Swainsboro Technical College Catalog and Handbook

2007 – 2008

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

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

Johnson County Extension Campus
21 Cedar Creek Drive
Wrightsville, Georgia 31096
(478) 864-8350

Treutlen County Extension Campus
Route 4, Box 412
Soperton, Georgia 30457
(912) 529-5760

Swainsboro Technical College periodically makes changes to its policies and procedures. A listing of any catalog addenda can be viewed at http://www.swainsborotech.edu/catalog_addenda.pdf

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

Statement of Non-discrimination

Swainsboro Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, 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 programs, and other Swainsboro Technical College administered programs. It also encompasses the employment of personnel and contracting for goods and services. Swainsboro 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.

Swainsboro Technical College 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 prohibit discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of handicap; and with the Americans with Disabilities Act (ADA).

Statement of Non-discrimination

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

Title VI and Title IX Coordinator
Jan Brantley, Special Populations Coordinator, Main Campus, Building 8, Office 8111, 478-289-2274

ADA/504 Coordinator
Leisa Dukes, Career Services Coordinator, Main Campus, Building 1, Office 1212, 478-289-2256

Equity Officer
Jan Brantley, Special Populations Coordinator, Main Campus, Building 8, Office 8111, 478-289-2274

OCR Compliance Officer
Jan Brantley, Special Populations Coordinator, Main Campus, Building 8, Office 8111, 478-289-2274

Sexual Harassment Coordinator
Jan Brantley, Special Populations Coordinator, Main Campus, Building 8, Office 8111, 478-289-2274

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

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

Accreditations

National Accreditation

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

Requests for information regarding information on the conditions for accreditation or the accreditation standards, objectives, or criteria of the Commission should be addressed to:
Dr. Gary Puckett
Executive Director
Council on Occupational Education
41 Perimeter Center East, N.E., Suite 640
Atlanta, Georgia 30346
Phone: 770-396-3898 Fax: 770-396-3790
Web Site: www.council.org
Email Address: puckettg@council.org

International and Trans-regional Accreditation

Swainsboro Technical College is an accredited member of the Commission on International and Trans-regional Accreditation. The CITA accreditation is concurrent with the Council on Occupational Education accreditation.

Practical Nursing Program Approval

The Practical Nursing program is fully approved by the Georgia Board of Examiners of Licensed Practical Nurses.

Medical Assistant Certification

The Swainsboro Technical College Medical Assisting program is accredited by the: Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the American Association of Medical Assistants Endowment (AAMAE).

CAAHEP	AAMAE
1361 Park Street	20 N. Waker Drive
Clearwater, FL 33756	Suite 1575
	Chicago, IL 60606

Early Childhood Care and Education Paraprofessional Training Program Accreditation**

The Early Childhood Care and Education Paraprofessional Training program is approved by the Professional Standards Commission.
http://www.gapsc.com/ApprovedPrograms/EducationProgram.asp

Certified Cisco Networking Academy

Swainsboro Technical College is a Certified Cisco Network Academy.

Cosmetology Program

The Georgia Department of Technical and Adult Education's Cosmetology curriculum is approved by the Georgia State Board of Cosmetology.

Automotive Technology Program

The Automotive Technology program is accredited by the National Institute of Automotive Service Excellence (ASE).

A Message from the President

Welcome to Swainsboro Technical College (STC), a member institution of The Technical College System of Georgia, and a center for excellence in workforce preparation. At STC we not only help people get good jobs, but we prepare them for great, high-tech careers. We are happy that your interest in technical education has led you to consider STC. While this publication should provide answers to most of your questions, we also have an outstanding web site – www.swainsborotech.edu - , and our faculty and staff are available by phone and email to help as well.

What really makes STC extraordinary is its superb team of education professionals - - people who care enough to invest the time and energy to be sure that you are successful. The faculty and staff at STC provide quality, relevant training and education to get you "plugged-in" to an enjoyable and rewarding career.

Predictions are that more than eighty percent of all jobs over the next ten years will require training/education beyond high school but less than a four-year college degree. We are in the "future starting" business here at STC, and you can start to prepare today for tomorrow's skilled, high-tech jobs. With the availability of HOPE and other need-based financial aid, there are very few costs incurred by our students.

As we celebrate our forty-fourth year, we offer more exciting career choices than ever before. I invite you to visit our campus and find out if we offer something here that might inspire or intrigue you! Perhaps we can help you get started in your dream career.
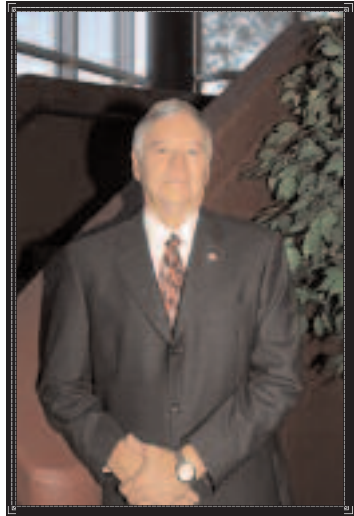
Sincerely,

Larry Calhoun
President

Swainsboro Technical College Board of Directors

Ms. Pam Griner (Chairperson) . . . . .Candler County
Mrs. Jennie Wren Denmark . . . . .Emanuel County
Ms. Pamelia Dwight . . . . .Jenkins County
Mr. Kenny Griffin (Vice Chairperson) . . . . .Emanuel County
Mr. Wayne Herringdine . . . . .Johnson County
Mrs. Erma Jenkins . . . . .Emanuel County
Mrs. Rhonda Norris . . . . .Treutlen County
Mr. Richard Price . . . . .Candler County
Judge Don Wilkes . . . . .Emanuel County

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College Values

Values describe the moral character of the College. They represent a consensus of personal beliefs of those who make up the College.

Swainsboro Technical College values:

- Student success as our highest priority.

- Diversity in our students, faculty, programs, and services.

- Accessible educational opportunities that foster academic excellence.

- Community partnerships that provide input and involvement in the educational process to satisfy the needs of business, industry, and our communities.

- Continuous improvement of our programs, technology, instructional resources, and support services in an effort to foster a commitment to life-long learning.

Vision

The Vision statement is a values-based description of Swainsboro Technical College's desired future and its distinctive characteristics of success. It clarifies what the College should look like and how it should conduct itself as it fulfills its Mission.

In Swainsboro Technical College's Vision of the future:

- We are the premier provider of training in healthcare and high-demand careers.

- We are a major force in the economic life of our region.

- We are student-centered and outcomes-driven.

- We are partners in a seamless educational system.

- We are the embodiment of excellence.

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College Calender

Summer 2007

Quarter Begins . . . . .July 10
Drop/Add Ends . . . . .July 16
Staff Development (No classes) . . . . .August 10
Labor Day Holiday . . . . .September 3
Quarter Ends . . . . .September 20

Fall 2007

Quarter Begins . . . . .October 2
Drop/Add Ends . . . . .October 8
Staff Development (No classes) . . . . .October 19
Thanksgiving Holidays . . . . .November 21, 22, 23
Quarter Ends . . . . .December 18

Winter 2008

Quarter Begins . . . . .January 3
Drop/Add Ends . . . . .January 9
Martin Luther King, Jr. Holiday . . . . .January 21
Staff Development (No classes) . . . . .February 1
Quarter Ends . . . . .March 18

Spring 2008

Quarter Begins . . . . .April 1
Drop/Add Ends . . . . .April 7
Staff Development (No classes) . . . . .May 16
Memorial Day Holiday . . . . .May 26
Quarter Ends . . . . .June 13
Graduation Ceremony . . . . .June 16

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

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

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

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

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

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

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

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

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

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

Campus improvements also continued in 1989 with the opening of the child development center. The child development center provides on-site day care for young children as well as educational training for students enrolled in the Early Childhood Care and Education program.

In 1996, construction was completed on the 20,000-square-foot classroom and student services building. This facility houses the health programs, Student Affairs offices and the Office of the President.

In 1998, with the acquisition of the old Swainsboro High School property adjacent to the

campus, Swainsboro Technical Institute has continued to grow. One of the existing buildings on the site was renovated to house the Special Populations and Fatherhood programs.

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

Swainsboro Technical College opened its newest facility, the Larry J. (Butch) Parrish Technology Center, in the fall of 2003. This state-of-the-art facility provides space for the Drafting Technology, Fish and Game Management, Forest Technology, and Welding and Joining Technology programs and provides offices for the Vice President for Economic Development and Continuing Education.

Swainsboro Technical College is committed to effectively fulfilling its mission in a manner that meets the needs of the citizens, businesses, and industries of our five-county service area.

Academic Affairs 478-289-2215

    Fax 478-289-2214

Admissions 478-289-2261

Adult Education - Metter 912-685-5021

    Fax 912-685-5021

Adult Education - Millen 478-982-1303

    Fax 478-982-1307

Adult Education - Soperton 912-529-5760

    Fax 912-529-5775

Adult Education - Swainsboro 478-289-2260

    Fax 478-289-2214

Adult Education - Wrightsville 478-864-4908

    Fax 478-864-4979

Bookstore 478-237-3191

Business Office 478-289-2205

    Fax 478-289-2315

Career Transition/Stay in School 478-289-2258

Child Care Center - Swainsboro 478-289-2241

Child Care Resource and Referral 478-289-2275

Continuing Education 478-289-2326

Economic Development 478-289-2326

Education and Career Partnership 478-289-2216

Financial Aid 478-289-2262

Job Placement 478-289-2256

Library 478-289-2322

President's Office 478-289-2250

    Fax 478-289-2252

Registrar 478-289-2271

Security 478-289-2205

Special Populations 478-289-2274

    Fax 478-289-2307

Student Affairs 478-289-2200

    Fax 478-289-2263

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

Admissions Policy

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

1. Be non-discriminatory to any eligible applicant regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law).
2. Increase prospective students' opportunities.
3. Guide the implementation of all activities.

Admissions Procedure

1. Call, write, or come by the Student Affairs Office to obtain an application for admission or visit our website at www.swainsborotech.edu to complete an online application.
2. Return the completed application with the $15 nonrefundable application fee or pay by credit card.
3. Contact previously attended schools or colleges, or the GED testing service to request a copy of transcripts and test scores. High school and/or college transcripts must be mailed directly to the Admissions Office at Swainsboro Technical College. Original GED transcripts must be brought in for Swainsboro Tech's Admissions staff to copy.
4. Take the placement test. Swainsboro Technical College offers both the ASSET (pencil, paper, timed) and the COMPASS (computerized, untimed). ASSET tests are given on every Tuesday and Thursday morning at 7:50 am, one Wednesday evening per quarter at 6:00 pm and one Saturday per quarter at 1:00 pm. Schedules are available in the Admissions Office or on the Swainsboro Technical College website. COMPASS tests are given by appointment only. Contact the Admissions Office at 478-289-2259 for an appointment.
5. You will be notified in writing concerning the admissions decision, registration date and new student orientation.

State Residency

Swainsboro Technical College recognizes three student residency categories: Georgia Resident, Out of State Student, and Non-Citizen Student. The student residency category governs the tuition rate paid by the student.

A Georgia resident is an individual who is a United States citizen or Eligible Non-Citizen who is domiciled in the State of Georgia for a period of at least 12 months prior to the first day of class-

es for which the person is intending to enroll and meets the in-state tuition requirements of the Department of Technical and Adult Education. A domicile is a person's present, permanent home where that individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere transient or temporary physical presence in another state. No individual may have more than one domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one's domicile. To acquire domicile, an individual must demonstrate intent to remain permanently or indefinitely.

An Out of State Student is an individual who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term for which the individual is intending to enroll.

A Non-Citizen Student is an individual who is not United States born or naturalized citizen of the United States.

An Eligible Non-Citizen is an individual who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

A student's legal residence shall determine the tuition rate paid by the student.
- Students who are Georgia Residents shall pay tuition and fees prescribed by the State Board for in-state students.
- Out of State Students will pay tuition and fees at a rate of two times charged Georgia Residents.
- Non-Citizen Students will pay tuition and fees at a rate of four times that charged Georgia Residents.
- Eligible Non-Citizen Students will pay tuition and fees based on the same rules as the Georgia Resident.

On the application for admissions, Swainsboro Technical College shall require students to identify his or her country of lawful residence and may require submission of other information necessary to make a determination of the student's legal domicile for tuition-rate and student advisement purposes.

Entrance Requirements

Students applying for admission to Swainsboro Technical College must be 16 years of age or older with the following exceptions:
1. Students applying for the Practical Nursing diploma, Medical Assisting diploma, Dental Assisting diploma, Imaging Science Services Assistant technical certificate of credit and the Medical Administrative Technician technical certificate of credit must be 17 years of age.
2. Students applying for the Paramedic Technology diploma, and Emergency Medical Technician - Intermediate, Timber Harvesting and Heavy Equipment and Family Child Care Provider technical certificates of credit must be 18 years of age.
3. Students applying for the Early Childhood Program Administration technical certificate of credit must be 21 years of age.

The President, at his discretion, may waive the age requirement for secondary students who

are participating in an articulated program of study.

Academic Criteria

A GED or high school diploma is required for admission to Swainsboro Technical College for the following degree, diploma, and certificate programs:

Associate Degrees of Applied Technology
   Accounting
   Administrative Office Technology
   Computer Support Specialist
   Criminal Justice Technology
   Drafting Technology
   Early Childhood Care and Education
   Fish and Game Management
   Forest Technology
   Management and Supervisory Development
   Networking Specialist

Diplomas
   Accounting
   Automotive Technology
   Business Office Technology
   Computer Support Specialist
   Criminal Justice Technology
   Dental Assisting
   Drafting Technology
   Fish and Game Management
   Forest Technology
   Management and Supervisory Development
   Medical Assisting
   Networking Specialist
   Paramedic Technology
   Practical Nursing

Technical Certificates of Credit
   3-D Animation and Web Design Specialist
   Advanced Computer Specialist
   Basic Computer Specialist
   Basic Technical Support Specialist
   Cisco Network Specialist
   Civil Drafting Specialist
   Early Childhood Program Administration
   Emergency Medical Technician - Intermediate
   Family Child Care Provider
   Forest Technician Assistant
   Furnishings and Interior Design Specialist
   Imaging Science Services Assistant
   Intermediate Computer Specialist
   Medical Administrative Technician
   Medical Transcription

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      Nail Technician
      Payroll Accounting Specialist
      Public Works Civil Technician

A high school diploma or a GED is not required for admission into the following diploma and certificate programs; however, prior to graduation from Swainsboro Technical College, students in these programs must receive either a high school diploma or a GED.

Diplomas
      Air Conditioning Technology
      Automotive Fundamentals
      Cosmetology
      Early Childhood Care and Education
      Electrical Construction and Maintenance
      Industrial Electrical Technology
      Welding and Joining Technology

Technical Certificates of Credit
      Child Care Assisting
      Help Desk Assistant
      Law Enforcement Investigations Assistant
      Web Site Fundamentals
      Word Processing Specialist

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

Technical Certificates of Credit
      Advanced CAD Operator - Architectural
      Advanced CAD Operator - Mechanical
      Air Conditioning Repair Specialist
      Automotive Climate Control Technician
      Auto Transmission/Transaxle Repair
      CAD Operator - Architectural
      CAD Operator - Mechanical
      Certified Manufacturing Specialist
      Commercial Wiring
      Computer Aided Drafting Specialist
      Computer Applications Specialist
      Drafting Aide
      Electrical Contracting Technician
      Electrical Systems Assistant
      Flat Shielded Metal Arc Welder
      Flux Cored Arc Welder
      Gas Metal Arc Welder
      Gas Tungsten Arc Welder
      Geriatric Care Assistant
      Microsoft Officer Application Specialist
      Patient Care Assisting
      Phlebotomy Technician
      Residential Wiring Technician
      Shampoo Technician

Timber Harvesting and Heavy Equipment
Tune-Up Specialist
Wildlife Management Assistant

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

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

Students completing a secondary program of study that is not approved by a recognized accrediting agency accepted by the Georgia Department of Technical and Adult Education or that meets the requirements of O.C.G.A. 20-2-690 for home schooled students Official Code 20-2-690 may nevertheless be admitted to a Technical College by attaining a GED or through one of the following paths:

1. Documentation of certified home schooling or equivalent as outlined in O.C.G.A 20-2-690; appropriate placement test cut-off scores (e.g. ASSET-COMPASS); and appropriate SAT critical reasoning/verbal and math scores or ACT verbal and math scores as specified by the program standards
2. Presidential waiver - Students being admitted under this section may seek a Presidential waiver from the usual requirement that they earn a high school diploma or GED prior to graduation from a technical college program
3. Students with diplomas from secondary schools located outside the United States may have their transcripts evaluated for equivalency by an approved outside evaluation organization or follow paths 1 or 2 as identified above

Admissions Categories

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

1. Regular
2. Provisional
3. Learning Support
4. Special
5. Transient

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

Regular Admission Requirements

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

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

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

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

Provisional Admission Requirements

Students shall be admitted on a provisional basis to a degree, diploma, or technical certificate of credit based on the evaluation of assessment scores. A student meeting the minimum required scores in two of the three required areas will be admitted as a provisional admit student.

Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class requisites are satisfied.

All certificate, diploma, and degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

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

NOTE: Cosmetology students requiring learning support reading will not be allowed to take any classes with a COS prefix prior to completing the required learning support reading class(es).

Learning Support Admission Requirements

Learning support admissions is granted to students seeking a certificate, diploma, or degree, but who do not meet the regular or provisional admission requirements. Students classified in this category are eligible to enroll in learning support courses only or are referred to Adult Education.

Special Student Admissions

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

1. Be classified as non-award seeking at time of entry.
2. Be granted special student status upon recommendation of the Admissions Office.
3. Receive credit for regular program course work that is satisfactorily completed.
4. Receive credit for an unlimited number of courses; but may transfer only 25 credit hours into a specific program for award seeking purposes.
5. Have the prerogative of applying for regular student status but must meet the requirements of the regular student admissions process. This includes the State approved assessment process. The number of hours taken as a special student in no way waives the requirements of the regular admission process.
6. Adhere to the specific institutional prerequisite requirements when selecting courses.
7. Is not eligible for Financial Aid.

Transient Student

A student in good standing may be permitted to enroll as a transient student on a space-available basis at Swainsboro Technical College in order to complete work to be transferred back

to the student's home institution. The transient student must:

1. Complete and submit an online application form to the Georgia Virtual Technical College (GVTC) at www.gvtc.org.
2. Pay required non-refundable application fee of $15.
3. Ensure that home institution provides Swainsboro Technical College with a *Transient Agreement* before registration.
4. Pay any fees not covered by HOPE. (Instructional Technology Fee will be waived if the student is enrolled at his home college.)

Admission of Transfer Students

Applicants to Swainsboro Technical College who have been previously enrolled at a post-secondary institution will be considered for admission under the following policies:

1. Applicants must be in good standing at a regionally or nationally accredited diploma or degree granting institution;
2. Applicants must meet the admissions requirements stated previously; and
3. Other regulations concerning transfer credit are found in the "Advanced Placement" section of this catalog and handbook.

Admission of Practical Nursing Students

Students applying for the Practical Nursing program and who are entering the third, fourth, or fifth quarter will not be accepted until the waiting list has been determined at the end of the preceding quarter. See the section on "Registration of Practical Nursing Students."

New Student Orientation

In order that new students may be fully informed and aware of all phases of school life, a program of orientation is provided each quarter. Orientation is held in the Maurice D. Boatwright Auditorium in Building 1 on the first day of each quarter. This program informs new students about school and department rules, regulations, and policies. It also provides students with information about employment opportunities available upon program completion. Students are introduced to school personnel and informed about student activities, opportunities, regulations, requirements and available services. Program orientation is provided immediately afterward to introduce students to the requirements of their program of study. New Student Orientation for online students is available on the Swainsboro Technical College website at http:\\www.swainsborotech.edu.

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 GED is considered qualified. A student without a high school diploma or GED can obtain eligibility for federal financial aid by taking an "Ability to Benefit" (ATB) test and achieving the required scores. Swainsboro Technical College administers the COMPASS test. The United States 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 or 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 programs.

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

All ATB applicants must meet the same requirements as all other students who apply to Swainsboro Technical College. After ATB students are tested, they are referred to the Admissions Coordinator or the Director of Admissions for counseling. The Director of Financial Aid will be notified of the status of each ATB student. Satisfactory progress of each ATB student will be closely monitored. Each ATB student will be encouraged to develop positive study habits, positive job attitudes, and positive work ethics.

Applicable ATB acceptable scores are as follows:

Subject Areas	COMPASS
Writing	32
Reading	62
Math	25

The following programs do not require a high school diploma or GED for admission 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	Electrical Construction and Maintenance
Automotive Fundamentals	Industrial Electrical Technology
Cosmetology	Welding and Joining Technology
Early Childhood Care and Education	

Assessment Policy

The ability of a student to succeed in an occupational program at Swainsboro Technical College is greatly determined by the math, reading, and language skills possessed by the student. Swainsboro Technical College is committed to assisting each student to achieve at his or her maximum potential. It is the philosophy of this institution that students are not helped by admitting them to a program in which they do not possess the basic education skills needed to succeed. Therefore, all students applying for degree, diploma, and certificate programs with the exception of welding certificates must be assessed prior to acceptance to a program of study at Swainsboro Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.

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

Swainsboro Technical College utilizes the state-approved assessment instruments (ASSET and COMPASS) when assessing for program readiness. In lieu of ASSET or COMPASS scores, official scores on the SAT, ACT, and CPE will be accepted provided they are not more than 60 months old. Acceptable scores are as follows:

	Degree Programs	Diploma Programs
SAT - Verbal	460	430

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SAT - Math	430	400
ACT - Verbal	24	18
ACT - Math	20	16
CPE - Reading	75	75
CPE - English	75	75
CPE - Math	75	75

Official transcripts from an accredited institution approved by the United States Secretary of Education documenting equivalent program-level English and math course work successfully completed at other institutions may be used to document a student's basic education skills and eliminate the need to complete that portion of the assessment instrument.

ASSET and COMPASS scores are considered valid for placement purposes for a maximum of 60 months.

Assessment Procedures

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

Reassessment Policy

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

Assessment Policy for Learning Support and Provisional Admit Degree Level Students

Students completing learning support courses in the degree program must also meet required assessment scores before they will be allowed to take degree level English or algebra classes. Successful completion of learning support courses does not allow a student to move forward to regular algebra and English unless test scores are met. Scores are as follows:

ASSET	COMPASS
Writing - 42	Writing - 62
Reading - 41	Reading - 79
Algebra - 42	Algebra - 37

A student who is required to take MAT 098 will not be allowed to retest at the end of the course. The student must also complete MAT 099 and have a grade of C or better in the class in order to retest. At the end of this course, the student will be allowed to retest if he/she has satisfactorily completed the requirements for the course. However, he/she still must meet the minimum test score before registering for MAT 191.

Double Majors

Students are afforded the opportunity to earn more than one major. However, one program of study will need to be completed before a student will be admitted into a second major. A student must apply with the Admissions Office for each major. Any courses that are common to both majors will not have to be repeated.

Readmission

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

REAPPLICATION DOES NOT MANDATE ACCEPTANCE.

Guidelines for Readmission

1. The school reserves the right to evaluate the applicants. Students are accepted based on previous experience, education record, placement test results, and counseling by their advisor. If vacancies are not available, students are placed on the waiting list for the quarter of readmission.
2. Being placed on the waiting list does not guarantee an entrance date. Each individual will be notified as to his/her entrance date.
3. When an applicant is notified of an opening and given an enrollment date, he/she must report on that date. If the applicant does not enroll by the deadline set forth by the school, another applicant will be notified to fill the slot.
4. If applicants cannot enroll at the time of notification, they must re-apply for the quarter they wish to return.

Note: The Practical Nursing Program has separate guidelines for readmission published in the Swainsboro Technical College Practical Nursing handbook.

Change of Program Admission

Students who transfer from one program (certificate, diploma, or degree) to another within Swainsboro Technical College will be given full credit for all courses common to both programs.

An official *Change of Program* form must be submitted and approved prior to transferring to another program. *Change of Program* forms are available in the Admissions Office or on the Swainsboro Technical College website (www.swainsborotech.edu).

Change of Address/Name

Students are responsible for notifying the Admissions Office of any change of address or name change. Swainsboro Technical College will mail all notices and official correspondence to the last address on the student's record which then constitutes official notification.

Dual/Joint Enrollment

The Dual Enrollment Program is a program allowing high school students to receive Carnegie unit credit from a high school and postsecondary credit hours from Swainsboro Technical College for the same course.

The Joint Enrollment Program is a program allowing high school students to take postsecondary courses for postsecondary credit only from Swainsboro Technical College.

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

The following guidelines govern this program:

1. A student may be accepted under this plan when it has been formally certified to Swainsboro Technical College by the high school administrator and the student's parent(s) or guardian(s) that the student has been approved for this program.
2. For each quarter's work that the dually enrolled student successfully completes for Swainsboro Technical College, credits are earned toward high school graduation.
3. Courses are determined by the high school and Swainsboro Technical College as defined by the policies of the Georgia Department of Technical and Adult Education and the Georgia Department of Education.
4. Students must meet any prerequisites for any courses in which they wish to enroll.
5. Acceptance of Dual/Joint students will be based upon the following:
   A. Evaluation of high school records
   B. Recommendation of high school administrator
   C. Placement test scores

Housing

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

Adult Education

An individual must be sixteen years old or older to enroll in adult education. Admission to the program will be either GED preparation or basic skills upgrading. All applicants to the program are assessed with the Test of Adult Basic Education (TABE) prior to program entry. Classes for both GED preparation and basic skills improvement are contingent upon TABE scores. There is no charge for classes or assessment. Books are available for student use while in class. Classes are offered during the day, the evening, and online.

Classes offered through the Adult Education Division include the following:

GED online
Math
Computer Skills
English
English-As-A-Second-Language
Spelling
Science
Social Studies
Pre-Algebra/Geometry
Reading
English Literacy/Civics Education

Eligibility for Enrollment

Individuals sixteen (16) and older are eligible for enrollment in a state approved adult education program. Sixteen-, seventeen-, eighteen-, and nineteen-year-olds must meet the following criteria:

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

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

Ages 16 or 17

3. All individuals must provide a statement from a parent or legal guardian supporting the request.

Exceptions:

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

B. Emancipated (documentation required)

C. Court ordered/adjusted (documentation required)

D. Married (documentation required)

Age 18 or 19

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

Application Procedures

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

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

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

GED Testing

Testing for the GED, General Education Development Diploma is scheduled monthly at Swainsboro Tech, and in the outlying county service area. A person must be 18 years old or older and out of high school to take the GED exam. A valid driver's license or other approved identification is required. The cost of testing is $95. Sixteen- and seventeen-year-olds may apply for special needs testing and be approved by the Office of Adult Literacy/GED Testing. Eighteen- and nineteen-year-olds must have an official withdrawal to test. For information call GED Examiner at 478-289-2248.

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

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

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

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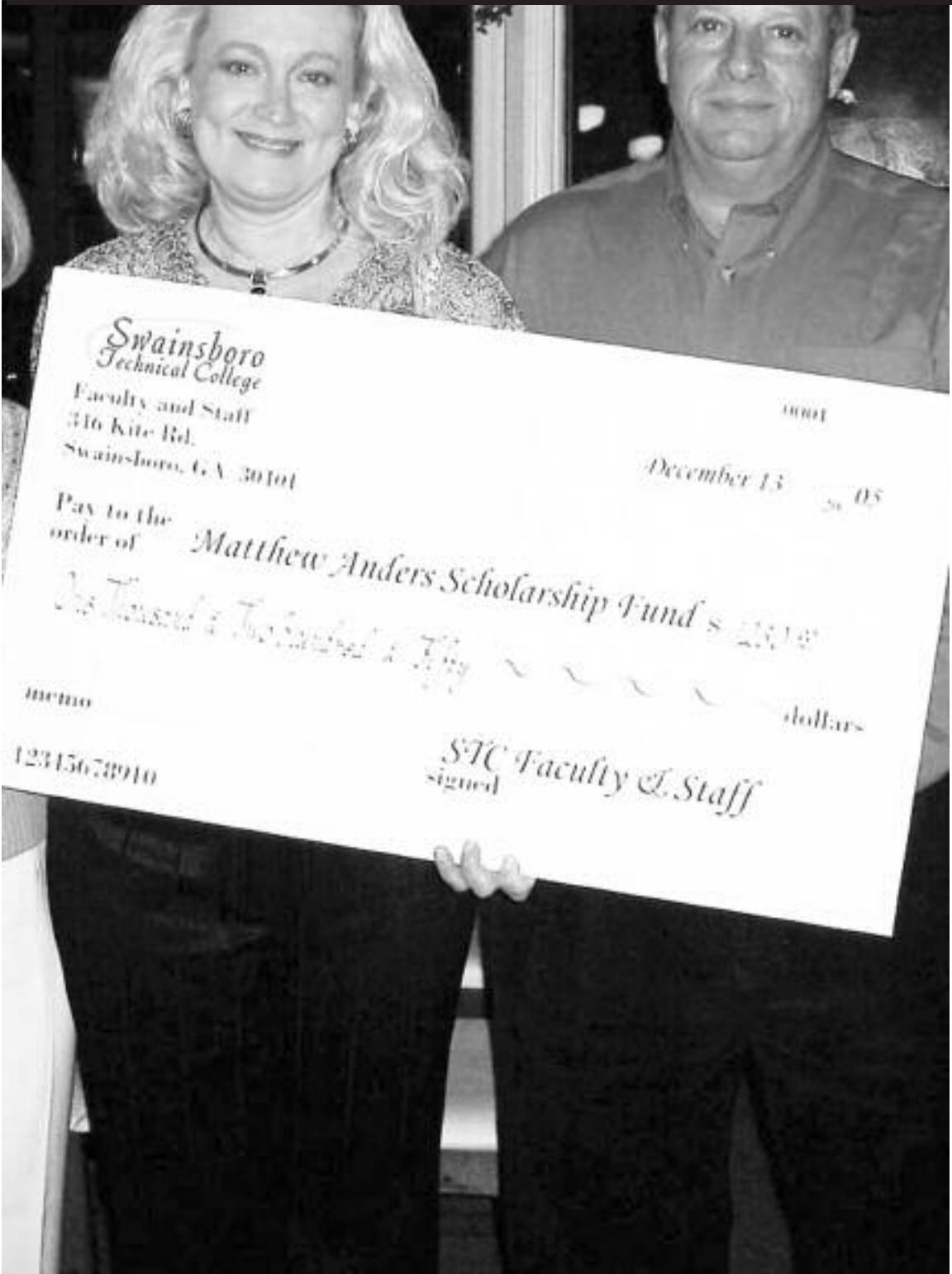25 West Daniel St.
Metter, GA 30434
912-685-5021

Swainsboro Technical College
346 Kite Road
Swainsboro, GA 30401
478-289-2260

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

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

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

Financial Aid

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

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

Federal Pell Grants

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

Financial aid payments will be made to eligible students the last week of the quarter.

Enrollment Status for Pell Calculation for diploma and certificate seeking students:

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

Degree-seeking students are awarded based on academic credit hour enrollment.
* Some certificate programs may also be eligible if the program includes the minimum number of clock hours for Pell Eligibility.

Georgia HOPE Grant

HOPE (Helping Outstanding Pupils Educationally) is a grant funded by the Georgia Lottery for Education. HOPE Grants are available for students enrolling in diploma or certificate programs. HOPE Grants cover tuition, mandatory fees excluding the Instructional Technology Fee, and a book allowance. To be eligible for this grant, a student must meet all general eligibility requirements and have been a legal resident of Georgia for 12 consecutive months prior to the first day of the quarter. Georgia students enrolled in diploma and certificate programs are eligible regardless of their high school graduation date or grade point average. There is a maximum paid-hours limit of 95 or 130 quarter hours as explained below.

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

Fall term of 2003, Winter term of 2004, Spring term of 2004, and Summer term of 2004 are counted as Paid-Hours for the HOPE Grant limit, except if the student was also enrolled in high school during these terms.

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

Georgia HOPE Scholarship

The Georgia HOPE Scholarship is a scholarship funded by the Georgia Lottery for Education. HOPE Scholarships are available to Associate Degree students that meet specific high school and degree-seeking GPA requirements. The student must be a Georgia resident for at least the preceding 12 months, a 1993 or later high school graduate, and have completed high school with a 3.0 GPA. Non-traditional students may apply for the HOPE Scholarship after they have completed 45, 90, or 135 degree credit hours and have a 3.0 GPA. Students must also maintain a 3.0 GPA in a degree program to remain eligible for the HOPE Scholarship. HOPE evaluation forms are available in the Financial Aid Office. HOPE Scholarships cover tuition, mandatory fees (excluding the Technology Fee of $35 per quarter), and book allowance.

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

HOPE Grant and/or Scholarship

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

ing with Fall term of 1993 (FY 94).

- Recipients are eligible for a maximum of 190 quarter hours or 127 semester hours of combined payment, or a maximum of 225 quarter hours or 150 semester hours, or the number of hours required for graduation, whichever is less, but only if enrolled in specific programs of study designed to require more than 190 quarter hours or 127 semester hours for graduation.
- If a student earns a bachelor's degree before reaching the Combined Paid-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.
- If a student reaches the Attempted-Hours limit before reaching the Combined Paid-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.
- If a student reaches the Combined Paid-Hours limit before reaching the Attempted-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.
- If a student reaches the Combined Paid-Hours limit before reaching the HOPE Grant Paid-Hours limit, he or she is ineligible to receive further HOPE Grant payment.

Georgia HOPE GED Vouchers

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

HOPE Book Vouchers

1. A student who meets all of the eligibility requirements for HOPE Grant or Scholarship to seek a certificate, diploma, or degree at a Georgia public institution is also eligible for a book allowance.
2. Swainsboro Technical College will issue a $100 book allowance per quarter if the student is enrolled at least half time (six or more hours). A student who is enrolled for less than half time (five hours or less) will receive a $50 book allowance per quarter. The book allowance must be used to purchase books and supplies for the student's course of study.
   Note: A change in course load during drop-add can affect the amount of the final book award. If a student's course load is reduced by No Shows, Withdrawals or Canceled Classes, the student will be required to pay charges not covered by the revised award to the Business Office.

Pell Book Vouchers

1. Pell book vouchers are reserved for first-time Pell eligible students.
2. $200 or one-half the quarterly PELL award, whichever is less, is the maximum Pell book voucher amount.
3. Pell checks are issued the last week of each quarter. Students should reserve enough Pell funds to supplement HOPE book voucher funds to purchase books and supplies in future quarters.

Academic Competitiveness Grant (ACG)

The ACG Grant programs is intended to encourage, respectively, rigorous academic study in high school and enrollment in college majors in the physical, life, and computer sciences; engineering; technology; mathematics; and certain foreign languages. Accordingly, the eligibility criteria relate to those goals.

These grants differ from other Title IV aid. A student may receive only two ACG awards, one for the first and the second academic years.* Also, the ACG grants has a set value of $750 for the first year and $1300 for the second year. These amounts may only be reduced in limited circumstances: if a school needs to avoid overawarding a student or if there is a nationwide ratable reduction because there are insufficient funds for all eligible students in a given award year. If there is a ratable reduction, the Department expects to announce it well in advance of the award year.

To receive an ACG, students must:
- be U.S. citizens (unlike with other FSA programs, they cannot be noncitizens);
- receive a Pell grant for the same award year;
- be enrolled full time in an associate's, bachelor's, or combined undergraduate/graduate (if it includes at least three years of undergraduate education) degree program or in a two-academic-year program acceptable for full credit toward a bachelor's degree;
- be enrolled in the first or second academic year of a program of study at an eligible two-year or four-year degree-granting institution;
- have successfully completed a rigorous secondary school program of study and graduated after January 1, 2006, for first-year students and after January 1, 2005, for second-year students; and if first-year students, not have been enrolled while still in high school as regular students in an ACG-eligible college program, or if second-year students, have successfully completed their first year and have a cumulative GPA* of at least 3.0 on a 4.0 scale.

Federal Work Study (FWS)

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

Veterans Program

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

Vocational Rehabilitation

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

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needs counselor:

>Georgia Department. of Labor
>Vocational Rehabilitation Program
>536 South Main Street
>P.O. Box 660
>Swainsboro, Georgia 30401
>1-478-289-2578
>1-877-688-5556

Scholarships

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

General Eligibility

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

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

Application Process

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

1. Complete the annual FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov. Every student must apply for financial aid each academic year.
2. Complete the HOPE Application at www.GAcollege411.org.
3. Complete the Swainsboro Technical College Certification Statement and return it to the Financial Aid Office.
4. Once the FAFSA has been processed, a Student Aid Report (SAR) will be mailed to the applicant. Review the SAR carefully and verify the information. If corrections are needed, return to the Department of Education website, www.fafsa.ed.gov and make corrections to a previously submitted FAFSA.
5. If selected for verification by the U.S. Department of Education, submit required documents.
   Note: If a student wishes to apply for HOPE only, he or she can complete the HOPE

Scholarship and Grant application. The HOPE application is available online at www.GAcollege411.org.

Verification

Students who complete the Free Application for Federal Student Aid may be selected for verification. If selected, the student must provide documentation that certain elements of the SAR or ISIR are accurate. Documentation may include, but is not limited to:
- Verification worksheet
- Signed copy of student's federal Income Tax Return
- Signed copy of spouse's federal Income Tax Return
- Signed copy of parent's federal Income Tax Return
- W-2's of student, spouse, or parent
- Student's Social Security Card
- TANF (Temporary Assistance for Needy Families) Benefit summary
- Child Support printout
- Copy of divorce or separation document
- Social Security Administration printout of benefits received
- Copy of Birth Certificate
- Alien Registration Card
- Passport
- Other documents that provide proof of income or asset value

Financial Aid Workshop

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

Learning Support and Financial Aid

Students must be accepted as regular or provisional to be considered for the Pell Grant. Students accepted as learning support may be considered for HOPE Grant only. Learning Support courses count in the HOPE maximum hours limits. Special admissions students DO NOT qualify for Pell or HOPE.

Satisfactory Academic Progress Policy

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

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

To maintain eligibility for receipt of financial aid at Swainsboro Technical College, students must complete at least 67 percent of the credit hours attempted each quarter and maintain a cumulative grade point average of 2.0. Students who fail to meet the required minimum hours or cumulative GPA at the end of any quarter will be placed on financial aid probation during the fol-

lowing quarter of enrollment and may receive financial aid for the quarter they are on probation.

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

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

Students accepted as Learning Support Admits are not eligible for PELL Grant or Federal Work-Study. Grades assigned for Learning Support classes do not count in the calculation of GPA but do count in hours attempted.

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

Appeals Process

Students have the right to appeal a finding that they are not making satisfactory academic progress if they have extenuating circumstances that prevented them from meeting the specified requirements. Appeals must be made in writing to the Director of Financial Aid within 10 days of notification of failure to make satisfactory academic progress. **The appeal must specifically address the extenuating circumstances and should include pertinent documentation.** The Director of Financial Aid will present the appeal to the appeals committee. A copy of the decision of the appeals committee will be mailed to the student within 30 days. Failure to receive written notification of Financial Aid Suspension does not, in and of itself, excuse the student from Financial Aid Probation or Suspension, nor does it exempt a student from appealing in a timely manner. Students should review their Satisfactory Academic Progress standing each quarter by logging into their Banner Web account.

Grading System

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

Grade	Explanation	Grade Point
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59 & Below	0
A*	100-90	Not computed in GPA
B*	89-80	Not computed in GPA
C*	79-70	Not computed in GPA
D*	69-60	Not computed in GPA
F*	59 & Below	Not computed in GPA
W	Withdrawn	Not computed in GPA
WP	Withdrawn Passing	Not computed in GPA
WF	Withdrawn Failing	Computed in GPA as an "F"
EX	Exemption Credit	Not computed in GPA
TR	Transfer Credit	Not computed in GPA
IP	In Progress	Not computed in GPA
AU	Audit	Not computed in GPA
AC	Articulated Credit	Not computed in GPA

Effective Summer Quarter 2006, Learning Support courses will be graded on an A* through F* scale instead of S and U grades. These grades are not calculated in GPA, but a student must make a C* or higher to complete the Learning Support classes. Degree level learning support grades will be used in the calculation of GPA for the purpose of determining eligibility for the HOPE Scholarship.

Grading System Definitions

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

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

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

W indicates that a student has formally withdrawn within the first 30 percent of a course. W is not calculated for grade points but is included for hours attempted for academic progress for

financial aid.

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

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

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

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

National or Military Emergencies

In the event of a national emergency whereby a student who is in the Armed Services, the National Guard, or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend class(es), the student may within a reasonable time, elect one of the following options. Documentation of such military service must be provided from an appropriate military official.

1. The student may elect to withdraw from Swainsboro Technical College for the quarter. Under this option the student's record will reflect no enrollment for the quarter. Thus, no grades of any kind will appear on the student's transcript. All tuition and fees shall be refunded completely; however, Title IV funds shall be returned in accordance with federal regulations.
2. Alternately, the student may elect to receive the appropriate letter grade(s) and receive any applicable refunds. Under this option, such courses will be calculated as attempted courses for HOPE purposes.

Computing Grade Point Average

Each letter grade has a point value (i.e., A-4, B-3, C-2, D-1, F-0, WF-0). A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credit hours the course carries. Thus, a B (3 points) in a 3 credit hour course is worth 9 grade points and an A (4 points) in the same 3 credit hour course is worth 12 grade points. The grade point average (GPA) is calculated by adding the total grade point value for all courses and dividing by the total number of credits attempted during the same period.

GPA Computation Example:

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

21 points divided by 10 Credit Hours = 2.10 GPA

A cumulative minimum grade point average of 2.0 is required for all work attempted. While a student may earn a cumulative average of 2.0 which includes one or more grades of D, grades below C are seldom transferable to other institutions and the course must be repeated.

Grade Reports

Final grades will be recorded by instructors and submitted to the Registrar's Office at the end of each quarter. Students can access their grades via the Internet by logging onto www.swainsborotech.edu.

Final grades will not appear on transcripts until after all grades have been recorded and rolled into history.

Program/Course Grade Requirement

All courses require a grade of C or better for successful completion. Students making a grade of D or lower in any course must repeat the course.

Academic Standards and Evaluation

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

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

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

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

Notification of Application for Licensure/Certification/Registry Exam Requirements

For programs where licensure/certification/registry is required for graduates to become employable, State Licensing Boards require documentation (e.g., probation papers, parole officer reports) of any felony convictions on the application for licensure/certification examinations. Applicants for the National Registry must report felonies, misdemeanors, and attest to not being alcohol and drug dependent. Students should be aware of the possibility of these agencies rejecting the application.

Academic Status

Students attending Swainsboro Technical College are expected to meet certain academic

standards. These standards stress the importance of successful performance by students to maintain an academic status of good standing at Swainsboro Technical College. Students are considered to be in good standing if they are not on academic probation or academic suspension and are making satisfactory progress with a quarterly grade point average of 2.0 or higher.

Academic Probation

Students will be placed on academic probation if their quarterly grade point average is less than 2.0.

Students on probation who attain a quarterly GPA of 2.0 or higher for their quarter of probation will be returned to good standing at the end of the probation period.

Mid-Quarter Deficiency

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

Academic Dismissal/Suspension

Students on academic probation who fail to attain a quarterly grade point average of 2.0 are subject to academic dismissal. A student who is academically dismissed will not be allowed to take any course for one quarter. Students who wish to return must reapply with the Office of Admissions. Returning academically dismissed students will be placed on academic probation for the return quarter.

Program of Study Progression Policy

A student who takes any one course in their program curriculum and fails to progress in that course two times will be dismissed from the program for a period of one year from the date of dismissal. Allied Health students will be dismissed for a period of three years. A student will be required to have academic counseling by his/her advisor before returning to the program. Reapplication for admission does not mandate acceptance to the program. If accepted the student will return on academic probation.

President's List and Merit List

At the end of each quarter, regularly admitted students who complete 12 credit hours or more and have earned a quarterly grade point average of 3.60 or better will be placed on the President's List. In addition, regularly admitted students who complete 5 credit hours to 11 credit hours and have earned a quarterly grade point average of 3.60 or better will be placed on the Merit List. Students receiving an In Progress (IP) in any class are not eligible for the President's or Merit List. Students whose grades are changed due to appeal after the beginning of the following quarter will not be placed on the President's List or Merit List.

In Progress (IP) Grades

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

pleted a specific part or amount of the work required (i.e., the final examination).

The student must complete the course work and have the IP removed by the middle of the following quarter. Failure to comply will result in the IP changing to a grade of F. To obtain an IP, the student and the appropriate instructor must complete a *Request for IP* form which states the request, reason, and description of work to be completed. Approval must be obtained the week prior to the end of the quarter except in cases of emergency. Copies of the *Request for IP* must be approved by the Vice President for Academic Affairs and placed on file with the Student Affairs Office and the instructor at the time grades are due.

Advanced Placement

Swainsboro Technical College offers advanced placement in accordance with the Georgia State Board of Technical and Adult Education policy.

Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a program of study. Advanced placement includes but is not limited to the following:

Transfer Credit

Swainsboro Technical College 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. Authorization for the award of transfer credit resides with the Registrar.

Swainsboro Technical College requires that a minimum of 25% of the course work of a particular program of study be completed at Swainsboro Technical College. (Maximum transfer credit may not exceed 75% of the total program).

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

1. The student has indicated on the admissions application that he/she wishes to have transcripts evaluated.
2. An official transcript is on file from all postsecondary institutions attended.
3. A grade of "C" or better has been earned for each course to be transferred.
4. The course has essentially the same course content as the course at Swainsboro Technical College.
5. The course has the same number of credit hours as the course at Swainsboro Technical College.
6. The course(s) has/have been completed within the last 60 months. Exemptions may be made to this rule if the *Request for Transfer Credit by Instructor* form is completed and approved by the instructor of the class being considered. This form must also be approved by the Vice President for Academic Affairs and the Registrar in order to obtain credit.
7. Transfer credit will be considered without time restrictions for certain core classes. Examples of core classes include but are not limited to math, English, psychology and sociology.

After careful review of the transcript, a *Transfer Credit Letter* will be sent to the student. A grade of "TR" will be entered on the permanent record at the time the letter is sent. A student will then have ten (10) days to request that credit not be transferred or to ask for an additional review of classes. "TR" grades will not be computed in GPA. The above guidelines also apply to Swainsboro Technical College students transferring to a different program of study within the institution.

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Credit by Examination

A student may receive credit for courses by passing an exemption examination. The Vice President for Academic Affairs will determine which courses are available for exemption.

Students wishing to take an exemption exam must be a regular accepted student at Swainsboro Technical College. A student cannot take an exemption exam for a failed course, a course in which a grade of "D" was given, or a course in which he/she is currently enrolled. A student cannot take an exemption test more than one time for a course.

The maximum credit by examination cannot exceed 50% of the total program.

The student must receive a minimum score of 70 to earn credit for the course.

The *Request for Credit by Exam* form must be completed prior to registration for the course intended for exemption.

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

1. The student will contact his/her advisor concerning the exemption examination. Upon approval, the advisor will issue the student a *Credit by Exam Application*.
2. The student must take the application to the Business Office in Building 2, Room 2401 and pay a $20 non-refundable fee for the exam.*
3. The student will then see the instructor of the course to be exempted. The student must present this instructor with the application and a receipt of payment.*
4. The student and the instructor will decide on a time and place for the examination.
5. When the exam has been completed, the instructor will grade the exam and forward the application and graded exam to the Vice President for Academic Affairs for approval. After approval, the Vice President for Academic Affairs will forward the application and graded exam to the Registrar.
6. The Registrar will enter a grade of "EX" for an exam of 70 or better and a grade of "EF" for any failing grade. This entry will appear on the student's permanent record but will not be calculated in the student's GPA.
7. The application and graded exam will be kept in the student's file in Student Affairs.

* Evening students should see the Evening Coordinator in Building 2, Room 2101 to make arrangements and to pay for the exam.

Standardized Exam Credit

Swainsboro Technical College may award credit based on nationally normed exams, including, but not limited to CLEP. Credit may be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit will be awarded based on score recommendations of the Council on College Level Services.

Military Credit

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the *Guide to the Evaluation of Education Experiences in the Armed Services*, published by the American Council on Education. Credit is given when the training experience closely corresponds to courses offered at Swainsboro Technical College. The maximum credit for military training may not exceed 50% of the total program.

Secondary Articulation

Swainsboro Technical College is a participant in the Education and Career Partnership

Program with high schools in our area. The Education and Career Partnership Program is a formal agreement between Swainsboro Technical College and a school system to provide students a smooth transition from secondary to postsecondary education. Once a year, in the spring, a formal articulation agreement is made between Swainsboro Technical College and the area schools based on the state-wide articulation agreement. If a student enrolls in a program at Swainsboro Technical College within 18 months of high school graduation, he/she may be awarded credit for courses taken at an area high school. The student must have obtained a grade of 85 or higher in the high school course(s) and pass the Swainsboro Technical College credit by exam to be awarded articulated credit. **Articulated credit may be awarded to dual enrolled students while still in high school if the course is needed to complete the technical certificate of credit program in which the student is enrolled.** A grade of "AC" will be given for articulated credit. "AC" grades will appear on permanent transcripts but are not calculated in GPAs. A student cannot receive credit for more than 50% of the total program of study.

Application for Graduation

At the time a student registers for his/her final quarter, the student must apply for graduation whether seeking a degree, diploma, or technical certificate of credit. The application can be obtained from the student's advisor and should be completed by the student and the advisor.

Applications are due to the Registrar's Office by the end of the second week of the student's last quarter. Applications received after that date may result in the student's degree, diploma, or certificate not being available at the end of the quarter but at a later date.

Graduation Honors

Students who graduate in a degree or diploma program from Swainsboro Technical College and excel in their academic performance shall be recognized at graduation. A cumulative grade point average of 3.60 or higher will designate a student to graduate with honors.

Graduation Rate of Swainsboro Technical College

The 2003 graduation rate for Swainsboro Technical College is 39 percent. This graduation rate is inclusive of only those students who are full-time, first-time postsecondary students. The 64.8 percent of the student body at Swainsboro Technical College who are part-time and the 89.3 percent who are not first-time postsecondary students are not included in this calculation. Students attend Georgia's technical colleges for a variety of reasons. While many attend with the intention of completing their chosen program, others upgrade their skills to a point sufficient for initial employment or promotion. Georgia's strong economy and demand for qualified employees place a high premium on the skills possessed by technical college students. This demand results in an increasingly high number of students being hired prior to graduating from a program of study.

Requirements for Graduation

Swainsboro Technical College graduates are required to meet proficiencies in critical thinking and academic skill areas. The College identifies college-level competencies within the general education core. The College ensures the following:

Associate degree students will demonstrate the following:
- Proficiency in mathematical problem solving and reasoning.
- Ability to think critically.

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- Proficiency in the application of standard written English.
- Proficiency in basic computer skills.

Diploma/*TCC (*TCC curriculums which include general education) students will demonstrate the following:
- Apply mathematical reasoning and mathematical problem solving to work-related problems.
- Compose business documents addressing work-related situations.
- Read and use written text in the interpretation of work-related situations.
- Utilize basic computer skills.

In order to graduate, students must meet all program course and hour requirements. Swainsboro Technical College verifies its graduates have attained general education and program competencies by requiring certain general education and program assessments. The College requires diploma graduates to be Georgia Work Ready Certified. A minimum of a Level 3 Certification on particular sections of the WorkKeys assessment is required for graduation from diplomas as well as any technical certificates of credit containing a general education course. Degree students must successfully complete General Education Competency Exams after completion of identified general education courses. In each educational program, successful completion of a comprehensive program-specific exam, project, or portfolio is required within an identified course in each educational program for the success of the course and for graduation.

To receive a degree, diploma, or a technical certificate of credit, the student must have a graduation grade point average of 2.00. The graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation.

A student must have earned a high school diploma or GED prior to graduating from his/her chosen program.* An official copy of his/her high school transcript showing a date of graduation with a diploma or an official copy of his/her GED test scores showing a passing score must be on file before a student may receive his/her diploma from Swainsboro Technical College.

* Some technical certificates of credit may not require GED or high school diploma to complete the program. All diploma and degree programs do require a GED or high school diploma prior to graduation.

Graduation Exercises

All students completing their course of study in the summer, fall, winter and spring quarters prior to the graduation exercise are encouraged to participate in the formal graduation exercise. Graduation ceremonies are held at the end of spring quarter each year. Students will not receive a degree, diploma, or technical certificate of credit until all financial accounts are clear.

Course Substitution

Swainsboro Technical College will permit course substitution under exceptional circumstances. The student's program advisor must recommend all course substitutions. The Vice President for Academic Affairs and the Vice President for Student Affairs will determine the final approval for the course substitution.

Work Ethics Traits

A work ethics grade (3 = Exceed Expectations, 2 = Meets Expectations, 1 = Needs Improvement , or 0 = Unacceptable) will be given each quarter for all courses except Learning

Support. The quarterly work ethics grades will not affect academic grade point average. The work ethics grade will be printed on transcripts. The work ethics grade is designated to evaluate and encourage good work ethics. Performance factors and indicators include, but are not limited to, attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect.

Technical Education Guarantee

Swainsboro Technical College, in accordance with the Department of Technical and Adult Education policy, guarantees that graduates of the College have demonstrated proficiency in those competencies defined by the Industry Technical Committee and included in the approved state curriculum standards. Should any student within two years of graduation not be able to perform one or more competencies contained in the industry-validated standard or program guide, including failure to pass a state required licensing exam, the College agrees to provide specific retraining to the former student at no cost to the employer or graduate for tuition or instructional fees.

All graduates of any Swainsboro Technical College degree, diploma, or technical certificate of credit are to be provided written notice of warranty. This notice is placed in the cover with the degree, diploma, or technical certificate of credit at the time the student completes his/her program of study.

Implementation of a claim shall follow the procedure outlined below:

1. The employer in conjunction with a graduate or the graduate shall contact the College to discuss the need for retraining.
2. The Swainsboro Technical College program instructor shall analyze the claim request, and shall inform the employer and/or the graduate of the action to be taken.
3. A completed Quarterly Warranty Claims form (Exhibit 2) shall be completed by the program instructor and forwarded via email to the Director of Admissions. (If the graduate is retaking one or more courses, the graduate must see the Director of Admissions to apply for admission to the program. The program instructor will then complete a registration form marked "warranty claim" and forward the form to the Registrar's office for processing. The course will have a registration status code of "WC" and the student will receive a grade of "AU" for the warranty claim course work.)
4. The Director of Admissions will then complete the Warranty Claims report on the KMS website at the end of each quarter. If the College has no warranty claim students for the quarter, the Director of Admissions will still complete a report using the "No Warranty Claim Students" report.
5. The warranty claim forms will be kept on file in the Director of Admissions office along with a copy of the report entered in the KMS website.
6. Should a student warranty request be made to Swainsboro Technical College by a student who is not a Swainsboro Technical College graduate, the Director of Admissions shall notify the graduating college and the Swainsboro Technical College Business Office of the warranty claim, the service to be provided, and the institutional costs incurred during the retraining. The Director of Admissions shall then report the claim via the KMS website at the end of the quarter.

Registration Procedures

Registration for credit classes occurs in three phases at Swainsboro Technical College:
1. Returning Student Registration - An advisement/registration held only for currently enrolled students
2. New Student Registration - An advisement/registration held only for new students, re-entering students, or currently enrolled students who have requested a program transfer
3. Late Registration - An open-to-all registration for new, current, and former students regardless of their admissions classification.

Registration Errors

It is the student's responsibility to verify that his/her schedule of classes is correct. Students are urged to review their schedule of classes promptly. Students should notify their advisor of any schedule discrepancies.

Swainsboro Technical College is committed to assisting each student with the advisement and registration process. Any problems experienced as a result of registration should be reported to the Registrar's Office immediately.

Registration for Practical Nursing Students

Students entering the third, fourth, or fifth quarter of the Practical Nursing program will be placed on a waiting list. Returning students are not allowed to register for these courses.

The waiting list is determined by GPA. The students with the highest GPA and who are regularly progressing students of Swainsboro Technical College will be registered first. To be a regularly progressing student, a student must have taken no more than 13 hours at another institution. All course(s) attempted in the nursing program are used to calculate the GPA. If slots are still available after the regularly progressing students have been registered, then all other students' GPAs will be calculated and the students with the highest GPAs will fill the remaining slots.

Note: Students transferring into Med Surg II nursing classes from another institution must complete a simulated lab competency exam.

Quarterly Course Schedules

Swainsboro Technical College does not provide students with a printed copy of the quarterly course schedules. Schedules are available on the Internet at www.swainsborotech.edu. Any questions concerning scheduled classes should be addressed to the student's advisor or the Academic Affairs Office.

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 Quarterly Course Load

Students are allowed to register for a maximum of 21 credit hours per quarter. Exceptions to this policy must be approved by the Vice President for Academic Affairs.

Auditing a Class

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. A student is not permitted to change from audit to credit or from credit to audit after the drop/add period.

Courses taken on an audit basis will not be eligible for financial aid.

Students will receive a grade of "AU" in the course and the grade will not be computed in the quarterly or cumulative grade point average. A student who audits a course must pay regular tuition and fees for enrollment as listed in the tuition and fees section of this catalog. A student who audits a course is not allowed to receive credit for the course but will be permitted to re-register for the course for credit in a later quarter.

Request to be a Transient Student

If a Swainsboro Technical College student wishes to attend another technical college as a transient student, the student should contact his/her advisor. The advisor will complete the appropriate paperwork and forward to the Admissions Office. The Admissions/Registrar Office will verify that the student has met all prerequisites for the course(s) requested and that the student is in good academic standing. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete, the Admissions/Registrar Office will forward a *Transient Agreement* to the college the student wishes to attend.

It is the responsibility of the student to apply through GVTC (www.gvtc.org) and pay any fees to the host college.

Note: A first quarter student will not be allowed to be a transient student. A student who is enrolled in a diploma or technical certificate of credit program will not be allowed to take any learning support classes as a transient student unless approval is obtained from the Vice President for Academic Affairs.

Drop/Add Policy

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

Drop/Add Procedure

1. Student may obtain a *Drop/Add Form* from the Student Affairs Office, Academic Affairs Office, or advisor.
2. Student must obtain the advisor's signature.
3. Student must obtain the signature of the instructor of the course being dropped and/or added.
4. Student must return form to the Registrar.
5. All the above signatures are required for official approval.

Withdrawal Policy

A student may withdraw from one or more courses or from Swainsboro Technical College after the drop/add period. If a student should decide to withdraw, the student must officially request a course instructor to initiate a *Student Status Change* form. A grade of W may be given during the first 30% of the quarter. After that time, a student is given a grade of WP or WF based on competencies completed up to the point of withdrawal. (A grade of WF is computed in the GPA.) Following proper procedures protects the student's privileges of readmission. Students who officially withdraw from course(s) or Swainsboro Technical College may be entitled to a refund based on the refund policy.

Withdrawal Procedure

1. It is the responsibility of the student to contact his/her advisor and course instructor to request withdrawal from a course(s) or the College. The student should produce verification to indicate that the student has discussed withdrawal with his/her advisor. The withdrawal contact should be made by the student in person, but telephone or email contact is acceptable in some circumstances. The student should state his/her reason for requesting withdrawal. In turn, a student on financial aid should consult the appropriate financial aid personnel.
2. The course instructor should initiate a *Student Status Change* form.
3. The completed form is emailed to the appropriate departments by the course instructor.

Institutional Policies

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

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

Request for Transcript

Students who desire transcripts or information to be sent to other institutions or prospective employers should complete a *Request for Release of Information* form. This form can be obtained in the Registrar's Office or on the Swainsboro Technical College website (www.swainsborotech.edu). Please allow three business days for compliance to a request, provided technology is operational.

Unofficial transcripts are available to students at www.swainsborotech.edu.

Enrollment Verification Process

Students needing written proof of their enrollment at Swainsboro Technical College may

request an enrollment verification letter from the Registrar's Office. The request is made on the same form used for transcript request and is available in the Registrar's Office or on the Internet at www.swainsborotech.edu.

Enrollment verification will be released within three business days of receiving a request.

Student Records

Family Education Rights and Privacy Act

Swainsboro Technical College is committed to meeting the provisions established by the Family Education Rights and Privacy Act of 1974 (FERPA). 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.

Annual Notification

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

Types, location, and custodians of records:

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

Education records include any records (in handwriting, print, tapes, film, computer, or other medium) maintained by Swainsboro Technical College or the Department 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 Swainsboro 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 Swainsboro Technical 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 Swainsboro 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 or all records to which he or she has lawful access upon payment of a copying fee established by Swainsboro Technical College except when a hold has been placed on his or her record pending the payment of debts owed to Swainsboro Technical College.

To inspect or review an education record, a student must submit a written request to the record custodian. The student must sign the request, describe the specific record to be reviewed and must set forth the name under which the student attended Swainsboro Technical College, the student's social security number and the student's last date of attendance. Proper picture identification must be presented before documents may be reviewed.

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

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 Swainsboro

Technical 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 President and ask for a hearing.

On behalf of the President of Swainsboro Technical College, a 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 Swainsboro Technical College.

If Swainsboro 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

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

A Swainsboro 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. Swainsboro 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
    - 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 Swainsboro 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 Swainsboro 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:

    • Student's name
    • Address (both local, including e-mail address, and permanent)
    • Age
    • Date(s) of attendance
    • Major field of study
    • Awards of degree, diploma, or certificate and date awarded

    The policy that such information will be made generally available will be communicated to presently enrolled students through the publication of these guidelines, so that an individual student currently enrolled may request that such directory information not be disclosed by completing a FERPA objection form. Forms are available in the Registrar's Office. Former students who do not want directory information disclosed should make such a request in writing to the Registrar.

    Another federal law, the Solomon Amendment, requires Swainsboro Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as name, address, age, major, dates of attendance, and award of credit. If a student or minor does not wish to have student recruitment information released to third parties, a FERPA objection form must be on file in the Office of the Registrar.

14. To the court those records that are necessary to defend Swainsboro Technical College when a student initiates legal action against the institution and/or the Department.

15. Swainsboro 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 Swainsboro 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

Swainsboro 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
5. A Federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure

Tuition and Fees

All fees are payable at registration for each quarter. Fees may be paid by cash, check, money order, or credit card. Checks should be made payable to Swainsboro Technical College.

Total cost for resident full-time degree, diploma and most certificate of credit programs at Swainsboro Technical College is $453 per quarter. This includes tuition of $372, Activity Fee of $16, Registration Fee of $26, Accident Insurance of $4, and an Instructional Technology Fee of $35.

Selected Technical Certificates of Credit have higher per hour costs. The total cost for the selected Technical Certificate of Credit Programs for resident full-time is $621. This includes tuition of $540, Activity Fee of $16, Registration Fee of $26, Accident Insurance Fee of $4, and an Instructional Technology Fee of $35.

Tuition	$31 per quarter hour non TCC
	$45 per quarter hour specific TCC

** Enrollment in twelve or more quarter hours is considered full-time enrollment. There is no charge for hours over 12.

Fees:	Registration Fee	$26
	Activity Fee	$16
	Insurance Fee	$ 4
	Instructional Technology Fee	$35 (Not eligible for HOPE)

In-state Tuition and Fees

Hours	Tuition	Activity	Registration	Insurance	Technology Fee	Total
1	31.00	16.00	26.00	4.00	35.00	112.00
2	62.00	16.00	26.00	4.00	35.00	143.00
3	93.00	16.00	26.00	4.00	35.00	174.00
4	124.00	16.00	26.00	4.00	35.00	205.00
5	155.00	16.00	26.00	4.00	35.00	236.00
6	186.00	16.00	26.00	4.00	35.00	267.00
7	217.00	16.00	26.00	4.00	35.00	298.00
8	248.00	16.00	26.00	4.00	35.00	329.00
9	279.00	16.00	26.00	4.00	35.00	360.00
10	310.00	16.00	26.00	4.00	35.00	391.00
11	341.00	16.00	26.00	4.00	35.00	422.00
12	372.00	16.00	26.00	4.00	35.00	453.00

In-state Tuition and Fees for Selected Technical Certificates of Credit

Hours	Tuition	Activity	Registration	Insurance	Technology Fee	Total
1	45.00	16.00	26.00	4.00	35.00	126.00

2	90.00	16.00	26.00	4.00	35.00	171.00
3	135.00	16.00	26.00	4.00	35.00	216.00
4	180.00	16.00	26.00	4.00	35.00	261.00
5	225.00	16.00	26.00	4.00	35.00	306.00
6	270.00	16.00	26.00	4.00	35.00	351.00
7	315.00	16.00	26.00	4.00	35.00	396.00
8	360.00	16.00	26.00	4.00	35.00	441.00
9	405.00	16.00	26.00	4.00	35.00	486.00
10	450.00	16.00	26.00	4.00	35.00	531.00
11	495.00	16.00	26.00	4.00	35.00	576.00
12	540.00	16.00	26.00	4.00	35.00	621.00

TCCs at higher tuition rate include:

3-D Animation and Web Design
Certified Manufacturing Specialist
Civil Drafting Specialist
Emergency Medical Technology - Intermediate
Family Child Care Provider
Flat Shielded Metal Arc Welder
Flux Cored Arc Welder
Furnishings and Interior Design Specialist
Gas Metal Arc Welder
Gas Tungsten Arc Welder
Help Desk Assistant
Imaging Science Services Assistant
Medical Transcription
Nail Technician
Patient Care Assisting
Phlebotomy Technician
Public Works Civil Technician
Timber Harvesting and Heavy Equipment

Other Fees and Expenses

Nonresident Tuition and Fees

Out-of-state students pay two times the tuition.
International students pay four times the tuition.

Waiver of Tuition for Senior Citizens

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. Admission under this waiver will be granted on a space available basis. Senior citizens must meet all other admissions requirements as specified in the Swainsboro Technical College catalog. Individuals admitted through this process are responsible for all other fees, including application, insurance, registration, activity, and any other required fees.

Application Fee

All applications for first time attendance must be accompanied by a non-refundable application fee of $15.

Diploma Replacement Fee

A fee of $20 will be charged for all duplicate and replacement diplomas.

Books and Other Supplies

Each student is required to have books and other supplies appropriate to the program of study. It is the student's responsibility to purchase books in a timely manner. The cost for books varies according to the program, with total amounts ranging from $200 to $700. Uniforms, instructional kits, tools, and other items are required for successful completion of some programs. Estimated program costs are available on the Swainsboro Technical College website at www.swainsborotech.edu/ProgramCosts.pdf. Students receiving financial aid must clear the financial aid process prior to registration in order for book vouchers to be available on the first day of the quarter. A private bookstore is housed on campus for students' convenience.

Liability Insurance

Cosmetology, Dental Assisting, Patient Care Assisting, Practical Nursing, Medical Assisting, and Phlebotomy Technician students must pay an annual fee of $10.20 for liability insurance. EMT students must pay an annual fee of $42.60 for liability insurance.

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.

Continuing Education Course Fees

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

Fees for Auditing Class

Students who audit courses must pay the regular tuition and fees for enrollment in any course.

Financial Obligations

A student who is delinquent in the payment of any financial obligation may be removed from the course(s) at Swainsboro Technical College and will not be allowed to register for another quarter until such time as the delinquency is resolved.

Institutional Refund Policy

For any credit course, all tuition and fees, excluding the application fee, shall be refunded if

a student formally withdraws prior to the first day of class of any quarter. If a student does not formally withdraw, but never attends the class and is withdrawn by the instructor, all tuition and fees are refunded. Tuition will be recalculated and appropriate refunds made for students who pre-register and then make schedule changes prior to the first day of the quarter.

If a student formally withdraws or is withdrawn by an instructor due to attendance within seven (7) consecutive calendar days (including holidays) of the first day of the quarter, a refund of 75% of tuition will be applied. No refund will be calculated for withdrawals after seven (7) days of the first day of the quarter. Refunds are made without requiring a request from the student.

Refunds are made within 30 days (a) of the last day of attendance if written notification has been provided to Swainsboro Technical College by the student, or (b) from the date Swainsboro Technical College terminates the student or determines withdrawal by the student. All refunds are made within 60 days of the student's last day of attendance.

Refund Procedure

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

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

Refund Example:

Refund	Original Charges	Percent of Refund	Amount
Tuition	$372.00	75%	$279.00
Activity Fee	16.00	N/A	0
Registration Fee	26.00	N/A	0
Insurance	4.00	N/A	0
Instructional Technology Fee	35.00	N/A	0
Total	$453.00		$279.00

Payment of Title IV Funds Policy

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

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

However, the student receives 100% of the funds if he/she has attended more than 60 percent of class.

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

Student Rights and Responsibilities

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

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

Swainsboro Technical College Student Conduct Codes Policy

One mission of Swainsboro Technical College is to provide technical and adult education programs for the people of Georgia. To fulfill this mission, Swainsboro 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, the Swainsboro Technical College Student Leadership Council in conjunction with the Office of Student Affairs establishes this Student Code of Conduct.

ARTICLE I: DEFINITIONS

1. The term Technical College means Swainsboro 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 Swainsboro Technical College are considered "students."
3. The term "faculty member" means any person hired by Swainsboro Technical College to conduct teaching, service, or research activities.
4. The term "Technical College official" includes any person employed by Swainsboro Technical College performing assigned administrative responsibilities.
5. The term "member of Swainsboro Technical College community" includes any person who is a student, faculty member, Technical College official or any other person employed by Swainsboro Technical College.
6. The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Swainsboro

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 Swainsboro 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 Swainsboro Technical College as found in, but not limited to, the Student Code of Conduct, the Swainsboro Technical College Catalog and Handbook, the Swainsboro Technical College Policy Manual, and the Policy Manual approved by the State Board for the Department of Technical and Adult Education.

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 Swainsboro 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 Department of Technical and Adult Education.

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 judicial bodies and appellate boards and 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.

3. 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

1. Jurisdiction of Swainsboro Technical College.

   Generally, Swainsboro Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by Swainsboro Technical College, or which adversely affects Swainsboro Technical College Community and/or the pursuit of its objectives.

2. Conduct Rules and Regulations

   Any student found to have committed the following misconduct is subject to disciplinary sanctions:

   a. Acts of dishonesty, including but not limited to the following:
      i. Cheating, plagiarism, or other forms of academic dishonesty.
      ii. Furnishing false information to any Technical College official, faculty member or office.
      iii. Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification.
      iv. Tampering with the election of any Technical College recognized student organization.

   b. 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.

   c. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

   d. Attempted or actual theft of and/or damage to property of Swainsboro Technical College or property of a member of the Swainsboro Technical College community or other personal or public property.

   e. 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.

   f. Failure to comply with directions of Technical College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

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

   h. 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.

   i. Violation of federal, state, or local law on Technical College premises or at Technical College sponsored or supervised activities.

   j. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.

   k. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and Technical College regulations, or public intoxication.

l. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises.

m. Participation in a campus demonstration that disrupts the normal operations of Swainsboro Technical College and infringes on the rights of other members of Swainsboro 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.

n. Obstruction of the free flow of pedestrian or vehicular traffic on Swainsboro Technical College premises or at Technical College sponsored or supervised functions.

o. 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 Swainsboro Technical College may be held.

p. Theft or other abuse of computer time, including but not limited to:
    i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    ii. Unauthorized transfer of a file.
    iii. Unauthorized use of another individual's identification and password.
    iv. Use of computing facilities to interfere with the work of another student, faculty member or Technical College official.
    v. Use of computing facilities to send obscene or abusive messages.
    vi. Use of computing facilities to interfere with normal operation of Swainsboro Technical College computing system.
    vii. Violation of the Department's Acceptable Computer and Internet Use policy.

q. Abuse of the Judicial System, including but not limited to:
    i. Failure to obey the summons of a judicial body or Technical College official.
    ii. Falsification, distortion, or misrepresentation of information before a judicial body.
    iii. Disruption or interference with the orderly conduct of a judicial proceeding.
    iv. Initialing a judicial proceeding knowingly without cause.
    v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    vii. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
    viii. Failure to comply with the sanction(s) imposed under the Student Code.
    ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.

r. Use of tobacco products in campus buildings except in marked designated smoking areas.

s. 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.

3. Violation of Law and Technical College Discipline

   a. 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.

   b. When a student is charged by federal, state, or local authorities with a violation of law, Swainsboro 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, Swainsboro Technical College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within Swainsboro Technical College community. Swainsboro 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.

ARTICLE IV: JUDICIAL POLICIES

1. Charges and Hearings

   a. 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.

   b. 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).

   c. 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.

   d. Hearings shall be conducted by the Judicial Advisor or Judicial Body according to the following guidelines:

i. Hearings normally shall be conducted in private.

ii. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.

iii. 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.

iv. 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.

v. 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.

vi. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Chair.

vii. All procedural questions are subject to the final decision of the Chair of the judicial body.

viii. 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.

ix. 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.

e. 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.

f. 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.

2. Sanctions
  a. The following sanctions may be imposed upon any student found to have violated the Student Code:
    i. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.

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ii. 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.

iii. Loss of privileges: Denial of specified privileges for a designated period of time.

iv. Fines: Previously established and published fines may be imposed.

v.   Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

vi. Discretionary Sanctions: Work assignments, service to the Technical College or other related discretionary assignments.

vii. 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.

viii.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.

b. More than one of the sanctions listed above may be imposed for any single violation.

c. 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.

d. In addition to the penalties outlined in "i" through "vi" above, groups or organizations may also face:
    i. Deactivation;

    ii. Loss of all privileges, including Technical College recognition, for a specified period of time.

e. 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 Instruction and Student Services.

3. Interim Suspension

In certain circumstances, the President may impose a Technical College suspension prior to the hearing before a judicial body.

a. 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.

b. 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 or the Judicial Advisor may determine to be appropriate.

c. The Offices of the Vice President for Academic Affairs shall be notified in writing of the interim suspension.

4. Appeals

a. 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.

b. 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:

    i. 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.

    ii. 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.

    iii. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.

    iv. 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.

c. 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).

d. The decision of the Appellate Board shall be final.

ARTICLE V: NOTIFICATION OF SANCTIONS

1. When imposition of any sanction includes restrictions on attendance in class or Technical College-sponsored activities or programs, the Offices of 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.

Discipline

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

Allied Health Occupations Program Dismissal

Minor Incident:

A minor incident is not life threatening nor does it pose a serious danger. Examples may include but are not limited to tardiness, or unprofessional behavior or appearance. Two minor incidents equal a major incident.

Major Incident:

A major incident has the potential for being life threatening and does pose a serious danger. Examples may include but are not limited to medication errors, a break in patient confidentiality, unprofessional behavior that is disruptive, violation of class or clinical guidelines as set forth in the Swainsboro Technical College Practical Nursing Handbook and Dental Assisting Handbook. One major incident will result in clinical probation and counseling. Two major incidents equal one critical incident.

Critical Incident:

A critical incident is life threatening and/or has the potential to incur a crisis to life or to property and/or is inclusive of exhibiting unethical behavior. Examples of critical incidents may include but are not limited to harmful medication errors, threatening behaviors, being under the

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influence of mood-altering substances (includes illegal, prescription, or non-prescription medication that inhibits safe practice). It is imperative that students call their instructor **and** clinical site if they cannot attend clinical; this constitutes a No Call, No Show.

Occurrence of a critical incident will result in the student's removal from the class and/or the clinical area. Administration of Swainsboro Technical College shall be notified immediately. The Administration will take proper administrative action which could result in permanent removal from the Allied Health program.

Alcohol and Drug Abuse

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

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

Marijuana Related Laws

In Georgia, the use and or trafficking of marijuana have serious legal consequences.

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

Substance Abuse Related Laws

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

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

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

It is a crime for:

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

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

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

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

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

Additional Penalties Apply to Minors:

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

The following violations can result in suspension of a minor's driver's license:

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

Some of the health risks associated with the use of illicit drugs and alcohol:

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

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

Facilities for the Treatment of Alcohol and Drug Disorders

Bulloch, Candler, Evans, and Tattnall counties:
Pineland Mental Health Services
11 N. College St.
Statesboro, GA 30458
912-764-9868

Burke and Jenkins counties:
Ogeechee Behavior Health Services
629 Shadrack Street
Waynesboro, GA 30830

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706-437-6863

Emanuel County:
Ogeechee Behavior Health Services (Outpatient)
223 N. Anderson Drive
Swainsboro, GA 30401
478-289-2530
800-715-4225 (24-hour Crisis Line)

Emanuel Medical Recovery Program (5 day, inpatient detox)
207 N. Anderson Drive
Swainsboro, GA 30401
478-237-3369

Johnson, Montgomery, and Treutlen counties:
Community Mental Health of Middle Georgia
2121 A Bellevue Rd.
Dublin, GA 31021
478-272-1190

Screven County:
Ogeechee Behavior Health Services
302 East Ogeechee Street
Sylvania, GA 30467
912-564-7825

Toombs County:
Toombs Counseling Center
901 West North Street
Vidalia, GA 30474
912-537-9316

Medical Emergency

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

Emergency School Closing

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

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

Medical Emergency Treatment

Primary Consideration
1.   Attempt to determine extent of injury; if in doubt, get first responders in your respective building.
2.   Apply only that first aid which is essential:
     A. Stop excess bleeding with pressure.
     B. If electrical shock or any other form of unconsciousness occurs, check for pulse and respiration and take appropriate first aid measures.
     C. Wash eyes immediately with appropriate solution if necessary.
     D. If ambulance services are needed, call 911.
3.   Notify the Vice President for Academic Affairs located in Building 2 of the incident (478-289-2212).
4.   Notify the Swainsboro Technical College Security Officer at 478-289-2205.

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

First Aid

1.   A well-stocked first aid kit is to be maintained in each classroom and lab for minor emergencies. When in question, first responders for each building should be consulted.
2.   All students are required to carry accident insurance; therefore, if there is any doubt as to the seriousness of an injury, a doctor should be consulted.
3.   If ambulance services are needed, call 911.

Smoking/Tobacco Usage

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

Equipment

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

Flowers and Gifts

To prevent classroom disruptions, Swainsboro Technical College will not accept flowers or gifts being delivered for students.

Electronic Devices

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

Field Trips

Field trips with specific educational objectives will be planned by the instructors and approved by the Vice President for Academic Affairs. During field trips, students will conduct themselves properly at all times and adhere to all policies of the school.

Campus Security

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

Responsibility

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

Policy

1. Criminal actions or other emergencies occurring on campus will be immediately reported to the President and Security Officer who will report these actions by contacting local law enforcement.
2. The lighting of access areas and landscaped grounds is essential for safety and appearance. Swainsboro Technical College's maintenance personnel are responsible for the closing and opening of the facilities on campus. The monitoring of the lighting system is conducted weekly.
3. Swainsboro Technical College has a full-time and a part-time Security Officer. Building and campus are patrolled daily. All crimes are reported to local law enforcement.
4. A signed statement indicating that students will abide by Swainsboro Technical College's policies is kept in each student's file.
5. Students are informed about crime prevention quarterly during student awareness sessions. The Emergency/Safety Manual is made available to all employees via the Intranet in the plans folder as well as the policy manual. The Emergency/Safety Manual is posted in classrooms and labs.
6. Statistics concerning the occurrence on campus of the following criminal offenses reported to campus administrators, security, or local law enforcement will be maintained: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
7. All authorized off-campus activities will be supervised by school designated personnel. Criminal activity will be promptly reported to the Swainsboro Technical College Security Officer and the local law enforcement.
8. Statistics concerning the number of arrests for the following crimes occurring on campus will be maintained on liquor law violations, drug abuse violations and weapons possession.

Campus Crime Report

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

Weapons and Dangerous Instruments

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

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

Sex Offender Registry

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

Fundraising

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

Food and Beverage

Students are not allowed to have food or drinks inside the building with the exception of child care where food must be prepared in the kitchens and served to the children in the centers.

Bulletin Board Policy

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

Information which discriminates on the basis of race, color, sex, religion, national origin, age, handicap, disability or veteran status will not be considered for approval. Student informa-

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tion must list person's name and program of enrollment for identification purposes.

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

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

Continuing Education

Continuing education courses are developed in response to special educational demands and requests of community individuals, professional and business groups and other organizations. The role of continuing education is to develop and implement courses for career and professional development and personal interest and enrichment. For more information, contact Janene Betts: 478-289-2326.

Meals

Snacks are available in the snack bar/canteen and vending machines are available in the student center located in Building 3. Vending machines are also located in Buildings 1, 2, and 8. Snack bar hours are from 6:45 am until 3:30 pm. Students may bring food onto the campus for consumption at the tables provided in the courtyard or in the student center.

Campus Facilities

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

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

Parking

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

Counseling

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

Safety

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

Fire Drill

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

Emergency Tornado Plan

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

"Live" Production Jobs

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

Computer and Network Usage Policy

These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services. Departments may add, with the approval of the Vice President for Academic Affairs, individual guidelines which supplant, but do not relax, this policy. In such cases, the department should inform its users and the Director of Information Systems prior to implementation.

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

Software Policy

Swainsboro Technical College supplies licensed software on the school computers to enable students to complete their assignments. These copies of software are licensed for the machine on which they are installed and are not to be copied to storage media or other machines. Employees and students are not permitted to copy these licensed programs for use elsewhere.

Students are not to load any software on Swainsboro Technical College computers unless instructed to do so by their instructor as a part of their class.

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

Individual Privileges

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

1. Privacy

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

2. Freedom of Expression

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

3. Freedom from Harassment and Undesired Information

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

Individual Responsibilities

Students and Swainsboro Technical College personnel are held accountable for actions as a condition of privileges they enjoy. As such, they have responsibilities in processing, storing, and transmitting information by electronic means.

1. Common Courtesy and Respect for Rights of Others

It is the responsibility of all students and Swainsboro Technical College personnel to respect and value the rights of privacy for all, to recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to comply with all legal restrictions regarding the use of information that is the property of others.

2. Privacy of Information

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

3. Intellectual Property

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

Harassment

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

The following shall constitute computer harassment:
1. Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family.
2. Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or when no purpose of legitimate communication exists, and when the recipient has expressed a desire for the communication to cease.
3. Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection).
4. Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another.
5. Intentionally using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

Personal Software

Personal, non-school software can not be used on any Swainsboro Technical College computer without permission from an instructor or administrator.

Sharing of Access

Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others.

Permitting Unauthorized Access

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

Unauthorized Activities

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

Students must always use computer resources in accordance with the high ethical standards of the Swainsboro Technical College community. Academic dishonesty (plagiarism, cheating) is a violation of those standards.

Use of Copyrighted Information and Material

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

Use of Licensed Software

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

Responsible Use of Resources

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

Game Playing

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

Occupation-based Instruction

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

Visitors

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

Child Care for Children of Students

Formal child care is available at a reasonable cost. Information about on-campus child care is available in the Child Development Center in Building 4.

For more information on locating child care contact Angela Hines or Tonya Williams at the Child Care Resource & Referral Agency of East Central Georgia at 478-289-2275 or toll free at 877-495-9188. The office is located in the Child Care Resource & Referral/Multipurpose Room on the Swainsboro Technical College campus.

Child Care Resource & Referral Agency of East Central Georgia has a satellite office locat-

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ed in Laurens County at 300 Calhoun St., Dublin, GA. Contact Jaclyn Winskie at 478-274-1362 or toll free at 800-300-2316.

Children on Campus

Children of students are not allowed on campus during class time. Children of students are not allowed to attend school with a parent unless both are registered students.

Telephone Calls

Students are asked to make phone calls before school, at lunch, and after school. Students should inform friends and business acquaintances that they are not to be called at school. Emergency calls will be forwarded to students as they are received.

Attendance Policy

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

Attendance Requirements

Students must attend at least 90 percent of their academic and/or technical classes. If students miss more than 10 percent of the class time, they will be dropped from the class. Students are expected to be in class each day and be responsible for any work missed due to absences/tardiness. When students miss class, they should provide the instructor with appropriate documentation when requesting make-up assignments. A student will be withdrawn from a course after exceeding the maximum number of absences unless the final absence falls within the last 5 days of the quarter, in which case the student may receive an "F".

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

Personal illness (physician's excuse)
Serious illness or injury to a member of the immediate family (physician's statement)
Death in immediate family (copy of the obituary)
Approved school activity
Military Duty (military orders)
Jury Duty/Court Duty (copy of summons)

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

Any student enrolled in the Cosmetology DIploma, Emergency Medical Technician Certificate, Patient Care Assisting Certificate, Paramedic Technology Diploma, or Practical Nursing Diploma will be required to make up any hours according to the state standards. Otherwise, consent papers to take the State Board Test will not be signed by the instructor of that program.

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

show" will incur no tuition charges, and all financial aid originally awarded will be cancelled.

Tardiness

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

Attendance Records

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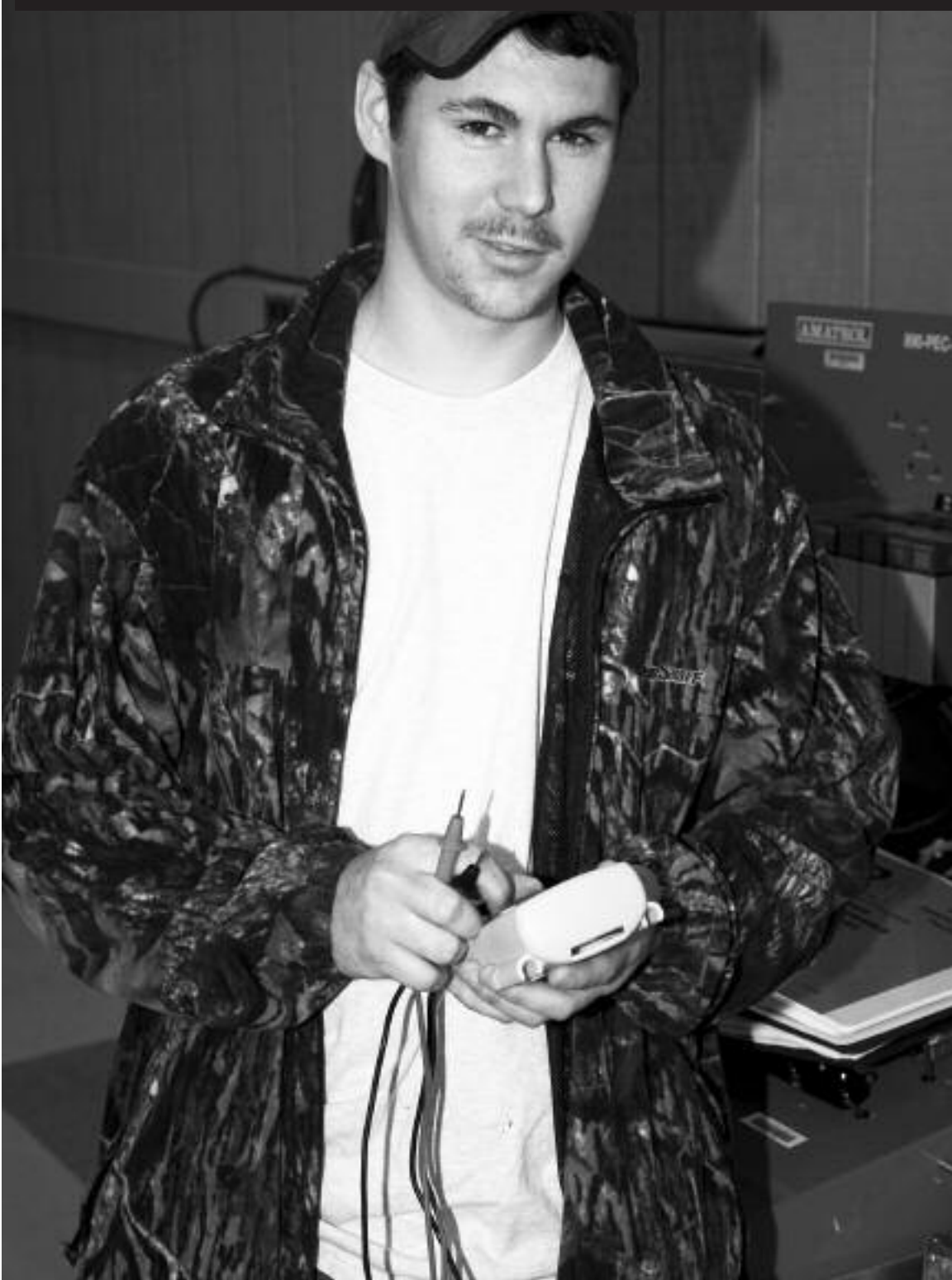
Complaint Resolution

Swainsboro Technical College is committed to ensuring an educational environment that is fair, humane, and respectful; an environment that supports and rewards students on the basis of relevant considerations; and that is free from illegal or inappropriate conduct.

In an instance of perceived violation of college policies, standards of professional conduct or state or federal law, a student may file a complaint, which shall be resolved as addressed in these policies and procedures. Individuals may follow an informal and/or formal process to reach resolution of the complaint. (At no time will the College policy contradict policy and procedure as determined by the Department of Technical and Adult Education (DTAE) as listed in the DTAE Policy and Procedures at www.dtae.org. If a contradiction is realized, the DTAE Policy will prevail.)

Retaliation in any form against individuals bringing grievances is prohibited and will subject the individual to disciplinary action. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

Academic Appeals (grade, attendance, and other academic decisions)

A student may appeal a final grade, academic dismissal, or dismissal for non-attendance in the following manner:

Step 1

The student may appeal in writing to the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within ten working days from the date the student learned or reasonably should have learned of the grade or other action complained of. Reply of the instructor must be given to the student in writing within five working days.

Step 2

If the consultation with the instructor does not resolve the appeal, a student may appeal to the department chair by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within 15 working days from the date the student learned or reasonably should have learned of the grade or other action complained of. Reply of the department chair must be made to the student in writing within five working days. In lieu of no department chair, the student goes to Step 3.

Step 3

If the student is not satisfied with the decision of the department chair, the student may appeal in writing to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within 20 working days from the date the student learned or reasonably should have learned of the grade or other action complained of. The final decision of the Vice President for Academic Affairs must be given to the student in writing within five days. The decision of the Vice President for Academic Affairs shall be final.

Student Grievances (non-academic complaint or appeal)

This procedure involves complaint resolution regarding application of policy or procedure, i.e. student advisement, improper disclosure of grades, unfair testing procedures, etc. This procedure does not address complaints related to harassment, discrimination, retaliation, or

grade/attendance appeals. Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place. A student who feels that a justified grievance exists and wishes to make an appeal must follow the following procedure:

Informal Complaint Procedure:

A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.

If this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

Formal Complaint Procedure:

Step 1

Within 15 business days of the incident being grieved, the student must file a formal grievance in the Office of the Vice President for Student Affairs (VPSA) with the following information:
1. Name
2. Date
3. Brief description of incident being grieved
4. Remedy requested
5. Signed, and
6. Informal remedy attempted by student and outcome.

If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.

Step 2

The VPSA, or his/her designee, will investigate the matter and supply a written response to the student within 15 business days. Note: If the grieved incident involves possible unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course. The VPSA, or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

Step 3

Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the College. The College staff has no right to appeal.
1. A student shall file a written appeal to the President within five business days of receiving the response from the VPSA.
2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he/she has provided all relevant documents with his/her appeal.
3. At the President's sole discretion, grievance appeals will be held in one of two

ways:
1. The President may review the information provided by the student and administration and make the final decision, or
2. The President may appoint a cross-functional committee comprised of 5 members including one chair, to make the final decision.
3. The decision of either the President or the cross-functional committee shall be made within 10 business days of the receipt by the President of the appeal.
4. Whichever process is chosen by the President, the decision of the grievance appeal is final.

Equal Opportunity Complaint or Appeal

Swainsboro Technical College, in compliance with the rules and regulations pertaining to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX barring sex discrimination, Title VI barring discrimination on the basis of race, color, or national origin, and Title VII barring discrimination on the basis or race, color, religion, gender, or nation original has established this procedure whereby a complaint related to the violation, interpretation, or application of any of the laws may be quickly and smoothly resolved. Complaints regarding sexual harassment shall be handled in accordance with the procedure in the next section entitled *Unlawful Harassment and Discrimination Complaints*.

The Swainsboro Technical College's designated Title VI, Title IX/Equity, OCR and Harassment Coordinator is Jan Brantley, (478) 289-2274 and the Section 504/Americans with Disabilities Act Coordinator is Leisa Dukes, (478) 289-2256, Swainsboro Technical College, 346 Kite Road, Swainsboro, Georgia 30401. The following grievance procedure has been adopted by Swainsboro Technical College:

Informal Procedure

Claimant should contact the Equity Officer and his/her Academic Department Chair to resolve complaint informally. If this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.
.
Formal 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:
1. If the complainant alleges illegal discrimination, the complaint shall be filed with the Technical College's Equity Coordinator. 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.
2. 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.
3. If the complaint is against a Vice President, Step 1 and Step 2 of the complaint pro-

cedure shall be by-passed and the complaint shall be filed directly with the President.

4. 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 DTAE's 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.

Step 4

In the event that the complaint is not resolved at Step 3, the complainant or respondent may file an appeal with the local Board of Directors within ten (10) business days of the receipt of the Step 3 recommendation.

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

All student appeals will be final upon the decision of the local Board of Directors.

Unlawful Harassment and Discrimination Complaint

The following procedure is designed specifically for the reporting and processing of complaints of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation.

Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally.
   a. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to any college employee, the President of the Technical College, Legal Services at 404-679-1605, the Commissioner's Office at 404-679-1601, the Deputy Commissioner's Office at 404-679-1706, or by email at UnlawfulHarassment@dtae.org.
   b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.
   c. After an allegation is made to a department employee that employee shall report the allegation to the President, or his designee, as soon as possible, not to exceed 48 hours.
2. Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their President or one of the persons listed above in 1(a).
3. The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure.
4. An affected President may suspend, transfer or reassign personnel or students involved, in order to prevent possible further harassment, discrimination, retaliation or to facilitate the investigation. In emergency situations of a severe nature a

President or his/her designee may take appropriate actions to protect the complainant/alleged victim and/or to deter the alleged violator from any further harassment of the complainant/alleged victim. If the alleged harasser is an employee, the affected President shall report all actions of this nature and any subsequent change in status or assignment to the Human Resources Director.

5. Unless otherwise authorized by the Commissioner in writing, no disciplinary action shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.

6. Any allegation of unlawful harassment, discrimination, or retaliation may be referred by the President of a technical college to the Executive Director, Legal Services for investigation by the Compliance Officer. Investigations by the Compliance Officer may be done in conjunction with the local investigator at the President's request.

7. The Compliance Officer/local investigator shall notify the affected President of the complaint and the pending investigation, unless otherwise directed by the Commissioner.

Investigations

1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly. Any President or local investigator is encouraged to consult with the Compliance Officer, Human Resources Director or Executive Director, Legal Services with any questions or concerns.

2. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President. In the case of an investigation being performed by the Compliance Officer this shall be done with joint approval of the Assistant Commissioner of Technical Education and the Executive Director, Legal Services. This decision will be made within five business days of receiving the complaint. Immediately following the decision, notice will be given to the complainant, and the complainant shall have the same rights of appeal as set forth in the *Appeal by Complainant* section below.

3. When a complaint is investigated, the investigation shall commence within five business days of receipt of the complaint.

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.

5. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.

6. The local Investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.

7. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

Review and Disposition

1. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within five business days of receipt of the completed investigation.

2. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.

3. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).

4. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within five business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

Appeal by Complainant

1. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within five business days of receiving notice of the President's recommendation.

2. The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director, Legal Services
1800 Century Place NE, Suite 400
Atlanta, Georgia 30345-4304
404-679-1615 (facsimile)
UnlawfulHarassment@dtae.org

3. The Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment/retaliation/discrimination.

4. If the facts do support a finding of unlawful harassment/retaliation/discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.

5. If the facts do not support a finding of unlawful harassment/retaliation/discrimination, the matter will be closed.

6. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.

If grievance is not settled at the local level, appeal may be referred to the Commission of the Council on Occupational Education. The Commission's address is:

Council on Occupational Education
41 Perimeter Center East, N.E., Suite 640
Atlanta, Georgia 30346
Phone: 770-396-3898

College Organizations Policy

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

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

GOAL

The GOAL (Georgia Occupational Award of Leadership) program is sponsored by the local Chamber of Commerce and the Department of Technical and Adult Education. Students are nominated by their instructors and interviewed by local Swainsboro Technical College staff. The four finalists are interviewed by the Swainsboro-Emanuel County Chamber of Commerce and they select the student to represent Swainsboro Technical College in state-wide competition in Atlanta. For more information contact the Career Placement Office: Leisa Dukes 478-289-2256.

Student Leadership Council

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

Springfest

Springfest is held during Spring Quarter to permit classes and student organizations an opportunity to have some fun in the sun. Activities usually include softball, horseshoes, basketball, hoola-hoop contest, 1 mile walk, etc. Lunch is provided for faculty, staff, and students. This event is sponsored by the Student Leadership Council.

Cookouts

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

istration.

SkillsUSA

SkillsUSA is a partnership of students, teachers, and industry, working together to ensure America has a skilled workforce. The club provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communication skills.

Phi Beta Lambda

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

National Technical Honor Society

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

Forestry Club

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

EAGLE

The EAGLE (Exceptional Adult Georgian in Literacy Education) awards program is sponsored by the Office of Adult Literacy and recognizes outstanding students, statewide, in adult literacy. Outstanding students are nominated by their instructor and compete at the state level.

Recycling

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

Career Services

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

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

The Career Services Office is located in the Student Affairs Office on the second floor of Building 1, Room 1212. Once a student is placed on a job, continued assistance is available. The Career Resource Center is located in Building 2, Room 2105. The Career Resource Center is available as a reference center for all Swainsboro Technical College graduates and students. The Career Resource Center is located in Building 2, Room 2105.

One-Stop Career Center

Swainsboro Technical College and the Heart of Georgia Altamaha Regional Development Center in conjunction withe Job Training Unlimited sponsor a One-Stop Career Center located in Building 8 on the Swainsboro Technical College Campus. The One-STop is open to all members of the local community, including current and former students. The One-Stop offers one-on-one assistance in the areas of career guidance and planning, job listings and referrals, résumé writing, Internet job searching, and community agency referrals.

Education and Career Partnership

The Swainsboro Technical College Area Education and Career Partnership is a partnership of area educators, businesses, parents and students that serves Treutlen, Johnson, Candler, Emanuel and Jenkins counties. Areas of focus for the Education and Career Partnership are increased accountability for educational results, enhanced coordination within the Career Technical Education system, stronger academic and technical course integration, stronger connections between secondary and postsecondary education and stronger links to business and industry. Student specific programs coordinated through the office of the Education and Career Manager include dual enrollment, joint enrollment, articulation of high school credits, ACT/SAT preparation, Career Pathway development and ASSET/COMPASS registration for high school students.

Special Populations

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

Selective Service Registration

Students wishing to register with Selective Service may do so online at www.sss.gov in the Library in Building 2, Room 2301.

Voter Registration

Students who wish to register to vote may pick up a voter registration card from Student Affairs and return it after completing the form. Swainsboro Technical College will forward the form to the Secretary of State for processing. Disabled students who wish to register may contact Swainsboro Technical College's Americans With Disabilities Act Coordinator, Leisa Dukes at 478-289-2256 or in Building 1, Room 1212.

Library

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

Circulation Policies

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

Library Services

Swainsboro Tech students have access to books, periodicals, videotapes, and CD-ROMs in the library. Through the library computers, students may access over 30,000 electronic books in NetLibrary and thousands of periodicals through GALILEO. The library also provides group and individual study areas, a photocopier, laminator, fax, and scanner.

Students are encouraged to participate in a library orientation program designed to instruct new users in accessing information both in the library and online, in using GALILEO and NetLibrary, and in using Internet search engines.

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

Disability Services Program

A variety of academic and physical adjustments are available to qualified students with disabilities. As defined by the ADA, a qualified individual is one who with or without reasonable academic adjustments 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 Disability Services Coordinator to discuss approval or non-approval of request for accommodations.
4. If approved, meet with the Disability Services Coordinator quarterly to discuss academic adjustments to obtain a Classroom Accommodation form if applicable. Appropriate documentation consists of a written report completed by a licensed physician. 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
   - 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.

Academic adjustments can include but are not limited to:

Alternative Testing
   - Extended time on test
   - Non-distracting environment
   - Oral Testing

Assistive Technology
   - Voice Recognition Software
   - Magnification Software
   - Tape Recorders
   - CCTV
   - TTY- telecommunications device for the deaf
   - Calculator

Audio Taped Lectures
Front Row Seating
Furniture Accessibility
Note Takers
Faculty Liaison
Interpreting Services

Students may self declare disability services by calling the Disability Coordinator at 478-289-2256 or stopping by Room 1212.

Allied Health Programs

Dental Assisting
Dental Assisting, Diploma

Geriatric Care
Geriatric Care Assistant, TCC

Imaging Science
Imaging Science Services Assistant, TCC

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

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

Practical Nursing
Practical Nursing, Diploma
Patient Care Assisting, TCC

Dental Assisting
Diploma Program

The following is a suggested course sequence for the Dental Assisting Diploma program which requires 91 credit hours to graduate. The Dental Assisting Program prepares students to become employed in a variety of positions in dental offices. Graduates are competent in radiology, dental practice management, dental laboratory procedures, infection control, and general dental procedures. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are outlined in the State Standard Guide.

Note: Prior to beginning the clinical phase of training, all dental assisting students must submit dental and medical records, proof of inoculations, a tuberculin skin test and other medical information. In compliance with OSHA standards, Swainsboro Technical College requires that each student receive the Hepatitis B Vaccination series or sign a waiver declining the vaccination. Criminal background checks are also required before the first dental practicum. Malpractice insurance, dosimeters, and uniforms, lab coats with college arm patches and white clinic shoes are also a clinical requirement.

First Quarter		**Credit**
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		**Credit**
AHS 104	Introduction to Healthcare	3
DEN 101	Basic Human Biology	3
ENG 101	English	5

Third Quarter		**Credit**
DEN 102	Head and Neck Anatomy	2
DEN 105	Microbiology and Infection Control	3
DEN 106	Oral Anatomy	5
DEN 134	Dental Assisting I	7

Fourth Quarter		**Credit**
DEN 103	Preventive Dentistry	4
DEN 135	Dental Assisting II	7
DEN 139	Dental Radiology	5
DEN 146	Dental Practicum I	2

Fifth Quarter		**Credit**
DEN 107	Oral Pathology and Therapeutics	4
DEN 136	Dental Assisting III	4
DEN 137	Dental Assisting-Expanded Functions	4
DEN 138	Scopes of Professional Practice	2
DEN 147	Dental Practicum II	2

Sixth Quarter		**Credit**
DEN 109	Dental Assisting National Board Examination Prep.	3
DEN 140	Dental Practice Management	5
DEN 148	Dental Practicum III	8
Credit hours needed to graduate		**91**

Geriatric Care Assistant
Technical Certificate of Credit

The Geriatric Care Assistant Certificate is a one-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as a CNA in nursing homes, personal care homes, and home health care agencies. The certificate emphasizes geriatric patient care, CPR, and first aid. Upon successful completion of CNA100, students will be eligible to take the state standardized testing for placement on the Georgia State Registry for Certified Nursing Assistants.

Note: Acceptance into the Geriatric Care Assistant Program does not necessarily guarantee participation in the clinical setting. Students must purchase malpractice insurance, Hepatitis B vaccine or declination form, PPD, MMR, and submit criminal background check before beginning clinical rotation. Failure to complete/pass such requirements will prohibit the student from entering the clinical site, resulting in failure to progress in the program.

Required Course		Credit
CNA 100	Patient Care Fundamentals	8
GRN 100	Understanding the Client	3
GRN 102	Behavioral Health Aspects of Aging	3
GRN 103	Geriatric Nutrition	2
Credit hours needed to graduate		**16**

Imaging Science Services Assistant
Technical Certificate of Credit

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

Note: Acceptance into the Imaging Science Services Assistant program does not necessarily guarantee participation in the clinical setting. A physical exam, immunization records, a 2-step PPD, Hepatitis B vaccination or a completed declination form, current Tetanus vaccination and CPR certification are required prior to entering the clinical facility.   Failure to complete such requirements will prohibit the student from entering the clinical site, resulting in failure to progress in the program.

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

Medical Assisting

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

The Swainsboro Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606, (312) 899-1500. CAAHEP, 1361 Park Street, Clearwater, FL 33756 (727) 210-2350. Students completing the diploma program are eligible to take the AAMA certifying exam in January, June, or October following completion. Any student with a history of a felony may be unable to take the American Association of Medical Assistant's (AAMA) certifying examination but this may be appealed on a person-by-person basis through the AAMA Certifying Board.

Note: Acceptance into the Medical Assisting program does not necessarily guarantee participation in the clinical setting. Completion of a health form, a physical examination, and the purchase of malpractice insurance are required prior to entering the clinical facility. A criminal background check is also required before beginning the clinical rotation. Failure to complete/pass such requirements will prohibit the student from entering the clinical site, resulting in failure to progress in the program.

Medical Administrative Technician
Technical Certificate of Credit

The Medical Administrative Assistant Certificate is a three-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain entry-level employment in the administrative medical assisting profession. The certificate emphasizes development of observational skills, critical thinking, planning, implementation, evaluation techniques and basic administrative medical assisting skills found in ambulatory care settings. Completion of all courses in this certificate is required for admission to the Medical Assisting Diploma Program.

First Quarter		Credit
AHS 104	Introduction to Health Care	3
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5

Second Quarter		Credit
AHS 101	Anatomy and Physiology	5
ENG 101	English	5
SCT 100	Introduction to Microcomputers	3

Third Quarter		Credit
AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 101	Beginning Document Processing	5
MAS 101	Legal Aspects of the Medical Office	3
MAS 106	Medical Office Procedures	5
Credit hours needed to graduate		**42**

Medical Assisting

Diploma Program

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

Fourth Quarter		Credit
MAS 103	Pharmacology	5
MAS 108	Medical Assisting Skills I	6
MAS 110	Practice Management	4

Fifth Quarter		Credit
MAS 109	Medical Assisting Skills II	6
MAS 111	Reimbursement Management	3
MAS 112	Human Diseases	5

Sixth Quarter		Credit
MAS 117	Medical Assisting Externship	8
MAS 118	Medical Assisting Seminar	4
Credit hours needed to graduate		**83**

Medical Transcription

Technical Certificate of Credit

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

Required Course		Credit
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 101	Beginning Document Processing	5
BUS 108	Word Processing	7
BUS 213	Medical Document Processing/Transcription	5
ENG 111	Business English	5
Credit hours needed to graduate		**30**

Phlebotomy Technician
Technical Certificate of Credit

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

Note: Acceptance into the Phlebotomy Program does not necessarily guarantee participation in the clinical setting. Completion of a health form, and/or a physical/dental examination, and the purchase of malpractice insurance are required prior to entering the clinical facility. A criminal background check is also required before beginning the clinical rotation. Failure to complete/pass such requirements will prohibit the student from entering the clinical site, resulting in failure to progress in the program.

Required Course		Credit
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
PHL 103	Introduction to Venipuncture	4
	or	
MAS 109	Medical Assisting Skills II	(6)
PHL 105	Clinical Practice	8
	or	
MAS 117	Medical Assisting Externship	(8)
Credit hours needed to graduate		**20 (22)**

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 basic EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology Diploma and are eligible to sit for the paramedic certification test.

Note: Acceptance into the Paramedic and EMT Programs does not necessarily guarantee participation in the clinical setting. Completion of a health form, and/or a physical examination, and the purchase of malpractice insurance are required prior to entering the clinical facility. A drug test and a criminal background check are also required before beginning the clinical rotation. Failure to complete/pass such requirements will prohibit the student from entering the clinical site, resulting in failure to progress in the program.

First Quarter		Credit
AHS 101	Anatomy and Physiology	5
EMS 126	Introduction to the Paramedic Profession	3
EMS 127	Patient Assessment	4
EMS 200 A	Clinical Application of Advanced Emergency Care I	2
MAT 101	General Mathematics	5

Second Quarter		Credit
EMS 128	Applied Physiology and Pathophysiology	3
EMS 129	Pharmacology	4
EMS 130	Respiratory Emergencies	5
EMS 200 B	Clinical Application of Advanced Emergency Care II	2

Third Quarter		Credit
EMS 132	Cardiology I	5
EMS 133	Cardiology II	4
EMS 134	Medical Emergencies	5
EMS 200 C	Clinical Application of Advanced Emergency Care II	2

Fourth Quarter		Credit
EMS 131	Trauma	5
EMS 135	Maternal/Pediatric Emergencies	5
EMS 200 D	Clinical Application of Advanced Emergency Care II	2
ENG 101	English	5

Fifth Quarter		Credit
EMS 136	Special Patients	2
EMS 200 E	Clinical Application of Advanced Emergency Care II	2
EMS 201	Summative Evaluations	5
SCT 100	Introduction to Microcomputers	3
Credit hours needed to graduate		**78**

Emergency Medical Technician - Intermediate
Technical Certificate of Credit

The Emergency Medical Technician Certificate-Intermediate is a three-quarter program. The certificate provides the student with additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician EMT-I certification examination and receive Georgia certification. This program covers both U.S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum and the 1995 Emergency Medical Technician-Basic Curriculum.

First Quarter		**Credit**
EMC 100	Introduction to the EMT Profession	3
EMC 103	Patient Assessment and Airway for the EMT	3

Second Quarter		**Credit**
EMC 105	Medical/Behavioral and OB/Peds Emergency for the EMT	4
EMC 108	Trauma Emergencies for the EMT	2

Third Quarter		**Credit**
EMC 110	Summative Evaluations for the EMT-Basic	3
EMC 113	Pharm. & Shock/Trauma Mgmt. for the EMT Intermediate	3

Fourth Quarter		**Credit**
EMC 116	Medical Emergency for the EMT - Intermediate	3
EMC 119	Summative Evaluations for the EMT - Intermediate	3
Credit hours needed to graduate		**24**

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 is 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.

The following outline is a suggested course sequence for the Practical Nursing Diploma program. Course schedules are determined on a quarter-by-quarter basis. Prerequisites are available from the program instructors.

Note: Acceptance into the Practical Nursing program does not necessarily guarantee participation in the clinical setting. A physical examination, dental examination, Hepatitis B vaccination, PPD, MMR, and malpractice insurance are required prior to entering the clinical facility. A drug test, current American Heart Association Healthcare Provider Card, and a criminal background check are also required before beginning the clinical rotation. Failure to complete/pass such requirements will prohibit the student from entering the clinical site, resulting in failure to progress in the program.

First Quarter		Credit
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		Credit
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3

Third Quarter		Credit
AHS 102	Drug Calculation and Administration	3
AHS 103	Nutrition and Diet Therapy	2
NSG 110	Nursing Fundamentals	10

Fourth Quarter		Credit
NSG 112	Medical Surgical Nursing I	9
NPT 112	Medical Surgical Nursing Practicum I	7

Fifth Quarter		Credit
NSG 113	Medical Surgical Nursing II	9
NPT 113	Medical Surgical Nursing Practicum II	7

Sixth Quarter		Credit
NSG 212	Pediatric Nursing	5
NPT 212	Pediatric Nursing Practicum	2
NSG 213	Obstetrical Nursing	5
NPT 213	Obstetrical Nursing Practicum	3
NSG 215	Nursing Leadership	2
NPT 215	Nursing Leadership Practicum	2
Credit hours needed to graduate		**95**

Patient Care Assisting
Technical Certificate of Credit

The Patient Care Assisting Certificate is a one to two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain employment as certified nursing assistants. The certificate emphasizes medical terminology, psychology, and nursing fundamentals. Upon successful completion of CNA100, students will be eligible to take the state standardized testing for placement on the Georgia State Registry for Certified Nursing Assistants.

Note: Acceptance into the PCA program does not necessarily guarantee participation in the clinical setting. Malpractice insurance is required prior to entering the clinical facility. A drug test, proof of Hepatitis B vaccine or declination form, and a criminal background check are also required before beginning the clinical rotation. Failure to complete/pass such requirements will prohibit the student from entering the clinical site, resulting in failure to progress in the program.

Required Course		Credit
CNA 100	Patient Care Fundamentals	8
AHS 109	Medical Terminology for Allied Health Sciences	3
AHS 103	Nutrition and Diet Therapy	2
EMP 100	Interpersonal Relations and Professional Development	3
Credit hours needed to graduate		**16**

Accounting
Accounting, AAS
Accounting, Diploma
Payroll Accounting Specialist, TCC

Administrative Office Technology
Administrative Office Technology, AAS
Business Office Technology, Diploma
Word Processing Specialist, TCC

Computer Information Systems
Computer Support Specialist, AAS
Computer Support Specialist, Diploma
Networking Specialist, AAS
Networking Specialist, Diploma
3-D Animation and Web Design Specialist, TCC
Advanced Computer Specialist, TCC
Basic Computer Specialist, TCC
Basic Technical Support Specialist, TCC
Cisco Network Specialist, TCC
Help Desk Assistant, TCC
Intermediate Computer Specialist, TCC
Microsoft Office Applications Specialist, TCC
Web Site Fundamentals, TCC

Management and Supervisory Development
Management and Supervisory Development, AAS
Management and Supervisory Development, Diploma

Accounting
Associate of Applied Science

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

First Quarter		Credit
ACC 101	Principles of Accounting I	6
BUS 101	Beginning Document Processing	5
SCT 100	Introduction to Microcomputers	3
PSY 191	Introduction to Psychology	5

Second Quarter		Credit
ACC 102	Principles of Accounting II	6
BUS 108	Word Processing	7
ENG 191	Composition and Rhetoric	5

Third Quarter		Credit
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 106	Accounting Spreadsheet Fundamentals	3
ENG 193	Literature and Composition	5

Fourth Quarter		Credit
ACC 151	Individual Tax Accounting	4
ACC 152	Payroll Accounting	4
ECO 191	Principles of Economics	5
MAT 191	College Algebra	5

Fifth Quarter		Credit
ENG 195	Technical Communications	5
	or	
SPC 191	Fundamentals of Speech	(5)
XXX xxx	Electives from area of specialization	8
XXX xxx	Electives from outside area of specialization	5

Sixth Quarter		Credit
XXX xxx	Electives from area of specialization	12
Credit hours needed to graduate		**102**

Accounting
Diploma Program

The Accounting Diploma program is a sequence of courses that prepares students for careers as junior level accountants and accounting technicians. The program provides students with the basic knowledge and skills to obtain employment as accounts receivable clerks, accounts payable clerks, general ledger clerks, payroll clerks, and bank tellers. The program emphasizes accounting principles and fundamentals, payroll, spreadsheet fundamentals, computerized accounting operations, and computer concepts.

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

Second Quarter		Credit
ACC 102	Principles of Accounting II	6
ACC 104	Computerized Accounting	3
ACC 152	Payroll Accounting	4
EMP 100	Interpersonal Relations and Professional Development	3
SCT 100	Introduction to Microcomputers	3

Third Quarter		Credit
ACC 103	Principles of Accounting III	6
ACC 106	Accounting Spreadsheet Fundamentals	3
BUS 108	Word Processing	7
ENG 112	Business Communication	5

Fourth Quarter		Credit
XXX xxx	Electives	12
Credit hours needed to graduate		**73**

Payroll Accounting Specialist
Technical Certificate of Credit

The Payroll Accounting Specialist Program is a two- to three-quarter program. The certificate will provide students with entry-level accounting skills. The certificate emphasizes principles of accounting, computerized accounting, principles of payroll accounting, and basic computer skills.

Required Course		Credit
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 104	Computerized Accounting	3
ACC 152	Payroll Accounting	4
SCT 100	Introduction to Microcomputers	3
Credit hours needed to graduate		**22**

Administrative Office Technology
Associate of Applied Science

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

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

Second Quarter		Credit
ACC 102	Principles of Accounting II	6
BUS 102	Intermediate Document Processing	5
ENG 193	Literature and Composition	5
MSD 100	Management Principles	5

Third Quarter		Credit
MAT 191	College Algebra	5
BUS 103	Advanced Document Processing	5
BUS 202	Spreadsheet Fundamentals	3
BUS 108	Word Processing	7

Fourth Quarter		Credit
SPC 191	Fundamentals of Speech	5
PSY 191	Introduction to Psychology	5
BUS 106	Office Procedures	5
ECO 191	Principles of Economics	5

Fifth Quarter		Credit
BUS 201	Advanced Word Processing	3
BUS 107	Machine Transcription	3
ACC 155	Legal Environment of Business	5
BUS 105	Database Fundamentals	3
XXX xxx	Electives	6
Credit hours needed to graduate		**100**

Business Office Technology
Diploma Program

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

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

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

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

Fourth Quarter		**Credit**
BUS 201	Advanced Word Processing	3
ACC 101	Principles of Accounting I	6
	or	
BUS 208	Office Accounting	(5)
BUS 107	Machine Transcription	3
XXX xxx	Electives	6
Credit hours needed to graduate		**72(71)**

Word Processing Specialist
Technical Certificate of Credit

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

Required Course		Credit
BUS 101	Beginning Document Processing	5
BUS 102	Intermediate Document Processing	5
SCT 100	Introduction to Microcomputers	3
BUS 108	Word Processing	7
BUS 201	Advanced Word Processing	3
Credit hours needed to graduate		**23**

Computer Support Specialist
Associate of Applied Science

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

First Quarter		Credit
SCT 100	Introduction to Microcomputers	3
CIS xxx	Operating Systems Course	6
CIS 105	Program Design and Development	5
ENG 191	Composition and Rhetoric	5

Second Quarter		Credit
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 2229	Comprehensive Database Techniques	6

Third Quarter		Credit
XXX xxx	Elective	6
MAT 191	College Algebra	5
ENG 193	Literature and Composition	5
XXX xxx	Elective	5

Fourth Quarter		Credit
XXX xxx	Elective	6
CIS 127	Comp. Word Processing and Presentation Graphics	6
PSY 191	Introduction to Psychology	5

Fifth Quarter		Credit
SPC 191	Fundamentals of Speech	5
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 1140	Networking Fundamentals	6
	or	
CIS 2321	Introduction to LAN and WAN	(6)

Sixth Quarter		Credit
CIS xxx	Language Course	7
ECO 191	Principles of Economics	5
XXX xxx	Elective	6
Credit hours needed to graduate		**110**

Computer Support Specialist
Diploma Program

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

First Quarter		**Credit Hours**
CIS xxx	Operating Systems Course	6
CIS 106	Computer Concepts	5
ENG 111	Business English	5
EMP 100	Interpersonal Relations and Professional Development	3

Second Quarter		**Credit Hours**
SCT 100	Introduction to Microcomputers	3
CIS 122	Microcomputer Installation and Maintenance	7
CIS xxx	Elective	5
ENG 112	Business Communications	5

Third Quarter		**Credit Hours**
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 127	Comp. Word Processing and Presentation Graphics	6
XXX xxx	Elective	5

Fourth Quarter		**Credit Hours**
CIS 2229	Comprehensive Database Techniques	6
CIS 1140	Networking Fundamentals	6
	or	
CIS 2321	Introduction to LAN and WAN	(6)
CIS 105	Program Design and Development	5

Fifth Quarter		**Credit Hours**
MAT 103	Algebraic Concepts	5
	or	
MAT 111	Business Math	(5)
CIS xxx	Language Course	7
XXX xxx	Elective	5
Credit hours needed to graduate		**90**

Additional course suggested by Program Faculty

BUS 100	Introduction to Keyboarding	3

Networking Specialist
Associate of Applied Science

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

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

Second Quarter		Credit
CIS 106	Computer Concepts	5
CIS 2321	Introduction to LAN and WAN	6
SPC 191	Fundamentals of Speech	5

Third Quarter		Credit
ENG 191	Composition and Rhetoric	5
PSY 191	Introduction to Psychology	5
CIS 2322	Introduction to WANs and Routing	6

Fourth Quarter		Credit
CIS 276	Advanced Routers and Switches	6
CIS 122	Microcomputer Installation and Maintenance	7
ENG 193	Literature and Composition	5

Fifth Quarter		Credit
MAT 191	College Algebra	5
CIS XXX	Networking Electives	9
CIS 277	WAN Design	6

Sixth Quarter		Credit
CIS xxx	Language Elective	7
CIS xxx	Networking Elective Approved by Advisor	6
Credit hours needed to graduate		**102**

Networking Specialist
Diploma Program

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

First Quarter		Credit
EMP 100	Interpersonal Relations and Professional Development	3
CIS 106	Computer Concepts	5
SCT 100	Introduction to Microcomputers	3
MAT 103	Algebraic Concepts	5
	or	
MAT 111	Business Math	(5)

Second Quarter		Credit
CIS 105	Program Design and Development	5
CIS xxx	Operating Systems Course	6
CIS 2321	Introduction to LAN and WAN	6

Third Quarter		Credit
CIS 122	Microcomputer Installation and Maintenance	7
CIS xxx	Language Elective	7
CIS xxx	Networking Elective	3

Fourth Quarter		Credit
CIS 2322	Introduction to WANs and Routing	6
CIS xxx	Networking Elective	3
ENG 111	Business English	5

Fifth Quarter		Credit
CIS 276	Advanced Routers and Switches	6
CIS xxx	Networking Elective	3
ENG 112	Business Communications	5

Sixth Quarter		Credits
CIS 277	WAN Design	6
CIS xxx	Networking Elective approved by advisor	6
Credit hours needed to graduate		**90**

3-D Animation and Web Design Specialist
Technical Certificate of Credit

The 3-D Animation and Web Design Specialist Certificate is a two-quarter program. The 3-D Animation and Web Design Specialist Certificate teaches students basic web design skills as well as a basic fundamental skills in 3-D animation. This certificate will prepare students for entry-level jobs in several areas of employment. Animation, advertising, design (web and print), and architectural firms that employ graduates with the skills acquired in this technical certificate of credit.

Required Course		Credit
CIS 2211	Web Site Design Tools	6
CIS 2221	Web Graphics & Multimedia	6
DDF 133	Introduction to 3-D Studio Max or Viz	6
DDF 135	Materials for 3-D Modeling	6
Credit hours needed to graduate		**24**

Advanced Computer Specialist
Technical Certificate of Credit

The Advanced Computer Specialist Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain entry-level employment in the computer field. The certificate emphasizes computer repair, Windows, networking, and computer applications.

Required Course		Credit
CIS 1131	Help Desk Concepts	6
CIS 157	Intro. to Windows Pro. Using Microsoft Visual BASIC	7
CIS 2554	Introduction to Linux/UNIX	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS XXX	Electives	5
Credit hours needed to graduate		**30**

Basic Computer Specialist
Technical Certificate of Credit

The Basic Computer Specialist Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain entry-level employment in the computer field. The certificate emphasizes computer repair, Windows, networking, and computer applications.

Required Course		Credit
SCT 100	Introduction to Microcomputers	3
CIS 1140	Networking Fundamentals	6
CIS 2149	Implementing Microsoft Windows Professional	6
CIS XXX	Electives	5
Credit hours needed to graduate		**20**

Basic Technical Support Specialist
Technical Certificate of Credit

The Basic Technical Support Specialist is a one-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain entry-level employment in computer technical support. The certificate emphasizes computer history, terminology, hardware installation and maintenance, communications and networking and Microsoft Windows.

Required Course		Credit
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1140	Networking Fundamentals	6
Credit hours needed to graduate		**18**

Cisco Network Specialist
Technical Certificate of Credit

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

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

Help Desk Assistant
Technical Certificate of Credit

The Help Desk Assistant Certificate is a two to three-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as customer service representatives, technical support representatives or call center specialists. The certificate emphasizes installation, implementation, maintenance and documentation of a variety of computer technologies.

Required Course		Credit
SCT 100	Introduction to Microcomputers	3
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1131	Help Desk Concepts	6
Credit hours needed to graduate		**21**

Intermediate Computer Specialist
Technical Certificate of Credit

The Intermediate Computer Specialist Certificate is a two-quarter program. The certificate provides the student with the basic knowledge and skills needed to obtain entry-level employment in the computer field. The certificate emphasizes computer installation and maintenance, program design and development, and advanced computer applications.

Required Course		Credit
CIS 122	Comp. Word Processing and Presentation Graphics	7
CIS 105	Program Design and Development	5
CIS 127	Adv. Word Processing and Desktop Pub. Techniques	6
CIS xxx	Elective	5
Credit hours needed to graduate		**23**

Microsoft Office Applications Specialist
Technical Certificate of Credit

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

Required Course		Credit
CIS 127	Comp. Word Processing and Presentation Graphics	6
SCT 100	Introduction to Microcomputers	3
CIS 224	MOUS - Powerpoint	3
CIS 225	MOUS - Outlook	3
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6
Credit hours needed to graduate		**27**

Web Site Fundamentals
Technical Certificate of Credit

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

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

Management and Supervisory Development
Associate of Applied of Science

The Management and Supervisory Development Program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and abilities required for job acquisition, retention, and advancement.

First Quarter		Credit
ENG 191	Composition and Rhetoric	5
MSD 100	Management Principles	5
MSD 101	Organizational Behavior	5
PSY 191	Introduction to Psychology	5

Second Quarter		Credit
ENG 193	Literature and Composition	5
MSD 104	Human Resource Management	5
SCT 100	Introduction to Microcomputers	3
MSD 102	Employment Law	5

Third Quarter		Credit
ECO 191	Principles of Economics	5
SPC 191	Fundamentals of Speech	5
MSD 103	Leadership	5
MSD 109	Managerial Accounting and Finance	5
	or	
ACC 101	Principles of Accounting	(5)

Fourth Quarter		Credit
MAT 191	College Algebra	5
MSD 106	Performance Management	5
MSD 113	Business Ethics	5

Fifth Quarter		Credit
MSD 114	Management Communications Technologies	5
XXX xxx	Management Electives	10

Sixth Quarter		Credit
MSD 210	Team Project	5
XXX xxx	Management Electives	10
MSD 220	Management and Supervision OBI	3
Total hours needed to graduate		**106**

Management and Supervisory Development
Diploma Program

The Management and Supervisory Development Program prepares experienced workers entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and abilities required for job acquisition, retention, and advancement.

First Quarter		Credit
ENG 111	Business English	5
MSD 100	Management Principles	5
SCT 100	Introduction to Microcomputers	3
EMP 100	Interpersonal Relations and Professional Development	3

Second Quarter		Credit
MAT 111	Business Math	5
ENG 112	Business Communications	5
MSD 112	Introduction to Business and Economics	5
MSD 102	Employment Law	5

Third Quarter		Credit
MSD 101	Organizational Behavior	5
MSD 109	Managerial Accounting and Finance	5
	or	
ACC 101	Principles of Accounting I	(6)
MSD 106	Performance Management	5
MSD 104	Human Resource Management	5

Fourth Quarter		Credit
MSD 114	Management Communications Technologies	5
MSD 103	Leadership	5
XXX xxx	Elective (Area of Concentration)	5

Fifth Quarter		Credit
MSD 113	Business Ethics	5
MSD 210	Team Project	5
XXX xxx	Elective (Area of Concentration)	5
MSD 220	Management and Super. Occupation-Based Instruction	3
Credit hours needed to graduate		**89**

Personal Services Programs

Cosmetology
Cosmetology, Diploma
Nail Technician, TCC
Shampoo Technician, TCC

Criminal Justice Technology
Criminal Justice Technology, AAS
Criminal Justice Technology, Diploma
Law Enforcement Investigations Assistant, TCC

Early Childhood Care and Education
Early Childhood Care and Education, AAS
Early Childhood Care and Education, Diploma
Child Care Assisting, TCC
Early Childhood Program Administration, TCC
Family Child Care Provider, TCC
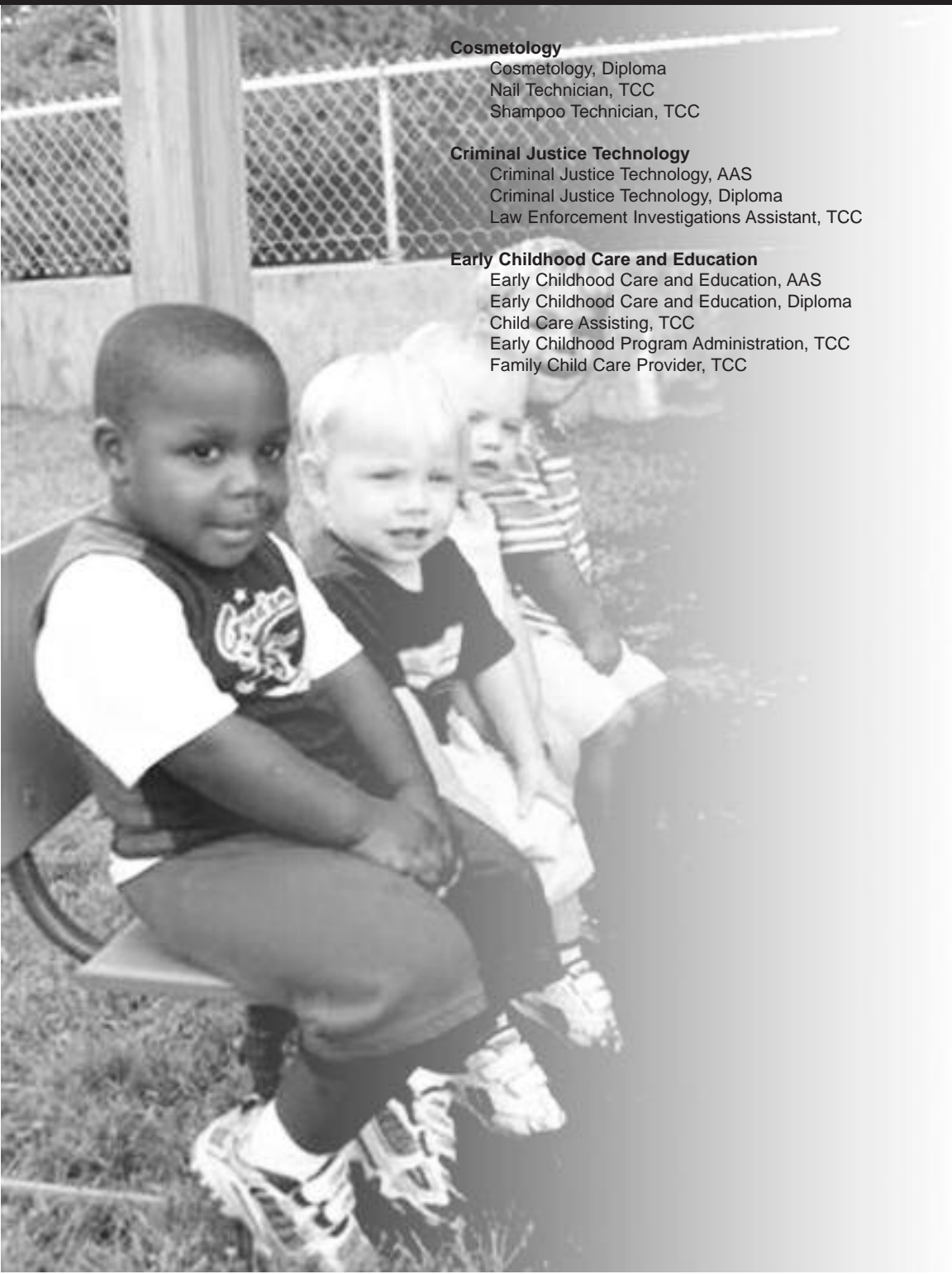
Cosmetology
Diploma Program

The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology Diploma and upon licensure are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

First Quarter		Credit
COS 100	Introduction to Cosmetology Theory	5
COS 101	Introduction to Permanent Waving and Relaxing	4
COS 103	Basic Creative Treatment of Skin, Scalp and Hair	3
MAT 101	General Mathematics	5
SCT 100	Introduction to Microcomputers	3

Second Quarter		Credit
COS 105	Introduction to Shampooing and Styling	4
COS 106	Introduction to Haircutting	3
COS 107	Advanced Haircutting	2
COS 108	Permanent Waving and Relaxing	3
COS 112	Manicuring and Pedicuring	3
ENG 101	English	5

Third Quarter		Credit
COS 109	Hair Color	6
COS 110	Skin, Scalp, and Hair	3
COS 111	Styling	3
COS 113	Cosmetology Practicum I	5

Fourth Quarter		Credit
COS 114	Cosmetology Practicum II	8
COS 115	Cosmetology Practicum III	5

Fifth Quarter		Credit
COS 116	Cosmetology Practicum IV	5
COS 117	Salon Management	4
EMP 100	Interpersonal Relations and Professional Devel.	3
Credit hours needed to graduate		**82**

Nail Technician
Technical Certificate of Credit

The Nail Technician Certificate is a sequence of courses that prepares students for careers in the field of Nail Technician. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Nail Technician Certificate and are, upon licensure, employable as a Nail Technician.

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

Shampoo Technician
Technical Certificate of Credit

The Shampoo Technician Certificate introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention and advancement. The program emphasizes specialized training for safety , sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, hair treatments and manipulations, hair styling, artificial hair, braiding/intertwining hair, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as shampoo technicians in a cosmetology salon.

Required Course		Credit
COS 100	Introduction to Cosmetology Theory	5
COS 103	Basic Creative Treatment of Skin, Scalp and Hair	3
COS 105	Introduction to Shampooing and Styling	4
COS 117	Salon Management	4
XXX xxx	Elective	3
Credit hours needed to graduate		**19**

Criminal Justice Technology
Associate of Applied Science

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

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

First Quarter		Credit
SCT 100	Introduction to Microcomputers	3
ENG 191	Composition and Rhetoric	5
MAT 191	College Algebra	5
SPC 191	Fundamentals of Speech	5

Second Quarter		Credit
CRJ 101	Introduction to Criminal Justice Technology	5
PSY 191	Introduction to Psychology	5
ENG 193	Literature and Composition	5
XXX xxx	Elective	5

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

Fourth Quarter		Credit
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Introduction to Criminal Procedure	5
CRJ 168	Criminal Law	5
CRJ 207	Juvenile Justice	5

Fifth Quarter		Credit
CRJ 209	Criminal Justice Technology Practicum/Internship	5
CRJ 212	Ethics in Criminal Justice	5
XXX xxx	Occupationally Related Electives	10
Credit hours needed to graduate		**98**

Criminal Justice Technology
Diploma Program

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

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

First Quarter		Credit
ENG 101	English	5
CRJ 101	Introduction to Criminal Justice Technology	5
CRJ 207	Juvenile Justice	5
PSY 101	Basic Psychology	5

Second Quarter		Credit
SCT 100	Introduction to Microcomputers	3
CRJ 168	Criminal Law	5
CRJ 202	Constitutional Law	5
MAT 101	General Mathematics	5

Third Quarter		Credit
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Introduction to Criminal Procedure	5
CRJ 212	Ethics in Criminal Justice	5

Fourth Quarter		Credit
CRJ 209	Criminal Justice Technology Practicum/Internship	5
XXX xxx	Electives	10
Credit hours needed to graduate		**73**

Swainsboro
Technical College

Law Enforcement Investigations Assistant
Technical Certificate of Credit

The Law Enforcement Investigations Assistant Certificate is a three-quarter program designed to provide the student with the basic knowledge and skills needed to obtain employment in local law enforcement agencies. The certificate emphasizes criminal justice, corrections, and principals of law enforcement

Note: This certificate is offered in area high schools as an introduction to the diploma program.

Required Course		Credit
CRJ 101	Introduction to Criminal Justice Technology	5
CRJ 104	Principles of Law Enforcement	5
CRJ 162	Methods of Criminal Investigation	5
CRJ 163	Investigation and Presentation of Evidence	3
CRJ 202	Constitutional Law	5
Credit hours needed to graduate		**23**

Early Childhood Care and Education
Associate of Applied Science

The Early Childhood Care and Education Associate Degree program is a sequence of courses designed to prepare students for careers in child care and related fields. 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 Associate of Applied Science Degree and have the qualification of early childhood care and education paraprofessional or early childhood program management director.

Note: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in the childcare field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum or internship as part of the Early Childhood Care and Education program.

First Quarter		Credit
ECE 101	Introduction to Early Childhood Care and Education	5
SCT 100	Introduction to Microcomputers	3
ECE 105	Health, Safety, and Nutrition	5
ECE 103	Human Growth and Development I	5

Second Quarter		Credit
ENG 191	Composition and Rhetoric	5
ECE 112	Curriculum Development	3
ECE 113	Art for Children	3
ECE 121	Early Childhood Care and Education Practicum I	3
ECE 202	Social Issues and Family Involvement	5

Third Quarter		Credit
ECE 114	Music and Movement	3
MAT 191	College Algebra	5
ECE 122	Early Childhood Care and Education Practicum II	3
ENG 193	Literature and Composition	5
	or	
ART 191	Art Appreciation	(5)
ECE 201	Exceptionalities	5

Fourth Quarter		Credit
ECE 115	Language Arts and Literature	5
ECE 116	Math and Science	5
SPC 191	Fundamentals of Speech	5
SOC 191	Introduction to Sociology	5

Completion of one of the following specializations is required:

Paraprofessional Specialization		
Fifth Quarter		**Credit**
ECE 203	Human Growth and Development II	5
ECE 211	Methods and Materials	5

| ECE 212 | Professional Practices and Classroom Management | 5 |
| PSY 191 | Introduction to Psychology | 5 |

or

Management Specialization

Fifth Quarter		**Credit**
ECE 217	Program Administration	5
ECE 221	Facility Management	5
ECE 222	Personnel Management	5
PSY 191	Introduction to Psychology	5

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

Early Childhood Care and Education

Diploma Program

The Early Childhood Care and Education program is a sequence of courses designed to prepare students for careers in child care and related fields. 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 have the qualification of early childhood care and education provider.

Note: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in the childcare field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum or internship as part of the Early Childhood Care and Education program.

First Quarter		**Credit**
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety, and Nutrition	5
ECE 113	Art for Children	3
EMP 100	Interpersonal Relations and Professional Development	3

Second Quarter		**Credit**
ECE 112	Curriculum Development	3
ECE 114	Music and Movement	3
ECE 121	Early Childhood Care and Education Practicum I	3
ENG 101	English	5
MAT 101	General Mathematics	5

Third Quarter		**Credit**
ECE 115	Language Arts and Literature	5
ECE 116	Math and Science	5
ECE 122	Early Childhood Care and Education Practicum II	3
ECE 202	Social Issues and Family Involvement	5
SCT 100	Introduction to Microcomputers	3

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

Paraprofessional Track

Fourth Quarter		Credit
ECE 201	Exceptionalities	5
ECE 203	Human Growth and Development II	5
ECE 211	Methods and Materials	5
ECE 212	Professional Practices and Classroom Management	5

or

Management Track

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

Fifth Quarter		Credit
ECE 224	Early Childhood Care and Education Internship	12
Credit hours needed to graduate		**73 (93)**

Child Care Assisting
Technical Certificate of Credit

The Child Care Assisting Certificate is a two-quarter program. This certificate will provide students with the basic knowledge and skills needed to obtain employment as entry-level child care assistants. The certificate emphasizes planning a safe and healthy environment, steps to advance children's physical and intellectual development, positive ways to support children's social and emotional development, strategies to establish developmentally appropriate curriculum for various age groups, observing and recording children's behavior, and principles of child growth and development.

Required Course		Credit
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety, and Nutrition	5
ECE 113	Art for Children	3
ECE 114	Music and Movement	3
Credit hours needed to graduate		**21**

Early Childhood Program Administration
Technical Certificate of Credit

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

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

Family Child Care Provider
Technical Certificate of Credit

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

Required Course		Credit
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety, and Nutrition	5
ECE 142	Family Childcare Program Management	5
ECE 144	Family Childcare Business Management	5
Credit hours needed to graduate		**25**

Technical and Industrial Programs

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

Automotive Technology
    Automotive Technology, Diploma
    Automotive Fundamentals, Diploma
    Auto Transmission/Transaxle Technician, TCC
    Automotive Climate Control Technician, TCC
    Tune-up Specialist, TCC

Drafting Technology
    Drafting Technology, AAS
    Drafting Technology, Diploma
    Civil Drafting Specialist, TCC
    Computer Aided Drafting Specialist, TCC
    Drafting Aide, TCC
    CAD Operator - Architectural, TCC
    Advanced CAD Technician - Architectural, TCC
    CAD Operator - Mechanical, TCC
    Advanced CAD Technician - Mechanical, TCC
    Furnishings and Interior Design Specialist, TCC
    Public Works Civil Technician, TCC

Electrical Construction and Maintenance
    Electrical Construction and Maintenance, Diploma
    Industrial Electrical Technology, Diploma
    Commercial Wiring, TCC
    Electrical Contracting Technician, TCC
    Electrical Systems Assistant, TCC
    Residential Wiring Technician, TCC

Certified Manufacturing Specialist
    Certified Manufacturing Specialist, TCC

Fish and Game Management
    Fish and Game Management, AAS
    Fish and Game Management, Diploma
    Wildlife Management Assistant, TCC

Forest Technology
    Forest Technology, AAS
    Forest Technology, Diploma
    Forest Technician Assistant, TCC
    Timber Harvesting and Heavy Equipment, TCC

Welding and Joining Technology
    Welding and Joining Technology, Diploma
    Flat Shielded Metal Arc Welder, TCC
    Flux Cored Arc Welder, TCC
    Gas Metal Arc Welder, TCC
    Gas Tungsten Arc Welder, TCC

Air Conditioning Technology

Diploma Program

The Air Conditioning Technology Diploma Program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment.   Program graduates receive an Air Conditioning Technology Diploma and have the qualifications of an air conditioning technician.

First Quarter		Credit
ACT 100	Refrigeration Fundamentals	4
ACT 101	Principles and Practices of Refrigeration	7
ACT 102	Refrigeration Systems Components	7
EMP 100	Interpersonal Relations and Professional Devel.	3

Second Quarter		Credit
IFC 100	Industrial Safety Procedures	2
ACT 103	Electrical Fundamentals	7
ACT 104	Electric Motors	4
ACT 105	Electrical Components	5

Third Quarter		Credit
ACT 106	Electric Control Systems Installation	4
ACT 107	Air Conditioning Principles	8
ACT 108	Air Conditioning System Installation	3
SCT 100	Introduction to Microcomputers	3

Fourth Quarter		Credit
ACT 109	Troubleshooting Air Conditioning Systems	7
ACT 110	Gas Heating Systems	5
ACT 111	Heat Pumps and Related Systems	6

Fifth Quarter		Credit
MAT 101	General Mathematics	5
ENG 100	English	5
Credit hours needed to graduate		**85**

Air Conditioning Repair Specialist
Technical Certificate of Credit

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

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

Swainsboro
Technical College

Automotive Technology
Diploma Program

The Automotive Technology program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology Diploma that qualifies them as automotive technicians.

First Quarter		**Credit**
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 124	Battery, Starting, and Charging Systems	4
EMP 100	Interpersonal Relations and Prof. Development	3

Second Quarter		**Credit**
AUT 126	Engine Principles of Operation and Repair	6
AUT 128	Fuel, Ignition, and Emission Systems	7
MAT 101	General Mathematics	5
SCT 100	Introduction to Microcomputers	3

Third Quarter		**Credit**
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension and Steering Systems	4
AUT 134	Drivelines	4
ENG 101	English	5

Fourth Quarter		**Credit**
AUT 138	Manual Transmission/Transaxle	4
AUT 140	Electronic Engine Control Systems	7
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Automatic Transmissions	4

Fifth Quarter		**Credit**
AUT 214	Adv. Elect. Controlled Brake Systems Diagnosis	4
AUT 216	Adv. Elec. Controlled Suspension & Steering Sys.	4
AUT 220	Automotive Technology Internship	6

Sixth Quarter		**Credit**
AUT 210	Automatic Transmission Repair	7
AUT 212	Advanced Electronic Transmission Diagnosis	3
AUT 218	Advanced Electronic Engine Control Systems	4
Credit hours needed to graduate		**103**

Automotive Fundamentals

Diploma Program

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

First Quarter		**Credit**
ENG 101	English	5
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 124	Battery, Starting, and Charging Systems	4
EMP 100	Interpersonal Relations and Prof. Devel.	3

Second Quarter		**Credit**
MAT 101	General Mathematics	5
AUT 126	Engine Principles of Operation and Repair	6
AUT 128	Fuel, Ignition, and Emission Systems	7
SCT 100	Introduction to Microcomputers	3

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

Fourth Quarter		**Credit**
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Automatic Transmissions	4
AUT 220	Automotive Technology Internship	6
Credit hours needed to graduate		**77**

Auto Transmission/Transaxle Technician

Technical Certificate of Credit

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

Required Course		**Credit**
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 144	Introduction to Automatic Transmissions	4
AUT 210	Automatic Transmission Repair	7
AUT 212	Advanced Electronic Transmission Diagnosis	3
Credit hours needed to graduate		**23**

Automotive Climate Control Technician

Technical Certificate of Credit

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

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

Tune-up Specialist

Technical Certificate of Credit

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

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

Drafting Technology
Associate of Applied Science

The Drafting Technology Associate Degree Program is a sequence of courses that prepares students for careers as drafters. The program will provide students with the basic knowledge and skills needed to obtain employment as drafters in the fields of architecture, civil engineering, manufacturing, landscape architecture, construction and design. The program offers two specializations: Architectural or Mechanical. Both specializations emphasize blueprint reading, 2-D and 3-D CAD. Mechanical emphasizes auxiliary views, threads and fasteners, and assembly drawings. Architectural emphasizes residential plan drawing and mechanical systems.

First Quarter		Credit
DDF 101	Introduction to Drafting	6
SCT 100	Introduction to Microcomputers	3
ENG 191	Composition and Rhetoric	5

Second Quarter		Credit
DDF 102	Size and Shape Description I	5
DDF 107	CAD Fundamentals	6
MAT 191	College Algebra	5

Architectural Specialization

Third Quarter		Credit
DDF 111	Intermediate CAD	6
DDS 203	Surveying I	3
MAT 194	Precalculus	5
XXX xxx	Elective	3

Fourth Quarter		Credit
DDS 205	Residential Architectural Drawing I	6
DDF 112	3-D Drawing and Modeling	6
PHY 190	Introductory Physics	5

Fifth Quarter		Credit
DDS 207	Mechanical Systems for Architecture	3
DDS 208	Residential Architectural Drawing II	6
XXX xxx	Elective	5

Sixth Quarter		Credit
PSY 191	Introduction to Psychology	5
HUM 191	Introduction to Humanities	5
SPC 191	Fundamentals of Speech	5
XXX xxx	Electives	3
Credit hours needed to graduate		**96**

Mechanical Specialization

Third Quarter		Credit
DDF 111	Intermediate CAD	6

143

DDF 103	Size and Shape Description II	5
MAT 194	Precalculus	5

Fourth Quarter		**Credit**
DDF 112	3-D Drawing and Modeling	6
DDF 105	Auxiliary Views	3
PHY 190	Introductory Physics	5

Fifth Quarter		**Credit**
DDF 108	Intersections and Development	5
DDF 109	Assembly Drawings I	5
DDF 106	Fasteners	6

Sixth Quarter		**Credit**
XXX xxx	Behavioral Sciences Elective	5
SPC 191	Fundamentals of Speech	5
HUM 191	Introduction to Humanities	5
XXX xxx	Elective	5
Credit hours needed to graduate		**96**

Drafting Technology

Diploma Program

The Drafting Technology Diploma Program is a sequence of courses that prepares students for careers as drafters. The program will provide students with the basic knowledge and skills needed to obtain employment as drafters in the fields of architecture, civil engineering, manufacturing, landscape architecture, construction and design. The program offers two specializations: Architectural or Mechanical. Both specializations emphasize blueprint reading, 2-D and 3-D CAD. Mechanical emphasizes auxiliary views, threads and fasteners, and assembly drawings. Architectural emphasizes residential plan drawing and mechanical systems.

First Quarter		**Credit**
EMP 100	Interpersonal Relations and Professional Devel.	3
DDF 100	Drafting Fundamentals	6
ENG 101	English	5

Second Quarter		**Credit**
DDF 102	Size and Shape Description I	5
MAT 103	Algebraic Concepts	5
DDF 107	CAD Fundamentals	6

Architectural Specialization

Third Quarter		**Credit**
MAT 104	Geometry and Trigonometry	5
DDF 111	Intermediate CAD	6
DDS 203	Surveying I	3

Fourth Quarter		**Credit**
DDS 205	Residential Architectural Drawing I	6

144

DDF 112	3-D Drawing and Modeling	6
SCT 100	Introduction to Microcomputers	3

Fifth Quarter		**Credit**
DDS 207	Mechanical Systems for Architecture	3
DDS 208	Residential Architectural Drawing II	6
XXX xxx	Elective	9
Credit hours needed to graduate		**77**

Mechanical Specialization

Third Quarter		**Credit**
DDF 111	Intermediate CAD	6
DDF 103	Size and Shape Description II	5
MAT 104	Geometry and Trigonometry	5

Fourth Quarter		**Credit**
SCT 100	Introduction to Microcomputers	3
XXX xxx	Electives	3
DDF 112	3-D Drawing and Modeling	6
DDF 105	Auxiliary Views	3

Fifth Quarter		**Credit**
DDF 108	Intersections and Development	5
DDF 109	Assembly Drawings I	5
DDF 106	Fasteners	6
Credit hours needed to graduate		**77**

Civil Drafting Specialist
Technical Certificate of Credit

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

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

Computer Aided Drafting Specialist
Technical Certificate of Credit

The Computer Aided Drafting Specialist Certificate is a three-quarter program designed to specifically teach AutoCAD. This certificate will provide students with the basic knowledge and

skills needed to obtain employment as entry-level draftsman. The certificate emphasizes two- and three-dimensional design using AutoCAD. Experience in the drafting field is preferred or a co-requisite of DDF 101.

Required Course		Credit
DDF 107	CAD Fundamentals	6
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawing and Modeling	6
Credit hours needed to graduate		**18**

Drafting Aide
Technical Certificate of Credit

The Drafting Aide Certificate is a one-quarter program and is designed to introduce students to the drafting field. This certificate will provide students with the basic knowledge and skills needed to obtain entry level employment as a drafter's assistant. The certificate emphasizes the basic principles of drafting and introduces two-dimensional CAD.

Required Course		Credit
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description I	5
DDF 107	CAD Fundamentals	6
Credit hours needed to graduate		**17**

CAD Operator - Architectural
Technical Certificate of Credit

The CAD Operator - Architectural Certificate is a two-quarter program for students who have successfully completed the Drafting Aide Certificate. This certificate will provide students with the basic knowledge and skills needed to obtain entry level employment with architects and con- tractors. The certificate emphasizes basic surveying principles, introduction to architectural drawing, mechanical systems, and intermediate 2-D CAD principles

Required Course		Credit
DDS 205	Residential Architectural Drawing I	6
DDS 203	Surveying I	3
DDS 207	Mechanical Systems for Architecture	3
DDF 111	Intermediate CAD	6
SCT 100	Introduction to Microcomputers	3
Credit hours needed to graduate		**21**

Advanced CAD Technician - Architectural
Technical Certificate of Credit

The Advanced CAD Technician - Architectural Certificate is a two-quarter program for stu- dents who have successfully completed the CAD Operator-Architectural Certificate. This certifi- cate will provide students with the basic knowledge and skills needed to obtain employment with architects and contractors. The certificate emphasizes advanced architectural drawing and blue- print reading, and 3-D CAD principles.

Required Course		Credit
DDF 112	3-D Drawing and Modeling	6
DDS 208	Residential Architectural Drawing II	6
XXX xxx	Electives	9
MAT 103	Algebraic Concepts	5
Credit hours needed to graduate		**26**

CAD Operator - Mechanical
Technical Certificate of Credit

The CAD Operator - Mechanical Certificate is a two-quarter program for students who have successfully completed the Drafting Aide Certificate. This certificate will provide students with the basic knowledge and skills needed to obtain entry level employment in the field of manufacturing and design. The certificate emphasizes multiview drawings, auxiliary views, and intermediate 2-D CAD principles.

Required Course		Credit
DDF 103	Size and Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 111	Intermediate CAD	6
SCT 100	Introduction to Microcomputers	3
Credit hours needed to graduate		**17**

Advanced CAD Technician - Mechanical
Technical Certificate of Credit

The Advanced CAD Technician - Mechanical Certificate is a two-quarter program for students who have successfully completed the CAD Operator-Mechanical Certificate. This certificate will provide students with the basic knowledge and skills needed to obtain employment in the field of manufacturing and design. The certificate emphasizes fasteners, assembly drawings, and blueprint reading, and 3-D CAD principles.

Required Course		Credit
DDF 112	3-D Drawing and Modeling	6
DDF 109	Assembly Drawings I	5
DDF 106	Fasteners	6
MAT 103	Algebraic Concepts	5
Credit hours needed to graduate		**22**

Furnishings and Interior Design Specialist
Technical Certificate of Credit

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

Required Course		Credit
MAT 111	Business Math	5

SCT 100	Introduction to Microcomputers	3
DDF 107	CAD Fundamentals	6
DDF 111	Intermediate CAD	6
INT 100	Interior Design Fundamentals	5
INT 102	Furniture and Accessories I	5
INT 104	Architecture	5
INT 105	Blueprint Reading for Interiors	2
INT 108	Color Theory	2
INT 109	Design Studio I	2
INT 110	Materials and Resources I	4
INT 113	Design Studio II	2
INT 115	Introduction to Drawing for Interior Designers	3
Credit hours needed to graduate		**50**

Public Works Civil Technician
Technical Certificate of Credit

The Public Works Civil Technician program is a three-quarter certificate program. Graduates will be eligible for employment in the field of public works. This certificate will also qualify public works employees for a position that is above entry level. The certificate emphasizes construction materials, CAD, plan reading, and highway design.

Required Courses		**Credit**
ENG 101	English	5
MAT 103	Algebraic Concepts	5
MAT 104	Geometry and Trigonometry	5
SCT 100	Introduction to Microcomputers	3
CET 130	Civil Computer Aided Drafting	4
CET 190	Construction Materials	5
PWC 110	Plan Reading	5
PWC 115	Highway Design	5
Credit hours needed to graduate		**37**

Electrical Construction and Maintenance
Diploma Program

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

First Quarter		Credit
ELT 119	Electricity Principles II	4
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
MAT 101	General Mathematics	5
EMP 100	Interpersonal Relations and Professional Devel.	3

Second Quarter		Credit
ELT 106	Electrical Prints, Schematics, and Symbols	4
ELT 107	Commercial Wiring I	5
ELT 120	Residential Wiring I	5
SCT 100	Introduction to Microcomputers	3

Third Quarter		Credit
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 121	Residential Wiring II	6
ENG 101	English	5

Fourth Quarter		Credit
ELT 111	Single-Phase and Three-Phase Motors	5
ELT 112	Variable Speed/Low Voltage Controls	3
ELT 118	Electrical Controls	5
XXX xxx	Elective	3
Credit hours needed to graduate		**72**

Industrial Electrical Technology
Diploma Program

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

First Quarter		Credit
ELT 119	Electricity Principles II	4
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
MAT 101	General Mathematics	5
EMP 100	Interpersonal Relations and Professional Devel.	3

Second Quarter		Credit
ELT 106	Electrical Prints, Schematics, and Symbols	4
ELT 107	Commercial Wiring I	5
ELT 120	Residential Wiring I	5
SCT 100	Introduction to Microcomputers	3

Third Quarter		Credit
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 121	Residential Wiring II	6

Fourth Quarter		Credit
ELT 111	Single-Phase and Three-Phase Motors	5
ELT 112	Variable Speed/Low Voltage Controls	3
ELT 118	Electrical Controls	5

Fifth Quarter		Credit
ELT 117	National Electrical Code Industrial Applications	4
ELT 122	Industrial PLC's	6
ENG 101	English	5

Sixth Quarter		Credit
ELT 116	Transformers	4
XXX xxx	Elective	5
Credit hours needed to graduate		**88**

Commercial Wiring

Technical Certificate of Credit

The Commercial Wiring Certificate is a three quarter certificate that is designed to provide basic training for those individuals interested in entering the electrical construction field, particularly commercial construction.

Required Course		Credit
ELT 106	Electrical Prints, Schematics, and Symbols	4
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 119	Electricity Principles II	4
EMP 100	Interpersonal Relations and Professional Devel.	3
IFC 100	Industrial Safety Procedures	2
MAT 101	General Mathematics	5
Credit hours needed to graduate		**33**

Electrical Contracting Technician
Technical Certificate of Credit

The Electrical Contracting Technician Technical Certificate of Credit is a four quarter certificate that is a sequence of courses designed to prepare students for careers in residential and commercial electrical industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment.

Required Course		Credit
ELT 106	Electrical Prints, Schematics, and Symbols	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/Low Voltage Controls	3
ELT 118	Electrical Controls	5
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
Credit hours needed to graduate		**53**

Electrical Systems Assistant
Technical Certificate of Credit

The Electrical Systems Assistant Certificate is a one to two quarter certificate that will provide students the occupational foundation and basic training needed for the entry-level electrical program. The program will enable graduates to become employed as an entry-level electrical technician.

Required Course		Credit
ELT 119	Electricity Principles II	4
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
MAT 101	General Mathematics	5
Credit hours needed to graduate		**15**

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Residential Wiring Technician
Technical Certificate of Credit

The Residential Wiring Technician Certificate is a two to three quarter certificate that has been designed to prepare the student for employment as a residential wiring assistant

Required Course		Credit
ELT 106	Electrical Prints, Schematics, and Symbols	4
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
MAT 101	General Mathematics	5
Credit hours needed to graduate		**30**

Certified Manufacturing Specialist
Technical Certificate of Credit

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

Required Course		Credit
AMF 152	Manufacturing Organizations Principles	2
AMF 154	Manufacturing Workplace Skills	2
AMF 156	Manufacturing Production Skills	2
AMF 158	Automated Manufacturing Skills	4
AMF 160	Representative Manufacturing Skills	5
Credit hours needed to graduate		**15**

Fish and Game Management
Associate of Applied Science

The Fish and Game Management Associate Degree Program is a sequence of courses that prepares students for careers as wildlife technicians. The program will provide students with the basic knowledge and skills needed to obtain employment with the Department of Natural Resources and other occupations including park ranger, park naturalist, conservation ranger, game and preserve manager, and campground manager. The program emphasizes vertebrate identification, habitat management, firearm and equipment safety, population assessment, and management plan formulation.

First Quarter		Credit
ENG 191	Composition and Rhetoric	5
SCT 100	Introduction to Microcomputers	3
FGM 100	Equipment and Firearm Safety	3
FGM 101	Fish and Wildlife Biology	4
FGM 105	Managing Forests for Wildlife and Diversity	6

Second Quarter		Credit
ENG 193	Literature and Composition	5
ECO 191	Principles of Economics	5
FGM 102	Nuisance Wildlife Management	3
FGM 103	Environmental Law	3
FGM 107	Biology of Vertebrates	4

Third Quarter		Credit
MAT 191	College Algebra	5
PSY 191	Introduction to Psychology	5
FGM 108	Soils	7
FOR 103	Dendrology	4

Fourth Quarter		Credit
SPC 191	Fundamentals of Speech	5
FGM 106	Surveying and GPS	6
FGM 112	Fish Culture	4
FGM 114	Fish Biology	6

Fifth Quarter		Credit
FGM 109	Forest Ecology	5
FGM 110	Applied Forest Ecology	5
FGM 111	Fish and Game Management Project	5
FGM 113	Fisheries Management	6
Credit hours needed to graduate		**104**

Fish and Game Management
Diploma Program

The Fish and Game Management Diploma Program is a sequence of courses that prepares students for careers as wildlife technicians. The program will provide students with the basic knowledge and skills needed to obtain employment as a park ranger, park naturalist, game and

preserve manager, and campground manager. The program emphasizes vertebrate identification; habitat management, firearm and equipment safety, population assessment, and management plan formulation.

First Quarter		Credit
EMP 100	Interpersonal Relations and Professional Devel.	3
SCT 100	Introduction to Microcomputers	3
FGM 100	Equipment and Firearm Safety	3
FGM 101	Fish and Wildlife Biology	4
FGM 105	Managing Forests for Wildlife and Diversity	6

Second Quarter		Credit
MAT 101	General Mathematics	5
FGM 102	Nuisance Wildlife Management	3
FGM 103	Environmental Law	3
FGM 107	Biology of Vertebrates	4

Third Quarter		Credit
ENG 101	English	5
FGM 108	Soils	7
FOR 103	Dendrology	4

Fourth Quarter		Credit
FGM 106	Surveying and GPS	6
FGM 112	Fish Culture	4
FGM 114	Fish Biology	6

Fifth Quarter		Credit
FGM 109	Forest Ecology	5
FGM 110	Applied Forest Ecology	5
FGM 111	Fish and Game Management Project	5
FGM 113	Fisheries Management	6
Credit hours needed to graduate		**87**

Wildlife Management Assistant
Technical Certificate of Credit

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

Required Course		Credit
FGM 100	Equipment and Firearm Safety	3
FGM 101	Fish and Wildlife Biology	4
FGM 103	Environmental Law	3
FGM 105	Managing Forests for Wildlife and Diversity	6
Credit hours needed to graduate		**16**

Forest Technology
Associate of Applied Science

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

First Quarter		**Credit**
FOR 101	Forest Safety and Orientation	1
FOR 102	Forest Soils	4
FOR 103	Dendrology	4
FOR 104	Forest Protection	4
MAT 191	College Algebra	5
Second Quarter		**Credit**
FOR 105	Forest Products	4
FOR 116	Surveying and Mapping I	4
FOR 117	Surveying and Mapping II	3
ENG 191	Composition and Rhetoric	5
Third Quarter		**Credit**
FOR 121	Applied Surveying and Mapping I	3
FOR 122	Applied Surveying and Mapping II	3
FOR 126	Introduction to Forest Measurements I	4
FOR 127	Introduction to Forest Measurements II	3
Fourth Quarter		**Credit**
FOR 141	Applied Forest Measurements I	3
FOR 142	Applied Forest Measurements II	3
FOR 131	Silviculture I	4
FOR 132	Silviculture II	4
ENG 193	Literature and Composition	5
Fifth Quarter		**Credit**
PSY 191	Introduction to Psychology	5
FOR 146	Forest Management I	5
FOR 147	Forest Management II	5
SCT 100	Introduction to Microcomputers	3
Sixth Quarter		**Credit**
FOR 158	Wildlife Management	4
	or	
FOR 160	Forest Technology O.B.I.	(4)
SPC 191	Fundamentals of Speech	5
ECO 191	Principles of Economics	5
Credit hours needed to graduate		**98**

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Forest Technology

Diploma Program

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

First Quarter		Credit
FOR 101	Forest Safety and Orientation	1
FOR 102	Forest Soils	4
FOR 103	Dendrology	4
FOR 104	Forest Protection	4
EMP 100	Interpersonal Relations and Professional Development	3

Second Quarter		Credit
FOR 105	Forest Products	4
FOR 116	Surveying and Mapping I	4
FOR 117	Surveying and Mapping II	3
MAT 101	General Mathematics	5

Third Quarter		Credit
FOR 126	Introduction to Forest Measurements I	4
FOR 127	Introduction to Forest Measurements II	3
FOR 121	Applied Surveying and Mapping I	3
FOR 122	Applied Surveying and Mapping II	3
SCT 100	Introduction to Microcomputers	3

Fourth Quarter		Credit
FOR 141	Applied Forest Measurements I	3
FOR 142	Applied Forest Measurements II	3
FOR 131	Silviculture I	4
FOR 132	Silviculture II	4
ENG 101	English	5

Fifth Quarter		Credit
FOR 146	Forest Management I	5
FOR 147	Forest Management II	5
FOR 158	Wildlife Management	4
	or	
FOR 160	Forest Technology O.B.I.	4
Credit hours needed to graduate		**81**

Forest Technician Assistant
Technical Certificate of Credit

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

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

Timber Harvesting and Heavy Equipment
Technical Certificate of Credit

The Timber Harvesting and Heavy Equipment Certificate is a three-quarter program. The certificate will provide the basic technical knowledge and skills in the safety, maintenance and operation of various equipment that is associated with timber harvesting and other heavy equipment. Preventive maintenance of equipment, knowledge of equipment cost and analyzing the cost of operations will be a key part of the program.

Required Course		Credit
HAR 101	Safety and Equipment Procedures	4
HAR 102	Forestry Skills	4
HAR 103	Hydraulics	3
HAR 104	Environmental and Government Guidelines and Laws	5
HAR 105	Heavy Equipment Operation	4
HAR 106	Equipment and Harvesting Planning	4
HAR 107	Business Skills	5
HAR 108	Timber Harvesting OBI	5
Credit hours needed to graduate		**34**

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Welding and Joining Technology

Diploma Program

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

First Quarter		Credit
MAT 100	Basic Mathematics	3
EMP 100	Interpersonal Relations and Professional Development	3
SCT 100	Introduction to Microcomputers	3
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4

Second Quarter		Credit
ENG 100	Basic English	5
WLD 103	Blueprint Reading I	3
WLD 104	Shielded Metal Arc Welding I	6
WLD 105	Shielded Metal Arc Welding II	6

Third Quarter		Credit
WLD 106	Shielded Metal Arc Welding III	6
WLD 107	Shielded Metal Arc Welding IV	6
WLD 108	Blueprint Reading II	3

Fourth Quarter		Credit
WLD 109	Gas Metal Arc Welding (GMAW/MIG)	6
WLD 110	Gas Tungsten Arc Welding (GTAW/TIG)	4
WLD 112	Preparation for Industrial Qualification	4

Fifth Quarter		Credit
WLD 160	Welding and Joining Technology Half-time Internship	5
	or	
XXX xxx	Electives	(5)
Credit hours needed to graduate		**73**

Flat Shielded Metal Arc Welder

Technical Certificate of Credit

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

Required Course		Credit
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 104	Shielded Metal Arc Welding I	6
Credit hours needed to graduate		**16**

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Flux Cored Arc Welder
Technical Certificate of Credit

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

Required Course		Credit
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 103	Blueprint Reading I	3
WLD 153	Flux Cored Arc Welding	5
Credit hours needed to graduate		**18**

Gas Metal Arc Welder
Technical Certificate of Credit

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

Required Course		Credit
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 109	Gas Metal Arc Welding (GMAW/MIG)	6
WLD xxx	Program Elective	3
Credit hours needed to graduate		**19**

Gas Tungsten Arc Welder
Technical Certificate of Credit

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

Required Course		Credit
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 110	Gas Tungsten Arc Welding (GTAW/TIG)	4
WLD xxx	Program Elective	3
Credit hours needed to graduate		**17**

ACC 101 Principles of Accounting I 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 Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include receivables, inventory, plant assets, payroll, payables, sales tax returns and partnerships.

ACC 103 Principles of Accounting III Emphasizes a fundamental understanding of corporate and cost accounting. Topics include accounting for a corporation, statement of cash flows, cost accounting, budgeting and long term liabilities. Laboratory work demonstrates theory presented in class.

ACC 104 Computerized Accounting 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 application.

ACC 105 Accounting Database Fundamentals Emphasizes use of database management software packages for program-related database applications. Topics include planning and designing a database; database creation; data entry; database access, manipulation, and updating; sort, index, and query functions; database program-related applications; and database management applications. Laboratory work includes theoretical and technical application.

ACC 106 Accounting Spreadsheet Fundamentals Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheet. Topics include spreadsheet creation, data entry, data entry modification, computation using functions, and program-related spreadsheet applications. Laboratory work includes theoretical and technical application.

ACC 107 Full-time Accounting Internship Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows the student 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, weekly documentation or seminars and/or other projects as required by the instructor.

ACC 108 Half-time Accounting Internship 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 Cost Accounting Emphasizes a thorough understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to manufacturing cost systems. Topics include job order cost accounting, process cost accounting, and standard cost accounting.

ACC 151 Individual Tax Accounting Provides instruction for preparation of both state and federal income tax. Topics include taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACC 152 Payroll Accounting Provides

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

ACC 154 Personal Finance Introduces practical applications of concepts and techniques used to manage personal finance. Topics include cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACC 155 Legal Environment of Business Introduces law and its relationship to business. Topics include legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACC 156 Business Tax Accounting Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include organization form, overview of taxation of partnership, 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 Integrated Accounting Management Systems Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACC 158 Managerial Accounting Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include budgeting, capital investment decisions, price level and foreign exchange, analysis of financial statements, and internal reporting.

ACC 159 Accounting Simulation Develops skills for the potential accountant to effectively prepare financial statements for presentations and income tax returns. Emphasis is placed on providing students with opportunities for application and demonstration of skills associated with automated accounting. Topics include financial statement preparation, accounting system installation, automated accounting work sheet preparation, automated accounting income tax return preparation, and job search planning.

ACC 160 Advanced Accounting Spreadsheet Applications Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

ACT 100 Refrigeration Fundamentals Introduces basic concepts and theories of refrigeration. Topics include the laws of thermodynamics, pressure and temperature relationships, heat transfer, refrigerant identification, the refrigeration cycle, and safety.

ACT 101 Principles and Practices of Refrigeration Introduces the use of refrigeration tools, Materials and procedures needed to install, repair, and service refrigeration systems. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, reclamation, evacuation, charging, and safety.

ACT 102 Refrigeration Systems Components Provides the student with the skills and knowledge to install, test and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 Electrical Fundamentals Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits,

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code requirements, and safety.

ACT 104 Electric Motors Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

ACT 105 Electrical Components Provides instruction in identifying, installing, and testing commonly used electrical components in 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 Electric Control Systems Installation 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 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 types of AC systems, heat load calculation, properties of air, psychrometrics, duct design, air filtration, and safety principles.

ACT 108 Air Conditioning System Installation Provides instruction on the installation and service of residential air conditioning systems. Topics include installation procedures, service, split-systems, add-on systems, packaged systems, and safety.

ACT 109 Troubleshooting Air Conditioning Systems Provides instruction on troubleshooting and repair of 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 Introduces principles of combustion and service requirements for gas heating systems. Topics include service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and

safety.

ACT 111 Heat Pumps and Related Systems Provides instruction on 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 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 Calculations and Administration 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 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 Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection Control, and blood/air-borne pathogens

AHS 109 Medical Terminology for Allied Health Sciences Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. 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.

AMF 152 Manufacturing Organizations

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Principles Provides students with an overview of the functional and structural Composition of manufacturing organizations. Topics include : manufacturing / consumer connection, manufacturing operational types, structure of manufacturing organizations, manufacturing business principles, and types of manufacturing processes.

AMF 154 Manufacturing Workplace Skills Provides students with the knowledge and skills needed to succeed in the manufacturing environments. Topics include listening, working together, change management, stress management, decision making, job interview skills, and creating a positive image.

AMF 156 Manufacturing Production Skills Provides students with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing tools for excellence, and statistical process control.

AMF 158 Automated Manufacturing Skills Provides students with an introduction to computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include basic mechanics, mechanical systems, hand tools, power tools, Industrial controls, electrical safety, hydraulic systems, pneumatic systems, troubleshooting principles, and Computers and automation principles.

AMF 160 Representative Manufacturing Skills Provides students with an introduction to representative manufacturing skills and associated safety requirements. Topics include plant safety, Materials movement equipment, precision measurements for manufacturing, and blueprint reading.

ART 191 Art Appreciation Explores the analysis of well-known works of visual arts, their Composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include the re-creative critical process, the themes of art, the

formal elements of design, and the placing of art in the historical context, writing analysis, practice, revision, and research about a work of visual arts.

AUT 120 Introduction to Automotive Technology Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include safety procedures; legal/ethical responsibilities; measurement; machining; hand tools; shop organization, management and work flow systems

AUT 122 Electrical and Electronic Systems Introduces automotive electricity. Topics include general electrical system diagnosis; lighting system diagnosis and repair; gauges, warning devices, and driver information system diagnosis and repair; horn and wiper/washer diagnosis and repair; accessories diagnosis and repair.

AUT 124 Battery, Starting, and Charging Systems Emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Topics include battery diagnosis and service; starting system diagnosis and repair; charging system diagnosis and repair.

AUT 126 Engine Principles of Operation and Repair Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include general diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUT 128 Fuel, Ignition, and Emission Systems Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair, and service for vehicles with carburetion and fuel injection systems. Topics include general engine diagnosis; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; positive crankcase ventilation; exhaust gas recirculation; engine related service.

AUT 130 Automotive Brake Systems Introduces Brake systems theory and its application to automotive systems. Topics include hydraulic system diagnosis and repair; drum

brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair.

AUT 132 Suspension and Steering Systems Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include steering systems diagnosis and repair; suspension systems diagnosis and repair; wheel alignment diagnosis, adjustment and repair; wheel and tire diagnosis and repair.

AUT 134 Drivelines Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline related operation, diagnosis, service and related electronic controls. Topics include drive shaft and half shaft, universal and constant-velocity (cv) joint diagnosis and repair ; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair.

AUT 138 Manual Transmission/ Transaxle Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxle operation are discussed. Topics include clutch diagnosis and repair; transmission/transaxle diagnosis and repair.

AUT 140 Electronic Engine Control Systems Introduces concept of electronic engine control. Topics include computerized engine controls diagnosis and repair ; intake air temperature controls ; early fuel evaporation (intake manifold temperature) controls ; evaporative emissions controls.

AUT 142 Climate Control Systems Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling

AUT 144 Introduction to Automatic Transmissions Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include general transmission and transaxle diagnosis; transmission and transaxle maintenance and adjustment; in-vehicle transmission and transaxle repair.

AUT 210 Automatic Transmission Repair Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include removal, disassembly, and reinstallation; oil pump and converter; gear train, shafts, bushings and case; friction and reaction units.

AUT 212 Advanced Electronic Transmission Diagnosis Introduces automatic transmission hydraulic/mechanical, and electronic diagnosis and repair. Topics include electronically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis and repair.

AUT 214 Advanced Electronic Controlled Brake System Diagnosis Introduces anti-lock Brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include general Brake and anti-lock Brake systems diagnosis and testing, light truck rear anti-lock Brake system, four-wheel anti-lock Brake system locations, components, and operation.

AUT 216 Advanced Electronic Controlled Suspension and Steering Systems Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include electronic steering systems diagnosis and adjustment/repair, and diagnosis of electrical and electronic controlled steering and suspension systems.

AUT 218 Advanced Electronic Engine Control Systems Introduces On-Board Diagnostics II (OBD II), California Air Research Board (CARB) requirements and monitoring Technology, diagnostic trouble code definitions, and essentials of advanced driveability diagnosis and data interpretation using a scanner. Topics include OBD II standards; monitor-

ing capabilities; OBD II Diagnostics; OBD II terms.

AUT 220 Automotive Technology Internship Provides student work experience in the occupational environment. Topics include application of automotive Technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

BUS 100 Introduction to Keyboarding Introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUS 101 Beginning Document Processing Introduces the touch system of keyboarding placing emphasis on correct techniques, mastery of the keyboard, and basic business documents. Students 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 parallels class instruction.

BUS 102 Intermediate Document Processing Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Students attain a minimum typing speed of 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 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/applications, decision making, language arts, and proofreading. Laboratory practice parallels class instruction.

BUS 105 Database Fundamentals Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include data entry, data access, data manipulation, database creation, and file documentation.

BUS 106 Office Procedures 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.

BUS 107 Machine Transcription Emphasizes transcribing mailable documents from dictation using a word processor software. Topics include equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

BUS 108 Word Processing Emphasizes an intensive use of word processing software to create and revise business documents. Topics include equipment and supplies maintenance and usage, work area management, word processing software, and productivity.

BUS 157 Electronic Calculators Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include machine parts and features, touch system techniques, and arithmetic applications.

BUS 201 Advanced Word Processing Provides instruction in advanced word processing. Topics include advanced word processing concepts and applications, and proofreading.

BUS 202 Spreadsheet Fundamentals Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include spreadsheet creation, data entry, entry modification, computation using functions, charts and graphs, and printing.

BUS 203 Office Management Provides students with an overview of management concepts, styles, and skills. Topics include management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

BUS 208 Office Accounting 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.

BUS 213 Medical Document Processing/Transcription Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

CET 130 Civil Computer Aided Drafting An introduction to PC based computer aided drafting. Subject matter includes use of a personal computer detailing. Topics include computer hardware, operating systems, graphical user interfaces, CAD Systems, drawing with CAD and printing and plotting.

CET 190 Construction Materials This course covers the fundamental construction materials and their engineering properties. Material properties as aggregates, asphalt, Portland cement concrete, steel and masonry are covered. Topics include material properties, introduction to materials testing and materials selection and use

CIS 103 Operating Systems Concepts Provides an overview of operating systems functions and commands that are necessary in a computer working environment. Topics include multiprogramming, single and multi-user systems, resource management, command languages, and operating system utilities, file system utilization and multiple operating systems.

CIS 104 Advanced Operating Systems Concepts Provides a continued Study of operating systems functions and commands that are necessary in a micro/mainframe computer working environment. Topics include multiprogramming, multi-user systems, data Communications, utilities, job control languages, allocation of system resources, and networking

CIS 105 Program Design and Development Provides an emphasis on business problem identification and solution through systems of computer programs, using such tools as structure charts, flowcharts and pseudocode. Topics include problem-solving process, fundamentals of structured programming, program development building blocks, file and report structure, and business application structure.

CIS 106 Computer Concepts Provides an overview of Computers and information processing. Topics include computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

CIS 122 Microcomputer Installation and Maintenance Provides an introduction to the fundamentals of installing and maintaining Microcomputers. Topics include identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventive maintenance.

CIS 124 Microcomputer Database Programming Provides a Study of database programming, using microcomputer database management systems (DBMS) software packages. Topics include development of systems, structured programming techniques, data editing, and output design.

CIS 127 Comprehensive Word Processing and Presentation Graphics Provides a Study of word processing and desktop publishing. Topics include desktop publishing Concepts, advanced word processing concepts, development of macros, presentation graphics concepts, and troubleshooting applications.

CIS 128 Spreadsheet and Database Techniques Provides a Study of spreadsheets and databases. Topics include spreadsheet

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fundamentals, advanced spreadsheet concepts, development of macros, database management fundamentals, and advanced database management concepts.

CIS 157 Introduction to Windows Programming using Microsoft Visual BASIC Introduces the student to Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing and incorporating graphics.

CIS 276 Advanced Routers and Switches 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 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 A+ Preparation Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining Computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.

CIS 1131 Help Desk Concepts The purpose of the Help Desk Concepts course is to prepare students to work in positions that provide customer and technical support through analysis and problem solving. Students will master the role of a help desk analysis, navigate the help desk environment, and learn crucial problem solving skills. In addition, students will learn to troubleshoot hardware problems, printer problems, OS problems, application problems, and user problems.

CIS 1140 Networking Fundamentals Introduces networking technologies and prepares students to pass CompTIA's broad-based, vendor independent networking certification exam, Network +. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of both the LAN and WAN technologies, TCP-IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting.

CIS 2149 Implementing Microsoft Windows Professional Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.

CIS 2191 Internet Business Fundamentals Teaches students how to access the Internet and the World Wide Web using a Web Browser as a general-purpose Internet application. Students will learn to use the Internet for e-mail, the World Wide Web, news-groups, Gopher, Veronica, File Transfer Protocol (FTP) and Telnet. Student will gain experience using and configuring both Netscape Navigator and Microsoft Internet Explorer to access rich Multimedia data and objects as well as Java, Shockwave, and Active X content. A variety of Web-based search engines will be used to conduct advanced searches and learn the basics of project leadership, security, and e-business solutions. Students will also learn about business on the Internet, and how business research can help gain market intelligence.

CIS 2201 HTML Fundamentals Designed to teach basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side

image maps. Students will design inter-linking pages that incorporate, design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications, a wide range of HTML tags and attributes.

CIS 2211 Web Site Design Tools Web Site Design Tools teaches an understanding of how to create and manage impressive s using the sizeable amounts of new Technology available on the Web. Students will learn to create web sites using various web tools such as FrontPage, NetObjects Fusion, Dynamic HTML, and various Multimedia and CSS standards.

CIS 2221 Web Graphics and Multimedia Web Graphics and Multimedia teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating attractive textures for backgrounds, com-positing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.

CIS 2228 Advanced Spreadsheet Techniques Provides a study of spreadsheets. Topics include advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets.

CIS 2229 Comprehensive Database Techniques Provides a study of databases. Topics include advanced database management concepts, data integration concepts, development of user interfaces, troubleshooting databases, development of macros, and relational database concepts.

CIS 2231 Design Methodology Teaches students how to create and mange Web sites using FrontPage, NetObjects Fusion Dynamic HTML, and various Multimedia and CSS standards. Students will also implement the latest strategies to develop third generation Web site, evaluate design tools, discuss future Technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, and scenario development and performance evaluations.

CIS 2321 Introduction to LAN and WAN Provides students with classroom and laboratory experience in current and emerging network Technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

CIS 2322 Introduction to WANs and Routing Provides instruction on performing basic router configuration and troubleshooting.

CIS 2501 Building Scalable Cisco Networks Focuses on advanced routing and using Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this training course, the student will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. This curriculum prepares the student for the BSCN exam one of four for the CCNP Certification.

CIS 2502 Building Cisco Remote Access Networks Focuses on how to use one or more of the available WAN permanent or dialup technologies to connect company sites. Students will be able to connect, configure, and troubleshoot the various elements of a remote network in a WAN environment. This course prepares students for the BCRAN exam one of four for the CCNP Certification.

CIS 2503 Building Cisco Multilayer Switched Networks Focuses on how to build and manage high-speed Ethernet networks.

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This course also introduces the emerging Multilayer Switching Technology and describes how it enhances performance and scalability in campus networks. Finally, the course explores how to manage traffic traversing the network. The student will be able to connect, configure, and troubleshoot the various elements of a campus network in an Ethernet environment. This curriculum prepares the student for the BCMSN exam one of four for the CCNP Certification.

CIS 2554 Introduction to Linux/UNIX Introduces the Linux/UNIX operating system skills necessary to perform entry-level user functions. Topics include history of Linux/UNIX, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, Linux/UNIX manual help pages, using the Linux/UNIX graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CNA 100 Patient Care Fundamentals Introduces student to the occupation of Certified Nurse Assistant. Emphasis is placed on human Anatomy and Physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

COS 100 Introduction to Cosmetology Theory Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and Anatomy and Physiology

COS 101 Introduction to Permanent Waving and Relaxing Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. 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 Basic Creative Treatment of Skin, Scalp, and Hair Introduces the theory, procedures, and products used in the care and treatment of skin, scalp, and hair. Topics include basic corrective hair and scalp treatments, plain facial, products and supplies, diseases and disorders, and safety precautions.

COS 105 Introduction to Shampooing and Styling Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, fingerwaves, roller placement and combouts. Laboratory training includes styling training to total 20 hours on mannequins and 25 hours on live models without compensation. Topics include braiding/intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pincurls, roller placement, fingerwaves, combout techniques, skipwaves, ridecurls, and safety precautions.

COS 106 Introduction to Haircutting Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include haircutting terminology, safety, decontamination, and precautions, cutting implements, haircutting techniques, and client consultation, head/hair/body analysis.

COS 107 Advanced Hair Cutting Continues the theory and application of haircutting techniques. Topics include: client consultation, head, hair, and body analysis, style cutting, haircutting techniques, and client consultations/head/hair/body analysis. Students will practice haircutting techniques, and safety precautions in the laboratory setting.

COS 108 Permanent Waving and Relaxing Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty

Standards Act compliance.

COS 109 Hair Color Presents the application of temporary, semi-permanent, 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 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 implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions, cosmetic chemistry/products and supplies, and treatment theory: electrotherapy, electricity and light therapy.

COS 111 Styling 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 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, safety precautions, and advanced nail techniques (wraps/tips/acrylics).

COS 113 Cosmetology Practicum I Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/ advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COS 114 Cosmetology Practicum II Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/ advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment).

COS 115 Cosmetology Practicum III Provides experience necessary 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; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COS 116 Cosmetology Practicum IV Provides experience necessary 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 or in a combination of a laboratory setting and an approved internship facility. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COS 117 Salon Management

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon. Topics include planning a salon, business management, retailing, public relations, sales skills, career development, and client retention.

COS 118 Nail Care I Provides additional experience in manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, and advanced and new techniques., safety/sanitation for client, equipment, and operator.

COS 119 Nail Care II Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure/pedicure, nail repair, artificial nails, electric file, advanced/new techniques, HIV and OSHA updates, nail art, receptionist/dispensary, state board licensure preparation.

CRJ 101 Introduction to Criminal Justice Technology Examines the emergence, progress, and problems of the Criminal Justice system in the United States. Topics include the American Criminal Justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJ 103 Corrections Provides an overview of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJ 104 Principles of Law Enforcement Examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. Topics include history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJ 105 Introduction to Criminal Procedure Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice /overview of Constitutional Law.

CRJ 121 Introduction to Private Security 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 152 Police Administration This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include environmental management, human resources, and organizational concerns.

CRJ 158 Fundamental Issues in Policing This course examines the fundamental issues within the occupation of policing. Emphasis is placed on ethics and professionalism, civil liability, interpersonal communications, mental health, substance abuse, health and wellness, equipment preparation, vehicle pullovers, and emergency vehicle operations. Topics include occupational standards, health related hazards, and daily preparedness.

CRJ 162 Methods of Criminal

Investigation 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, interviews and interrogation, 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 This course presents students with practical exercises dealing with investigations and gathering of evidence. Emphasis is placed on crime scene search, fingerprinting, cast molding, and practical exercises. Topics include crime scene management, specialized investigation techniques, and homocide and suicide investigation.

CRJ 168 Criminal Law 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 Emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include characteristics and powers of the three branches of government, principles governing the operation of the Constitution, and Bill of Rights and the Constitutional Amendments.

CRJ 206 Criminology Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include scope and varieties of crime; sociological, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

CRJ 207 Juvenile Justice Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJ 209 Criminal Justice Technology Practicum/Internship Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include observation and/or participation in law enforcement activities, law enforcement theory applications, and independent Study project.

CRJ 212 Ethics in Criminal Justice 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.

DDF 100 Drafting Fundamentals Introduces fundamental concepts and operations necessary to utilize microcomputers for developing fundamental drafting techniques. Emphasis is placed on the basic concepts, terminology, and techniques necessary for CAD applications. Topics include history of drafting, safety practices, geometric terms/media sizes, hardware and software care and use, basic entities, CAD commands, line relationships, basic CAD applications, and geometric construction.

DDF 101 Introduction to Drafting Emphasizes the development of fundamental drafting techniques. Topics include safety practices, terminology, care and use of drafting equipment, lettering, line relationships, and geometric construction.

DDF 102 Size and Shape Description I

Provides multiview and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include multiview drawing, basic dimensioning practices, tolerances and fits, sketching, and precision measurement.

DDF 103 Size and Shape Description II Continues dimensioning skill development and introduces sectional views. Topics include advanced dimensioning practices and section views.

DDF 105 Auxiliary Views Introduces techniques necessary to auxiliary view drawings. Topics include primary and secondary auxiliary views.

DDF 106 Fasteners Provides knowledge and skills necessary to draw and specify fasteners. Topics include utilization of technical reference sources, types of threads, representation of threads, and specifying threads, fasteners and welding symbols.

DDF 107 CAD Fundamentals Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include terminology, CAD commands, basic entities, and basic CAD applications.

DDF 108 Intersections and Development Introduces the graphic description of objects represented by the intersection of geometric components. Topics include surface development, establishment of true length and intersection of surfaces.

DDF 109 Assembly Drawings I Provides knowledge and skills necessary to make working drawings. Topics include detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference sources.

DDF 111 Intermediate CAD Continues developing CAD utilization skills in discipline-specific applications. Topics include intermediate CAD commands, entity management, advanced line construction, block construction and management, command reference customization, advanced entity manipulation, and system variables.

DDF 112 3-D Drawing and Modeling Continues developing CAD utilization skills in discipline-specific applications. Topics include advanced CAD commands, CAD applications, macro utilization, application utilization, 3-D modeling, rendering, advanced application utilization, and pictorial drawings.

DDF 133 Introduction to 3-D Studio Max or Viz Introduces students to the fundamentals of 3-D Studio Max or 3-D Studio Viz. Topics include: basic program operation, modeling, modifiers, primitives and shapes, model animation, and basic lighting and camera operation.

DDF 135 Materials for 3-D Modeling Introduces students to basic and advanced materials for use in 3-D Studio Max or 3-D Studio Viz. Topics include: material creation and application, types of materials, shaders, material libraries, and maps.

DDF 158 Introduction To ARRIS Introduces the basic concepts, commands, and terminology for Architectural applications. Topics include architectural blueprint reading, architectural terminology, ARRIS commands and applications.

DDS 203 Surveying I Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include linear measurements; instrument use; and angles, bearings, and directions.

DDS 205 Residential Architectural Drawing I Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; and specifications.

DDS 207 Mechanical Systems for Architecture Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.

DDS 208 Residential Architectural Drawing II Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; specifications; and mechanical and electrical sys-

tems.

DDS 215 Legal Principles of Surveying Investigates written and physical evidence to locate property boundaries in accordance with Georgia plat law and technical standards. Topics include evidence and preservation of evidence, transfer of ownership, adverse rights and eminent domain, location of written title boundaries, Georgia plat law and technical standards, and written legal descriptions.

DDS 217 Civil Drafting I Emphasizes drawing assignments related to the most common mapping and civil site planning design problems. Topics include loan and boundary surveys, as-builts, plan and profile drawings, cross-sections, earth-work determination, and grade determination.

DDS 218 Civil Drafting II Pertains to site planning and subdivision design. Students have an opportunity to develop a major design project. Topics include landscape architecture, construction layout, street design, sewerage systems, county codes, and flood control methods.

DEN 101 Basic Human Biology Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include medical terminology as it relates to the normal human body normal structure and function of the human body, cells and tissues, organ systems, and homeostatic mechanisms.

DEN 102 Head And Neck Anatomy Focuses on normal head and neck anatomy. Topics include osteology of the skull, muscles of mastication and facial expression, temporal mandibular joint, blood lymphatic and nerve supply of the head, and salivary glands and related structures

DEN 103 Preventive Dentistry Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include etiology of dental disease, patient education techniques, plaque control techniques, types and use of fluoride, diet analysis for caries control, and dietary considerations for the dental patient

DEN 105 Microbiology and Infection Control Introduces fundamental microbiology and infection control techniques. Topics include classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

DEN 106 Oral Anatomy Focuses on the development and functions of oral Anatomy. Topics include dental anatomy, oral histology and oral embryology.

DEN 107 Oral Pathology and Therapeutics Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include identification and disease process, signs/symptoms of oral diseases and systemic diseases with oral manifestations, developmental abnormalities of oral tissues, basic principles of pharmacology, drugs prescribed by the dental profession, drugs that may contraindicate treatment, and applied pharmacology (regulations, dosage, and application).

DEN 109 Dental Assisting National Board Examination Preparation Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include collecting and recording clinical data, dental radiography, chair-side dental procedures, prevention of disease transmission, patient education and oral health management, office management procedures, and test taking skills.

DEN 134 Dental Assisting I Introduces students to chair-side assisting with diagnostic and operative procedures. Topics include four-handed dentistry techniques, clinical data collection techniques, introduction to operative dentistry, dental material basics, and infection control procedures in the dental environment with emphasis on CDC and ADA guidelines.

DEN 135 Dental Assisting II Focuses on chair-side assisting with operative and nonsurgical specialty procedures. Topics include operative dentistry, prosthodontic procedures (fixed and removable), orthodontics, and pediatric dentistry.

DEN 136 Dental Assisting III Focuses on chair-side assisting in surgical specialties. Topics include periodontic procedures, oral and maxillofacial surgery procedures, endodontic procedures, management of dental office emergencies, and medically compro-

mised patients.

DEN 137 Dental Assisting - Expanded Functions Focuses on expanded duties of dental auxiliary personnel approved by the Georgia Board of Dentistry. Topics include expanded functions approved by law for performance by dental assistants in the state of Georgia.

DEN 138 Scopes of Professional Practice Focuses on ethics, jurisprudence, and employability skills for the dental assistant. Students will relate integration of didactic and laboratory instruction with clinical experiences. Topics include ethics and jurisprudence related to the dental office, and employability skills

DEN 139 Dental Radiology After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include fundamentals of radiology and radiation safety, radiographic anatomy and interpretation, intraoral and extraoral radiographic techniques, and quality assurance techniques.

DEN 140 Dental Practice Management Emphasizes procedures for office management in dental practices. Topics include oral and written communication, records management, appointment control, dental insurance form preparation, accounting procedures, supply and inventory control, and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

DEN 146 Dental Practicum I Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include infection control procedures, clinical diagnostic procedures and general dentistry procedures.

DEN 147 Dental Practicum II Practicum focuses on advanced general dentistry procedures and chair-side assisting in dental specialties with special emphasis on nonsurgical specialties. Topics include advanced general dentistry and specialties.

DEN 148 Dental Practicum III Practicum continues to focus on assisting chair-side with advanced general dentistry procedures with emphasis on dental office management, preventative dentistry and expanded functions.

Topics include advanced general dentistry procedures, preventive dentistry, dental office management, expanded functions, chair-side in specialties, and management of dental office emergencies.

ECE 101 Introduction to Early Childhood Care and Education 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, guidance, transitional activities, program management, learning environment cultural diversity, licensing and accreditation, and professional development file (portfolio) guidelines.

ECE 103 Human Growth and Development I Introduces the student to the physical, social, emotional, and cognitive development of the young child (0 through 5 years of age). Provides for competency development in observing, recording, and interpreting growth and development stages in the young child, advancing physical and intellectual competence, supporting social and emotional development, and providing positive guidance. Topics include developmental characteristics, observation and recording theory and practice, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

ECE 105 Health, Safety, and Nutrition Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECE 112 Curriculum Development Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, approaches to teaching, learning, and assessing.

ECE 113 Art for Children Introduces the concepts related to creativity in art. This course

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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 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 musical activity and creative movement. 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 Develops knowledge and skills that will 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 Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include cognitive stages and developmental processes in math and science, math and science activity planning, development of math and science materials.

ECE 121 Early Childhood Care and Education Practicum I Provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include good work habits, supervised planning, interaction with children, parents, and co-workers, application of guidance techniques, classroom management, and documentation of child's development.

ECE 122 Early Childhood Care and Education Practicum II Provides the student with the opportunity to gain additional supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. 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 142 Family Childcare Program Management Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Topics include rules and regulations; professional practices; and program management.

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

ECE 201 Exceptionalities Provides for the development of knowledge and skills that will enable the student to understand individuals with special-needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with special needs persons. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, community resources.

ECE 202 Social Issues and Family Involvement Enables the student to become familiar with the social issues that affect families of today and to develop a plan for coping with these issues as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics include professional responsibilities, family/social issues, community resources, parent education and support, teacher-parent communication, community partnerships, social diversity and anti-bias issues, transitioning the child, and school fam-

ily activities.

ECE 203 Human Growth and Development II Introduces the student to the physical, social, emotional, and intellectual development of the school age child (6 to 12 years of age). Provides learning experiences related to the principles of human growth, development, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, developmentally appropriate practice, introduction to children with special needs, and observation skills.

ECE 211 Methods and Materials Develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include instructional techniques, curriculum, materials for instruction, and learning environments.

ECE 212 Professional Practices and Classroom Management Develops knowledge that will enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include professional qualifications, professionalism, supervised planning, application of guidance techniques, and classroom management.

ECE 217 Program Administration 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, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

ECE 221 Facility Management Provides training in early childhood facilities management. Topics include money management, space management and program, equipment and supplies management

ECE 222 Personnel Management Provides training in personnel management in early childhood settings. Topics include staff records; communication; personnel planning; personnel policies; managing payroll, recruit-

ment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation

ECE 224 Early Childhood Care and Education Internship Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are 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.

ECO 191 Principles of Economics Provides a description and analysis of economic operations in contemporary society. Emphasis on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuation in production, employment, and income; and United States economy in perspective.

ELT 106 Electrical Prints, Schematics, and Symbols Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include electrical symbols, component identification, print reading and scales and measurement.

ELT 107 Commercial Wiring I Introduces commercial wiring practices and procedures. Topics include National Electrical Code, commercial load calculations, and safety.

ELT 108 Commercial Wiring II Presents the study of three-phase power systems, fundamentals of AC motor controls, and the basic transformer connections. Topics include three-phase power systems, fundamentals of AC motor control, transformer connections (single-phase and three-phase step down), and introduction to low voltage systems.

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ELT 109 Commercial Wiring III 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 Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements

ELT 112 Variable Speed/Low Voltage Controls Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis 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 other applications; and oscilloscopes and their operation. Topics include types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELT 116 Transformers 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.

ELT 117 National Electrical Code Industrial Applications Provides instruction in industrial applications of the National Electrical Code. Topics include rigid conduit installation, systems design concepts, equipment installation (600 volts or less), and safety precautions.

ELT 118 Electrical Controls Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, 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 Introduces the theory and application of varying sine wave voltages and current. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

ELT 120 Residential Wiring I Introduces residential wiring practices and procedures. Topics include residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries and receptacle installation including bonding, GFCI and AFCi circuits, special purposes outlets- ranges, cooktops, ovens, dryers, water heaters, sump pumps, etc., and sizing OCPD's (circuit breakers and fuses).

ELT 121 Residential Wiring II 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, load balancing, sub-panels and feeders, residential single-family service installation, residential two-family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

ELT 122 Industrial PLC's Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on plc programming, connections, installations, and start-up procedures. Topics include PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

EMC 100 Introduction to the EMT Profession The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical

Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers Sections 1, 2, 3 and 4 of the NHTSA, National Standard Curriculum, EMT-Intermediate-1985. Topics include: basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediates, well being of the EMT– Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining a**ccess, and overviews of HazMat/MCI.**

EMC 103 Patient Assessment and Airway for the EMT The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 2 and 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Sections 5, 6, and 7. Topics include: Scene-Size Up, Initial Assessment, Focused History & Physical Exam for both Medical and Trauma Patients, Detailed Physical Exam, On-Going Assessment, Communications/Documentation, EMS communications for the EMT-I, airway, advanced airway and Basic/Advanced Airway Management.

EMC 105 Medical/Behavioral & OB/Pediatric Emergencies for the EMT The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 4 and Module 6. Topics include general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic emergencies, allergic reactions, poisoning/overdose emergencies, environmental emergencies, behavioral emergencies, ob/gyn emergencies, infants & children and patients with special needs.

EMC 108 Trauma Emergencies and WMD Response The course covers all the components of the National Highway Safety Transportation Administration, National

Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. Topics Include: bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine and emergency medical response to WMD .

EMC 110 Summative Evaluations for the EMT-Basic The course serves as the exit point for students taking only the EMT-Basic program. Students continuing on to the EMT-Intermediate portion of the curriculum must pass this course in order to continue. The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This class will also contain a Comprehensive review of the US DOT EMT-Basic 1994 Curriculum, as well as portions of the NSC EMT-Intermediate 1985 Curriculum that were covered in EMS XX1 and EMS XX2, and a comprehensive written and practical exam that will serve to verify the students competencies before proceeding to the EMT-Intermediate Courses.

EMC 113 Pharmacology and Shock/Trauma Management for the EMT-Intermediate The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics Include: general pharmacology review, IV and IO therapy and shock/trauma assessment and management.

EMC 116 Hazardous Materials, Vehicle Extrication Process, Patient Assessment/ Initial Management This course covers the U.S. Department of Transportation 1985 Emergency Medical Technician - Intermediate Curriculum. Topics include: hazardous material awareness level I (GEMA), patient handling (FTO), vehicle extrication lab (FTO) and general patient assessment and initial management.

EMC 119 Summative Evaluations for the EMT-Intermediate This is the final course for those pursuing EMT-Intermediate Certification. The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This class will also contain a Comprehensive review of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT

EMT-Intermediate 1985 Curriculum. The course will include a comprehensive written and practical exam that will serve to verify the students' competencies before being allowed to sit for the National Registry Intermediate-1985 Exam. Topics will include review of both the EMT-B 1994 and EMT-I 1985 Curricula, Assessment/Management Review for Trauma & Medical & OB/Peds and a NREMT examination review.

EMP 100 Interpersonal Relations and Professional Development 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 relations skills, job acquisition skills, job retention skills, job advancement skills, and professional image skills.

EMS 126 Introduction to the Paramedic Profession Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal considerations, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5, Division 7, Section 1 and Division 8 sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 127 Patient Assessment Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 128 Applied Physiology and Pathophysiology Introduces the concepts of

pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129 Pharmacology Designed to help the paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes identification of drugs, drug calculations, drug administration techniques and procedures and drug safety and standards.

EMS 130 Respiratory Emergencies This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illnesses in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 131 Trauma This unit is designed to

introduce the student to assessment and management of the trauma patient, to include systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Student should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

EMS 132 Cardiology I Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will be taught in Cardiology II. At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 133 Cardiology II This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) Providers course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 134 Medical Emergencies Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 135 Maternal/Pediatric Emergencies Emphasizes the Study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of Anatomy/Physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, Anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division's 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 136 Special Patients Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

EMS 200 Clinical Application of Advanced Emergency Care Provides a range of clinical experiences for the student paramedic to include clinical application of advanced emergency care.

EMS 201 Summative Evaluation Provides supervised clinical experience in the

hospital and prehospital advanced life support settings to include EMS leadership, summative case evaluations, EKG interpretation and pharmacology. This course also includes a comprehensive paramedic program examination and a board examination review.

ENG 097 English III Emphasizes the rules of grammar, punctuation, and spelling in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar review, use of punctuation, use of capitalization, recognition of clauses and phrases, spelling, writing sentences, and writing simple paragraphs.

ENG 098 English IV Emphasizes the ability to communicate using written and oral methods. Topics include basic paragraph construction, proofreading, written reports, and oral reports.

ENG 101 English Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques used in selected readings, writing practice, editing and proofreading, research skills, and oral presentation skills. Homework assignments reinforce classroom learning.

ENG 111 Business English Emphasizes a functional and comprehensive review of English usage. Topics include English grammar and sentence structure and Composition fundamentals.

ENG 112 Business Communications Provides knowledge and application of written and oral communications found in business situations. Topics include writing fundamentals and speaking fundamentals.

ENG 191 Composition and Rhetoric Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research.

ENG 193 Literature and Composition 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.

ENG 195 Technical Communications Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

FGM 100 Equipment and Firearm Safety Develops a basic understanding of the safe operation and maintenance of equipment commonly used by Conservation Rangers and Wildlife technicians. Topics include equipment descriptions and use, use of power equipment, use of heavy machinery, firearm and boating safety**.**

FGM 101 Fish and Wildlife Biology Introduces the fundamentals of safety in the field and of forestry as a profession. Topics include forest safety, history of forestry, and importance of forestry.

FGM 102 Nuisance Wildlife Management Introduces the role of forest soils in the forest ecosystem and the importance of forest soil properties as they relate to modern forestry practices. Topics include forest soil formation, forest soil properties and site productivity, soils and silvicultural recommendations, and fertilization.

FGM 103 Environmental Law This course studies the acts and regulations governing resource management, as well as, the policies and procedures of enforcement. Emphasis will be placed on interpreting and enforcing environmental, fishing, wildlife, and forestry regulations and acts.

FGM 104 Aquatic Ecosystems Management This course develops an under-

standing of the management techniques used to manage fresh water ecosystems for recreation and sport fishing. Topics include pond construction, stocking rates, weed control, chemical safety, and harvest rates. Habitat management will also be studied.

FGM 105 Managing Forests for Wildlife and Diversity This course provides an analysis of the principles and practices related to the management of forested ecosystems for wildlife diversity. Habitat management at the landscape and stand level will be emphasized. Habitat management through the use of environmentally sound silvicultural practices and wildlife enhancement techniques will be studied.

FGM 106 Surveying and GPS This course will introduce the student to measurements and mapping techniques used by professionals in the fish and game field. Emphasis will be placed on the interpretation of aerial photographs, map generation, field measurements, GPS, and an introduction to GIS software.

FGM 107 Biology of Vertebrates This course will emphasize techniques in the identification of local vertebrate species. Emphasis will be placed on the major taxa of vertebrates and the special anatomical, morphological, behavioral, and ecological features that characterize each group.

FGM 108 Soils This course will explain soil formation, classification, Composition, properties, management, and conservation in relationship to forest plants. Topics include introduction, soil formation, soil classification, soil physical properties, soil chemistry, soil management, and soil organisms.

FGM 109 Forest Ecology This course provides an analysis of principles governing the ecological relationships between man, wildlife, and forest. Energy transfer, the cycling of nutrients, abiotic influences, and biological diversity will be examined as they relate to the forest ecosystem.

FGM 110 Applied Forest Ecology This course will introduce techniques, procedures, and methods of wildlife population management. Emphasis will be placed on both game and non-game species. Topics include succession, population dynamics, habitat management, hunting, fishing, and trapping.

FGM 111 Fish and Game Management Project Focuses on the student's ability to make wise management decisions and express them in the form of a written management plan. Topics include hunting preserve management, interpretation of field data, management plan formulation, and management plan presentation.

FGM 112 Fish Culture This course develops a basic understanding of the methods, techniques, and biological factors considered used to manage aquaculture systems. Species utilized for fish culture systems in the Eastern United States will be emphasized.

FGM 113 Fisheries Management This course develops a basic understanding of the methods, techniques, and biological factors considered and used to manage freshwater fisheries resources. Fisheries resources of the Southeastern United States will be emphasized.

FGM 114 Fish Biology This course will review common freshwater fishes of Georgia, their identification, anatomy, and the differences between fishes and terrestrial vertebrate's body systems.

FOR 101 Forest Safety and Orientation Introduces the fundamentals of safety in the field and the profession of forestry. Topics include multiple uses forests, forest regional identification, forest hazard identification and personal safety.

FOR 102 Forest Soils Develops a basic understanding of the principles of agronomy. Topics include soil classification methods, soil sampling methods, and fertilizer application.

FOR 103 Dendrology Provides the basis for a fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.

FOR 104 Forest Protection Provides experience in identification and control of destructive and harmful agents in the forest environment. Topics include detrimental growth factors; biological and economic factors of forest pests; chemical pest control; classification and description of wildfires, and fire

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fighting methods, tools, and equipment.

FOR 105 Forest Products Emphasizes identification of primary and secondary forest products and their manufacturing processes and uses. Topics include history of forest products manufacturing and raw forest resource identification.

FOR 116 Introduction to *S*urveying and Mapping I Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Topics include surveying and mapping equipment and surveying and mapping measurements.

FOR 117 Introduction to Surveying and Mapping II Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Topics include surveying and mapping methods and introduction to global positioning systems and geographical information systems.

FOR 121 Applied Surveying and Mapping I Focuses on application of the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying and area determination. Topics include deed search, tract location, surveying, and area determination.

FOR 122 Applied Surveying and Mapping II Focuses on application of the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying and area determination. Topics include area determination, global positioning systems and geographical information systems, and aerial photography.

FOR 126 Introduction to Forest Measurements I Introduces the fundamental principles and practices of timber cruising. Emphasizes fixed plot method of statistical sampling. Topics include importance of forest measurements, forest measurement tools and equipment, and forest measurement methods.

FOR 127 Introduction to Forest Measurements II Introduces the fundamental principles and practices of timber cruising.

Emphasizes fixed plot method of statistical sampling. Topics include importance of forest measurements, forest measurement methods, and cruising and scaling methods.

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

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

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

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

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

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

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

FOR 160 Forest Technology O.B.I. Focuses on the application and reinforcement of forest technology skills in an actual workplace environment. Students are acquainted with occupational responsibilities through real-

istic work situations and are provided with insights into forestry applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of forest Technology skills in a workplace setting, and professional development.

GRN 100 Understanding the Client Description of the aging client in the aging services network. Examination of sociological, psychological, and biological aspects of aging.

GRN 101 Aging Services Environment Description of the aging services environment including federal, state, and local roles and responsibilities. Examination of service specifications.

GRN 102 Behavioral Health Aspects of Aging Addresses behavioral health issues associated with aging, including psycho-social impact of cultural and cohort influences. Discussion of prevention, diagnosis, assessment, and intervention. Examination of legislation.

GRN 103 Geriatric Nutrition A study of the nutritional needs of the individual, including older adults. Topics include nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

GRN 104 Healthy Aging Examination of lifestyles conducive to healthy aging. Considers role of nutrition, exercise, safety, and lifelong learning.

GRN 105 Principles of Home Health Care Development of modern homecare focusing on the elderly and the values of keeping families together in times of illness while maintaining a therapeutic environment.

GRN 106 Alzheimer's Disease and Dementia Examination of Alzheimer's disease and other forms of dementia. Provides the foundation for caregiving. Involves experiential learning activities as well as didactics. Emphasis on therapeutic techniques.

GRN 107 Legal Aspects of Aging (Ethics) Exploration of legal and ethical issues and the relationship to nursing care of the gerontological client. Review of laws which govern and protect the aging client. Review of moral principles and values that guide human behaviors.

GRN 108 Death and Dying Understanding the death and dying process as a normal part of the life cycle. Examination of the specific care needed to care for the dying patient and family as they complete the last stage of growth and development.

GRN 200 Practicum I Provides the student with the opportunity to gain experience in an actual clinical/job setting. Students will be placed in an appropriate facility for 18 hours per week throughout the quarter. On-the-job training topics include orientation to the profession; communication; roles and responsibilities of a geriatric specialist; legal and safety requirements in the field of gerontology; equipment use; and performance skills standards and procedures.

GRN 201 Practicum II Builds on the concepts presented in prior practicum courses and develops the skills necessary for successful performance in the job market.

HAR 101 Safety & Equipment Procedures Course work will include equipment and field safety procedures, laws and reporting. Selection, operation and maintenance of various harvesting and heavy equipment, including chainsaw operation. Basic first aid and CPR techniques.

HAR 102 Forestry Skills Course work will include tree species identification, identification of primary and secondary forest products, forest product manufacturing processes and uses, market grades and specifications, fundamental principles of timber cruising, and business and work ethics.

HAR 103 Hydraulics Course will provide basic hydraulic terminology and principles of hydraulics and pneumatics.

HAR 104 Environmental & Government Guidelines and Laws Course work will include Best Management Guidelines, Sustainable Forestry Initiatives, and Environmental Laws. A review of county, city, and state ordinances and procedures.

HAR 105 Heavy Equipment Operation Course work will include the operation, maintenance, and uses of equipment used in timber harvesting with an emphasis on Safety. Preventive Maintenance techniques, and operation layouts will be reviewed.

HAR 106 Equipment and Harvesting Planning Course work will include analysis of

harvesting situations and cost for timber harvesting operations. Planning a harvesting operation and choosing the right equipment for the operation.

HAR 107 Business Skills Course work will include learning basic computer skills, learning the basics in available software packages such as Excel, Word, and Quick Books, Analyzing cost, profits and production information, basic accounting procedures and introduction of new available software to help manage a harvesting operation.

HAR 108   Timber Harvesting OBI Focuses on the application and reinforcement of timber harvesting and equipment operation skills in an actual workplace environment. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into timber harvesting applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of operational skills in a workplace setting, and professional development.

HUM 191 Introduction to Humanities Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities are presented as a source of subjective insights or the understanding of people and society. Topics include historical and cultural developments, and contributions of the humanities.

IFC 100 Industrial Safety Procedures Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IFC 101 Direct Current Circuits I 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.

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

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

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

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

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

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

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

INT 113 Design Studio II Provides students with long and short term projects which

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

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

ISA 132 Clinical Practice 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 hospital protocol, film processing procedures, basic patient care and radiation safety radiographic procedure responsibilities and office and film room procedures.

MAS 101 Legal Aspects of the Medical Office Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides students with knowledge of medical jurisprudence and the essentials of professional behavior.

MAS 103 Pharmacology Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

MAS 106 Medical Office Procedures Emphasizes essential skills required for the typical business office. Topics include office protocol, time management, telephone techniques, office equipment, mail services, references, filing, correspondence, and travel and meeting arrangements.

MAS 108 Medical Assisting Skills I Introduces the skills necessary for assisting the physician with a complete history and

physical in all types of practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include infection control and related OSHA guidelines, prepare patients/assist physician with examinations and diagnostic procedures, vital signs/mensuration, minor office surgical procedures, and electrocardiograms.

MAS 109 Medical Assisting Skills II Furthers the student knowledge of the more complex activities in a physician's office. Topics include collection/examination of specimens and CLIA regulations; urinalysis; venipuncture, hematology and chemistry evaluations; advanced reagent testing (Strep 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 110 Practice Management Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include medical transcription, application of computer skills, integration of medical terminology, accounting procedures, and application of software.

MAS 111 Reimbursement Management Emphasizes essential skills required for the typical medical office. Topics include: Managed care and reimbursement coding.

MAS 112 Human Diseases Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include introduction to disease and diseases of body systems.

MAS 113 Maternal and Child Care Focuses on the reproductive system, care of the mother in all stages of pregnancy, the normal and emotional growth of the healthy child, and care of the sick child. Topics include introduction to obstetrics, female reproductive system, male reproductive system, intrauterine development, prenatal care, principles of spe-

cialized testing, labor and delivery, postpartum care, patient education, and methods of contraception. Child development and common pathophysiology from newborn through adolescence.

MAS 114 Medical Administrative Procedures I Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include computerized application to medical transcriptions, application of computer skills and medical terminology.

MAS 115 Medical Administrative Procedures II Emphasizes essential skills required for the typical medical office. Topics include accounting procedures and insurance preparation and coding.

MAS 117 Medical Assisting Externship Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include application of classroom knowledge and skills, functioning in the work environment, listening, and following directions.

MAS 118 Medical Assisting Seminar 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

MAT 097 Learning Support Mathematics III Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, measurement, geometry, and application problems.

MAT 098 Elementary Algebra This course provides instruction in basic algebra. Topics include introduction to real numbers and algebraic expressions, solving equations and inequalities, graphs of linear equations, polynomial operations, and polynomial factor-ing.

MAT 099 Intermediate Algebra This course provides instruction in intermediate algebra. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.

MAT 100 Basic Mathematics 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 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 Algebraic Concepts 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 104 Geometry and Trigonometry Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes geometric concepts and trigonometric concepts.

MAT 111 Business Math 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 Emphasizes techniques of problem solving using algebraic concepts. Topics include algebraic concepts and operations, linear and quadratic equations and functions, simultaneous equations,

inequalities, exponents and powers, graphing techniques, and analytic geometry.

MAT 193 College Trigonometry Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.

MAT 194 Precalculus This course prepares students for Calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MKT 100 Introduction to Marketing Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of marketing functions.

MKT 101 Principles of Management Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include management theories, including total quality management; motivation, supervision, and evaluation of employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

MKT 103 Business Law Introduces the study of contracts and other business obligations in the legal environment. Topics include creation and evolution of laws, court decision processes, sales contracts, commercial papers, risk-bearing devices, and Uniform Commercial Code.

MKT 104 Principles of Economics 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.

MSD 100 Management Principles 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 market place, 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.

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

MSD 102 Employment Law 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.

MSD 103 Leadership 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 Effecting Change.

MSD 104 Human Resource Management 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.

MSD 105 Labor Law and Labor Relations 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 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.

MSD 109 Managerial Accounting and Finance 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 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 tech-

nology: computer software applications, payroll, income tax, inventory management, ethical responsibilities.

MSD 113 Business Ethics Provides students with an overview of business ethics and ethical management practices, with emphasis on the 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, 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.

MSD 114 Management Communications Technologies 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 work place. Topics include: word processing applications; spreadsheet applications; database applications, presentation technology and applications, graphical interface applications, interpersonal communications; organizational communications; applications come from communications, human resource management, and general business

MSD 210 Team Project 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. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MSD 220 Management and Supervision Occupation-Based Instruction 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 a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly Seminar.

NPT 112 Medical Surgical Nursing Practicum I Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NPT 113 Medical Surgical Nursing Practicum II Focuses on health management and maintenance and the prevention of illness,

care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, 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 Focuses on health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

NPT 213 Obstetrical Nursing Practicum Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

NPT 215 Nursing Leadership Practicum Builds on the concepts presented

in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of the nursing process, critical thinking, supervisory skills, client education methods, group and other TQM processes, and conflict resolution.

NSG 110 Nursing Fundamentals An introduction to the nursing process. Topics include orientation to the profession; ethics and law; community health; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; geriatrics; customer/client relationships; and standard precautions.

NSG 112 Medical Surgical Nursing I Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.

NSG 113 Medical Surgical Nursing II Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, and diet therapy related to the

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musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NSG 212 Pediatric Nursing Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

NSG 213 Obstetrical Nursing Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

NSG 215 Nursing Leadership Builds on the 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, critical thinking, supervisory skills, client education methods, group and other TQM processes, and conflict resolution.

PHL 103 Introduction to Venipuncture Introduces blood collecting techniques employed in the hospital laboratory. Emphasis is placed on equipment necessary for performing each technique.

PHL 105 Clinical Practice Provides the opportunity for students to apply theoretical knowledge.

PHY 190 Introductory Physics Introduces the student to the basic laws of physics. Topics include Newtonian mechanics, fluids, heat, light and optics, sound, electricity and magnetism, and modern physics.

PSY 101 Basic Psychology Presents the basic principles of human behavior and their application to everyday life and work. Topics include introduction to Psychology, social environments, communications and group processes, personality, emotions and motives, conflicts, stress and anxiety, perception and learning, and life span development.

PSY 191 Introduction to Psychology Emphasizes the basics of Psychology. Topics include science of Psychology, social environments, life stages, physiology and behavior, personality, learning, and intelligence.

PWC 110 Plan Reading This course introduces the reading and interpretation of construction drawings; plans include right of way, construction, bridge plans and shop drawings. Topics include scales, plan notations, symbols and specifications.

PWC 115 Highway Design This course provides students with a basic understanding of design and construction of roadway and highway systems. Major topics include geometric design, drainage design and computation, erosion control and storm water management.

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

RAD 123 Radiologic Science Introduces the concepts of basic physics and emphasizes the fundamentals of x-ray generating equipment. Topics include atomic structure, struc-

ture of matter, magnetism and electromagnetism, electrodynamics, and control of high voltage and rectification, x-ray tubes, x-ray circuits, and production and characteristics of radiation.

RDG 097 Reading III Emphasizes basic vocabulary and comprehension skills development. Topics include vocabulary development, comprehension skills development, study skills, test-taking techniques, and occupational reading.

RDG 098 Reading IV Provides instruction in vocabulary and comprehension skills with emphasis on occupational applications. Topics include vocabulary development, comprehension skills development, critical reading skills, and study skills.

SCT 100 Introduction to Microcomputers Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on 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 spreadsheets, and introduction to databases.

SOC 191 Introduction to Sociology Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, and social change.

SPC 191 Fundamentals of Speech Introduces the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others.

WLD 100 Introduction to Welding Technology Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources,

welding career potentials, and introduction to welding codes and standards.

WLD 101 Oxyfuel Cutting Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WLD 103 Blueprint Reading I Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include basic lines; sketching; basic and sectional views; dimensions, notes, and specifications; isometrics; and detail and assembly of Prints.

WLD 104 Shielded Metal Arc Welding I Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include SMAW safety and health practices, fundamental SMAW theory, basic electrical principles, SMAW machines and set up, electrode identification and selection, materials selection and preparation, and production of beads and joints in the flat position.

WLD 105 Shielded Metal Arc Welding II Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

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

Topics include vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WLD 107 Shielded Metal Arc Welding IV Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

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

WLD 109 Gas Metal Arc Welding (GMAW/MIG) Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielding gas selection; and GMAW joints in all positions**.**

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

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

WLD 150 Advanced Gas Tungsten Arc Welding Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

WLD 153 Flux Cored Arc Welding Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

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

Faculty and Staff Directory

PRESIDENT'S OFFICE

Larry Calhoun . . . . .President
 Twan Broughan . . . . .Administrative Assistant

ACADEMIC AFFAIRS

Dr. Richard Thornton . . . . .Vice President for Academic Affairs
 Monique Kornn . . . . .Administrative Secretary
Harold Akins   . . . . .Director of Library Services
Angela Hines . . . . .Childcare Resource and Referral Director
 Jaclyn Winskie . . . . .Childcare Resource and Referral Assistant Director
 Missy Collins . . . . .Inclusion Specialist
 Lacey Lanier . . . . .Resource Assistant
 Sherry Rowland . . . . .Parent Coordinator
 Jean Scott . . . . .Technical Assistance Specialist
 Ola Smith . . . . .Quality Improvement Specialist
 Tonya Williams . . . . .Resource Assistant
Sherida McMillan . . . . .Education and Career Partnership Manager
 Brenda Brantley . . . . .Education and Career Partnership Secretary
Dean Sumner   . . . . .Director of Information Systems
 Hutch Ledford . . . . .Technical Support Specialist
 Carroll Girtman . . . . .Technical Support/BANNER Specialist

Instruction

Jesse Garrett . . . . .Dean of Instruction/Distance Education

Allied Health Faculty

 Kimberly Brown . . . . .Medical Assisting
 Wanda Coleman . . . . .Dental Assisting
 Angie Headley . . . . .Practical Nursing
 Beth Hendrix . . . . .Practical Nursing
 Ellen Hendrix . . . . .Practical Nursing
 Mary Hill . . . . .Practical Nursing
 Kathy Holt . . . . .Practical Nursing
 Shannon Veal . . . . .Practical Nursing
 Rafe Waters . . . . .Paramedic Technology

Business Faculty

 Karen Mountain . . . . .Business Office Technology
 Angie Moxley . . . . .Computer Information Systems
 David Olander . . . . .Computer Information Systems
 Lori Sweat . . . . .Accounting
 Linda Whitfield . . . . .Business Office Technology
 Jonathan Woodward . . . . .Management and Supervisory Development

General Education Faculty

 Bobbi Bush . . . . .English
 Vacant . . . . .General Education/Personal Services
 Samuel Holton . . . . .Learning Support
 Sonya Wilson . . . . .Mathematics
 Vacant . . . . .Mathematics

Personal Services Faculty

 Travis Akridge . . . . .Criminal Justice Technology

Peggy Braswell . . . . .Cosmetology
Gena Sapp .Early Childhood Care and Education
Annie Evans . . . . .Child Development Center Parapro
Ginger Brantley . . . . .Child Development Center Parapro
Vilene McClendon . . . . .Child Development Center Nutritionist
Frances Royal . . . . .Child Development Center Parapro
Grady Toney . . . . .Criminal Justice Technology
Kay Wilson .Early Childhood Care and Education
Technical and Industrial Faculty
John Bell . . . . .Air Conditioning Technology
Tony Criswell . .Electrical Const. and Main./Industrial Electrical Technology
Sarah Gross . . . . .Drafting Technology
Rodney Kellum . . . . .Forest Technology
Vacant . . . . .Fish and Game Management
Barry McDonald .Welding and Joining Technology
Bobby McMillan . . . . .Automotive Technology

ADMINISTRATIVE SERVICES
Stacie Avery . . . . .Vice President for Administrative Services
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Phillip Easterling . . . . .Security Officer
Peggy Fletcher . . . . Accounts Receivable Technician
Lillie Hughes . . . . .Secretary/Cashier/Purchasing
Sharon Salter . . . . .Payroll Technician
Vacant . . . . .Accountant

ADULT LITERACY
Susan Cross . . . . .Director of Adult Literacy
Nancy Bailes . . . . .GED Examiner
Delores Beasley . . . . .Adult Literacy Instructor
Gay Chapman . . . . .Adult Literacy Instructor
Annette Merrier . . . . .Adult Literacy Instructor
Kim Tanner . . . . .Adult Literacy Instructor
Elaine Williams . . . . .Adult Literacy Instructor

ECONOMIC DEVELOPMENT
Pete Snell . . . . .Vice President for Economic Development/Continuing Education
Janene Betts . . . . .Administrative Secretary

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Don Braswell . . . . .Director of Facilities
Ryan Kersey . . . . .Maintenance Supervisor
Harvey Anders . . . . .Maintenance Technician
Randall Brown . . . . .Custodian/Grounds Keeper
Robin Brown . . . . .Custodian
Alberta Dawson . . . . .Custodian
Margie Lumpkin . . . . .Custodian
Maria Matthews . . . . .Custodian
Teresa Roberson . . . . .Custodian

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INSTITUTIONAL ADVANCEMENT

Johnny Payne . . . . . .Institutional Advancement, Public Relations, and Marketing Director

INSTITUTIONAL EFFECTIVENESS

Gail Ware . . . . .Vice President for Institutional Effectiveness
Vince Jackson . . . . .Director of Institutional Research and Planning
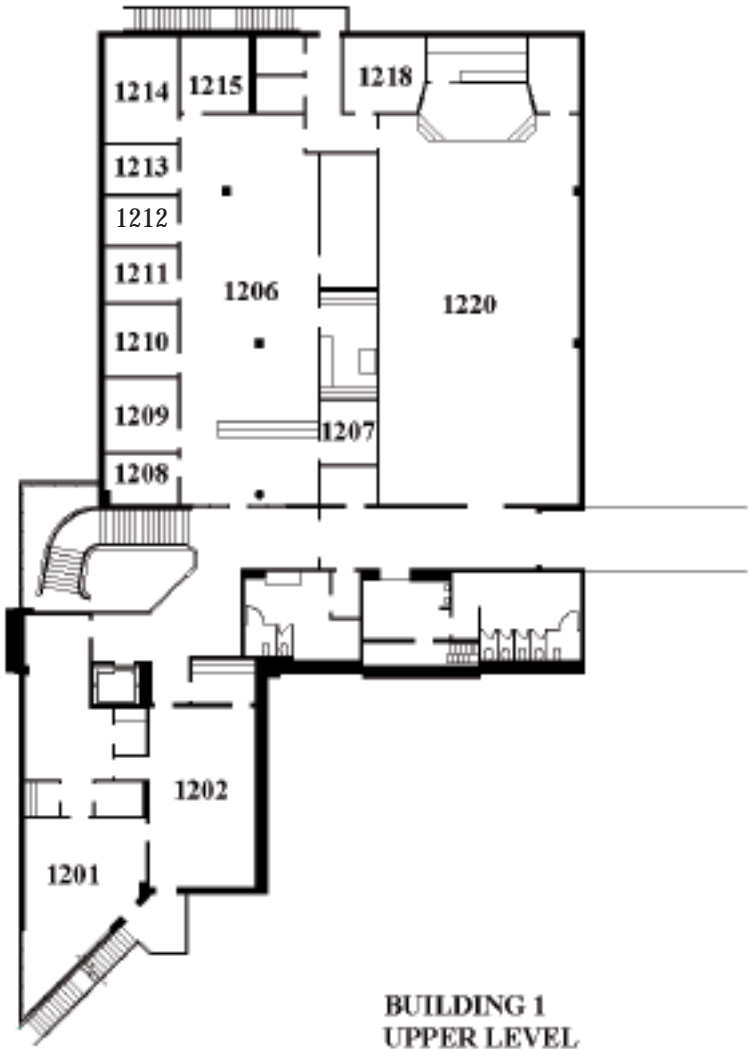
STUDENT AFFAIRS

Diane Claxton . . . . .Vice President for Student Affairs
Charlotte Neal . . . . .Administrative Secretary
Mary Oglesby . . . . .Receptionist
Jan Brantley . . . . .Special Populations Coordinator
Troup Brinson . . . . .Career Transition/Stay-In-School Coordinator
Leisa Dukes . . . . .Career Services Coordinator
Mitchell Fagler . . . . .Director of Financial Aid
Agatha McRae . . . . .Financial Aid Technician
Rosemerry Wilson . . . . .Financial Aid Technician
Alneata Kemp . . . . .Recruitment/Retention Specialist
Karen Vereen . . . . .Director of Admissions/Registrar
Anne Hostilo . . . . .Admissions Secretary
Deanna Richards . . . . .Admissions Coordinator

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        Swainsboro Area Vocational-Technical
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B.A., English
Georgia Southern University

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Brewton-Parker College

Richard Tunison
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Ulster County Community College

203

Vinita Turner
Diploma, Practical Nursing
Swainsboro Area Technical School

Barbara Wilkinson
A.S., Nursing
Middle Georgia College

Karen Zeigler
A.S., Nursing
South Georgia College

Building 1 - Upper Level

1214 | 1215 | 1218

1213

1212

1211

1206 | 1220

1210

1209 | 1207

1208

1202

1201

**BUILDING 1
UPPER LEVEL**

Building 1 - Lower Level

1104

1112 1111

1114

1116

1109

1118

1120

1122

1124

BUILDING 1
LOWER LEVEL

Building 2

Building 3 - Upper Level

Bookstore 3201
Student Center 3202
Canteen Area 3203
Multipurpose/Child Care
Resource and Referral 3204
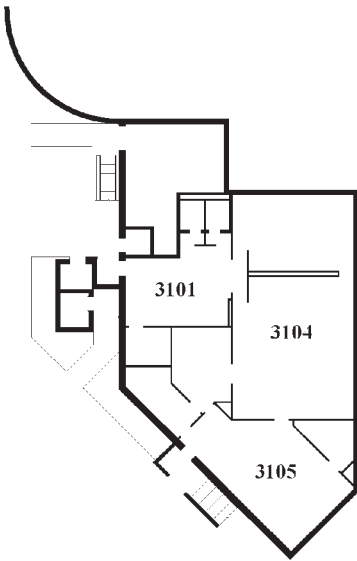
**BUILDING 3
LOWER LEVEL**
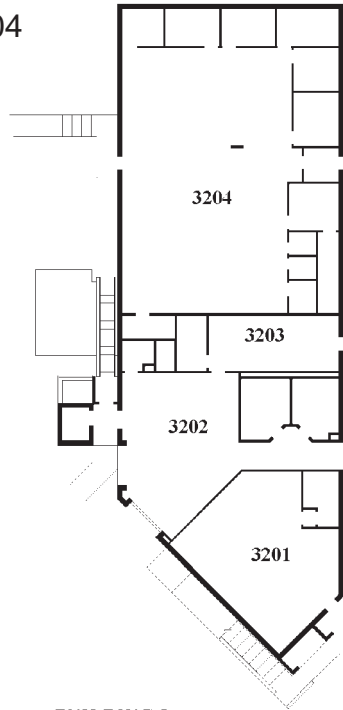
**BUILDING 3
UPPER LEVEL**

Building 3 - Lower Level

Cosmetology
Reception Area 3101
Lab 3104
Classroom 3105
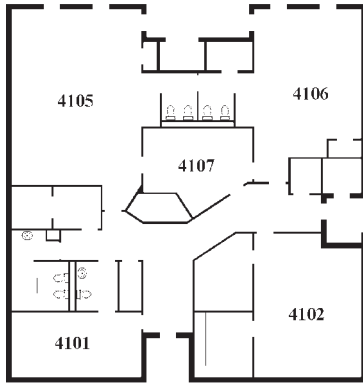
BUILDING 4

Building 4

One-Year-Old Lab 4101
Classroom Area 4102
Preschool Lab 4105
Toddler Lab 4106
Kitchen 4107

Building 8

Computer Lab 8101
Career Transition Office 8102
Food Service Lab 8103
WIA .8104
Breakroom 8105
Classrooms . . . . .8106 - 8110
Special Populations Offices . . .8111
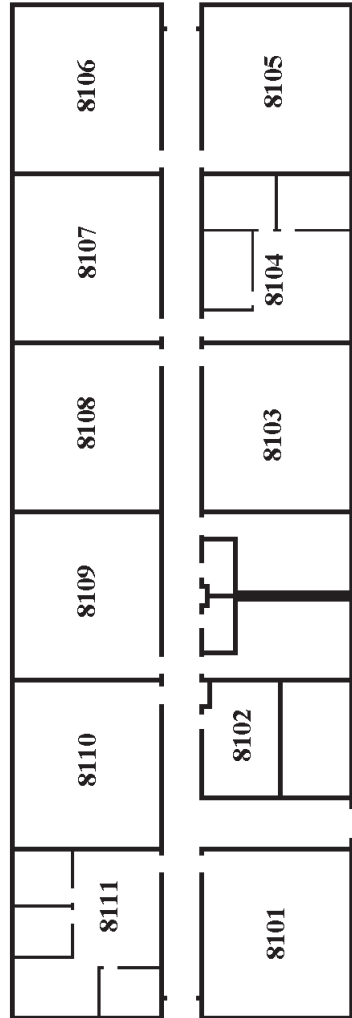
BUILDING 8

Building 6
Upper Level

Conference Room/ED 6201
Economic Development Office .6202
Computer Lab 6204
Office 6205
Forestry Instructor Office 6208
Forestry Classroom 6209
Drafting Classroom 6215
Drafting Instructor Office 6216
Classroom 6218
Office 6219

6218

6216 6219

6215

6201

6209

6202

6208

6205

6204

BUILDING 6
UPPER LEVEL
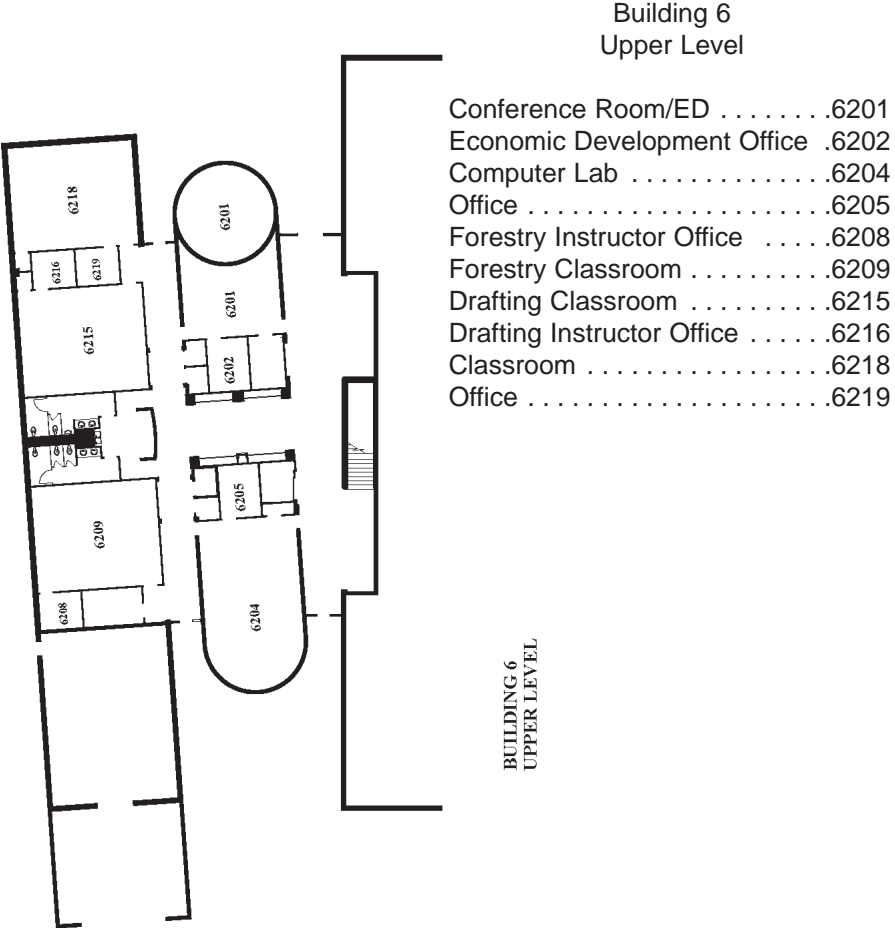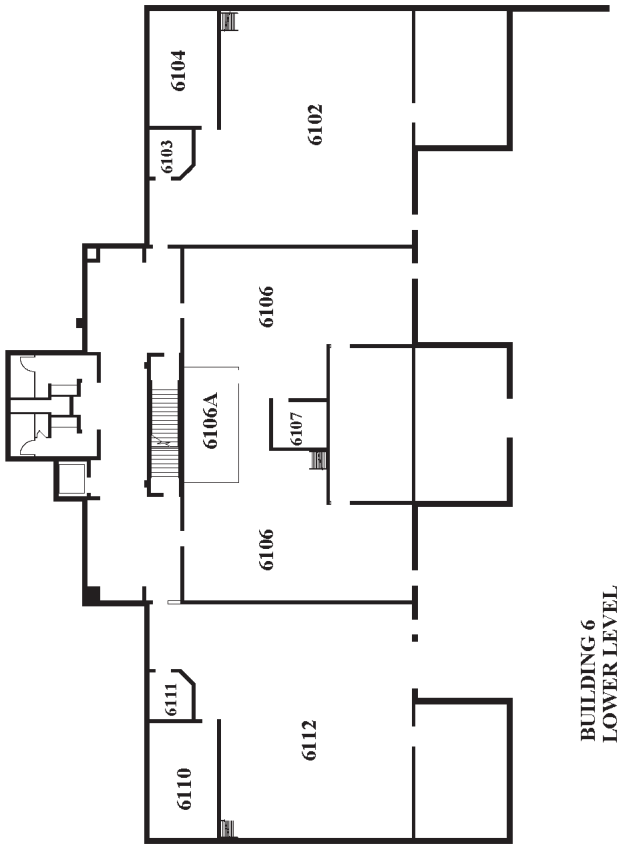
**BUILDING 6
LOWER LEVEL**

Building 6 Lower Level

Flex Lab 6102
Instructor Office 6103
Flex Lab Classroom 6104
Welding Lab/Flex Lab 6106
Welding Instructor Office 6107
Fish and Game Classroom 6110
Fish and Game Instructor Office .6111
Fish and Game/Forestry Lab 6112

Swainsboro Technical College Campus Map

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

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

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

BUILDING 4
CHILD CARE CENTER
EARLY CHILDHOOD CARE & EDUCATION

BUILDING 5
TECHNICAL DISLOCATED...

BUILDING 6
ECONOMIC DEVELOPMENT
CRAFTING
ELECTRONICS TECHNOLOGY
FISH & GAME PROGRAMS MANAGEMENT
FOREST TECHNOLOGY
WELDING & JOINING TECHNOLOGY

BUILDING 7
MAINTENANCE

BUILDING 8
FATHER-CHILD
NEW CONNECTIONS

BUILDING 9
GREENHOUSE

BUILDING 10
MAINTENANCE/STORAGE

HIGHWAY 57