Books/Supplies: \$1,045

Electronics Fundamentals Diploma Program

The Electronics Fundamentals diploma program is a sequence of courses designed to prepare students for entry-level positions as electronic technicians. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronic theory and practical applications necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronic Fundamentals diploma, which prepares them for entry-level positions in the electronics field and qualifies them for admission into the Electronics Technology diploma and degree programs. Continuation into the Electronics Technology program is recommended and encouraged.

PROGRAM DELIVERY METHOD

The Electronics Fundamentals diploma program is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

ELECTRONIC FUNDAMENTALS CURRICULUM

The standard curriculum for the Electronics Fundamental diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 65 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 18

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 101*	English	5
MAT 103*	Algebraic Concepts	5
MAT 105*	Trigonometry	5

OCCUPATIONAL COURSES 44

ELC 104*	Soldering Technology (OL)	2
ELC 108*	Direct Current Circuits II (OL)	4
ELC 110*	Alternating Current Circuits II (OL)	4
ELC 115*	Solid State Devices II (OL)	4
ELC 117*	Linear Integrated Circuits (OL)	4
ELC 118*	Digital Electronics I (OL)	4
ELC 119*	Digital Electronics II (OL)	4
ELC 120*	Microprocessors I (OL)	4

IFC 100*	Industrial Safety (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4
IFC 102*	Alternating Current Circuits I (OL)	4
IFC 103*	Solid State Devices I (OL)	4
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books/Supplies: \$1,090

Electronics Technology Diploma Program

The Electronics Technology diploma program is a sequence of courses designed to prepare students for entry-level positions as electronic technicians. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronic theory and practical applications necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Program graduates receive an Electronics Technology diploma which qualifies them as an electronics technician with a specialization in biomedical instrumentation, computer electronics, or industrial electronics.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronic Technology diploma, which qualifies them as an electronics technician with a specialization in biomedical instrumentation, computer electronics, or industrial electronics.

PROGRAM DELIVERY METHOD

The Electronics Technology diploma program is available through on-campus classes at Southeastern Technical College's Vidalia

campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

ELECTRONIC TECHNOLOGY CURRICULUM

The standard curriculum for the Electronics Technology diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 6 quarters to complete. The program requires completion of the 65 credit hours in the Electronics Fundamentals diploma plus an additional 25 credit hours in one of the specialization areas. There is to be a mini-mum total of 90 credit hours to receive the Electronics Technology diploma.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	18	
GENERAL CORE COURSES		18
EMP 100* Interpersonal Relations and Professional Development (OL)		3
ENG 101* English		5
MAT 103* Algebraic Concepts		5

MAT 105* Trigonometry 5

OCCUPATIONAL COURSES 44

ELC 104* Soldering Technology (OL) 2

ELC 108* Direct Current Circuits II (OL) 4

ELC 110* Alternating Current Circuits II (OL) 4

ELC 115* Solid State Devices II (OL) 4

ELC 117* Linear Integrated Circuits (OL) 4

ELC 118* Digital Electronics I (OL) 4

ELC 119* Digital Electronics II (OL) 4

ELC 120* Microcomputers
Fundamentals (OL) 4

IFC 100* Industrial Safety (OL) 2

IFC 101* Direct Current Circuits I (OL) 4

IFC 102* Alternating Current Circuits I (OL) 4

IFC 103* Solid State Devices I (OL) 4

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

SPECIALIZATION AREA

SPECIALIZATION AREA

Choose one of the following specializations:

BIOMEDICAL INSTRUMENTATION 25

AHS 101* Anatomy and Physiology (OL) 5

AHS 109* Medical Terminology (OL) 3

BMI 232*	Medical Equipment—Function and Operation I	4
BMI 233*	Internship—Medical Systems I	5
BMI 242*	Medical Equipment—Function and Operation II	3
BMI 243*	Internship—Medical Systems II	5

COMPUTER ELECTRONICS **25+**

ELC 217*	Computer Hardware (OL)	7
ELC 218*	Operating System Technologies (OL)	7
ELC 219*	Networking I (OL)	4
ELC 286*	CompTIA A+ Certification (OL)	5
XXX xxx*	Technical Electives	2+

INDUSTRIAL ELECTRONICS **25**

ELC 211*	Process Controls (OL)	6
ELC 212*	Motor Controls (OL)	6
ELC 213*	Programmable Controllers (OL)	5
ELC 214*	Mechanical Devices (OL)	3
ELC 215*	Fluid Power (OL)	3
ELC 216*	Robotics (OL)	2

* "C" or higher is required for designated courses

(OL) designation indicates course is available online

in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,290

Electronics Fundamentals Diploma Program

The Electronics Fundamentals diploma program is a sequence of courses designed to prepare students for entry-level positions as electronic technicians. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronic theory and practical applications necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronic Fundamentals diploma, which prepares them for entry-level positions in the electronics field and qualifies them for admission into the Electronics Technology diploma and degree programs. Continuation into the Electronics Technology program is recommended and encouraged.

PROGRAM DELIVERY METHOD

The Electronics Fundamentals diploma program is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

ELECTRONIC FUNDAMENTALS CURRICULUM

The standard curriculum for the Electronics Fundamental diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 4 quarters to complete. To graduate, student

must earn a minimum of 65 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100* Interpersonal Relations and
Professional Development (OL) 3

ENG 101* English 5

MAT 103* Algebraic Concepts 5

MAT 105* Trigonometry 5

OCCUPATIONAL COURSES **44**

ELC 104* Soldering Technology (OL) 2

ELC 108* Direct Current Circuits II (OL) 4

ELC 110* Alternating Current Circuits II (OL) 4

ELC 115* Solid State Devices II (OL) 4

ELC 117* Linear Integrated Circuits (OL) 4

ELC 118* Digital Electronics I (OL) 4

ELC 119* Digital Electronics II (OL) 4

ELC 120* Microprocessors I (OL) 4

IFC 100* Industrial Safety (OL) 2

IFC 101* Direct Current Circuits I (OL) 4

IFC 102* Alternating Current Circuits I (OL) 4

IFC 103* Solid State Devices I (OL) 4

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books/Supplies: \$1,090

Electronics Technology Diploma Program

The Electronics Technology diploma program is a sequence of courses designed to prepare students for entry-level positions as electronic technicians. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronic theory and practical applications necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Program graduates receive an Electronics Technology diploma which qualifies them as an electronics technician with a specialization in biomedical instrumentation, computer electronics, or industrial electronics.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronic Technology diploma, which qualifies them as an electronics technician with a specialization in biomedical instrumentation, computer electronics, or industrial electronics.

PROGRAM DELIVERY METHOD

The Electronics Technology diploma program is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

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

- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

ELECTRONIC TECHNOLOGY CURRICULUM

The standard curriculum for the Electronics Technology diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 6 quarters to complete. The program requires completion of the 65 credit hours in the Electronics Fundamentals diploma plus an additional 25 credit hours in one of the specialization areas. There is to be a mini-mum total of 90 credit hours to receive the Electronics Technology diploma.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	18	
GENERAL CORE COURSES		18
EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 101*	English	5
MAT 103*	Algebraic Concepts	5
MAT 105*	Trigonometry	5
OCCUPATIONAL COURSES		44
ELC 104*	Soldering Technology (OL)	2
ELC 108*	Direct Current Circuits II (OL)	4
ELC 110*	Alternating Current Circuits II (OL)	4
ELC 115*	Solid State Devices II (OL)	4

ELC 117*	Linear Integrated Circuits (OL)	4
ELC 118*	Digital Electronics I (OL)	4
ELC 119*	Digital Electronics II (OL)	4
ELC 120*	Microcompressors Fundamentals (OL)	4
IFC 100*	Industrial Safety (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4
IFC 102*	Alternating Current Circuits I (OL)	4
IFC 103*	Solid State Devices I (OL)	4
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

SPECIALIZATION AREA

SPECIALIZATION AREA

Choose one of the following specializations:

<u>BIOMEDICAL INSTRUMENTATION</u>		25
AHS 101*	Anatomy and Physiology (OL)	5
AHS 109*	Medical Terminology (OL)	3
BMI 232*	Medical Equipment—Function and Operation I	4
BMI 233*	Internship—Medical Systems I	5
BMI 242*	Medical Equipment—Function and Operation II	3
BMI 243*	Internship—Medical Systems II	5

COMPUTER ELECTRONICS **25+**

ELC 217*	Computer Hardware (OL)	7
ELC 218*	Operating System Technologies (OL)	7
ELC 219*	Networking I (OL)	4
ELC 286*	CompTIA A+ Certification (OL)	5
XXX xxx*	Technical Electives	2+

INDUSTRIAL ELECTRONICS **25**

ELC 211*	Process Controls (OL)	6
ELC 212*	Motor Controls (OL)	6
ELC 213*	Programmable Controllers (OL)	5
ELC 214*	Mechanical Devices (OL)	3
ELC 215*	Fluid Power (OL)	3
ELC 216*	Robotics (OL)	2

* "C" or higher is required for designated courses

(OL) designation indicates course is available online

in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,290

Electronics Fundamentals Diploma Program

The Electronics Fundamentals diploma program is a sequence of courses designed to prepare students for entry-level positions as electronic technicians. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronic theory and practical applications necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronic Fundamentals diploma, which prepares them for entry-level positions in the electronics field and qualifies them for admission into the Electronics Technology diploma and degree programs. Continuation into the Electronics Technology program is recommended and encouraged.

PROGRAM DELIVERY METHOD

The Electronics Fundamentals diploma program is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

ELECTRONIC FUNDAMENTALS CURRICULUM

The standard curriculum for the Electronics Fundamental diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 4 quarters to complete. To graduate, student

must earn a minimum of 65 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **18**

EMP 100* Interpersonal Relations and
Professional Development (OL) 3

ENG 101* English 5

MAT 103* Algebraic Concepts 5

MAT 105* Trigonometry 5

OCCUPATIONAL COURSES **44**

ELC 104* Soldering Technology (OL) 2

ELC 108* Direct Current Circuits II (OL) 4

ELC 110* Alternating Current Circuits II (OL) 4

ELC 115* Solid State Devices II (OL) 4

ELC 117* Linear Integrated Circuits (OL) 4

ELC 118* Digital Electronics I (OL) 4

ELC 119* Digital Electronics II (OL) 4

ELC 120* Microprocessors I (OL) 4

IFC 100* Industrial Safety (OL) 2

IFC 101* Direct Current Circuits I (OL) 4

IFC 102* Alternating Current Circuits I (OL) 4

IFC 103* Solid State Devices I (OL) 4

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books/Supplies: \$1,090

Electronics Technology Diploma Program

The Electronics Technology diploma program is a sequence of courses designed to prepare students for entry-level positions as electronic technicians. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronic theory and practical applications necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Program graduates receive an Electronics Technology diploma which qualifies them as an electronics technician with a specialization in biomedical instrumentation, computer electronics, or industrial electronics.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronic Technology diploma, which qualifies them as an electronics technician with a specialization in biomedical instrumentation, computer electronics, or industrial electronics.

PROGRAM DELIVERY METHOD

The Electronics Technology diploma program is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

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

- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

ELECTRONIC TECHNOLOGY CURRICULUM

The standard curriculum for the Electronics Technology diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 6 quarters to complete. The program requires completion of the 65 credit hours in the Electronics Fundamentals diploma plus an additional 25 credit hours in one of the specialization areas. There is to be a mini-mum total of 90 credit hours to receive the Electronics Technology diploma.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	18	
GENERAL CORE COURSES		18
EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 101*	English	5
MAT 103*	Algebraic Concepts	5
MAT 105*	Trigonometry	5
OCCUPATIONAL COURSES		44
ELC 104*	Soldering Technology (OL)	2
ELC 108*	Direct Current Circuits II (OL)	4
ELC 110*	Alternating Current Circuits II (OL)	4
ELC 115*	Solid State Devices II (OL)	4

ELC 117*	Linear Integrated Circuits (OL)	4
ELC 118*	Digital Electronics I (OL)	4
ELC 119*	Digital Electronics II (OL)	4
ELC 120*	Microcompressors Fundamentals (OL)	4
IFC 100*	Industrial Safety (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4
IFC 102*	Alternating Current Circuits I (OL)	4
IFC 103*	Solid State Devices I (OL)	4
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

SPECIALIZATION AREA

SPECIALIZATION AREA

Choose one of the following specializations:

<u>BIOMEDICAL INSTRUMENTATION</u>		25
AHS 101*	Anatomy and Physiology (OL)	5
AHS 109*	Medical Terminology (OL)	3
BMI 232*	Medical Equipment—Function and Operation I	4
BMI 233*	Internship—Medical Systems I	5
BMI 242*	Medical Equipment—Function and Operation II	3
BMI 243*	Internship—Medical Systems II	5

COMPUTER ELECTRONICS **25+**

ELC 217*	Computer Hardware (OL)	7
ELC 218*	Operating System Technologies (OL)	7
ELC 219*	Networking I (OL)	4
ELC 286*	CompTIA A+ Certification (OL)	5
XXX xxx*	Technical Electives	2+

INDUSTRIAL ELECTRONICS **25**

ELC 211*	Process Controls (OL)	6
ELC 212*	Motor Controls (OL)	6
ELC 213*	Programmable Controllers (OL)	5
ELC 214*	Mechanical Devices (OL)	3
ELC 215*	Fluid Power (OL)	3
ELC 216*	Robotics (OL)	2

* "C" or higher is required for designated courses

(OL) designation indicates course is available online

in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,718

Books/Supplies: \$1,290

***Electrical Construction and Maintenance
Diploma Program***

The Electrical Construction and Maintenance program prepares students as entry-level technicians in residential and commercial wiring. Students may earn a diploma entitled Industrial Electrical Technology by attending an additional 2 quarters.

EMPLOYMENT OPPORTUNITIES

Students completing the Electrical Construction and Maintenance program should be able to find employment with electrical contractors, industrial plants, most state agencies, and power companies.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript prior to graduation;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

ELECTRICAL CONSTRUCTION AND MAINTENANCE

CURRICULUM

The standard curriculum for the Electrical Construction and Maintenance program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 72 credit hours. The Industrial Electrical Technology (IET) diploma program generally takes 2 additional quarters to complete. To graduate, students must earn a minimum of 88 credit hours. To complete the IET diploma, a student must first complete all of the Electrical Construction and Maintenance courses.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 13

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 101*	English	5
MAT 101*	General Mathematics	5

OCCUPATIONAL COURSES 56

ELT 106*	Electrical Prints, Schematics and Symbols (OL)	4
ELT 107*	Commercial Wiring I	5
ELT 108*	Commercial Wiring II	5
ELT 109*	Commercial Wiring III	5
ELT 111*	Single-Phase and Three-Phase Motors	5
ELT 112*	Variable Speed Controls	3
ELT 118*	Electrical Controls	5
ELT 119*	Electricity Principles II (OL)	4
ELT 120*	Residential Wiring I	5

ELT 121*	Residential Wiring II	6
IFC 100*	Industrial Safety Procedures (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4
XXX xxx	Elective	3

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100*	Introduction to Microcomputers (OL)	3
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INDUSTRIAL ELECTRICAL TECHNOLOGY 16

ELT 116*	Transformers	4
ELT 117*	NEC Industrial Applications	4
ELT 122*	Industrial PLC's	6
XXX xxx*	Technical Electives	2

** "C" or higher is required for designated courses*

(OL) designation indicates course is available online

in selected quarters.

EC&M PROGRAM COSTS ONLY

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books/Supplies: \$750

Tools: \$300

I.E.T. PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$658

Books/Supplies: \$350

	Professional Development (OL)	3
ENG 101	English	5
MAT 101	General Mathematics	5
OCCUPATIONAL COURSES		59
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxy-fuel Cutting	4
WLD 103	Blueprint Reading I	3
WLD 104	Shielded Metal Arc Welding I	6
WLD 105	Shielded Metal Arc Welding II	6
WLD 106	Shielded Metal Arc Welding III	6
WLD 107	Shielded Metal Arc Welding IV	6
WLD 108	Blueprint Reading II	3
WLD 109	Gas Metal Arc Welding	6
WLD 110	Gas Tungsten Arc Welding	4
WLD 112	Preparation for Industrial Qualification 4	
XXX xxx Program Electives (5)		
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books/Supplies: \$1,045

	Professional Development (OL)	3
ENG 101	English	5
MAT 101	General Mathematics	5
OCCUPATIONAL COURSES		59
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxy-fuel Cutting	4
WLD 103	Blueprint Reading I	3
WLD 104	Shielded Metal Arc Welding I	6
WLD 105	Shielded Metal Arc Welding II	6
WLD 106	Shielded Metal Arc Welding III	6
WLD 107	Shielded Metal Arc Welding IV	6
WLD 108	Blueprint Reading II	3
WLD 109	Gas Metal Arc Welding	6
WLD 110	Gas Tungsten Arc Welding	4
WLD 112	Preparation for Industrial Qualification 4	
XXX xxx Program Electives (5)		
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books/Supplies: \$1,045

Air Conditioning Repair Specialist Certificate Program

The Air Conditioning Repair Specialist program has been designed to prepare students for employment as air conditioning repair assistants.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Air Conditioning Repair Specialist Technical certificate of credit, which prepares the graduate for entry-level positions in the air conditioning repair field.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

AIR CONDITIONING REPAIR SPECIALIST CURRICULUM

The standard curriculum for the Air Conditioning Repair Specialist certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program may be completed in 2-3 quarters. To graduate, students must earn a minimum of 26 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES **26**

ACT 100* Refrigeration Fundamentals 4

ACT 103*	Electricity for Air Conditioning	7
ACT 104*	Electric Motors	4
ACT 110*	Gas Heating Systems	5
ACT 111*	Heating Pumps and Related Systems	6

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,220

Books/Supplies: \$490

Air Conditioning Technician Assistant Certificate Program

The Air Conditioning Technician Assistant program has been designed to prepare students for employment as air conditioning technician's assistants.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Air Conditioning Technician Assistant Technical certificate of credit, which prepares the graduate for entry-level positions in the air conditioning repair field.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
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COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

AIR CONDITIONING TECHNICIAN CURRICULUM

The standard curriculum for the Air Conditioning Technician Assistant certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program may be completed in 2-3 quarters. To graduate, students must earn a minimum of 18 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 18

ACT 100* Refrigeration Fundamentals 4

ACT 101* Principles and Practices
of Refrigeration 7

ACT 102* Refrigeration Systems
Components 7

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$990

Books/Supplies: \$340

Basic Electrical Technician Certificate Program

The Basic Electrical Technician program has been designed to prepare the student for employment as a Electrical wiring assistant.

EMPLOYMENT OPPORTUNITIES

Program graduates receive a Basic Electrical Technician TCC, which prepares the graduate for entry-level positions in the electrical field.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

BASIC ELECTRICAL TECHNICIAN CURRICULUM

The standard curriculum for the Basic Electrical Technician TCC program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program may be completed in 2 quarters. To graduate, students must earn a minimum of 24 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 5

MAT101* General Mathematics 5

OCCUPATIONAL COURSES 19

IFC 100* Industrial Safety Procedures (OL) 2

IFC 101* DC Circuits I (OL) 4

ELT 119* Electricity Principles II (OL) 4

ELT 106* Electrical Prints, Schematics and
Symbols (OL) 4

ELT 120* Residential Wiring 5

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,266

Books/Supplies: \$400

Basic Electronics Certificate Program

The Basic Electronics certificate includes occupational and specialized courses that will prepare the student to pass BellSouth's Electricity and Basic Electronics employment exams. The certificate will prepare the student for entry-level positions in the field of electronics as well as providing hands-on skills and knowledge that an entry-level electronics technician is expected to understand and be able to use.

Skills include knowledge in DC and AC circuit analysis, transmission lines, electronics fundamentals, electrical concepts, schematic reading, circuit measurements, and circuit identification. The 26 credit hours required in the program can be applied toward a diploma in Electronic Fundamentals or Electronic Technology.

EMPLOYMENT OPPORTUNITIES

Program graduates receive a Basic Electronics Technology certificate of credit, which prepares the graduate to take BellSouth's Basic Electricity and Basic Electronics employment exams and entry-level positions in the electronics field.

PROGRAM DELIVERY METHOD

The Basic Electronics TCC program is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;

- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	39	37
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

BASIC ELECTRONICS CURRICULUM

The standard curriculum for the Basic Electronics TCC program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program takes 2 quarters to complete. To graduate, students must earn a minimum of 26 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	10
MAT 103* Algebraic Concepts	5
MAT 105* Trigonometry	5
OCCUPATIONAL COURSES	16
ELC 108* Direct Current Circuits II (OL)	4
ELC 110* Alternating Current Circuits II (OL)	4
IFC 101* Direct Current Circuits I (OL)	4
IFC 102* Alternating Current Circuits I (OL)	4

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,266

Books/Supplies: \$375

Commercial Truck Driving Certificate Program

The Commercial Truck Driving (CTD) program provides training for those individuals seeking a Commercial Driver's License. In addition to classroom instruction, students receive commercial truck driving training on site and on the road. The CTD certificate program is a 7-10 week course of study depending upon internship(s). Students completing the certificate coursework will have valuable knowledge and experience in commercial truck driving which will better qualify them for employment in the fast growing trucking industry.

EMPLOYMENT OPPORTUNITIES

Opportunities exist for graduates of the program to go into local and over-the-road commercial truck driving positions.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 21 years of age;
- Have a valid Georgia Driver's License;
- Provide a 7-year Motor Vehicle Report that shows no more than 8 points or 3 moving violations and no DUI;
- Pass a D.O.T. physical*;

(*Not required until all other criteria has been met.)

- Pass NIDA 5 drug screening;
- Meet any applicable Federal Standards;

- Applicants must comply with Federal requirements as set forth in the Federal Motor Carrier Safety Regulations;

- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	29	29	29	
COMPASS	40	11	17	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

COMMERCIAL TRUCK DRIVING CURRICULUM

The standard curriculum for the Commercial Truck Driving program is designed for the quarter system. The program admits new students every quarter. The program can be completed in 7-10 weeks. To graduate, students must earn a minimum of 15 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES **15**

CTD 101*	Fundamentals of Commercial Truck Driving	5
CTD 102*	Basic Operations	5
CTD 103*	Advanced Operations	5

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,127

Books/Supplies: \$150

D.O.T. Physical: \$70

N.I.D.A. 5 Drug Test: \$50

Driver's License Permit: \$45

Final Driving Test: \$50

For qualifying applicants, H.O.P.E. pays the \$2,127 of tuition/fees and \$100 of book costs.

Computer Repair Technician Certificate Program

The Computer Repair Technician certificate includes occupational and specialized courses that will prepare the student to pass CompTIA's A+ and Network+ certification exams, ETA's CNCT and CST certification exams, and Microsoft's Networking Essentials certification exam. The certificate will prepare the student for positions in the field of computer repair as well as providing hands-on skills and knowledge that a computer repair technician, for both networked and stand alone systems, is expected to understand and be able to use.

Skills include knowledge in data communication fundamentals, the telephone system, modems, protocols, Local Area Networks, network operations, Wide Area Networks, network management, error control, data security, satellite communication, assembly, disassembly, configuring, microprocessor concepts, high-level languages, troubleshooting, operating systems, and preventative maintenance. The 27 credit hours required in the program can be applied toward a diploma and/or degree in the Electronic Technology Computer option.

EMPLOYMENT OPPORTUNITIES

Program graduates receive a Computer Repair Technician Technical certificate of credit, which prepares the graduate for positions in the field of computer repair.

PROGRAM DELIVERY METHOD

The Computer Repair Technician TCC is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;

- Be at least 16 years of age;

- Submit official high school transcript or GED transcript;

- Submit official college transcripts, if applicable;

- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	

CPE	75	75	75	
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COMPUTER REPAIR TECHNICIAN CURRICULUM

The standard curriculum for the Computer Electronics Repair Technician TCC program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program takes 2 quarters to complete. To graduate, students must earn a minimum of 27 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES	27
ELC 120* Microprocessors Fundamentals (OL)	4
ELC 217* Computer Hardware	7
ELC 218* Operating Systems Technologies	7
ELC 219* Networking I (OL)	4
ELC 286* CompTIA A+ Certification (OL)	5

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,266

Books/Supplies: \$400

Fiber Optics/Copper Cabling Technician Certificate Program

The Fiber Optics/Copper Cabling Technician TCC is to help students develop the skills necessary to design and implement cabling systems such as networks, cable television, and telephones. The certificate includes occupational and specialized courses that will prepare students for a variety of occupations in the fast growing Telecommunications world. Students with an educational and/or work-related background in the Telecommunications field will find this program very valuable in their current employment and/or enable them to find new jobs in this area of study. Students who have no experience in the Telecommunications field will find this course very interesting and helpful upon finding a job in the Telecommunications field.

EMPLOYMENT OPPORTUNITIES

Program graduates receive a Fiber Optics/Copper Cabling Technician Technical certificate of credit, which prepares the graduate for entry-level positions in the field of Telecommunications.

PROGRAM DELIVERY METHOD

The Fiber Optics/Copper Cabling Technician TCC is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College in the near future.

ADMISSIONS CRITERIA

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

- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

FIBER OPTICS/COPPER CABLING TECHNICIAN CURRICULUM

The standard curriculum for the Fiber Optics/Copper Cabling Technician TCC program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program takes 2 quarters to complete. To graduate, students must earn a minimum of 30 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES **27**

CIS 258*	Introduction to Data Communications (OL)	4
TEL 107*	Cable Installation	6
TEL 116*	Fiber Optic Transmission Systems	6
TEL 129*	Copper-Based Network Cabling Systems	4
TEL 130*	Fiber Optic-Based Network Cabling Systems	2
TEL 140*	Networking Concepts	5

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,266

Books/Supplies: \$650

Pipe Welding Specialist TCC Certificate Program

The Pipe Welding Technical certificate program prepares an individual for employment within the welding and fabrication industry as well as similar working environments where Pipe Welding applications are required.

EMPLOYMENT OPPORTUNITIES

The demand for trained welders is great, with many well paying job opportunities available upon program completion.

LICENSURE

There is no specific licensure that applies to the welding program.

ADMISSIONS CRITERIA

- Prerequisite; Must complete SMAW Program
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	33	32	31	
COMPASS	47	14	19	
SAT		430	400	

ACT		18	16	
CPE	75	75	75	

PIPE WELDING SPECIALST CURRICULUM

The standard curriculum for the Pipe Welding Technical certificate program is designed for the quarter system. Students may enter the program during the Summer or Winter quarter. The program usually takes 3 quarters to complete. To graduate, students must earn a minimum of 13 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES	13
WLD 101* Oxyfuel Cutting	4
WLD 110* Gas Tungsten Arc Welding	4
WLD 201* Pipe Welding	5

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in

selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees/Books/Supplies: \$1,270

Radio Frequency Identification (RFID) Technology Certificate Program

The purpose of the Radio Frequency Identification Technology (commonly referred to as RFID Technology) Technical Certificate of Credit program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes to succeed in the field of RFID technology. Radio Frequency Identification, or RFID, is a technology that allows automatic identification and tracking of items and business events. Through the use of micro chips and wireless communication devices, RFID software and networks can find, read, identify, communicate and assimilate item information. RFID technology can be applied within a facility, across an enterprise, or throughout a global supply chain. Completers of the program receive a Radio Frequency Identification Technology certificate.

EMPLOYMENT OPPORTUNITIES

Program graduates receive a Radio Frequency Identification Technology certificate, which prepares the graduate for entry-level positions in any wireless networking field.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

Radio Frequency Identification (RFID) Technology CURRICULUM

The standard curriculum for the Radio Frequency Identification Technology certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The Radio Frequency Identification Technology certificate takes approximately three quarters to complete. To graduate, students must earn a minimum of 22 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES 19

ELC 104*	Soldering Technology (OL)	2
ELC 291*	RFID Principles and Practices	5
ELC 292*	RFID Implementation	6
ELC 293*	RFID Maintenance and Support	6

FUNDAMENTAL OCCUPATIONAL COURSES

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,266

Books/Supplies: \$525

Residential Wiring Technician Certificate Program

The Residential Wiring Technician program has been designed to prepare the student for employment as a residential wiring assistant.

EMPLOYMENT OPPORTUNITIES

Program graduates receive a Residential Wiring Technician Technical certificate of credit, which prepares the graduate for entry-level positions in the residential wiring field.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

RESIDENTIAL WIRING TECHNICIAN CURRICULUM

The standard curriculum for the Residential Wiring Technician certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program may be completed in 2-3 quarters. To graduate, students must earn a minimum of 30 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES 5

MAT 101* General Mathematics 5

OCCUPATIONAL COURSES 25ELT 106* Electrical Prints
and Schematics (OL) 4

ELT 119* Electricity Principles II (OL) 4

ELT 120* Residential Wiring I 5

ELT 121* Residential Wiring II 6

IFC 100* Industrial Safety (OL) 2

IFC 101* Direct Current Circuits I (OL) 4

** "C" or higher is required for designated courses.*

*(OL) designation indicates course is available online in
selected quarters.*

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,266

Books/Supplies: \$400

***Shielded Metal ARC Welding
Certificate Program***

The Shielded Metal ARC Welding (SMAW) Technical certificate program prepares an individual for employment within the welding and fabrication industry as well as similar working environments where SMAW applications are required.

EMPLOYMENT OPPORTUNITIES

The demand for trained welders is great, with many well paying job opportunities available upon program completion.

LICENSURE

There is no specific licensure that applies to either welding program. However, graduates of this program would be better prepared to qualify for select industry certifications and those employers conduct.

ADMISSIONS CRITERIA

- Submit a completed application
and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	33	32	31	
COMPASS	47	14	19	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

SHIELDED METAL ARC WELDING CURRICULUM

The standard curriculum for the Shielded Metal ARC Welding (SMAW) certificate program is designed for the quarter system. Students are encouraged to begin the program in the Fall quarter to maximize their progress toward completion. However, students may begin the program any quarter. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 37 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	3
MAT 100* Basic Math	3
OCCUPATIONAL COURSES	34
WLD 100* Introduction to Welding	6
WLD 102* Oxyacetylene Welding	1

WLD 103*	Blueprint Reading	3
WLD 104*	Shielded Metal ARC	
	Welding I—Flat Position	6
WLD 105*	Shielded Metal ARC	
	Welding II—Horizontal Position	6
WLD 106*	Shielded Metal ARC	
	Welding III—Vertical Position	6
WLD 107*	Shielded Metal ARC	
	Welding IV—Overhead Position	6

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,188

Books/Supplies: \$525

Wire Welding Certificate Program

The Wire Welding Technical certificate program prepares an individual for employment within the welding and fabrication industry as well as similar working environments where MIG and TIG applications are required.

EMPLOYMENT OPPORTUNITIES

The demand for trained welders is great with many well paying job opportunities available upon program completion.

LICENSURE

There is no specific licensure that applies to either welding program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- There are no assessment requirements for the Wire Welding program.

WIRE WELDING CURRICULUM

The standard curriculum for the Wire Welding (GMAW) and (GTAW) certificate program is designed for the quarter system. Students may enter the program during any quarter in which WLD 100 – Introduction to Welding is offered. The program takes 3 quarters to complete. To graduate, students must earn a minimum of 16 credit hours.

CURRICULUM OUTLINE CREDITS

OCCUPATIONAL COURSES

WLD 100*	Introduction to Welding	6
WLD 109*	Gas Metal Arc Welding (GMAW/MIG)	6
WLD 110*	Gas Tungsten Arc Welding (GTAW/TIG)	4

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$979

Books/Supplies: \$350

Human Services

Southeastern Tech is sensitive to the need for qualified persons in the human services field. There are degree, diploma, and certificate programs geared to prepare students for such opportunities.

These programs combine classroom instruction, laboratory practice, and practicum experience to assure that students obtain the most current skills required for their chosen profession.

Students interested in Human Services programs may obtain admission requirements from the Admissions Office. Additional information concerning course offerings, entrance dates, and program costs is also available.

General Education Core Competencies

The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.

STC has identified the following general education core competencies that graduates of associate degree programs will attain.

- The ability to utilize standard written English to produce coherent, well-developed

writings.

- The ability to effectively communicate orally in a public setting.
- The ability to solve practical mathematical problems.
- The ability to utilize critical thinking skills.
- The ability to effectively utilize basic computer skills.

Criminal Justice Technology Associate of Applied Science Degree Program

The Criminal Justice Technology Associate of Applied Science (AAS) degree program is designed to prepare students for careers in the field of Criminal Justice. The program emphasizes constitutional and criminal law, corrections, and juvenile justice. Program graduates are exposed to situations that will assist them in creating attitudes necessary to succeed as Criminal Justice professionals.

EMPLOYMENT OPPORTUNITIES

Entry-level positions in corrections, security, investigation, and police administration.

Note: Pursuant to state law, a conviction for a felony or multiple misdemeanor offenses could result in exclusion from employment in the Criminal Justice field.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

CRIMINAL JUSTICE TECHNOLOGY CURRICULUM

The standard curriculum for the Criminal Justice Technology AAT degree program is designed for the quarter system. Students are accepted into the pro-gram every quarter for general core courses and every Fall and Spring quarter for occupational courses. The program generally takes 8 quarters to complete. To graduate, students must earn a minimum of 103 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **35**

ECO 191*	Principles of Economics (OL)	5
ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
MAT 191*	College Algebra (OL)	5
PSC 191*	Physical Science	5
PSY 191*	Introductory Psychology (OL)	5
SPC 191*	Fundamentals of Speech	5

OCCUPATIONAL COURSES **65**

CRJ 101*	Introduction to Criminal Justice (OL)	5
CRJ 103*	Corrections	5
CRJ 104*	Principles of Law Enforcement (OL)	5
CRJ 105*	Criminal Procedures	5
CRJ 168*	Criminal	Law5
CRJ 202*	Constitutional Law	5
CRJ 207*	Juvenile Justice	5
CRJ 209*	Criminal Justice	
	Practicum/Internship	5
CRJ 212*	Ethics in Criminal Justice	5
XXX xxx*	Occupationally Related Elective	20

FUNDAMENTAL OCCUPATIONAL COURSES **3**

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$3,171

Books/Supplies: \$1,400

Early Childhood Care and Education Associate of Applied Science Degree Program

The Early Childhood Care and Education (ECCE) Associate of Applied Science (AAS) degree program is a sequence of courses designed to prepare students for careers in child care and related fields such as child care centers, family day care homes, group child care, headstart programs, preschool programs, before and after school programs, and in-home care. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education AAS degree and are qualified to be either an early childhood care and education program manager or paraprofessional.

The Early Childhood Care and Education AAS degree is a program with a planned sequence designed to be completed in consecutive quarters. The ECCE program adheres to the Technical College System of Georgia Program Standards utilizing off-campus, community-based internship sites. Students must have their own reliable transportation.

EMPLOYMENT OPPORTUNITIES

Child care centers, family care homes, group child care homes, headstart programs, preschool programs, before and after school programs, and in-home care provide employment opportunities for graduates of the Early Childhood Care and Education Program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;

- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	41	42	42	42
COMPASS	79	60	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the quarter system. Students are accepted into the program during the Fall and Spring quarters in Vidalia, and Summer and Winter quarters in Glennville. The program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 115 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **35**

ENG 191*	Composition and Rhetoric (OL)	5
ENG 193*	Literature and Composition	5
MAT 191*	College Algebra (OL)	5
PSC 191*	Physical Science I	5
PSY 191*	Introductory Psychology (OL)	5
SOC 191*	Introduction to Sociology	5
SPC 191*	Fundamentals of Speech	5

OCCUPATIONAL COURSES **62**

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
ECE 115*	Language Arts and Literature	5
ECE 116*	Math and Science	5
ECE 121*	Early Childhood Care and Education Practicum I	3
ECE 122*	Early Childhood Care and Education Practicum II	3
-OR-		
ECE xxx	Elective	3-5
ECE 201*	Exceptionalities	5
ECE 202*	Social Issues and Family Involvement	5
ECE 224*	Early Childhood Care and Education Internship	12
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

SPECIALIZATION AREA

Choose one of the following specializations:

PARAPROFESSIONAL **15**

ECE 203*	Human Growth and Development II	5
ECE 211*	Methods and Materials	5
ECE 212*	Professional Practices	5
<u>MANAGEMENT</u>		15

ECE 217*	Program Administration	5
ECE 221*	Facility Management	5
ECE 222*	Personnel Management	5

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in
selected quarters.

Students must have a satisfactory criminal Records Check before placement in a practicum or internship setting, which is a requirement for graduation.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$3,171

Books/Supplies: \$1,500

Lab Jacket: (Optional)

Criminal Background Check: \$25

Hepatitis B Vaccination (Optional): \$100

Liability Insurance: \$12 per year

Cosmetology

Diploma Program

The Cosmetology program is for students desiring a creative, challenging, and rewarding future in the beauty industry. The curriculum is enhanced with constant updates from an active local advisory committee and includes all aspects needed to succeed in this demanding field. From anatomy, chemistry, diseases and disorders, to the latest haircutting techniques or computer record-keeping technology, the cosmetology program is a strenuous, disciplined course of study that offers an exciting future.

EMPLOYMENT OPPORTUNITIES

A licensed cosmetologist may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, makeup artist, electrolysis, manufacturer representative, cosmetic chemist, free-lance writer of beauty articles, hair colorist, salon owner, salon chain owner, salon manager, retail specialist, competition champion, platform artist, administrator, board member, or educational specialist. Cosmetology offers limitless opportunities in a rapidly growing industry.

LICENSURE

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. The test is both a practical evaluation requiring a minimum of 70% accuracy and a written evaluation, which also requires a minimum of 70%. Southeastern Tech requires a cosmetology graduate to test and pass the exam within a 2 year period of graduation or successful completion of a refresher course is required for documentation to apply for the exam.

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

COSMETOLOGY REFRESHER

Purpose

The purpose of the Cosmetology Refresher is to prepare TCSG Cosmetology graduates who have never taken the state board exam or those graduates who have taken it and have not passed. If a graduate does not pass the exam within the 2 year period following graduation, then the graduate will fall under the warranty and can take the refresher courses at no cost. Those students who have never taken the exam will be required to pay tuition and fees.

Curriculum

The curriculum for the Cosmetology Refresher will be the following:

COS 108 Permanent Waxing and Relaxing

COS 109 Hair Color

COS 110 Skin, Scalp, and Hair

COS 111 Styling

COS 112 Manicuring and Pedicuring

Any student needing the Cosmetology Refresher will be required to meet with the Dean of Health Sciences and Human Services who will make the determination as to whether the warranty policy applies.

COSMETOLOGY CURRICULUM

The standard curriculum for the Cosmetology program is designed for the quarter system. A new cosmetology class begins in the Fall and Spring quarters. New students enrolling Winter or Summer quarters are encouraged to register for general essential core courses in preparation for the next beginning cosmetology class. The program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 73 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	11	
GENERAL CORE COURSES		11
EMP 100* Interpersonal Relations		
and Professional Development (OL)	3	
ENG 101* English		5
MAT 100* Basic Mathematics		3
OCCUPATIONAL COURSES	59	

COS 100*	Introduction to Cosmetology Theory	5	
COS 101*	Introduction to Permanent Waxing 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	
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 Pedicuring	3	
COS 113*	Practicum I	4	
COS 114*	Practicum II	8	
COS 115*	Practicum/Internship I	4	
COS 116*	Practicum/Internship II	5	
COS 117*	Salon Management	4	
	FUNDAMENTAL OCCUPATIONAL COURSES	3	
SCT 100*	Introduction to Microcomputers (OL)		3
SCT 100*	Introduction to Microcomputers (OL)	3	

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books: \$600

Kit/Supplies: \$500

Uniform/Lab Coat/Shoes: \$175

Field Trips/Hair Shows: \$70

Licensure/Certification Exam: \$139

Hepatitis B Vaccination (Optional): \$100

TB Test: \$40

Liability Insurance: \$24

SPECIAL PROGRAM FEATURES

The Georgia State Board of Cosmetology requires completion of 1500 hours of specific theory and lab skills; therefore, attendance is vital. There are no excused absences. The student is expected to be on time for class and labs.

Students who desire to work in a salon while attending school must obtain an Apprentice License and work under a Master Cosmetologist who has been licensed for a minimum of 36 months. The salon should be a full-service salon. Hours obtained under this apprenticeship are not applicable to the required school hours.

Cosmetology

Diploma Program

The Cosmetology program is for students desiring a creative, challenging, and rewarding future in the beauty industry. The curriculum is enhanced with constant updates from an active local advisory committee and includes all aspects needed to succeed in this demanding field. From anatomy, chemistry, diseases and disorders, to the latest haircutting techniques or computer record-keeping technology, the cosmetology program is a strenuous, disciplined course of study that offers an exciting future.

EMPLOYMENT OPPORTUNITIES

A licensed cosmetologist may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, makeup artist, electrolysis, manufacturer representative, cosmetic chemist, free-lance writer of beauty articles, hair colorist, salon owner, salon chain owner, salon manager, retail specialist, competition champion, platform artist, administrator, board member, or educational specialist. Cosmetology offers limitless opportunities in a rapidly growing industry.

LICENSURE

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. The test is both a practical evaluation requiring a minimum of 70% accuracy and a written evaluation, which also requires a minimum of 70%. Southeastern Tech requires a cosmetology graduate to test and pass the exam within a 2 year period of graduation or successful completion of a refresher course is required for documentation to apply for the exam.

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

COSMETOLOGY REFRESHER

Purpose

The purpose of the Cosmetology Refresher is to prepare TCSG Cosmetology graduates who have never taken the state board exam or those graduates who have taken it and have not passed. If a graduate does not pass the exam within the 2 year period following graduation, then the graduate will fall under the warranty and can take the refresher courses at no cost. Those students who have never taken the exam will be required to pay tuition and fees.

Curriculum

The curriculum for the Cosmetology Refresher will be the following:

COS 108 Permanent Waxing and Relaxing

COS 109 Hair Color

COS 110 Skin, Scalp, and Hair

COS 111 Styling

COS 112 Manicuring and Pedicuring

Any student needing the Cosmetology Refresher will be required to meet with the Dean of Health Sciences and Human Services who will make the determination as to whether the warranty policy applies.

COSMETOLOGY CURRICULUM

The standard curriculum for the Cosmetology program is designed for the quarter system. A new cosmetology class begins in the Fall and Spring quarters. New students enrolling in Winter or Summer quarters are encouraged to register for general essential core courses in preparation for the next beginning cosmetology class. The program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 73 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	11	
GENERAL CORE COURSES		11
EMP 100* Interpersonal Relations		
and Professional Development (OL)	3	
ENG 101* English	5	

MAT 100*	Basic Mathematics	3
OCCUPATIONAL COURSES		59
COS 100*	Introduction to Cosmetology Theory	5
COS 101*	Introduction to Permanent Waxing 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
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 Pedicuring	3
COS 113*	Practicum I	4
COS 114*	Practicum II	8
COS 115*	Practicum/Internship I	4
COS 116*	Practicum/Internship II	5
COS 117*	Salon Management	4
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books: \$600

Kit/Supplies: \$500

Uniform/Lab Coat/Shoes: \$175

Field Trips/Hair Shows: \$70

Licensure/Certification Exam: \$139

Hepatitis B Vaccination (Optional): \$100

TB Test: \$40

Liability Insurance: \$24

SPECIAL PROGRAM FEATURES

The Georgia State Board of Cosmetology requires completion of 1500 hours of specific theory and lab skills; therefore, attendance is vital. There are no excused absences. The student is expected to be on time for class and labs.

Students who desire to work in a salon while attending school must obtain an Apprentice License and work under a Master Cosmetologist who has been licensed for a minimum of 36 months. The salon should be a full-service salon. Hours obtained under this apprenticeship are not applicable to the required school hours.

Cosmetology Diploma Program

The Cosmetology program is for students desiring a creative, challenging, and rewarding future in the beauty industry. The curriculum is enhanced with constant updates from an active local advisory committee and includes all aspects needed to succeed in this demanding field. From anatomy, chemistry, diseases and disorders, to the latest haircutting techniques or computer record-keeping technology, the cosmetology program is a strenuous, disciplined course of study that offers an exciting future.

EMPLOYMENT OPPORTUNITIES

A licensed cosmetologist may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, makeup artist, electrolysis, manufacturer representative, cosmetic chemist, free-lance writer of beauty articles, hair colorist, salon owner, salon chain owner, salon manager, retail specialist, competition champion, platform artist, administrator, board member, or educational specialist. Cosmetology offers limitless opportunities in a rapidly growing industry.

LICENSURE

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. The test is both a practical evaluation requiring a minimum of 70% accuracy and a written evaluation, which also requires a minimum of 70%. Southeastern Tech requires a cosmetology graduate to test and pass the exam within a 2 year period of graduation or successful completion of a refresher course is required for documentation to apply for the exam.

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

COSMETOLOGY REFRESHER

Purpose

The purpose of the Cosmetology Refresher is to prepare TCSG Cosmetology graduates who have never taken the state board exam or those graduates who have taken it and have not passed. If a graduate does not pass the exam within the 2 year period following graduation, then the graduate will fall under the warranty and can take the refresher courses at no cost. Those students who have never taken the exam will be required to pay tuition and fees.

Curriculum

The curriculum for the Cosmetology Refresher will be the following:

COS 108 Permanent Waxing and Relaxing

COS 109 Hair Color

COS 110 Skin, Scalp, and Hair

COS 111 Styling

COS 112 Manicuring and Pedicuring

Any student needing the Cosmetology Refresher will be required to meet with the Dean of Health Sciences and Human Services who will make the determination as to whether the warranty policy applies.

COSMETOLOGY CURRICULUM

The standard curriculum for the Cosmetology program is designed for the quarter system. A new cosmetology class begins in the Fall and Spring quarters. New students enrolling in Winter or Summer quarters are encouraged to register for general essential core courses in preparation for the next beginning cosmetology class. The program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 73 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	11	
GENERAL CORE COURSES		11
EMP 100* Interpersonal Relations		
and Professional Development (OL)	3	
ENG 101* English	5	

MAT 100*	Basic Mathematics	3
OCCUPATIONAL COURSES		59
COS 100*	Introduction to Cosmetology Theory	5
COS 101*	Introduction to Permanent Waxing 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
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 Pedicuring	3
COS 113*	Practicum I	4
COS 114*	Practicum II	8
COS 115*	Practicum/Internship I	4
COS 116*	Practicum/Internship II	5
COS 117*	Salon Management	4
FUNDAMENTAL OCCUPATIONAL COURSES		3
SCT 100*	Introduction to Microcomputers (OL)	3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books: \$600

Kit/Supplies: \$500

Uniform/Lab Coat/Shoes: \$175

Field Trips/Hair Shows: \$70

Licensure/Certification Exam: \$139

Hepatitis B Vaccination (Optional): \$100

TB Test: \$40

Liability Insurance: \$24

SPECIAL PROGRAM FEATURES

The Georgia State Board of Cosmetology requires completion of 1500 hours of specific theory and lab skills; therefore, attendance is vital. There are no excused absences. The student is expected to be on time for class and labs.

Students who desire to work in a salon while attending school must obtain an Apprentice License and work under a Master Cosmetologist who has been licensed for a minimum of 36 months. The salon should be a full-service salon. Hours obtained under this apprenticeship are not applicable to the required school hours.

Criminal Justice Technology Diploma Program

The Criminal Justice Technology diploma program is designed to prepare students for careers in the field of Criminal Justice. The program emphasizes constitutional and criminal law, corrections, and juvenile justice. Program graduates are exposed to situations that will assist them in creating attitudes necessary to succeed as Criminal Justice professionals.

EMPLOYMENT OPPORTUNITIES

Entry-level positions in corrections, security, investigation and police administration fields.

Note: Pursuant to state law, a conviction for a felony or multiple misdemeanor offenses could result in exclusion from employment in the Criminal Justice field.

ADMISSIONS CRITERIA

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

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

CRIMINAL JUSTICE TECHNOLOGY CURRICULUM

The standard curriculum for the Criminal Justice Technology diploma program is designed for the quarter system. Students are accepted into the program every quarter for general education courses and every Fall and Spring quarters for program courses. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 73 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES	15
ENG 101* English	5
MAT 101* General Mathematics	5

PSY 101* Psychology (OL) 5

OCCUPATIONAL COURSES 55

CRJ 101* Introduction to Criminal Justice (OL) 5

CRJ 103* Corrections 5

CRJ 104* Principles of Law Enforcement (OL) 5

CRJ 105* Criminal Procedures 5

CRJ 168* Criminal Law 5

CRJ 202* Constitutional Law 5

CRJ 207* Juvenile Justice 5

CRJ 209* Criminal Justice

Practicum/Internship 5

CRJ 212* Ethics in Criminal Justice 5

XXX xxx* Occupationally Related Elective 10

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100* Introduction to Microcomputers (OL) 3

* "C" or higher is required for designated courses.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,265

Books/Supplies: \$1,100

Early Childhood Care and Education Diploma Program

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for careers in child care and related fields such as child care centers, family day care homes, group child care, headstart programs, preschool programs, before and after school programs, and in-home care. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and are qualified to be an early childhood care and education provider.

The Early Childhood Care and Education diploma is a program with a planned sequence designed to be completed in consecutive quarters. The ECCE pro-gram adheres to the Technical College System of Georgia Program Standards utilizing off-campus, community-based internship sites. Students must have their own reliable transportation.

EMPLOYMENT OPPORTUNITIES

Child care centers, family care homes, group child care homes, headstart programs, preschool programs, before and after school programs, and in-home care provide employment opportunities for graduates of the Early Childhood Care and Education Program.

ADMISSIONS CRITERIA

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

- Proof of Hepatitis B vaccination or declination form;
- Meet the following assessment requirements:

TEST Reading Writing Numerical Algebra

ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the quarter system. Students are accepted into the program during the Fall and Spring quarters in Vidalia, and Summer and Winter quarters in Glennville. Students can enter any quarter and begin the core classes. The program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 73 credit hours.

CURRICULUM OUTLINE CREDITS

GENERAL CORE COURSES **13**

EMP 100*	Interpersonal Relations and Professional Development (OL)	3
ENG 101*	English	5
MAT 101*	General Mathematics	5

OCCUPATIONAL COURSES **57**

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
ECE 115*	Language Arts and Literature	5
ECE 116*	Math and Science	5
ECE 121*	Early Childhood Care and Education Practicum I	3
ECE 122*	Early Childhood Care and Education Practicum II	3
-OR-		
ECE xxx*	Elective	3-5
ECE 202*	Social Issues and Family Involvement	5
ECE 224*	Early Childhood Care and Education Internship	12

FUNDAMENTAL OCCUPATIONAL COURSES 3

SCT 100*	Introduction to Microcomputers (OL)	3
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* "C" or higher is required for designated courses.

*(OL) designation indicates course is available online in
selected quarters.*

Students must have a satisfactory criminal Records Check before placement in a practicum or internship setting, which is a requirement for graduation-

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,812

Books/Supplies: \$900

Lab Jacket: (Optional)

Criminal Background Check: \$25

Hepatitis B Vaccination (Optional): \$100

Criminal Justice Records Technician Certificate Program

The Criminal Justice Records Technician TCC program will prepare graduates for entry-level employment in the administrative aspects of criminal justice. The program provides learning opportunities which introduce, develop, and reinforce occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to a Criminal Justice Records Technician certificate.

EMPLOYMENT OPPORTUNITIES

Criminal Justice Records Technician program is designed to prepare graduates for employment as secretaries and administrative assistants in law enforcement and corrections departments.

ADMISSIONS CRITERIA

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

TEST	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

CRIMINAL JUSTICE RECORDS TECHNICIAN CURRICULUM

The standard curriculum for the Criminal Justice Records Technician program is designed for the quarter system. Students may enter the program during any quarter of the year. The program generally takes 3 quarters to complete. To graduate, students must earn a minimum of 35 credit hours.

CURRICULUM OUTLINE	CREDITS
OCCUPATIONAL COURSES	35
SCT 100* Introduction to Microcomputers (OL)	3

CRJ 101* Introduction to Criminal Justice (OL)	5
CRJ 212* Ethics in Criminal Justice	5
BUS 101* Beginning Document Processing (OL)	5
BUS 106* Office Procedures (OL)	5
BUS 108* Word Processing (OL)	7
MKT 101* Principles of Management (OL)	5

** "C" or higher is required for designated courses.*

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1235

Books/Supplies: \$700