

2008 – 2009

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
429 Parkview Drive
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 is a post-secondary technical and adult educational institution that operates under the auspices of the Technical College System of Georgia serving the needs of business, industry, and the public in east-central Georgia.

State Board of the Technical College System

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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 and loan programs, athletic and other Swainsboro Technical College administered programs including any Workforce Investment Act of 1998 (WIA) Title I financed 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

Statement of Non-discrimination

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).

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 2, Office 2202
(478) 289-2274

ADA/504 Coordinator

Cindy Phillips, Career Services Coordinator, Main Campus, Building 1, Office 1212
(478) 289-2256

Equity Officer

Jan Brantley, Special Populations Coordinator, Main Campus, Building 2, Office 2202
(478) 289-2274

OCR Compliance Officer

Jan Brantley, Special Populations Coordinator, Main Campus, Building 2, Office 2202
(478) 289-2274

Sexual Harassment Coordinator

Jan Brantley, Special Populations Coordinator, Main Campus, Building 2, Office 2202
(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/Approvals

Regional Accreditation

Swainsboro Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-649-4500 for questions about the status of Swainsboro Technical College.

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 Medical Assisting Education Review Board (MAERB).

CAAHEP
1361 Park Street
Clearwater, FL 33756

MAERB
20 N. Wacker Drive
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>

The Swainsboro Technical College Child Care Center is certified as a Center of Distinction by the Georgia Department of Early Care and Learning Bright from the Start Program.

Certified Cisco Networking Academy

Swainsboro Technical College is a Certified Cisco Network Academy.

Cosmetology Program

The Georgia Technical College System of Georgia'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).

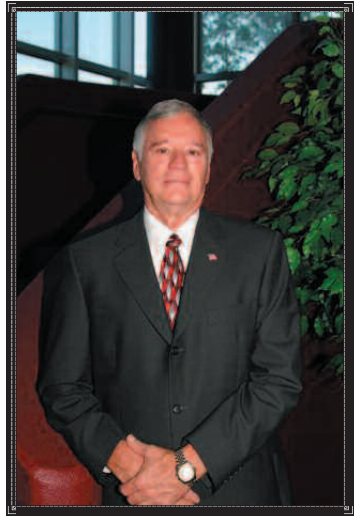
A Message from the President

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 started on your journey to an enjoyable and rewarding career.

Forecasts 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-fifth 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. Remember that “Education is Power.”



Sincerely,

Larry Calhoun
President

Swainsboro Technical College Board of Directors

Mr. Kenny Griffin (Chair)Emanuel County
Ms. Pam BrantleyCandler County
Mrs. Jennie Wren DenmarkEmanuel County
Ms. Pamela DwightJenkins County
Mr. Wayne Herringdine (Vice-Chair)Johnson County
Mrs. Erma JenkinsEmanuel County
Mrs. Rhonda NorrisTreutlen County
Mr. Richard PriceCandler County
Judge Don WilkesEmanuel County

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 encourage 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.
- a major force in the economic life of our region.
- student-centered and outcomes-driven.
- partners in a seamless educational system.
- the embodiment of excellence.

Table of Contents

Table of Contents8
Application and Admission15
Adult Education27
Financial Aid31
Academic Program39
Student Conduct63
Appeals and Grievance Policy85
Student Organizations and Services93
Allied Health Programs99
Dental Assisting	100
Imaging Science Services Assistant	101
Medical Assisting	102
Medical Administrative Technician	102
Phlebotomy Technician	104
Paramedic Technology	105
Emergency Medical Technician - Intermediate	106
Practical Nursing	107
Patient Care Assisting	108
Business & Information Technology Programs109
Accounting	110
Accounting	110
Payroll Accounting Specialist	111
Business Administrative Technology	112
Business Administrative Technology	113
Microsoft Word Application Professional	114
Microsoft Office Applications Professional	114
Computer Support Specialist	115
Computer Support Specialist	116
Networking Specialist	117
Networking Specialist	118
Advanced Computer Specialist	119
Basic Computer Specialist	119
Basic Technical Support Specialist	120
Cisco Network Specialist	120
Help Desk Assistant	120
Intermediate Computer Specialist	121
Management and Supervisory Development	122
Management and Supervisory Development	123
Personal Services Programs125
Cosmetology	126
Cosmetology Instructor Training	126
Nail Technician	127
Shampoo Technician	128
Criminal Justice Technology	129
Criminal Justice Technology	130
Law Enforcement Investigations Assistant	131
Early Childhood Care and Education	132
Early Childhood Care and Education	133

Table of Contents

Child Care Assisting	134
Child Development Associate	135
Early Childhood Program Administration	135
Family Child Care Provider	136
Technical and Industrial Programs	137
Air Conditioning Technology	138
Air Conditioning Repair Specialist	138
Automotive Technology	140
Automotive Fundamentals	141
Automotive Automatic Transmission/Transaxle Technician	141
Automotive Engine Performance Technician	142
Automotive Heating and Air Conditioning Technician	142
Technical Certificate of Credit	142
Drafting Technology	143
Drafting Technology	144
Civil Drafting Specialist	145
Computer Aided Drafting Specialist	145
Drafting Aide	146
CAD Operator - Architectural	146
Advanced CAD Technician - Architectural	147
Electrical Construction and Maintenance	148
Industrial Electrical Technology	148
Commercial Wiring	149
Electrical Contracting Technician	150
Electrical Systems Assistant	150
Residential Wiring Technician	151
Certified Manufacturing Specialist	152
Fish and Game Management	153
Fish and Game Management	154
Wildlife Management Assistant	155
Forest Technology	156
Forest Technology	157
Forest Technician Assistant	158
Timber Harvesting and Heavy Equipment	158
Welding and Joining Technology	159
Flat Shielded Metal Arc Welder	159
Flux Cored Arc Welder	160
Gas Metal Arc Welder	160
Gas Tungsten Arc Welder	161
Overhead Shielded Metal Arc Welder	161
Course Descriptions	163
Faculty and Staff Directory	200
Faculty Credentials	203
Building Diagrams	207
Index	218

College Calendar

Summer 2008

Orientation	July 8
Quarter Begins	July 9
Drop Period Ends	July 11
Add Period Ends	July 15
Staff Development (No classes)	August 8
Labor Day Holiday	September 1
Quarter Ends	September 19

Fall 2008

Orientation	September 30
Quarter Begins	October 1
Drop Period Ends	October 3
Add Period Ends	October 7
Staff Development (No classes)	October 17
Thanksgiving Holidays	November 26, 27, 28
Quarter Ends	December 16

Winter 2009

Orientation	January 6
Quarter Begins	January 7
Drop Period Ends	January 9
Add Period Ends	January 13
Martin Luther King, Jr. Holiday	January 19
Staff Development (No classes)	February 6
Quarter Ends	March 20

Spring 2009

Orientation	April 2
Quarter Begins	April 3
Drop Period Ends	April 7
Add Period Ends	April 9
Staff Development (No classes)	May 15
Memorial Day Holiday	May 25
Quarter Ends	June 16
Graduation Ceremony	June 18

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

A History of Service

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 Education division was added at Swainsboro Technical Institute.

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

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

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

Frequently Called Numbers

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 Services	478-289-2256
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
Financial Aid	478-289-2262
High School Initiatives	478-289-2319
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	478-289-2289
Student Affairs	478-289-2200
Fax	478-289-2263

Application and Admission



We welcome your interest in career-based technical and adult education. The programs offered at Swainsboro Technical College have helped thousands of people begin new and rewarding careers. The admission process consists of a few simple steps. The Student 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 Technical College System of Georgia, 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 <http://www.swainsborotech.edu> to complete an online application.
2. Return the completed application with the \$15 nonrefundable application fee or pay by credit card online through Banner Web or by calling our Business Office at 478-289-2205.
3. Contact previously attended schools or colleges, or the GED testing center 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 Thursday morning at 8:00 am. The COMPASS is offered on Mondays, Tuesdays, Wednesdays, and Fridays. Contact the Admissions Office at 478-289-2259 for an appointment. Anyone taking the placement test must first obtain a testing card from the Admissions Office.
5. You will be notified in writing concerning the admissions decision, registration date and new student orientation.

State Residency

Determining a student's residency status is based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. The following indicators may be considered when documenting domicile of an individual, but this is not an exhaustive list:

Application and Admission

- Location of employment
- Location of voter registration
- Location of property, including home purchase, and taxes paid thereon
- State for which the individual filed and paid state income taxes
- Address and other information on federal and state income taxes
- State where the person's automobile title is registered and the payment of property taxes thereon
- Address on driver's license and state of issuance
- Address on the Georgia Driver's License Bureau ID
- Location of checking, savings, or other banking account

A student meets citizenship requirements if he or she is a United State Citizen, born and naturalized, or an Eligible Non-Citizen, according to the Federal Title IV definition, for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition.

A Non-Citizen cannot qualify for in-state tuition. However, in the desertion of the President of Swainsboro Technical College, the international tuition may be waived in favor of an out-of-state tuition rate.

A Dependent student (an individual under the age of 24 who receives financial support from a parent or United State court-appointed Legal Guardian) meets the Georgia Residency requirements if his or her parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition and the student graduated from an eligible high school in the State of Georgia or the parent claimed the student as a dependent on the parent's most recent federal income tax return. A dependent student meets the Georgia Residency requirements if a United State court-appointed Legal Guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of out-of-state tuition.

If a parent or United States court-appointed legal guardian of a dependent student who was correctly determined to meet Georgia Residency requirements establishes domicile outside the State of Georgia, the student shall continue to retain his or her status as a Georgia Resident as long as the student remains continuously enrolled at Swainsboro Technical College.

An Independent student meets the Georgia Residency requirement if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. If an independent student who was correctly determined to meet Georgia Residency requirements temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, then the student shall retain his or her status as a Georgia Resident for purposes of in-state tuition.

Students in the following classifications are eligible for in-state tuition waivers. These waivers do not affect the student's eligibility for the HOPE Scholarship or Grant, except for waivers for military personnel and their dependents as provided in the GDSFC regulations.

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40
- Full-time employees of the Technical College System of Georgia, their spouses and dependent children
- Full-time teachers in a public school, a military base, or a public post-secondary college, their spouses, and dependent children
- United State military personnel and their dependents that are domiciled in the Georgia but are stationed outside the state

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

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. Exceptions to this would be for prospective students who have attained an Associate Degree or higher or successful completion (C or better) of a minimum of 30 semester or 45 quarter hours in a Associate Degree program.

Transcripts are requested at the time of application. If a high school or GED transcript is not received, a hold will be placed on the student's account until such transcript is received. This hold will prevent the student from registering and/or viewing academic grades and unofficial transcripts.

Associate Degrees of Applied Science

Accounting
Business Administrative 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 Administrative Technology

Application and Admission

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

Basic Computer Specialist
Basic Technical Support Specialist
Child Development Associate I
CISCO Network Specialist
Civil Drafting Specialist
Cosmetology Instructor Training
Early Childhood Program Administration
Emergency Medical Technician - Intermediate
Family Child Care Provider
Forest Technician Assistant
Imaging Science Services Assistant
Intermediate Computer Specialist
Medical Administrative Technician
Microsoft Office Applications Professional
Microsoft Word Application Professional
Nail Technician
Payroll Accounting Specialist

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

A high school diploma or GED is not required for the following certificate programs:
Technical Certificates of Credit

Advanced CAD Operator - Architectural
Air Conditioning Repair Specialist
Automotive Automatic Transmission/Transaxle
Automotive Engine Performance Technician
Automotive Heating and Air Conditioning Technician
CAD Operator - Architectural
Certified Manufacturing Specialist
Commercial Wiring
Computer Aided Drafting 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
Overhead Shielded Metal Arc Welder
Patient Care Assisting
Phlebotomy Technician
Residential Wiring Technician
Shampoo Technician
Timber Harvesting and Heavy Equipment
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, the applicant must have been awarded a high school diploma from a secondary school that is accredited by regional accrediting associations that are part of the Commission on College (such as the Southern Association of Colleges and Schools), the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, the Florida Council of Independent Schools and the Distance Education Training Council, or from a public school regulated by a school system and state department of education.

Applicants of home schools who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a letter from the local superintendent's office verifying that the parent or legal guardian notified the superintendent of intent to home school and must also verify that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. 20-2-690.
- Annual progress reports or final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

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 Status

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

Provisional Admission Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

All certificate, diploma, and associate 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.

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 Status

Applicants who score below the provisional cut scores in English, math and reading are granted learning support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

Special Student Admissions Status

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- may apply up to a maximum of 25 credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

Transient Status

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 prior to 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.

Application and Admission

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 a program at Swainsboro Technical College is greatly determined by the math and language skills possessed by that student. Swainsboro Technical College is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at Swainsboro Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.

Swainsboro Technical College utilizes COMPASS and ASSET when evaluating students for program readiness. However, in the place of COMPASS or ASSET, the College may accept a student's official entrance score on a validated assessment instrument (such as SAT or ACT) if the scores meet the college program's required minimums. If a student's SAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using either ASSET or COMPASS. Assessment results will be valid for placement purposes for a period of 60 months. Acceptable scores are as follows:

Degree Programs	Diploma Programs	
SAT - Verbal	460	430
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 a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the ASSET or COMPASS scores.

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 or COMPASS test may request reassessment provided they have written documentation of a minimum of five days remediation in Swainsboro Technical College's Assessment Center or with one of Swainsboro Technical College's Adult Education centers. A reassessment fee of \$5 will be charged for all reassessments. A student cannot take a placement test more than two times within a 60 month time period.

Students who tested in high school are allowed to retest once they apply for regular admission following high school graduation.

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 min-

Application and Admission

imum test score before registering for MAT 1111.

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 provided the courses have been taken within the last five years.

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 post-secondary credit hours from Swainsboro Technical College for the same course.

The Joint Enrollment Program is a program allowing high school students to take post-secondary courses for post-secondary 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 Technical College System of Georgia 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

Students applying for dual/joint enrollment will be allowed to retest once during the school year. The President of Swainsboro Technical College has the authority to waive application fees and instructional technology fees for all dually-enrolled or jointly-enrolled high school students.

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



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 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 education 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)

Ages 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 education program (provide supporting documentation).

1. Submit the application and supporting documentation to the local Adult Education Executive Director.
2. The Adult Education Executive 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 Education/GED Testing. Eighteen- and nineteen-year-olds must have an official withdrawal to test. For information call the GED Examiner at 478-289-2248.

Admission to the adult education 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 500points 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
429 Parkview Drive
Soperton, GA 30457
912-529-5760

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

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

Financial Aid



Financial Aid

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

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

Federal Pell Grants

Students who demonstrate financial need and are enrolled in a diploma, 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 on the 28th day of each term and every other Friday following the 28th day if applicable.

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 and through June 30, 2008, all hours for which a student received HOPE Grant payment are counted as Paid-Hours, regardless of whether the student was also enrolled in high school.
- Beginning July 1, 2008, hours for which a student received HOPE Grant payment while Dual Enrolled in an eligible high school do not count as Paid-Hours.
- 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 starting with Fall term of 1993 (FY 94).
- Beginning July 1, 2008, hours for which a student received HOPE Grant payment while Dual Enrolled in an eligible high school do not count as Combined Paid-Hours.
- 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 the 28th day of term.

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 issued for all Pell-eligible students.
2. \$200 or one-half the quarterly PELL award, whichever is less, is the maximum Pell book voucher amount.

- Pell checks are issued on the 28th day each quarter or every other Friday following the 28th day for those students who complete the Financial Aid application process after the 28th day of the term.

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 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 post-secondary institution
7. Sign a statement of educational purpose which indicates the money will be used only for expenses related to attending school
8. Register with Selective Service
9. Comply with drug-free school regulations
10. Meet other program requirements

Application Process

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

1. Complete the annual FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov. Every student must apply for financial aid each academic year.
2. Complete the HOPE Application at www.GAcollge411.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 academic 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 following 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.

Academic Program



Grading System

Swainsboro Technical College seeks to provide an environment suitable for learning. In the light of this primary aim, Swainsboro Technical College requires of its students reasonable academic progress. The retention of students demonstrating a lack of ability, industry, maturity, and preparation would be inconsistent with this requirement. Swainsboro Technical College assigns grades based on a 4.0 grading scale. 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.

The grade of F represents failure and the grade of WF represents withdrawal while failing. F and WF are unacceptable credit in a course. These grades have numerical equivalents and are calculated in the GPA. Work Ethics grades will not be included in the calculation of the GPA.

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

Learning Support courses are graded on an A* through F* scale. 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 post-secondary 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.

Academic Program

W indicates that a student has formally withdrawn within the first 50 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:

EMP 1000	3 Credit Hours x 4 (Grade A)=	12
ACC 1104	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. Instructors shall maintain documentation sufficient to justify the grade a student earns. This documentation shall be maintained for two quarters following the quarter the grade was conferred or until any grade appeal is resolved whichever occurs last.

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.

Students who engage 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. Exceptions to this rule are general education classes and learning support classes. 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 completed 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.

Advanced Placement

Swainsboro Technical College offers advanced placement in accordance with the Technical College System of Georgia 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 post-secondary course work by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. Full credit will be awarded for courses taken within the Technical College System of Georgia subject to Swainsboro Technical College assuring that accreditation requirements are met. 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 post-secondary 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 post-secondary 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. However, SCT 100 will not be accepted if the course is over 5 years old. Students are given the option of taking the class or passing a Credit by Exam. (Please see rules for Credit by Exam.)
7. Transfer credit will be considered without time restrictions for certain core classes.

Academic Program

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.

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 3, Room 3204 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 training received in the Armed Forces. The training 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 meets required competencies of 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 establishes articulation agreements with interested area high schools to ensure that students receive course credit when established competencies have been achieved. Once a year, in the spring, a formal articulation agreement is made between Swainsboro Technical College and the area schools. If a student enrolls in a program at Swainsboro Technical College within 24 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 70 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.

Students may apply for articulation through the Office of High School Initiatives.

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 third 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 degree, diploma or technical certificates of credit 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 2008 graduation rate for Swainsboro Technical College is 54.5 percent. This graduation rate is inclusive of only those students who are full-time, first-time post-secondary students. The 55.6 percent of the student body at Swainsboro Technical College who are part-time and the 90.2 percent who are not first-time post-secondary students are not included in this calculation. Students attend Georgia's technical colleges for a variety of reasons. While many attend with the intention of completing their chosen program, others upgrade their skills to a point sufficient for initial employment 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.
- 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 Technical College System of Georgia 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 envelope 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 procedures 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 20 hours at another institution. All course(s) attempted in the nursing program are used to calculate the GPA. If the number of regularly progressing students exceeds the number who can be accepted, placement in the class will be determined by 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. No transfer credit will be issued for fifth and sixth quarter classes of nursing.

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 Policy

Swainsboro Technical College provides a three-day No Harm, No Foul drop period for all students. Students who withdraw from a course by the end of third instructional day of the quarter will receive no grade for the course and will receive a 100% refund of applicable tuition and refundable fees.

Add Policy

Students may add open sections of classes up through and including the first 7 calendar days of the quarter.

Drop/Add Procedures

Students wishing to drop a class during the first three days of the quarter or add a class during the first seven calendar days of the quarter must see their advisor. The advisor will enter changes or allow the student to enter changes through Banner Web with an alternate PIN number after advisement. Students wishing to drop all classes during the first three days of the quarter should see the Registrar.

Withdrawal Policy

A student may withdraw from one or more courses or from Swainsboro Technical College after the drop 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 50% 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.

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 will 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 technol-

ogy 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 certificate from the National Student Clearinghouse. This is available through the Banner Web system on the Swainsboro Technical College website (www.swainsborotech.edu). If verification is not available, the student should contact the Registrar's office.

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 post-secondary 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,

Academic Program

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 \$621 per quarter. This includes tuition of \$540, 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 \$876. This includes tuition of \$795, Activity Fee of \$16, Registration Fee of \$26, Accident Insurance Fee of \$4, and an Instructional Technology Fee of \$35.

Tuition \$36 per quarter hour non TCC
 \$53 per quarter hour specific TCC

** Enrollment in twelve or more quarter hours is considered full-time enrollment. However, students are charged tuition for the first 15 hours of enrollment. There is no charge for hours over 15.

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	36.00	16.00	26.00	4.00	35.00	117.00
2	72.00	16.00	26.00	4.00	35.00	153.00
3	108.00	16.00	26.00	4.00	35.00	189.00
4	144.00	16.00	26.00	4.00	35.00	225.00
5	180.00	16.00	26.00	4.00	35.00	261.00
6	216.00	16.00	26.00	4.00	35.00	297.00
7	252.00	16.00	26.00	4.00	35.00	333.00
8	288.00	16.00	26.00	4.00	35.00	369.00
9	324.00	16.00	26.00	4.00	35.00	405.00
10	360.00	16.00	26.00	4.00	35.00	441.00
11	396.00	16.00	26.00	4.00	35.00	477.00
12	432.00	16.00	26.00	4.00	35.00	513.00



13	468.00	16.00	26.00	4.00	35.00	549.00
14	504.00	16.00	26.00	4.00	35.00	585.00
15	540.00	16.00	26.00	4.00	35.00	621.00

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

Hours	Tuition	Activity	Registration	Insurance	Technology	
					Fee	Total
1	53.00	16.00	26.00	4.00	35.00	134.00
2	106.00	16.00	26.00	4.00	35.00	187.00
3	159.00	16.00	26.00	4.00	35.00	240.00
4	212.00	16.00	26.00	4.00	35.00	293.00
5	265.00	16.00	26.00	4.00	35.00	346.00
6	318.00	16.00	26.00	4.00	35.00	399.00
7	371.00	16.00	26.00	4.00	35.00	452.00
8	424.00	16.00	26.00	4.00	35.00	505.00
9	477.00	16.00	26.00	4.00	35.00	558.00
10	530.00	16.00	26.00	4.00	35.00	611.00
11	583.00	16.00	26.00	4.00	35.00	664.00
12	636.00	16.00	26.00	4.00	35.00	717.00
13	689.00	16.00	26.00	4.00	35.00	770.00
14	742.00	16.00	26.00	4.00	35.00	823.00
15	795.00	16.00	26.00	4.00	35.00	876.00

TCCs at higher tuition rate include:

- Certified Manufacturing Specialist
- Civil Drafting Specialist
- Emergency Medical Technology - Intermediate
- Family Child Care Provider
- Flat Shielded Metal Arc Welder
- Flux Cored Arc Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Help Desk Assistant
- Imaging Science Services Assistant
- Nail Technician
- Patient Care Assisting
- Phlebotomy 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

Academic Program

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.

Credit by Exam

A fee of \$20 will be charged for each credit by exam.

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

All tuition and fees must be paid before classes begin to avoid enrollment being purged. In the event a balance does exist on the account, student will not be allowed to register for another quarter until such time as the delinquency is resolved.

Retest Fee

A fee of \$5 will be charged for each placement test retest.

Returned Check

A fee of \$20 will be assessed for each returned check.

Institutional Refund Policy

Students withdrawing from a course by the end of the third instructional day of the quarter and no shows shall receive a 100% refund of applicable tuition (hours below the 12-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar. Students who withdraw from a course after the third instructional day of the quarter shall receive no refund.

For those students receiving federal financial aid, the technical colleges shall make available Consumer Information that may be found at www.ifap.ed.gov under the appropriate aid year's Handbook. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

Note: Refunds are made without requiring a request from the student. Refunds are made within 30 days (a) of the last date 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.

Refunds of books and supplies

No refunds shall be made for used supplies and equipment such as cosmetology kits, diskettes, tools, and uniforms. Refunds shall be made for books that are returned in new condition and accompanied by a receipt in accordance with the college's book refund policy. The book refund policy shall be prominently posted in the technical college bookstore. Technical colleges that have contracted out their bookstore operations shall ensure that the contractor adheres to the college's book refund policy.

Refund Procedure

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

Payment of Title IV Funds Policy

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

Academic Program

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

However, the student receives 100% of the funds if he/she has attended more than 60 percent of the quarter. If funds are remaining after tuition and fees are deducted from Title IV funds, a check for the remainder will be issued to the student by the 28th day of the term or within 14 days of the date the Title IV aid is posted to the student's account.

Students who fail to attend past the 60% point may owe a refund of Title IV aid to the college.

Student Conduct



Student Rights and Responsibilities

Swainsboro Technical College promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom of individual thoughts and expression consistent with the rights of others. 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 Disciplinary Policy and Procedure

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice. 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.

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 "student 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 Student Disciplinary Officer.
 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 Technical College System of Georgia.
 14. The term "System" means the Technical College System of Georgia.
 15. Business day or days are weekdays when classes are in session.
 16. The term "Continuing Relationship" means any person who has been enrolled as a student and may enroll in the future as a student of Swainsboro Technical College.
 17. The term "Academic Misconduct" means any incident involving as any act which improperly affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc).
 18. The term "Student Disciplinary Officer" refers to the person designated by the President to administer this procedure. The Vice President for Student Affairs has been designated as the Student Disciplinary Officer for Swainsboro Technical College.

PROCEDURE:

FILING A COMPLAINT

1. Any member of the Technical College Community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.
3. Investigation and Decision
 - a. Within five business days after the complaint is filed, the Student

Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student is guilty of the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.

- b. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- c. If the Student Disciplinary Officer or his/her designee determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

DISCIPLINARY SANCTIONS

1. After a determination that a student has violated the Student Code of conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
 - a. Restitution – A student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. Reprimand – A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the Technical College community, and that any further violation may result in more serious sanctions.
 - c. Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - d. Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
 - e. Failing or lowered grade – In cases of academic misconduct, Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the

instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College. Reference policy V.H. Academic standards, evaluations and appeals.

- f. Disciplinary Suspension – If a student is suspended, he/she is separated from the Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - g. Disciplinary Expulsion –Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, students will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her designee.
 - h. Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the Technical College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other Technical College-related activities.
2. Violation of Federal, State, or Local Law
 - a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College’s vital interests and stated mission and purpose.
 - b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
 - c. When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a student. The Technical College will cooperate fully 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, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
 3. Conditions of Disciplinary Suspension and Expulsion

- a. A student who has been suspended or expelled from the Technical College shall be denied all privileges afforded a student and shall be required to vacate Technical College premises at a time determined by the Student Disciplinary Officer or his/her designee.
- b. In addition, after vacating the Technical College Premises, a suspended or expelled student may not enter upon the Technical College premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the Technical College premises for a limited, specified purpose.
- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the student's request to enter the Technical College premises for that specified purpose.
- d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Technical College premises for the duration of that hearing.

Mediation

1. At the discretion of the President the college may adopt a mediation procedure to be utilized prior to the Appeals set forth herein.

Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within five business days of notification of the decision.
2. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Committee will consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of the Technical College. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The Technical College President or his/her designee will notify the student in writing of the Committee's decision and the opportunity to appeal directly to the President.
3. In the event that the student chooses to contest the decision of the Student Judicial Committee, he/she has the right to appeal the decision to the President of the College within five business days of notification of the Committee's decision. The appeal to the President shall be in writing. The President shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The President shall deliver his/her decision to the student within 10 business days. The decision of the President shall be final and binding.

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. Code of 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 System 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 System'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. Initiating 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.

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 dan-

ger. 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, Medical Assisting 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 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. The Vice President for Student Affairs (VPSA) shall be notified immediately. The VPSA 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, Jeff Davis, Tattnall, Toombs, and Wayne counties:

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

Emanuel County:

Ogeechee Behavior Health Services (Outpatient)
223 N. Anderson Drive
Swainsboro, GA 30401
478-289-2524
800-715-4225 (24-hour Crisis Line)

Bleckley, Dodge, Johnson, Laurens, Montgomery, Telfair, Treutlen, and Wheeler Counties:

Mental Health Center 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

Montgomery, Toombs, and Treutlen Counties:

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
WHKN

Louisville
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 classrooms/lab facilities. Use of these devices during class or lab time will result in disciplinary action and may lead to dismissal.

Field Trips

Field trips with specific educational objectives will be planned by the instructors and approved by the Vice President 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 kitchen and served to the children in the center.

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-

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 or front driver's side windshield. The decal can be obtained in Building 3, Room 3204, 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, cheat-

ing) 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

All visitors on campus must sign in and receive a visitor pass. Visitors can sign in with Student Affairs in building 1, in the main office in Building 2, in the Business Office in Building 3, and in the main offices of Buildings 6 and 8. To obtain a visitor pass, the individual must show a valid driver's license or valid ID that displays picture and date of birth. Visitors under the age of 16 must be signed in by an adult with a valid ID.

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 at the Child Care Resource & Referral Agency of Swainsboro at 478-289-2275 or toll free at 877-495-9188. The

office is located in Building 8.

Child Care Resource & Referral Agency of Swainsboro has a satellite office located in Laurens County at 2376 Highway 80 West, Suite 6, Dublin, GA 31021. 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

three 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.

Appeals and Grievance Policy



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 Technical College System of Georgia (TCSG) as listed in the TCSG Policy and Procedures at www.tcsg.edu. If a contradiction is realized, the TCSG 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

Appeals and Grievance Policy

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 his/her complaint informally by approaching the 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:

- i. The President may review the information provided by the student and administration and make the final decision, or
 - ii. The President may appoint a cross-functional committee comprised of 5 members including one chair, to make the final decision.
 - iii. 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 of 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 Cynthia Phillips, (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 Coordinator. 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 procedure shall be by-passed and the complaint shall be filed directly with the President.

Appeals and Grievance Policy

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 TCSG'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 recommenda-

tion 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@tcsg.edu.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 com-

Appeals and Grievance Policy

plainant/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 Coordinator.

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 harass-

ment, 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@tcsgeu.edu

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

Student Organizations and Services



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 Technical College System of Georgia. 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 Services Office at 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-

Student Organizations and Services

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.

National Technical Honor Society

National Technical Honor Society is a national honor society that recognizes academically outstanding students. The mission of the National Technical Honor Society is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership. The goal of the society is to see that deserving technical students be recognized and that people of the community become aware of the talents and abilities of the young people and adults who choose technical education pathways to a successful future. 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.

SYNTAX COMPUTER CLUB

The SYNTAX Computer Club was created to increase awareness in the latest developments in the area of technology including career options in a diverse economy, provide a positive forum in which students can be creative, innovative, and marketable in their prospective areas of interest, and to provide a user friendly place for students, faculty, staff, and visitors to learn and use the latest computer technology. Membership is open to any Swainsboro Technical College student. There are no dues or membership fees.

EAGLE

The EAGLE (Exceptional Adult Georgian in Literacy Education) awards program is sponsored by the Office of Adult Education and recognizes outstanding students, statewide, in adult education. 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 available as a reference center for all Swainsboro Technical College graduates and students. The Career Resource Center is located in Building 2, Room 2105.

High School Initiatives

The mission of the Office of High School Initiatives is to provide leadership, training, and assistance to secondary schools, colleges, parents and students in accordance with established GaDOE and TCSG guidelines as well as to expand programs of study, to educate high school students in the college's service area about dual- and joint-enrollment options, and the articulation process.

The High School Coordinator serves as the primary contact for seamless educational opportunity programs (dual/joint enrollment and articulation) with service area high schools. The high school coordinator facilitates the scheduling of ASSET/COMPASS admissions testing for students wishing to enter as dual/joint students and secures proper documentation required by TCSG and GaDOE for seamless educational opportunity programs. The high school coordinator is responsible for conducting local faculty orientations as well as student/parent workshops and coordinating with financial aid staff regarding tuition, fees, and HOPE grants. The high school coordinator verifies that each student is in the appropriate program of study. The high school coordinator tracks and reports program data to ensure accountability and to share results with local and state stakeholders for analysis and program improvement.

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 individuals through referrals to other community agencies in order to meet their individual needs.

Student Organizations and Services

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, Cynthia Phillips 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 who specializes in the field of the specific disability. In general, all documentation should be typed on letterhead stationery 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

Imaging Science

Imaging Science Services Assistant, TCC

Medical Assisting

Medical Administrative Technician, TCC

Medical Assisting, Diploma

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. A drug test and 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. Malpractice insurance, dosimeters, and uniforms, lab coats with college arm patches and white clinic shoes are also a clinical requirement.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	91
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
PSY 1010	Basic Psychology	5

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
AHS 104	Introduction to Health Care	3
DEN 101	Basic Human Biology	3
DEN 102	Head and Neck Anatomy	2
DEN 103	Preventive Dentistry	4
DEN 105	Microbiology & Infection Control	3
DEN 106	Oral Anatomy	5
DEN 107	Oral Pathology & Therapeutics	4
DEN 109	Dental Assisting National Board Exam Preparation	3
DEN 134	Dental Assisting I	7
DEN 135	Dental Assisting II	7
DEN 136	Dental Assisting III	4
DEN 137	Dental Assisting-Expanded Functions	4
DEN 138	Scopes of Professional Practices	2
DEN 139	Dental Radiology	5
DEN 140	Dental Practice Management	5
DEN 146	Dental Practicum I	2
DEN 147	Dental Practicum II	2
DEN 148	Dental Practicum III	8

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.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	44
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

ENG 1010	Fundamentals of English I	5
MAT 1013	Algebraic Concepts	5
EMP 1000	Inter Rel & Prof Dev	3
SCT 100	Introduction to Microcomputers	3
AHS 101	Anatomy & Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 1240	Office Procedures	5
RAD 123	Radiologic Science	5
RAD 101	Introduction to Radiography	5
ISA 132	Clinical Practice	2

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.

Students are required to pass a comprehensive exam prior to graduation from Medical Assisting. The test is administered during the quarter the student is enrolled in MAS 118.

The Swainsboro Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB), 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 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.

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.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	43
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

ENG 1010	Fundamentals of English I	5
MAT 1012	Foundations of Mathematics	5
PSY 1010	Basic Psychology	5
SCT 100	Introduction to Microcomputers	3
AHS 101	Anatomy & Physiology	5
AHS 104	Introduction to Health Care	3

AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 1130	Document Processing	6
MAS 101	Legal Aspects of the Medical Office	3
MAS 106	Medical Office Procedures	5

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 the Medical Assisting Diploma program.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	84
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
PSY 1010	Basic Psychology	5

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
AHS 101	Anatomy & Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology	3
BUS 1130	Document Processing	6
MAS 101	Legal Aspects of the Medical Office	3
MAS 103	Pharmacology	5
MAS 106	Medical Office Procedures	5
MAS 108	Medical Assisting Skills I	6
MAS 109	Medical Assisting Skills II	6
MAS 110	Medical Insurance Management	3
MAS 111	Administrative Practice Management	4
MAS 112	Human Diseases	5
MAS 117	Medical Assisting Externship	8
MAS 118	Medical Assisting Seminar	4

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 drug screen 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.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	20 (22)
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

AHS 101	Anatomy & Physiology	5
AHS 104	Introduction to Health Care	3
PHL 103	Introduction to Venipuncture	4
	OR	
MAS 109	Medical Skills II	6
PHL 105	Phlebotomy Tech Clinical Practice	8
	OR	
MAS 117	Medical Assisting Externship	8

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	78
Education Requirements:	High School Diploma or GED and GA EMT License
Entrance Dates:	Summer Quarter

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
AHS 101	Anatomy & Physiology	5
EMS 126	Introduction to the Paramedic Profession	3
EMS 127	Patient Assessment	4
EMS 128	Applied Physiology & Pathophysiology	3
EMS 129	Pharmacology	4
EMS 130	Respiratory Emergencies	5
EMS 131	Trauma	5
EMS 132	Cardiology I	5
EMS 133	Cardiology II	4
EMS 134	Medical Emergencies	5
EMS 135	Maternal/Pediatric Emergencies	5
EMS 136	Special Patients	2
EMS 200A	Emergency Care I	2
EMS 200B	Emergency Care II	2
EMS 200C	Emergency Care III	2
EMS 200D	Emergency Care IV	2
EMS 200E	Emergency Care V	2
EMS 201	Summative Evaluations	5

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.

PROGRAM INFORMATION

Length:	Approximately 4 quarters
Total Credit Hours:	24
Education Requirements:	High School Diploma or GED
Entrance Dates:	Winter Quarter

CERTIFICATE COURSES

EMC 100	Introduction to the EMT Profession	3
EMC 103	Patient Assessment and Airway for the EMT	3
EMC 105	Medical/Behavioral & OB Peds Emergencies- EMT	4
EMC 108	Trauma Emergencies and WMD Response	2
EMC 110	Summative Evaluations for the EMT-Basic	3
EMC 113	Pharmacology & Shock/Trauma Mgmt- Intermediate	3
EMC 116	Hazardous Materials, Vehicle Extrication Process, Patient Assessment/ Initial Management	3
EMC 119	Summative Evaluations for the EMT Intermediate	3

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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	95
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
PSY 1010	Basic Psychology	5

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
AHS 101	Anatomy & Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
AHS 103	Nutrition & Diet Therapy	2
AHS 102	Drug Calculation and Administration	3
NSG 110	Nursing Fundamentals	10
NSG 112	Medical-Surgical Nursing I	9
NPT 112	Medical-Surgical Practicum I	7
NSG 113	Medical-Surgical Nursing II	9
NPT 113	Medical-Surgical Practicum II	7
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

Patient Care Assisting

Technical Certificate of Credit

The Patient Care Assisting Certificate is a 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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	16
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

AHS 109	Medical Terminology for Allied Health Sciences	3
CNA 100	Patient Care Fundamentals	8
AHS 103	Nutrition & Diet Therapy	2
EMP 1000	Interpersonal Relations & Professional Development	3

Business & Information Technology Programs

Accounting

Accounting, AAS
Accounting, Diploma
Payroll Accounting Specialist, TCC

Business Administrative Technology

Business Administrative Technology, AAS
Business Administrative Technology, Diploma
Microsoft Word Application Professional, TCC
Microsoft Office Applications Professional, TCC

Computer Information Systems

Computer Support Specialist, AAS
Computer Support Specialist, Diploma
Networking Specialist, AAS
Networking Specialist, Diploma
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

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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	98
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I-Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
	OR	
ENG 2130	American Literature	5
SPC 1101	Fundamentals of Speech	5

Area II-Social/Behavioral Sciences

PSY 1101	Introduction to Psychology	5
SOC 1101	Introduction to Sociology	5

Area III-Natural Sciences/Mathematics

MAT 1111	College Algebra	5
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OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
BUS 1130	Document Processing	6
ACC 1101	Principles of Accounting I	6
ACC 1102	Principles of Accounting II	6
ACC 1103	Principles of Accounting III	6
ACC 1104	Computerized Accounting	3
ACC 1106	Spreadsheet Fundamentals	3
ACC 1151	Individual Tax Accounting	5
ACC 1152	Payroll Accounting	5
ACC XXX	Accounting Electives	10

OCCUPATIONALLY RELATED ELECTIVES 15

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

Business & Information Technology Programs

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.

PROGRAM INFORMATION

Length:	Approximately 4 quarters
Total Credit Hours:	71
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

ENG 1010	Fundamentals of English I	5
ENG 1012	Fundamentals of English II	5
MAT 1012	Foundations of Mathematics	5
EMP 1000	Inter. Relations & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
BUS 1130	Document Processing	6
ACC 1101	Principles of Accounting I	6
ACC 1102	Principles of Accounting II	6
ACC 1103	Principles of Accounting III	6
ACC 1104	Computerized Accounting	3
ACC 1106	Spreadsheet Fundamentals	3
ACC 1151	Individual Tax Accounting	5
ACC 1152	Payroll Accounting	5

ELECTIVES 10

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.

PROGRAM INFORMATION

Length:	Typically 2 to 3 quarters
Total Credit Hours:	23
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

ACC 1101	Principles of Accounting I	6
ACC 1102	Principles of Accounting II	6
ACC 1104	Computerized Accounting	3
ACC 1152	Payroll Accounting	5
SCT 100	Introduction to Microcomputers	3

Business Administrative Technology

Associate of Applied Science

The Associate Degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	95
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I-Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
SPC 1101	Fundamentals of Speech	5

Area II-Social/Behavioral Sciences

PSY 1101	Introduction to Psychology	5
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Area III-Natural Sciences/Mathematics

MAT 1111	College Algebra	5
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OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
BUS 1130	Document Processing	6
BUS 1150	Database Applications	3
BUS 1240	Office Procedures	5
BUS 1140	Word Processing	5
BUS 2210	Applied Office Procedures	5
BUS 1120	Business Document Proofreading and Editing	3
BUS 1170	Electronic Communications Applications	5
BUS 1160	Desktop Publishing	3
BUS 2110	Advanced Word Processing	5
BUS 2120	Spreadsheet Applications	3
BUS 2150	Presentation Applications	3
ACC 1101	Principles of Accounting I	6
ACC 1102	Principles of Accounting II	6

SPECIFIC OCCUPATIONAL-GUIDED ELECTIVES	9
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Note: Upon entry into this program, if student is unable to key at a rate of 25 wpm or higher, BUS 1100 must be taken as a first-quarter elective.

Business & Information Technology Programs

Business Administrative Technology

Diploma Program

The Business Administrative Technology program with the Business Administrative Assistant Specialization is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the areas of business administration and business technology.

PROGRAM INFORMATION

Length:	Approximately 4 quarters
Total Credit Hours:	74-76
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
ENG 1012	Fundamentals of English II	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
BUS 1130	Document Processing	6
BUS 1150	Database Applications	3
BUS 1240	Office Procedures	5
BUS 1140	Word Processing	5
BUS 2210	Applied Office Procedures	5
BUS 1120	Business Document Processing and Editing	3
BUS 1170	Electronic Communication Applications	5
BUS 1160	Desktop Publishing	3
BUS 2110	Advanced Word Processing	5
BUS 2120	Spreadsheet Applications	3
BUS 2200	Office Accounting	6
	OR	
ACC 1101	Principles of Accounting I	6
BUS 2150	Presentation Applications	3

SPECIFIC OCCUPATIONAL-GUIDED ELECTIVES	1
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Note: Upon entry into this program, if student is unable to key at a rate of 25 wpm or higher, BUS 1100 must be taken as a first-quarter elective.

Microsoft Word Application Professional

Technical Certificate of Credit

The Microsoft Word Application Professional 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.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	19-22
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

BUS 1130	Document Processing	6
BUS 1140	Word Processing	5
BUS 2110	Advanced Word Processing	5
SCT 100	Introduction to Microcomputers	3

Note: Upon entry into this program, if student is unable to key at a rate of 25 wpm or higher, BUS 1100 must be taken as a first-quarter elective.

Microsoft Office Applications Professional

Technical Certificate of Credit

The Microsoft Office Applications Professional 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.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	22+
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

BUS 1150	Database Applications	3
BUS 1140	Word Processing	5
BUS 2120	Spreadsheet Applications	3
BUS 2150	Presentation Applications	3
SCT 100	Introduction to Microcomputers	3
BUS XXXX	Business Elective	5+

Business & Information Technology Programs

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, database administrators, or technical support specialists. The program emphasizes desktop publishing, Microsoft Word, database, Excel, basic computers, hardware, and maintenance.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	110
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I-Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
ENG 1105	Technical Communications	5
	OR	
SPC 1101	Fundamentals of Speech	5

Area II-Social/Behavioral Sciences

PSY 1101	Introduction to Psychology	5
ECO 1101	Principles of Economics	5
	OR	
SOC 1101	Introduction To Sociology	5

Area III-Natural Sciences/Mathematics

MAT 1111	College Algebra	5
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OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
CIS 103	Operating Systems Concepts	6
CIS 105	Program Design & Development	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Inst. & Maint	7
CIS 127	Comprehensive Word Proc. & Presentation Graphics	6
CIS 1140	Networking Fundamentals	6
	OR	
CIS 2321	Introduction to LAN and WAN	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6

LANGUAGE ELECTIVES (7) – CHOOSE ONE

CIS 113	COBOL I	7
CIS 124	Microcomputer Database Prog	7
CIS 157	Introduction to Visual BASIC Prog	7
CIS 250	Introduction to RGP Programming	7

CIS 252	Introduction to Java Programming	7
CIS 255	Introduction to C Programming	7
ELECTIVES		23

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 emphasizes desktop publishing, Microsoft Word, database, Excel, basic computers, hardware, and maintenance.

PROGRAM INFORMATION

Length:	Approximately 4 quarters
Total Credit Hours:	93
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1013	Algebraic Concepts	5
	OR	
MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
ENG 1012	Fundamentals of English II	5
EMP 1000	Inter. Rel & Prof Dev	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
BUS 1100	Introduction to Keyboarding (Optional)	3
CIS 103	Operating Systems Concepts	6
	OR	
CIS XXX	Operating Systems Course	6
CIS 105	Program Design & Development	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Inst. & Maint	7
CIS 127	Comprehensive Word Proc. & Presentation Graphics	6
CIS 1140	Networking Fundamentals	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6

LANGUAGE ELECTIVES (7) – CHOOSE ONE

CIS 113	COBOL I	7
CIS 124	Microcomputer Database Prog	7
CIS 157	Introduction to Visual BASIC Prog	7
CIS 250	Introduction to RGP Programming	7
CIS 252	Introduction to Java Programming	7
CIS 255	Introduction to C Programming	7

Business & Information Technology Programs

OCCUPATIONAL ELECTIVES

15

Networking Specialist

Associate of Applied Science

The Networking Specialist Associate Degree 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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	102
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I-Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
ENG 1105	Technical Communications	5
	OR	
SPC 1101	Fundamentals of Speech	5

Area II-Social/Behavioral Sciences and General Electives

XXX xxxx	Soc/ Behavioral Science Core Course	5
XXX xxxx	General Core Elective	5

Area III-Natural Sciences/Mathematics

MAT 1111	College Algebra	5
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OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
CIS xxx	Operating Systems Course	6
CIS 105	Program Design & Development	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Inst. & Maintenance	7

LANGUAGE ELECTIVES – CHOOSE ONE

CIS 113	COBOL I	7
CIS 124	Microcomputer Database Prog	7
CIS 157	Introduction to Visual BASIC Prog	7
CIS 250	Introduction to RGP Programming	7
CIS 252	Introduction to Java Programming	7
CIS 255	Introduction to C Programming	7

NETWORKING ELECTIVE COURSES

15

COMPLETE THE FOLLOWING CISCO NETWORKING SPECIALITY COURSES

CIS 2321	Introduction to LAN and WAN	6
CIS 2322	Introduction to WANt & Routing	6
CIS 276	Advanced Routers & Switches	6
CIS 277	WAN Design	6

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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	90
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1013	Algebraic Concepts	5
	OR	
MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
ENG 1012	Fundamentals of English II	5
EMP 1000	Inter. Rel & Prof. Dev	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
BUS 1100	Keyboarding (Optional)	3
CIS xxx	Operating Systems Course	6
CIS 105	Program Design & Development	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Inst. & Maint	7
CIS 2321	Introduction to LAN and WAN	6

LANGUAGE ELECTIVES – CHOOSE ONE

CIS 113	COBOL I	7
CIS 124	Microcomputer Database Programming	7
CIS 157	Introduction to Visual BASIC Prog	7
CIS 250	Introduction to RGP Programming	7
CIS 252	Introduction to Java Programming	7
CIS 255	Introduction to C Programming	7

NETWORKING ELECTIVE COURSES	9
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Business & Information Technology Programs

COMPLETION OF THE FOLLOWING CISCO NETWORKING SPECIALITY COURSES

CIS XXX	Networking Elective	6
CIS 2322	Introduction to WANt & Routing	6
CIS 276	Advanced Routers & Switches	6
CIS 277	WAN Design	6

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	30
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

CIS 1131	Help Desk Concepts	6
CIS 157	Microsoft Visual Basic	7
CIS 2554	Introduction to Linux/Unix	6
CIS 2228	Comprehensive Spreadsheet Techniques	6

ELECTIVES	5
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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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	20
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

SCT 100	Introduction to Microcomputers	3
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 1140	Networking Fundamentals	6

ELECTIVES	5
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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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	18
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 1140	Networking Fundamentals	6

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	24
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

CIS 276	Advanced Routers & Switches	6
CIS 277	WAN Design	6
CIS 2321	Introduction to LAN & WAN	6
CIS 2322	Introduction to WANt & Routing	6

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
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Business & Information Technology Programs

Total Credit Hours:	18
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

CIS 106	Computer Concepts	5
CIS 122	Microcomputer Install/Maint	7
CIS 1131	Help Desk Concepts	6
SCT 100	Introduction to Microcomputers	3

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	23
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

CIS 122	Microcomputer Installation & Maintenance	7
CIS 105	Program Design & Development	5
CIS 127	Comprehensive Word Processing and Presentation Graphics	6

ELECTIVES	5
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Management and Supervisory Development

Associate of Applied of Science

The Management and Supervisory Development Associate Degree Program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development Associate Degree Program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	107
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I-Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
SPC 1101	Fundamentals of Speech	5

Area II-Social/Behavioral Sciences

ECO 1101	Principles of Economics	5
PSY 1101	Introduction to Psychology	5

Area III-Natural Sciences/Mathematics

MAT 1111	College Algebra	5
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OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
MSD 100	Principles of Management	5
MSD 101	Organizational Behavior	5
MSD 102	Employment Law	5
MSD 103	Leadership	5
MSD 104	Human Resource Management	5
MSD 106	Performance Management	5
ACC 1101	Principles of Accounting	6
MSD 113	Business Ethics	5
MSD 114	Management Communication Technologies	5
MSD 210	Team Project	5
MSD 220	Management & Supervision OBI	3

MSD COURSE ELECTIVES 15

GENERAL ELECTIVES 5

Business & Information Technology Programs

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	90
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
ENG 1012	Fundamentals of English II	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
MSD 100	Principles of Management	5
MSD 101	Organizational Behavior	5
MSD 102	Employment Law	5
MSD 103	Leadership	5
MSD 104	Human Resource Management	5
MSD 106	Performance Management	5
ACC 1101	Principles of Accounting I	6
MSD 112	Introduction to Business & Economics	5
MSD 113	Business Ethics	5
MSD 114	Management Communication Technologies	5
MSD 210	Team Project	5
MSD 220	Management and Supervision OBI	3

ELECTIVES		10
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Personal Services Programs

Cosmetology

Cosmetology, Diploma
Cosmetology Instructor Training, TCC
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
Child Development Associate, 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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	82
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
COS 100	Basic Creative Treatment of Hair, Scalp, and Skin	5
COS 101	Introduction to Permanent Waving & Relaxing	4
COS 103	Introduction to Skin, Scalp & Hair	3
COS 105	Introduction to Shampooing & Styling	4
COS 106	Introduction to Haircutting	3
COS 107	Advanced Haircutting	2
COS 108	Perm Waving & Relaxing	3
COS 109	Hair Color	6
COS 110	Skin, Scalp, and Hair	3
COS 111	Styling	3
COS 112	Manicuring & Pedicuring	3
COS 113	Cosmetology Practicum I	5
COS 114	Cosmetology Practicum II	8
COS 115	Cosmetology Practicum III	5
COS 116	Cosmetology Practicum IV	5
COS 117	Salon Management	4

Cosmetology Instructor Training

Technical Certificate of Credit

The Cosmetology Instructor Certificate Program is a sequence of courses designed to prepare the licensed master cosmetologist to be eligible to take the Instructor Licensure Exam and

Personal Services Programs

become a cosmetology, nail technician, esthetician, or hair designer instructor. Some topics that will be covered are: theory of instruction, cosmetology record keeping, salon management, principles of teaching, lesson plans, classroom management, lecturing and testing. The student will then progress to practicum courses that include: professional conduct, positive attitude and evaluation of learners in a lab setting as well as practice teaching.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	39
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

COS 201	Theory of Instruction	3
COS 202	Cosmetology Record Keeping	3
COS 203	Salon Management	4
COS 204	Principles of Teaching	5
COS 205	Lesson Plans	5
COS 206	Classroom Management	4
COS 207	Lecturing	3
COS 208	Testing	3
COS 209	Practicum I	3
COS 210	Practicum II	3
COS 211	Practicum III	3

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	28
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

COS 100	Introduction to Cosmetology Theory	5
COS 112	Manicuring & Pedicuring	3
COS 117	Salon Management	4
COS 118	Nail Care I	7
COS 119	Nail Care II	9

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	19
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

COS 100	Introduction to Cosmetology Theory	5
COS 103	Basic Creative Treatment of Hair, Scalp, and Skin	3
COS 105	Introduction to Shampoo and Styling	4
COS 117	Salon Management	4
COS xxx	Elective	3

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	98
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I -Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
SPC 1101	Fundamentals of Speech	5

Area II -Social/Behavioral Sciences

PSY 1101	Introduction to Psychology	5
ECO 1101	Principles of Economics	5

Area III-Natural Sciences/ Mathematics

MAT 1111	College Algebra	5
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OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
CRJ 101	Introduction to Criminal Justice	5
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Introduction to Criminal Procedure	5
CRJ 168	Criminal Law	5
CRJ 202	Constitutional Law	5
CRJ 207	Juvenile Justice	5
CRJ 209	Criminal Justice Technology Practicum/Internship	5
CRJ 212	Ethics in Criminal Justice	5

OCCUPATIONALLY RELATED ELECTIVES **20**

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	73
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
PSY 1010	Basic Psychology	5

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
CRJ 101	Introduction to Criminal Justice Technology	5
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Introduction Criminal Procedures	5
CRJ 168	Criminal Law	5
CRJ 202	Constitutional Law	5
CRJ 207	Juvenile Justice	5
CRJ 209	Criminal Justice Technology Practicum/Internship	5
CRJ 212	Ethics in Criminal Justice	5

OCCUPATIONALLY RELATED ELECTIVES	10
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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.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	23
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

CRJ 101	Introduction to Criminal Justice Technology	5
CRJ 104	Principles of Law Enforcement	5
CRJ 202	Constitutional Law	5
CRJ 162	Methods of Criminal Investigation	5
CRJ 163	Investigation & Presentation of Evidence	3

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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	110
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I-Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
SPC 1101	Fundamentals of Speech	5
	OR	
ENG 1105	Technical Communications	5

Area II-Social/Behavioral Science

SOC 1101	Introduction to Sociology	5
	OR	
XXX	General Core Elective at the 191 level or above	5
PSY 1101	Introduction to Psychology	5

Area III-Natural Sciences/Mathematics

MAT 1111	College Algebra	5
	OR	
MAT 190	Mathematical Modeling	5

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
ECE 101	Introduction to Early Childhood Care & Education	5
ECE 103	Human Growth & Dev. I	5
ECE 105	Health, Safety, & Nutrition	5
ECE 112	Curriculum Development	3
ECE 113	Art for Children	3
ECE 114	Music & Movement	3

Personal Services Programs

ECE 115	Language Arts & Literature	5
ECE 116	Math & Science	5
ECE 121	Early Childhood Care & Ed Practicum I	3
ECE 122	Early Childhood Care & Ed Practicum II	3
ECE 201	Exceptionalities	5
ECE 202	Social Issues & Family Involvement	5
ECE 224	Early Childhood Care & Ed. Internship	12

Completion of one of the following specializations is required:

PARAPROFESSIONAL SPECIALIZATION

ECE 203	Human Growth & Dev. II	5
ECE 211	Methods & Materials	5
ECE 212	Professional Practices and Classroom Management	5

PROGRAM MANAGEMENT SPECIALIZATION

ECE 217	Program Administration	5
ECE 221	Facility Management	5
ECE 222	Personnel Management	5

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	73
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

ENG 1010	Fundamentals of English I	5
MAT 1012	Foundations of Mathematics	5
EMP 1000	Inter. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
ECE 101	Introduction to Early Childhood Care & Education	5
ECE 103	Human Growth & Dev. I	5

ECE 105	Health, Safety, & Nutrition	5
ECE 112	Curriculum Development	3
ECE 113	Art for Children	3
ECE 114	Music & Movement	3
ECE 115	Language Arts & Literature	5
ECE 116	Math & Science	5
ECE 121	Early Childhood Care & Ed Practicum I	3
ECE 122	Early Childhood Care & Ed Practicum II	3
ECE 202	Social Issues & Family Involvement	5
ECE 224	Early Childhood Care & Ed. Internship	12

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

PARAPROFESSIONAL SPECIALIZATION

ECE 203	Human Growth & Dev. II	5
ECE 211	Methods & Materials	5
ECE 212	Professional Practices and Classroom Management	5
ECE 201	Exceptionalities	5

PROGRAM MANAGEMENT SPECIALIZATION

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

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	21
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

ECE 101	Introduction to Early Childhood Care & Education	5
ECE 103	Human Growth & Dev. I	5
ECE 105	Health, Safety, & Nutrition	5
ECE 113	Art for Children	3
ECE 114	Music & Movement	3

Child Development Associate

Technical Certificate of Credit

The Child Development Associate Certificate is designed to meet the training needs of persons already working in the field of early care and education. Persons enrolling in this program must have completed a minimum of 480 hours of work in the field with young children. This program is designed to provide the minimum formal training in early care and education competencies, knowledge, skills, and techniques required to apply for a CDA credential from the Council of Early Childhood Recognition in Washington, D.C. The CDA credential is not issued by the technical college and must be applied for and paid for separately from this program. However, this program is approved to provide the needed training to attain this credential. Once achieved, this credential is recognized nationally by Head Start and in Georgia for working in State Pre-K programs and in many other public and private early care and education settings.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	19
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

ECE 101	Introduction to Early Childhood Care & Education	5
ECE 103	Human Growth, & Dev. I	5
ECE 105	Health, Safety, & Nutrition	5
ECE 125	Professionalism through CDA Certificate Preparation	2
ECE 126	CDA Certificate Assessment	2

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.

PROGRAM INFORMATION

Length:	Approximately 1 quarter
Total Credit Hours:	15
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

ECE 217	Program Administration	5
ECE 221	Facility Management	5
ECE 222	Personnel Management	5

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	25
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

ECE 101	Introduction to Early Childhood Care & Education	5
ECE 103	Human Growth & Dev. I	5
ECE 105	Health, Safety & Nutrition	5
ECE 142	Family Childcare Program Management	5
ECE 144	Family Childcare Business Management	5

Technical and Industrial Programs

Air Conditioning Technology

Air Conditioning Technology, Diploma
Air Conditioning Repair Specialist, TCC

Automotive Technology

Automotive Technology, Diploma
Automotive Fundamentals, Diploma
Automotive Automatic Transmission/Transaxle Technician, TCC
Automotive Engine Performance Technician, TCC
Automotive Heating and Air Conditioning Technology, TCC

Drafting Technology

Drafting Technology, AA
Drafting Technology, Diploma
Civil Drafting Specialist, TCC
Computer Aided Drafting Specialist, TCC
Drafting Aide, TCC
CAD Operator - Architectural, TCC
Advanced CAD Technician - Architectural, 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
Overhead Shielded Metal 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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	85
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
ACT 100	Refrigeration Fundamentals	4
ACT 101	Principles & Practices of Refrigeration	7
ACT 102	Refrigeration Systems Components	7
ACT 103	Electrical Fundamentals	7
ACT 104	Electrical Motors	4
ACT 105	Electrical Components	5
ACT 106	Electric Control Systems & Installation	4
ACT 107	Air Conditioning Principles	8
ACT 108	Air Conditioning Systems Installation	3
ACT 109	Troubleshooting Air Conditioning Systems	7
ACT 110	Gas Heating Systems	5
ACT 111	Heat Pumps and Related Systems	6
IFC 100	Industrial Safety Procedures	2

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.

PROGRAM INFORMATION

Length:	Approximately 2-3 quarters
Total Credit Hours:	28
Education Requirements:	

Technical and Industrial Programs

Entrance Dates:

Quarterly

CERTIFICATE COURSES

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 & Related Systems	6
IFC 100	Industrial Safety Procedures	2

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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	103
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 124	Battery, Starting, & Charging Systems	4
AUT 126	Engine Principles of Operation & Repair	6
AUT 128	Fuel, Ignition & Emissions Systems	7
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension & Steering Systems	4
AUT 134	Drivelines	4
AUT 138	Manual Transmission/Transaxle	4
AUT 140	Electronic Engine Control Systems	7
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Automatic Transmission	4
AUT 210	Automatic Transmission Repair	7
AUT 212	Adv. Electronic Transmission Diagnosis	3
AUT 214	Adv. Electronic Controlled Brake System Diagnosis	4
AUT 216	Adv. Electronic Controlled Suspen. & Steering Systems	4
AUT 218	Adv. Electronic Engine Control Systems	4
AUT 220	Automotive Technology Internship	6

OR

ELECTIVES		6
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Automotive Fundamentals

Diploma Program

The Automotive Fundamentals diploma program is a sequence of courses that prepares students for the automotive service and repair profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Automotive Fundamentals theory and practical application necessary for successful employment. Program graduates receive a Automotive Fundamentals diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the automotive field.

PROGRAM INFORMATION

Length:	Approximately 4 quarters
Total Credit Hours:	77
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 124	Battery, Starting, & Charging Systems	4
AUT 126	Engine Principles of Operation & Repair	6
AUT 128	Fuel, Ignition, & Emissions System	7
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension & Steering Systems	4
AUT 134	Drivelines	4
AUT 140	Electronic Engine Control Systems	7
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Automatic Transmissions	4
AUT 220	Automotive Technology Internship	6

OR

ELECTIVES		6
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Automotive Automatic 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.

PROGRAM INFORMATION

Length: Approximately 2 quarters
 Total Credit Hours: 23
 Education Requirements:
 Entrance Dates: Quarterly

CERTIFICATE COURSES

AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 144	Introduction to Automatic Transmission	4
AUT 210	Automatic Transmissions Repair	7
AUT 212	Adv. Electronic Transmission Diagnosis	3

Automotive Engine Performance Technician

Technical Certificate of Credit

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.

PROGRAM INFORMATION

Length: Approximately 2 quarters
 Total Credit Hours: 18
 Education Requirements:
 Entrance Dates: Quarterly

CERTIFICATE COURSES

AUT 128	Fuel, Ignition & Emission Systems	7
AUT 140	Electronic Engine Control Systems	7
AUT 218	Advanced Electronic Engine Control Systems	4

Automotive Heating and Air Conditioning Technician

Technical Certificate of Credit

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.

PROGRAM INFORMATION

Length: Approximately 2 quarters
 Total Credit Hours: 15
 Education Requirements:
 Entrance Dates: Quarterly

CERTIFICATE COURSES

AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical/Electronic Systems	6
AUT 142	Climate Control Systems	6

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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	96
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I – Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
	OR	
HUM 1101	Introduction to Humanities	5
SPC 1101	Fundamentals of Speech	5

Area II – Social/Behavioral Sciences

PSY 1101	Introduction to Psychology	5
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Area III – Natural Sciences/Mathematics

MAT 1111	College Algebra	5
MAT 1112	College Trigonometry	5
	OR	
MAT 1113	PreCalculus	5
PHY 1110	Introductory to Physics	5
	OR	
PHY 1111	Mechanics	5

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
DDF 100	Drafting Fundamentals	6
	OR	
DDF 101	Introduction to Drafting	6
DDF 102	Size & Shape Description I	5
DDF 107	CAD Fundamentals	6
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawing & Modeling	6

Completion of one of the following specialization is required:

MECHANICAL DRAFTING

DDF 103	Size & Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	6
DDF 108	Intersections & Development	5
DDF 109	Assembly Drawings I	5
	AND	
ELECTIVES		5

ARCHITECTURAL DRAFTING

DDS 203	Surveying I	3
DDS 205	Residential Architectural Drawing I	6
DDS 207	Mechanical Systems for Architecture	3
DDS 208	Residential Architectural Drawing II	6
	AND	
ELECTIVES		11

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	77
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1013	Algebraic Concepts	5
MAT 1015	Geometry and Trigonometry	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
DDF 100	Drafting Fundamentals	6
	OR	
DDF 101	Introduction to Drafting	6
DDF 102	Size & Shape Description I	5
DDF 107	CAD Fundamentals	6
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawing & Modeling	6

Technical and Industrial Programs

Completion of one of the following specializations is required:

MECHANICAL DRAFTING

DDF 103	Size & Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	6
DDF 108	Intersections & Development	5
DDF 109	Assembly Drawings I	5
	AND	

ELECTIVES 3

ARCHITECTURAL DRAFTING

DDS 203	Surveying I	3
DDS 205	Residential Architectural Drawing I	6
DDS 207	Mechanical Systems for Architecture	3
DDS 208	Residential Architectural Drawing II	6
	AND	

ELECTIVES 9

Civil Drafting Specialist

Technical Certificate of Credit

The Civil Drafting Specialist Certificate is 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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	19
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

DDS 203	Surveying I	3
DDS 215	Legal Principles of Surveying	5
DDS 217	Civil Drafting I	5
DDS 218	Civil Drafting II	6

Computer Aided Drafting Specialist

Technical Certificate of Credit

The Computer Aided Drafting Specialist Certificate is 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.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	18
Education Requirements:	Previous experience or DDF 101 required
Entrance Dates:	Quarterly

CERTIFICATE COURSES

DDF 107	CAD Fundamentals	6
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawing & Modeling	6

Drafting Aide

Technical Certificate of Credit

The Drafting Aide Certificate 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.

PROGRAM INFORMATION

Length:	Approximately 1 quarter
Total Credit Hours:	17
Education Requirements:	Previous experience or DDF 101 required
Entrance Dates:	Quarterly

CERTIFICATE COURSES

DDF 101	Introduction to Drafting	6
DDF 102	Size & Shape Description I	5
DDF 107	CAD Fundamentals	6

CAD Operator - Architectural

Technical Certificate of Credit

The CAD Operator - Architectural Certificate is 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 contractors. The certificate emphasizes basic surveying principles, introduction to architectural drawing, mechanical systems, and intermediate 2-D CAD principles

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	21
Education Requirements:	Completion of Drafter's Aide Certificate
Entrance Dates:	Quarterly

CERTIFICATE COURSES

SCT 100	Introduction to Microcomputers	3
DDS 203	Surveying I	3
DDS 205	Residential Architectural Drawing I	6
DDS 207	Mechanical Systems for Architecture	3

Advanced CAD Technician - Architectural

Technical Certificate of Credit

The Advanced CAD Technician - Architectural Certificate is for students who have successfully completed the CAD Operator-Architectural Certificate. This certificate will provide students with the basic knowledge and skills needed to obtain employment with architects and contractors. The certificate emphasizes advanced architectural drawing and blueprint reading, and 3-D CAD principles.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	26
Education Requirements:	Completion of CAD Operator - Architectural Certificate
Entrance Dates:	Quarterly

CERTIFICATE COURSES

DDS 208	Residential Architectural Drawing II	6
MAT 1013	Algebraic Concepts	5
DDF 112	3-D Drawing & Modeling	6
XXX XXX	Electives	9

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.

PROGRAM INFORMATION

Length:	Approximately 4 quarters
Total Credit Hours:	72
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
ELT 106	Electrical Prints, Schematics, & Symbols	4
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 111	Single-Phase & 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

TECHNICAL ELECTIVES	3
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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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	88
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

Technical and Industrial Programs

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
ELT 106	Electrical Prints, Schematics, & Symbols	4
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 111	Single-Phase & Three-Phase Motors	5
ELT 112	Variable Speed/Low Voltage Controls	3
ELT 116	Transformers	4
ELT 117	National Electrical Code Industrial Applications	4
ELT 118	Electrical Controls	5
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
ELT 122	Industrial PLC's	6
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4

TECHNICAL ELECTIVES	5
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Commercial Wiring

Technical Certificate of Credit

The Commercial Wiring Certificate is designed to provide basic training for those individuals interested in entering the electrical construction field, particularly commercial construction.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	33
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

EMP 1000	Interpersonal Skills & Professional Development	3
MAT 1012	Foundations of Mathematics	5
IFC 100	Industrial Safety Procedures	2
ELT 106	Electrical Prints, Schematics, & 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

Electrical Contracting Technician

Technical Certificate of Credit

The Electrical Contracting Technician Technical Certificate of Credit 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.

PROGRAM INFORMATION

Length:	Approximately 4 quarters
Total Credit Hours:	53
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
ELT 106	Electrical Prints, Schematics, & Symbols	4
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 111	Single-Phase & Three-Phase Motors	5
ELT 112	Variable Speed/Low Voltage Controls	3
ELT 118	Electrical Control	5
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6

Electrical Systems Assistant

Technical Certificate of Credit

The Electrical Systems Assistant Certificate 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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	15
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

MAT 1012	Foundations of Mathematics	5
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
ELT 119	Electricity Principles II	4

Residential Wiring Technician

Technical Certificate of Credit

The Residential Wiring Technician Certificate is designed to prepare the student for employment as a residential wiring assistant

PROGRAM INFORMATION

Length:	Approximately 2-3 quarters
Total Credit Hours:	30
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

MAT 1012	Foundations of Mathematics	5
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
ELT 106	Electrical Prints, Schematics, & Symbols	4
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6

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.

PROGRAM INFORMATION

Length:	Approximately 1-2 quarters
Total Credit Hours:	15
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

AMF 152	Manufacturing Organizational Principles	2
AMF 154	Manufacturing Workplace Skills	2
AMF 156	Manufacturing Production Requirements	2
AMF 158	Automated Manufacturing Skills	3
AMF 160	Representative Manufacturing Skills	6

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	104
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I – Humanities/Fine Arts

ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5
SPC 1101	Fundamentals of Speech	5

Area II – Social/Behavioral Sciences

PSY 1101	Introduction to Psychology	5
ECO 1101	Principles of Economics	5

Area III – Natural Sciences/Mathematics

MAT 1111	College Algebra	5
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OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
FGM 100	Equipment & Firearm Safety	3
FGM 101	Fish & Wildlife Biology	4
FGM 102	Nuisance Wildlife Mgmt.	3
FGM 103	Environmental Law	3
FGM 105	Managing Forests for Wildlife & Diversity	6
FGM 106	Surveying, GPS, and GIS	6
FGM 107	Biology of Vertebrates	4
FGM 108	Soils	7
FGM 109	Forest Ecology	5
FGM 110	Applied Forest Ecology	5
FGM 111	Fish & Game Mgmt. Project	5
FGM 112	Fish Culture	4
FGM 113	Fisheries Management	6
FGM 114	Fish Biology	6
FOR 103	Dendrology	4

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	87
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

ENG 1010	Fundamentals of English I	5
MAT 1012	Foundations of Mathematics	5
EMP 1000	Inter Relations & Prof. Dev	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
FGM 100	Equipment & Firearm Safety	3
FGM 101	Fish and Wildlife Biology	4
FGM 102	Nuisance Wildlife Mgmt.	3
FGM 103	Environmental Law	3
FGM 105	Managing Forests for Wildlife & Diversity	6
FGM 106	Surveying, GPS and GIS	6
FGM 107	Biology of Vertebrates	4
FGM 108	Soils	7
FGM 109	Forest Ecology	5
FGM 110	Applied Forest Ecology	5
FGM 111	Fish & Game Management Project	5
FGM 112	Fish Culture	4
FGM 113	Fisheries Management	6
FGM 114	Fish Biology	6
FOR 103	Dendrology	4

Wildlife Management Assistant

Technical Certificate of Credit

The Wildlife Management Assistant Certificate is 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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	16
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

FGM 100	Equipment & Firearm Safety	3
FGM 101	Fish and Wildlife Biology	4
FGM 103	Environmental Law	3
FGM 105	Managing Forests for Wildlife & Diversity	6

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.

PROGRAM INFORMATION

Length:	Approximately 6 quarters
Total Credit Hours:	98
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

Area I – Humanities/Fine Arts

SPC 1101	Fundamentals of Speech	5
ENG 1101	Composition & Rhetoric	5
ENG 1102	Literature and Composition	5

Area II – Social/Behavioral Sciences

PSY 1101	Introduction to Psychology	5
ECO 1101	Principles of Economics	5

Area III – Natural Sciences/Mathematics

MAT 1111	College Algebra	5
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OCCUPATION COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
FOR 101	Forest Safety & Orientation	1
FOR 102	Forest Soils	4
FOR 103	Dendrology	4
FOR 104	Forest Protection	4
FOR 105	Forest Products	4
FOR 116	Introduction to Surveying & Mapping I	4
FOR 117	Introduction to Surveying & Mapping II	3
FOR 121	Applied Survey & Mapping I	3
FOR 122	Applied Survey & Mapping II	3
FOR 126	Introduction to Forest Measurements I	4
FOR 127	Introduction to Forest Measurements II	3
FOR 131	Silviculture I	4
FOR 132	Silviculture II	4
FOR 141	Applied Forest Measurements I	3
FOR 142	Applied Forest Measurements II	3
FOR 146	Forest Management I	5

Technical and Industrial Programs

FOR 147	Forest Management II	5
ELECTIVE		
FOR 158	Wildlife Management	4

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	81
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
FOR 101	Forest Safety & Orientation	1
FOR 102	Forest Soils	4
FOR 103	Dendrology	4
FOR 104	Forest Protection	4
FOR 105	Forest Products	4
FOR 116	Introduction to Surveying & Mapping I	4
FOR 117	Introduction to Surveying & Mapping II	3
FOR 121	Applied Surveying & Mapping I	3
FOR 122	Applied Surveying & Map. II	3
FOR 126	Introduction to Forest Measurements I	4
FOR 127	Introduction to Forest Measurements II	3
FOR 131	Silviculture I	4
FOR 132	Silviculture II	4
FOR 141	Applied Forest Measurements I	3
FOR 142	Applied Forest Measurements II	3
FOR 146	Forest Management I	5
FOR 147	Forest Management II	5

ELECTIVE

FOR 158	Wildlife Management	4
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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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	23
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

FOR 101	Forest Safety & Orientation	1
FOR 103	Dendrology	4
FOR 105	Forest Products	4
FOR 116	Introduction to Surveying & Mapping I	4
FOR 117	Introduction to Surveying & Mapping II	3
FOR 126	Introduction to Forest Measurement I	4
FOR 127	Introduction to Forest Measurement II	3

Timber Harvesting and Heavy Equipment

Technical Certificate of Credit

The Timber Harvesting and Heavy Equipment 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.

PROGRAM INFORMATION

Length:	Approximately 3 quarters
Total Credit Hours:	34
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

CERTIFICATE COURSES

HAR 101	Safety & Equipment Procedures	4
HAR 102	Forestry Skills	4
HAR 103	Hydraulics	3
HAR 104	Environmental & Government Guidelines & Laws	5
HAR 105	Heavy Equipment Operation	4
HAR 106	Equipment & Harvesting Planning	4
HAR 107	Business Skills	5
HAR 108	Timber Harvesting OBI	5

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.

PROGRAM INFORMATION

Length:	Approximately 5 quarters
Total Credit Hours:	75
Education Requirements:	High School Diploma or GED
Entrance Dates:	Quarterly

GENERAL EDUCATION COURSE REQUIREMENTS (CORE)

MAT 1012	Foundations of Mathematics	5
ENG 1010	Fundamentals of English I	5
EMP 1000	Interper. Rel. & Prof. Dev.	3

OCCUPATIONAL COURSE REQUIREMENTS

SCT 100	Introduction to Microcomputers	3
WLD 100	Introduction to welding Technology	6
	OR	
WLD 100A	Introduction to welding Technology A	3
WLD 100B	Introduction to welding Technology B	3
	AND	
WLD 101	Oxyfuel Cutting	4
WLD 103	Blueprint Reading I	3
WLD 104	Shielded Metal Arc welding I	6
WLD 105	Shielded Metal Arc welding II	6
WLD 106	Shielded Metal Arc welding III	6
WLD 107	Shielded Metal Arc welding IV	6
WLD 108	Blueprint Reading II	3
WLD 109	Gas Metal Arc welding	6
	OR	
WLD 109A	Gas Metal Arc welding A	3
WLD 109B	Gas Metal Arc welding B	3
	AND	
WLD 110	Gas Tungsten Arc welding	4
WLD 112	Preparation for Industrial Qualification	4
WLD 160	Welding & Joining Technology Half-time Internship	5
	OR	
WLD 150	Advanced Gas Tungsten Arc Welding	5
WLD 153	Flux Cored Arc Welding	5

Flat Shielded Metal Arc Welder

Technical Certificate of Credit

The Flat Shielded Metal Arc Welder Certificate provides the student with the basic knowl-

edge and skills needed to obtain employment as a Shielded Metal Arc Welder. The certificate emphasizes oxyfuel cutting, blueprint reading and shielded metal arc welding.

PROGRAM INFORMATION

Length: Approximately 2 quarters
 Total Credit Hours: 16
 Education Requirements:
 Entrance Dates: Quarterly

CERTIFICATE COURSES

WLD 100	Introduction to Welding Technology	6
	OR	
WLD 100A	Introduction to Welding Technology I	3
WLD 100B	Introduction to Welding Technology II	3
	AND	
WLD 101	Oxyfuel Cutting	4
WLD 104	Shielded Metal Arc Welding I	6

Flux Cored Arc Welder

Technical Certificate of Credit

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

PROGRAM INFORMATION

Length: Approximately 2 quarters
 Total Credit Hours: 18
 Education Requirements:
 Entrance Dates: Quarterly

CERTIFICATE COURSES

WLD 100	Introduction to Welding Technology	6
	OR	
WLD 100A	Introduction to Welding Technology I	3
WLD 100B	Introduction to Welding Technology II	3
	AND	
WLD 101	Oxyfuel Cutting	4
WLD 103	Blueprint Reading I	3
WLD 153	Flux-Cored Arc Welding	5

Gas Metal Arc Welder

Technical Certificate of Credit

The Gas Metal Arc Welder 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.

PROGRAM INFORMATION

Technical and Industrial Programs

Length:	Approximately 2 quarters
Total Credit Hours:	19
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

WLD 100	Introduction to Welding Technology OR	6
WLD 100A	Introduction to Welding Technology I	3
WLD 100B	Introduction to Welding Technology II AND	3
WLD 101	Oxyfuel Cutting	4
WLD 109	Gas Metal Arc Welding OR	6
WLD 109A	Gas Metal Arc Welding	3
WLD 109B	Gas Metal Arc Welding AND	3
XXX xxx	Program Electives	3

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.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	17
Education Requirements:	
Entrance Dates:	Quarterly

CERTIFICATE COURSES

WLD 100	Introduction to Welding Technology OR	6
WLD 100A	Introduction to Welding Technology I	3
WLD 100B	Introduction to Welding Technology II AND	3
WLD 101	Oxyfuel Cutting	4
WLD 110	Gas Tungsten Arc Welding	4
XXX xxx	Program Electives	3

Overhead Shielded Metal Arc Welder

Technical Certificate of Credit

The Overhead Shielded Metal Arc Welder Certificate is a 2 quarter program. The certificate provides the student with basic knowledge and skills to obtain employment as an Overhead Shielded Metal Arc Welder. The certificate emphasizes horizontal, vertical, and overhead welding techniques. Completion of the Flat Shielded Metal Arc Welder Certificate is required before

beginning this certificate.

PROGRAM INFORMATION

Length:	Approximately 2 quarters
Total Credit Hours:	18
Education Requirements:	Flat Shielded Metal Arc Welder
Entrance Dates:	Quarterly

CERTIFICATE COURSES

WLD 105	Shielded Metal Arc Welding II	6
WLD 106	Shielded Metal Arc Welding III	6
WLD 107	Shielded Metal Arc Welding IV	6

Course Descriptions



ACC 1101 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 1102 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, partnerships and sales tax returns. Laboratory work demonstrates theory presented in class.

ACC 1103 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 1104 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 1106 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 concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.

ACC 1151 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 1152 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 2167 Accounting Internship I

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 2168 Accounting Internship II

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.

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, refriger-

ant recovery, recycling, reclamation, evacuation, charging, and safety.

ACT 102 Refrigeration Systems Components Provides the student with the skills and knowledge to install, test and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 Electrical Fundamentals Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

ACT 104 Electric Motors Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

ACT 105 Electrical Components Provides instruction in identifying, installing, and testing commonly used electrical components in 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 proce-

dures, 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 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; monitoring 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 1100 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 1130 Document Processing Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: database concepts structuring databases, entering data, organizing data, and managing databases.

BUS 1150 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 1240 Office Procedures Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment,

workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

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 1140 Word Processing Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

BUS 2210 Applied Office Procedures This course focuses on applying knowledge and skills learned in all prior COURSES taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUS 1120 Business Document Proofreading and Editing Emphasizes proper proofreading and editing as applied to business documents. Topics include: applying proofreading techniques and proofreader's marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUS 1170 Electronic Communication Applications Provides an overview of electronic communications as used in an office setting. Topics include: email fundamentals and management, using the Internet, system user security, and wireless/mobile computing and emerging technologies.

BUS 1160 Desktop Publishing Emphasizes intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include: DTP concepts, operation of DTP software, publication page layout, basic graphic design, and practical applications.

BUS 157 Electronic Calculators Develops skill in the use of electronic calcula-

Course Descriptions

tors 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 2110 Advanced Word Processing

Course provides instruction in advanced word processing. Topics include: advanced features of formatting and organizing content, advanced features of collaborating on documents and customizing word processing software.

BUS 2120 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 concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.

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 2150 Presentation Applications

This course provides a study of creating, modifying and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation.

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 utili-

ties, 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 113 COBOL I

Provides a study of the COBOL programming language to solve business applications. Topics include: divisions, input/output operations, arithmetic operations, sequence verbs, conditional control, editing input, and single level control breaks.

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 edit-

ing, 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 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 250 Introduction to RPG Programming

Introduces programming business applications using the RPG programming language. Topics include: Introduction to RPG programming, input and output processing, arithmetic operations, edit codes/words, selection operations, control breaks, multiple control breaks, do loops, exception output, external files - physical and logical, and sequential file access methods.

CIS 252 Introduction to JAVA Programming

Course designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Continue to develop student's programming logic skills. Topics include: understand object oriented design terminology and impact on JAVA development, creation of simple JAVA programs using JDK and Notepad, ability to use JAVA data types, define JAVA variables,

ability to develop programs using control structures, ability to create output for JAVA programs, ability to create new JAVA classes, ability to import JAVA classes, ability to debug basic JAVA programs, and ability to use the JAVA AWT toolkit.

CIS 255 Introduction to "C" Programming

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

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 Comprehensive 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 manage 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 (WANt), 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 WANt and Routing Provides instruction on performing basic router configuration and troubleshooting.

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 mannequins.

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 con-

Course Descriptions

sultations/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.

COS 201 Theory of Instruction

Introduces the fundamental theory and practices of the cosmetology instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Cosmetology. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, and various career opportunities.

COS 202 Cosmetology Record Keeping Introduces the basic record keeping concepts in cosmetology and related areas. Topics include: attendance, grades, student service and theory hours, basic record keeping, and effective use of an advisory committee.

COS 203 Salon Management

Emphasizes the steps involved in the operation of a barbering program. Topics include: identify entry-level practitioners in hair, skin and nails, teaching effective communication skills, inventory, net working, and portfolio design.

COS 204 Principles Of Teaching

Provides knowledge and application on the principles of teaching. Topics include: educator to learner relationships, effective and reflective listening skills, emotional influences and needs of today's learner, destructive versus constructive tactics, learner motivation, and cultivating positive relationships.

COS 205 Lessons Plans Emphasizes the steps in involved in the development of a great lesson plan. Topics include: development of curriculum, effective use of advisory committee, instructional outcomes, list the values of the components of a lesson plan, using visual aids, guidelines for using print materials and audio visuals in a lesson plan.

COS 206 Classroom Management

Emphasizes will be placed on teaching skills, classroom management, and dynamic clinic teaching. Topics include: managing learner behavior, managing difficult learners, classroom arrangements, role of the clinic environment, and basic principles of academic advising and counseling.

COS 207 Lecturing Identify the characteristics of the different learner types and teaching methods. Topics include: challenges for all learner styles, timed lecturing, preparing for a lecture method of teaching.

COS 208 Testing Emphasizes will be placed on measuring the knowledge by learners. Topics include: purpose of testing, academic policy, developing rubrics, special learner needs, and developing a multiple-category grading system.

COS 209 Practicum I Provides experience necessary for professional development

Course Descriptions

and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainee's display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas: 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.

COS 210 Practicum II Provides a continuation on the COS 209 Practicum I experience necessary for professional development and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainee's display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas: 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.

COS 211 Practicum III Provides a continuation on the COS 210 Practicum II experience necessary for professional development and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainee's display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas: 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.

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 homicide 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 policy-making 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 for 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.

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, intra-oral 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

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 125 Professionalism through CDA

Certificate Preparation Provides training in professionalism through Child Development Associate Credentialing Certificate preparation in the following areas: applying for the Child Development Associate Credential through Direct Assessment; professional resource file development; and, strategies to establish positive and productive relationships with families.

ECE 126 CDA Certificate Assessment

Preparation Provides opportunities to demonstrate and obtain documentation of student competency. Topics include: Professional resource file completion; parent opinion questionnaires; formal observation; oral interview; and written assessment.

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), phys-

Course Descriptions

ical 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 family 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, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation

ECE 224 Early Childhood Care and Education Internship Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are 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 1101 Principles of Economics Provides a description and analysis of economic operations in contemporary society. Emphasis is placed 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; fluctuations in production, employment, and income; and United States economy in perspective.

ELT 100 Electrical Worker Introduces work hazards present during the construction

of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tools on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

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.

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

Course Descriptions

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 access, 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 1000 Interpersonal Relations and Professional Development This course 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 and communication; 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 sys-

tem/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 pharma-

Course Descriptions

cology 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 1010 Fundamentals of English I Emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing; applied grammar and writing skills; editing and proof-

reading skills; research skills; and oral communication skills. Homework assignments reinforce classroom learning.

ENG 1012 Fundamentals of English II Provides knowledge and application of written and oral communications found in the workplace. Topics include: writing fundamentals and speaking fundamentals.

ENG 1101 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. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENG 1102 Literature and Composition Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include: reading and analysis of fiction, poetry, and drama; research; and writing about literature.

ENG 2130 American Literature A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Emphasized American literature as a reflection of culture and ideas. Topics include: literature and culture; essential themes and ideas; literature and history; research skills; and oral presentation skills.

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 Provides the basis for a fundamental understanding of habitat needs of selected species, identifies species from physical characteristics,

identifies the biological processes that are related to reproduction and survival of species and the roles that these species play in the environment. Topics include: identification of game and non-game species and identification of habitat carrying capacity.

FGM 102 Nuisance Wildlife Management Provides the knowledge and techniques to successfully control damage from nuisance wildlife. Topics include: identification of nuisance animals and signs, preventative techniques, lethal and live trapping, laws and regulations governing animal control, and ethics involved in animal control.

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 understanding 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 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 Surveying 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.

Course Descriptions

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

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

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

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

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 1101 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.

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

Furtheres 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 Medical Insurance Management Emphasizes essential skills required for the typical medical office. Topics include: Managed care and reimbursement coding.

MAS 111 Administrative 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 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 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

Course Descriptions

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 factoring.

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 1012 Foundations of Mathematics Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include: fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MAT 1013 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 1015 Geometry and Trigonometry Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes: geometric concepts and trigonometric concepts.

MAT 1111 College Algebra This course

emphasizes techniques of problem solving using algebraic concepts. Topics include: fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry.

MAT 1112 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 1113 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.

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 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

Course Descriptions

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 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 117 Small Business Management Introduces the essentials of starting, manag-

ing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small 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 main-

tenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

NPT 215 Nursing Leadership Practicum Builds on the concepts presented in prior nursing COURSES and develops the skills necessary for successful performance in the job market. Topics include 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

Course Descriptions

care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NSG 212 Pediatric Nursing Focuses on health management and maintenance and the prevention of illness, care of the 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 110 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.

PHY 111 Mechanics Introduces the classical theories of mechanics. Topics include: measurements and systems of units; Newton's laws; work, energy, and power; impulse and momentum; one- and two-dimensional motion; and mechanical equilibrium. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

PSY 1010 Basic Psychology This course 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; life span development; and abnormal psychology.

PSY 1101 Introduction to Psychology This course emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, 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 computa-

tion, 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, structure 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 1101 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; social change; and marriage and family.

SPC 1101 Public Speaking Introduces the fundamentals of oral communication. Topics include: selection and organization of materials; preparation and delivery of individual and group presentations; analysis of ideas presented by others; and professionalism.

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 electri-

cal 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

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 Jean Scott Technical Assistance Coordinator
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 Dean Sumner Director of Information Systems
 Hutch Ledford Technical Support Specialist

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 Beth Hendrix Practical Nursing
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 Kathy Holt Practical Nursing
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 Shannon Veal Practical Nursing
 Rafe Waters Paramedic Technology
 Stephanie Waters Program Assistant

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 David Olander Computer Information Systems
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 Sonya Wilson Mathematics

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Rodney KellumForest Technology
Jill LehmanFish and Game Management
Barry McDonaldWelding and Joining Technology
Bobby McMillanAutomotive Technology
John ThriftFish and Game Management/Forest Technolgoy

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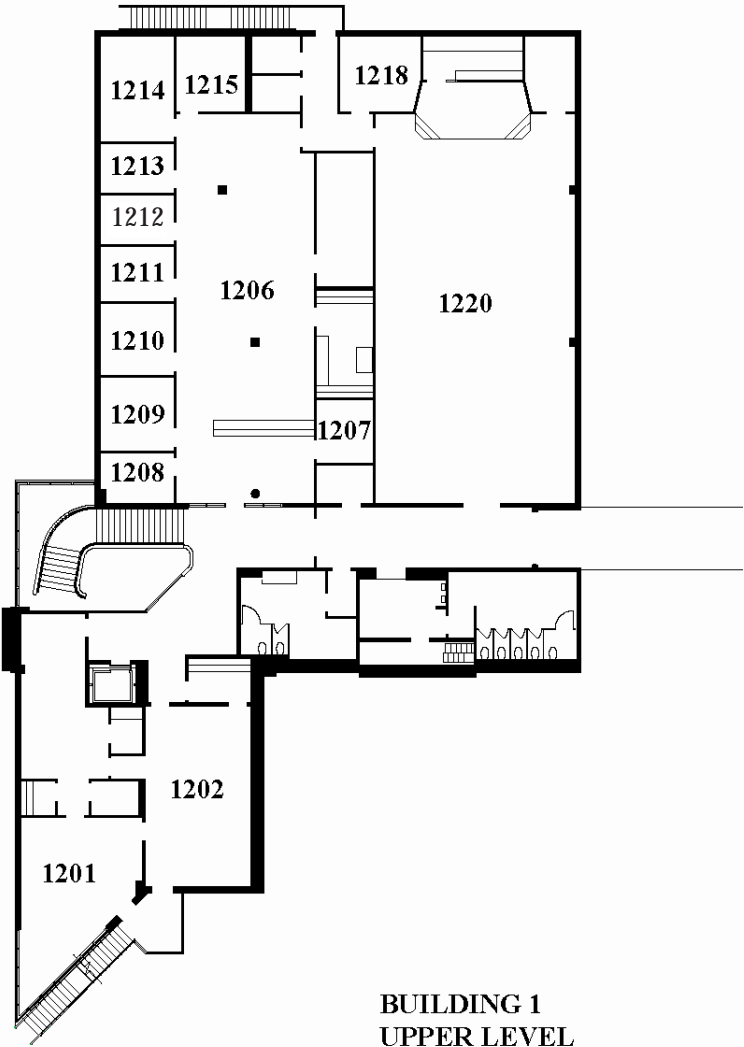
A.A.S., Medical Assisting
Swainsboro Technical College
Diploma, Medical Assisting
Swainsboro Technical College

Building Diagrams



Building 1 - Upper Level

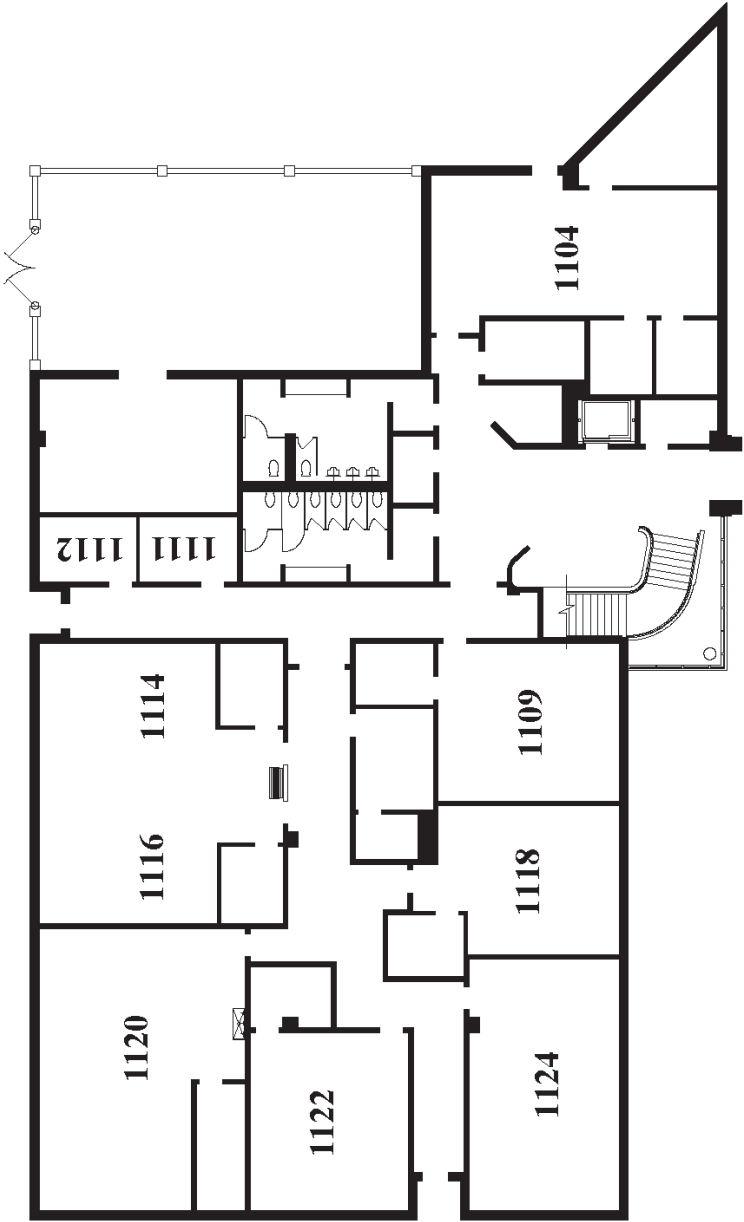
President	1201
Conference Room	1202
Student Affairs	1206
COMPASS Testing Lab	1207
Admissions Coordinator	1208
Director of Admissions/Registrar	1209
Director of Financial Aid	1210
Financial Aid Technician	1211
Career Services Coordinator	1212
High School Initiatives Coordinator	1213
Vice President for Student Affairs	1214
Director of Institutional Research and Planning	1215
Vice President for Institutional Effectiveness	1218
Auditorium	1220



**BUILDING 1
UPPER LEVEL**

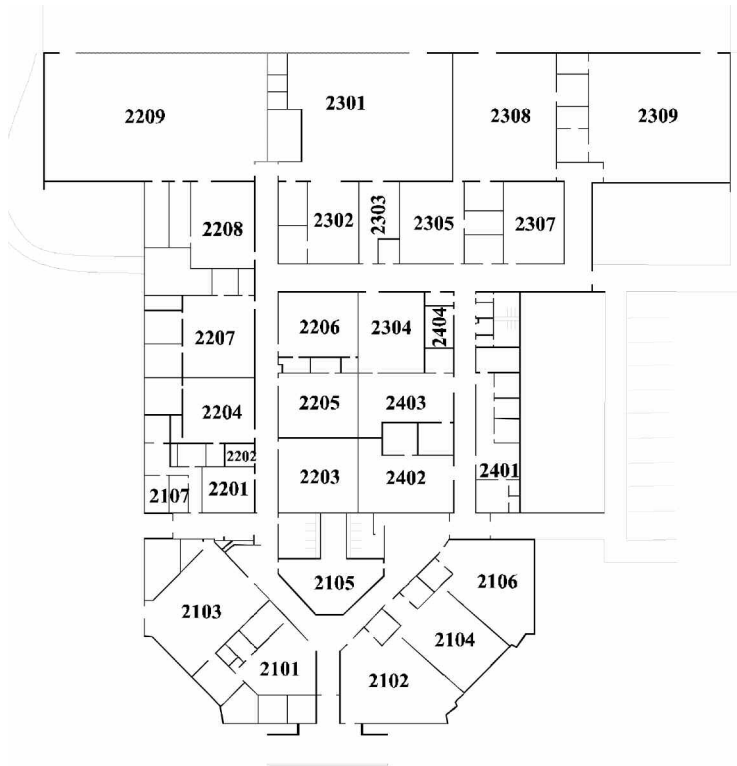
Building 1 - Lower Level

Medical Assisting Classroom	1104
Health Occupations Classroom	1109
Health Occupations Office	1111
Health Occupations Office	1112
Health Occupations Classroom	1114
Health Occupations Classroom	1116
EMT/Paramedic Classroom	1118
Health Occupations Classroom/Lab	1120
Health Occupations Classroom	1122
Health Occupations Classroom	1124



**BUILDING 1
LOWER LEVEL**

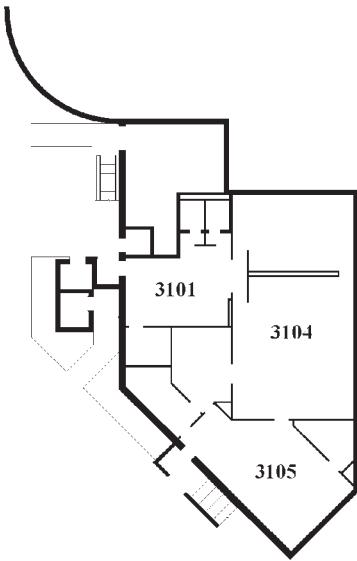
Building 2



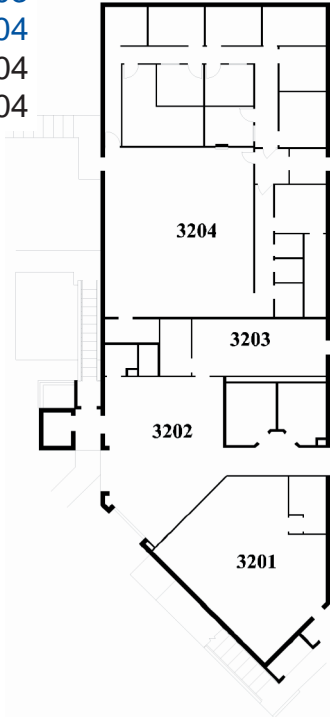
Academic Affairs Office	2101	Automotive Lab	2209
Business Administrative Tech Classroom	2102	Library	2301, 2302
CIS Classroom	2103	Conference Room	2303
Business Administrative Tech Classroom	2104	General Classroom	2304
Assessment/Career Center	2105	Air Conditioning Technology Classroom	2305
Accounting Classroom	2106	Instructor Office	2306
Instructor Offices	2107	Cisco Lab	2307
Dean of Instruction Office	2201	Air Conditioning Technology Lab	2308
Special Populations Coordinator	2202	Electrical Construction Classroom	2309
English Classroom	2203	Dir Institutional Adv/PR/MKT	2401
Dental Assisting Classroom	2204	Instructor Offices	2401
Learning Support Lab	2205	Adult Education Classroom	2402
Math Classroom	2206	Adult Education Classroom	2403
Criminal Justice Classroom	2207	Instructor Office	2404
Automotive Technology Classroom	2208		

Building 3 - Upper Level

Bookstore3201
Student Center3202
Canteen Area3203
Administrative Services3204
Multipurpose Room3204
Dir of Facilities/Security3204



BUILDING 3
LOWER LEVEL

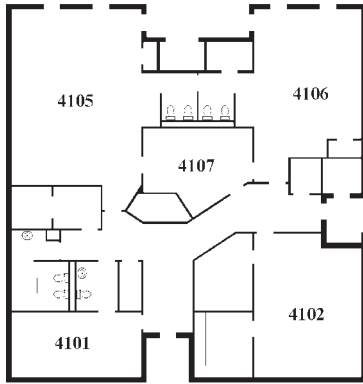


UPPER LEVEL

Building 3 - Lower Level

Cosmetology

Reception Area3101
Lab3104
Classroom3105



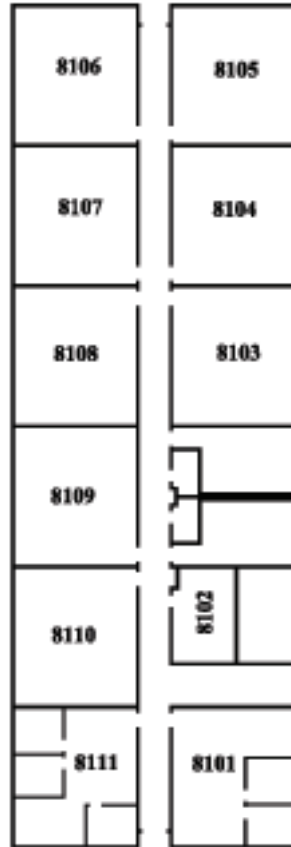
BUILDING 4

Building 4

One-Year-Old Lab	.4101
Classroom Area	.4102
Preschool Lab	.4105
Toddler Lab	.4106
Kitchen	.4107

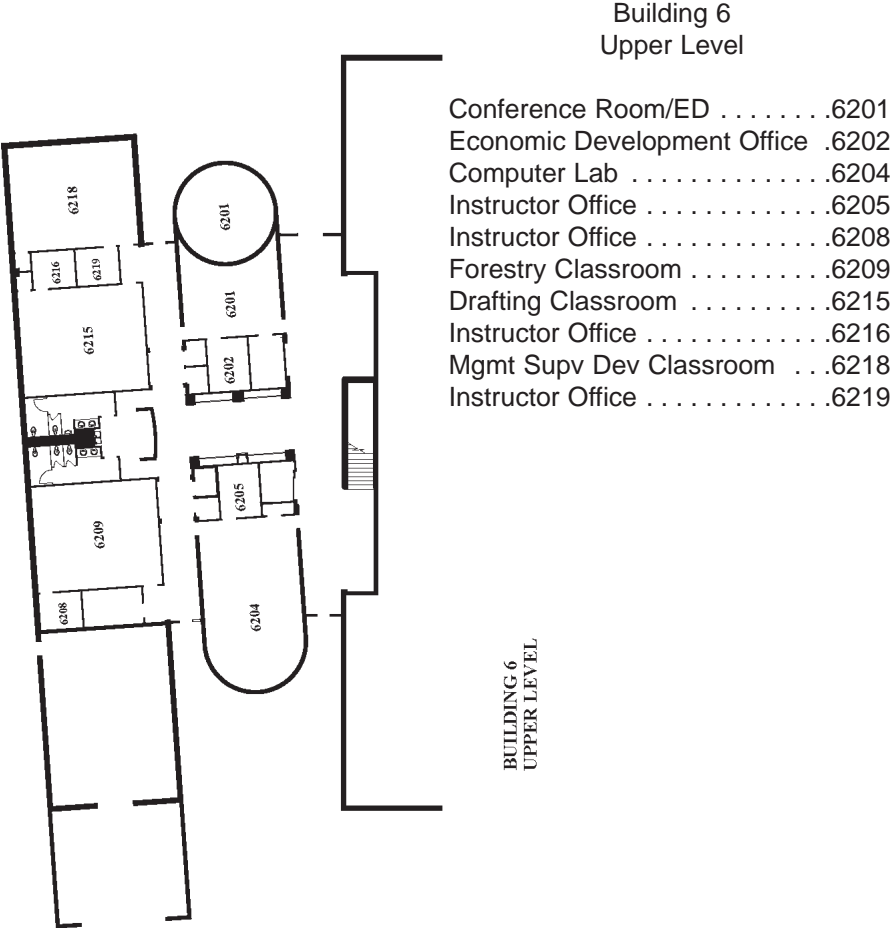
Building 8

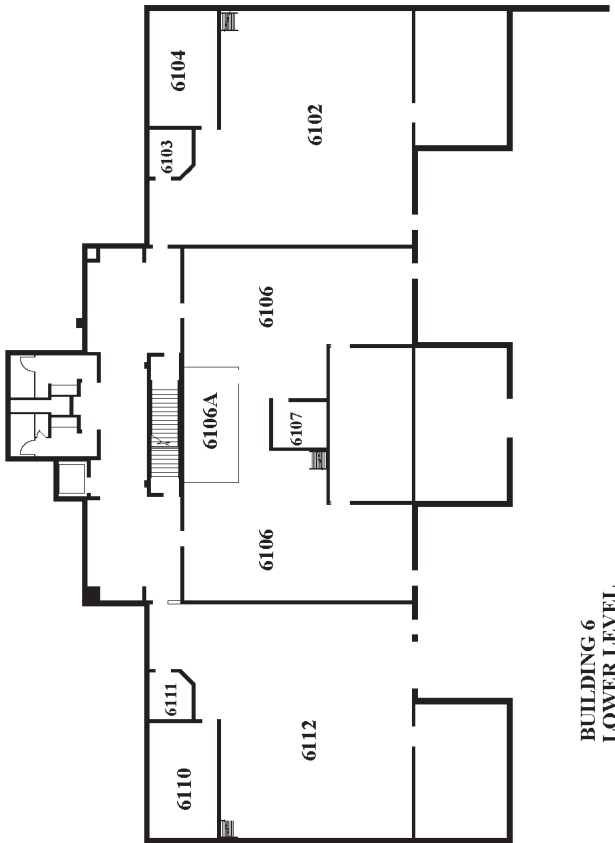
CCR&R Admin Offices	.8101
Vacant	.8102
Break Area	.8103
WIA/Instructor Office	.8104
Classroom	.8105, 8107, 8108
Storage	.8106
CCR&R Lending Library	.8109
Conference Room	.8110
CCR&R Offices	.8111



BUILDING 8

Building 6 Upper Level



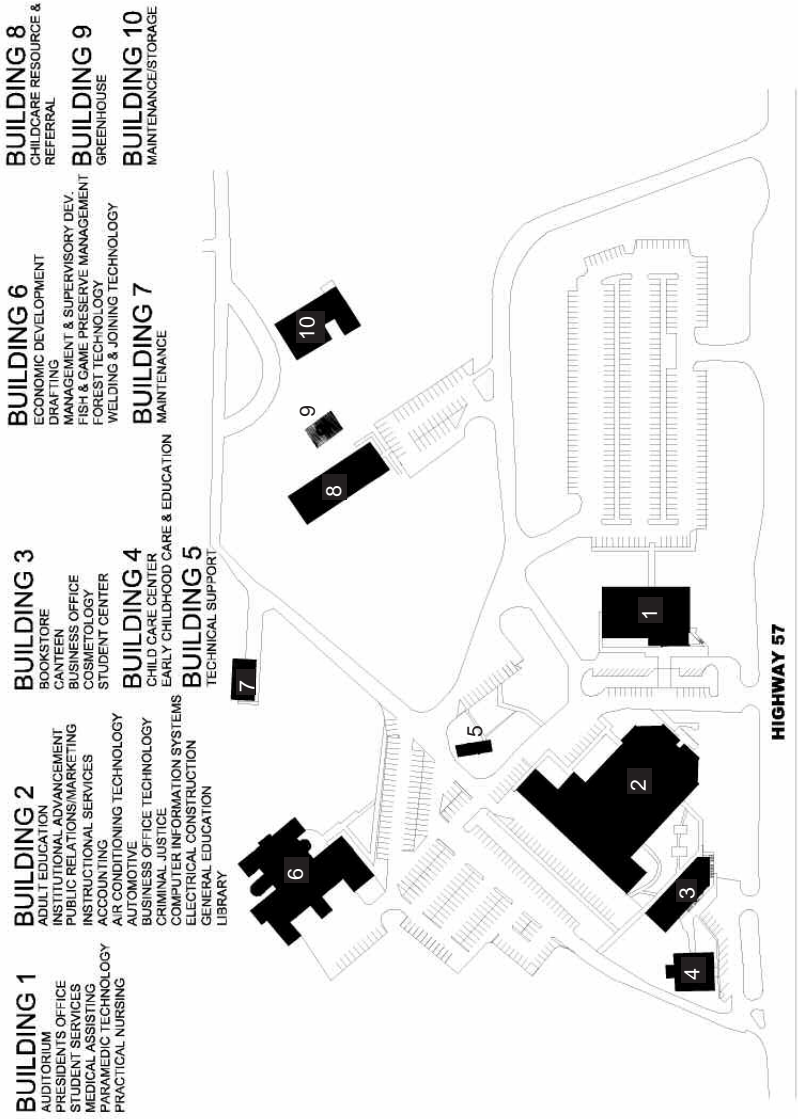


BUILDING 6
LOWER LEVEL

Building 6 Lower Level

Flex Lab6102
Instructor Office6103
Flex Lab Classroom6104
Welding Lab/Flex Lab6106
Instructor Office6107
Fish and Game Classroom6110
Instructor Office6111
Fish and Game/Forestry Lab6112

Swainsboro Technical College Campus Map



A		Book Vouchers	34
Ability-to-Benefit	22, 36	Building Diagrams	207
Academic Appeals	86	Bulletin Board Policy	77
Academic Competitiveness Grant	35	Business Office Technology	113
Accounting	110	C	
Accreditations	4	CAD Operator - Architectural	146
ACG	35	Calender	10
ADA/504 Coordinator	3	Campus Crime Report	77
Administrative Office Technology	112	Campus Map	217
Admission	15	Career Services	96
Ability to Benefit	22	Cellular Phones	76
Application Fee	59	Certified Manufacturing Specialist	152
Entrance Requirements	18	Change of Program	25
Learning Support Admission	21	Child Care	82
Policy	16	Child Care Assisting	134
Practical Nursing	22	Child Development Associate	135
Procedure	16	Cisco Specialist	120
Provisional Admission	21	Civil Drafting Specialist	145
Regular Admission	21	Closing	74
Special Student Admissions	21	Clubs	94
Transfer Students	22	Commercial Wiring	149
Transient	22	Complaint	86
Adult Education	27	Computer Aided Drafting Specialist	145
Application	29	Computer and Network Usage Policy	79
Eligibility for Enrollment	28	Computer Support Specialist	115
Adv. CAD Technician - Architectural	147	Continuing Education	78
Advanced Computer Specialist	119	Cosmetology	126
Advanced Placement	44	Cosmetology Instructor	126
Air Conditioning Repair Specialist	138	Counseling	79
Air Conditioning Technology	138	Course Descriptions	163
Alcohol and Drug Abuse Policy	72	Credit by Examination	45
Appeals	85	Crime Report	77
Academic	86	Criminal Justice Technology	129
Attendance	86	D	
Equal Opportunity Complaint	88	Dental Assisting	100
Financial Aid	38	Directory, Faculty and Staff	200
Grade	86	Disability Services	97
Harassment	90	Discipline	71
Student Records	53	Dismissal	71
Assessment	23	Double majors	25
Attendance	83	Drafting Aide	146
Auditing	50	Drafting Technology	143
Auto. Trans./Transaxle Technician	141	Dual/Joint Enrollment	26
Automotive Climate Control Tech.	142	E	
Automotive Fundamentals	141	EAGLE	95
Automotive Technology	140	Early Childhood Care and Education	132
B		Early Childhood Program Ad.	135
Basic Computer Specialist	119	Electrical Const. and Maintenance	148
Basic Technical Support Specialist	120	Electrical Contracting Technician	150

Electrical Systems Assistant	150	Housing	26
Electronic Devices	76	I	
Emergency	74	Imaging Science Services Assistant ..	101
Emergency Medical Tech. - Inter.	106	Industrial Electrical Technology	148
Enrollment Verification	52	Intermediate Computer Specialist	121
Equal Opportunity Complaint or Appeal	88	IP	44
F		L	
Faculty and Staff Directory	200	Law Enforcement Inv. Assistant	131
Faculty Credentials	203	Library	97
Family Child Care Provider	136	M	
Fees	57	Management and Supervisory Devel. ..	122
Accident Insurance	59	Medical Administrative Technician	102
Application	59	Medical Assisting	109
Auditing Class	59	Medical Emergency Treatment	75
Books	59	Merit List	43
Liability Insurance	59	Microsoft Word Application Professional ..	114
Field Trips	76	N	
Financial Aid	31	Nail Technician	127
Application	36	National Voc.-Tech. Honor Society	95
Verification	37	Networking Specialist	117
Workshop	37	Non-Discrimination	2
First Aid	75	Non-Discriminatory Admissions Policy ..	16
Fish and Game Management	153	O	
Flat Shielded Metal Arc Welder	159	Organizations Policy	94
Flowers and Gifts	75	Orientation	22
Flux Cored Arc Welder	160	Overhead Shielded Metal Arc Welder ..	161
Forest Technician Assistant	158	P	
Forestry Club	95	Paramedic Technology	105
Forestry Technology	156	Parking	78
Fund Raising	77	Patient Care Assisting	108
G		Payroll Accounting Specialist	111
Gas Metal Arc Welder	160	Pell Grants	32
Gas Tungsten Arc Welder	161	Personal Services Programs	125
GED	29	Phlebotomy Technician	102
Vouchers	34	Practical Nursing	49, 107
GOAL	94	President's List	43
Grade Point Average	41	Privacy	52
Grade Reports	42	Probation	43
Grading System	40	Academic	43
Graduation	46, 47	Financial Aid	37
Application	46	R	
Honors	46	Readmission	25
Graduation Rate	46	Reassessment Policy	24
Grievances	86	Recycling	95
Guarantee	48	Refund Policy	60
H		Procedure	60
Harassment	81, 90	Registration	49
Help Desk Assistant	120	Residency	16
HOPE	32		

Residential Wiring Technician	151
S	
Satisfactory Academic Progress Policy .37	
School Closing	74
Security	76
Selective Service Registration	97
Senior Citizens	58
Sex Offender Registry	77
Shampoo Technician	128
SkillsUSA	95
Smoking/Tobacco Usage	75
Software Policy	79
Springfest	94
Student Center	78
Student Conduct	63
Student Leadership Council	94
Student Records	53
Substance Abuse Policy	72
Treatment	74
Substitution	48
Suspension	43
Academic	43
Financial Aid	37
T	
Table of Contents	8
Technical and Industrial Programs . . .	137
Telephone Calls	83
Timber Harvesting and Heavy Equip. . .	158
Title VI and Title IX Coordinator	3
Transcript	51
Transfer Credit	44
Transient	22, 50
Tuition	57
In-state	57
Out-of-state	58
V	
Veterans	35
Visitors	82
Vocational Rehabilitation	36
Voter Registration	97
W	
Weapons	77
Welding and Joining Technology	159
Wildlife Management Assistant	155
Withdraw	51
Policy	51
Procedure	51
Work Ethics	48
Work Study	35