2010-2011 Southeastern Technical College Catalog & Handbook

Introduction and General Information

Disclaimer:

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

TCSG GUARANTEE/WARRANTY STATEMENT:

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

GUARANTEE/WARRANTY

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

- The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.
- A claim against the warranty may be filed by either an employer in conjunction with the graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia licensing examination.
- The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state-governed technical college which offers the same program.

To inquire or file a claim under this warranty, instructors or employers may contact the:
Vice President of Academic Affairs
912-538-3103

Mission

Southeastern Technical College, a unit of the Technical College System of Georgia, provides an innovative, educational environment for student learning through traditional and distance education delivery methods focused on building a well-educated, globally competitive workforce for Southeastern Georgia.

The College fulfills its mission through:

- associate degree, diploma, and technical certificate of credit programs;

- adult education;
- continuing education; and
- customized training and services.

Vision

Southeastern Technical College will be recognized as an educational leader in Southeastern Georgia. The College will deliver quality, student-centered, and accessible postsecondary education and training. The College will empower students for success, cultivating innovative and economically thriving communities and enterprises.

Southeastern Technical College Values:

- Integrity, honesty, openness, mutual respect, and personal excellence.
- Continuous improvement.
- Making a difference in teaching and learning.
- A strong, visionary Administration.
- A qualified and committed Faculty and Staff.
- Community Partnerships and citizenship.
- Safe, secure, and attractive campuses and facilities.
- Time together for planning.
- Positive attitudes and teamwork.
- Accessible and affordable, quality programs and services.
- Professional Development.
- Communication.
- Fairness, equality, and diversity.
- Workforce development.
- Marketing our uniqueness for a competitive advantage.
- Technological advancement.

Vision
Southeastern Technical College will be recognized as an educational leader in Southeastern Georgia. The College will deliver quality, student-centered, and accessible postsecondary education and training. The College will empower students for success, cultivating innovative and economically thriving communities and enterprises.

STATEMENT OF NON-DISCRIMINATION
The Technical College System of Georgia and its constituent Technical Colleges do 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 Technical College System and 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. The Technical College System and Southeastern Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

ADA/Section 504 - Equity- OCR Compliance Officer
COLLEGE COORDINATOR
Dr. Barry Dotson, Vice President
Student Affairs

Office 158A Phone: 912-538-3141
bdotson@southeasterntech.edu
Title VI - Title IX - EEOC Officer
COLLEGE COORDINATOR
Denise Powell, Vice President
Administrative Services
Office 133 Phone: 912-538-3162
dpowell@southeasterntech.edu

CAMPUS CONTACT

	GLENNVILLE	**SWAINSBORO**	**VIDALIA**
ADA/504	Helen Thomas	Jan Brantley	Helen Thomas
EQUITY	Helen Thomas	Jan Brantley	Helen Thomas
OCR	Helen Thomas	Jan Brantley	Helen Thomas
EEOC	Blythe Wilcox	Blythe Wilcox	Blythe Wilcox
TITLE VI	Blythe Wilcox	Blythe Wilcox	Blythe Wilcox
TITLE IX	Blythe Wilcox	Blythe Wilcox	Blythe Wilcox

Jan Brantley, Special Needs Specialist
Building 2 Office 2202 Phone: 478-289-2274
jbrantley@southeasterntech.edu
Helen Thomas, Special Needs Specialist
Office 108 Phone: 912-538-3126
hthomas@southeasterntech.edu
Blythe Wilcox, Director of Human Resources
Office 138B Phone: 912-538-3147
bwilcox@southeasterntech.edu

CALENDAR OF EVENTS

WINTER QUARTER, 2010

Jan 5	New Student Orientation
Jan 5	Late Registration and Drop/Add
Jan 6	Quarter Begins
Jan 18	Holiday
Feb 11	Midterm
Feb 8 - 18	Advisement for Returning Students
Feb 22 - Mar 4	Advisement for New Students
Mar 18	Quarter Ends
Mar 23	Schedule Change and Open Registration

SPRING QUARTER, 2010

Mar 30	New Student Orientation
Mar 30	Late Registration and Drop/Add
Mar 31	Quarter Begins
Apr 29	Deadline to Apply for Graduation
May 5	Midterm
May 3 - 13	Advisement for Returning Students
May 17 - May 27	Advisement for New Students
May 31	Holiday
June 10	Quarter Ends

June 15	Schedule Change and Open Registration
June 15	Vidalia Spring Graduation
June 17	Swainsboro Spring Graduation

SUMMER QUARTER, 2010

July 6	New Student Orientation
July 6	Late Registration and Drop/Add
July 7	Quarter Begins
August 10	Midterm
Aug 9 - 19	Advisement for Returning Students
Aug 23 - Sep 2	Advisement for New Students
Sep 6	Holiday
Sep 16	Quarter Ends
Sep 21	Schedule Change and Open Registration

FALL QUARTER, 2010

Sep 28	New Student Orientation
Sep 28	Late Registration and Drop/Add
Sep 29	Quarter Begins
Nov 2	Midterm
Nov 1 - 11	Advisement for Returning Students
Nov 15 - Dec 2	Advisement for New Students
Nov 24 - 25	Holiday
Dec 9	Quarter Ends
Dec 14	Schedule Change and Open Registration

WINTER QUARTER, 2011

Jan 5	New Student Orientation
Jan 5	Late Registration and Drop/Add
Jan 6	Quarter Begins
Jan 17	Holiday
Feb 10	Midterm
Feb 14 - 17	Advisement for Returning Students
Feb 21 - Mar 3	Advisement for New Students
Mar 17	Quarter Ends
Mar 22	Schedule Change and Open Registration

SPRING QUARTER, 2011

Mar 29	New Student Orientation
Mar 29	Late Registration and Drop/Add
Mar 30	Quarter Begins
Apr 29	Deadline to Apply for Graduation
May 3	Midterm
May 2 - 12	Advisement for Returning Students
May 16 - 26	Advisement for New Students
May 30	Holiday
June 8	Quarter Ends

June 13	Schedule Change and Open Registration
June 14	Vidalia Spring Graduation
June 16	Swainsboro Spring Graduation

SUMMER QUARTER, 2011

July 5	New Student Orientation
July 5	Late Registration and Drop/Add
July 6	Quarter Begins
July 22	Midterm
July 25 - 9	Advisement for Returning Students
Aug 1 - 5	Advisement for New Students
Aug 9	Quarter Ends
Aug 17	Schedule Change and Open Registration

ACADEMIC YEAR

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

QUARTERLY SCHEDULES

A listing of the classes to be taught each quarter, including the days and times, is published prior to the beginning of each quarter. Quarterly class schedules are available online at www.southeasterntech.edu. Schedules are available prior to returning student registration. Any questions concerning schedules should be addressed to the student's advisor or the Academic Affairs Office.

STUDENT RESPONSIBILITY

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

EMERGENCY CLOSING OF THE INSTITUTION

The President, or designee, may alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel. Should the school be forced to close due to inclement weather or other circumstances, the following radio and television stations will be contacted. Students, faculty, and staff are to listen to the radio and television stations listed for updates/decisions regarding announcement of closure: WTNL (Reidsville); WYUM (Vidalia); WTCQ (Vidalia); WVOP (Vidalia); WBBT (Lyons); WTOC (Savannah â€" TV Channel 11); Northland Cable (TV Channel 13); TV 46 (Cable Channel 19, Non-Cable Channel 46); WJBF-Channel 6 (Augusta); WQZY (Dublin); WMAZ-Channel 13 (Macon); WJAT & WXRS (Swainsboro); WHCG & WBMZ (Metter); WPEH (Louisville); WHKN (Millen/Statesboro).

ACCREDITATION/CERTIFICATION/LICENSURE/APPROVAL

- Southeastern Technical College is a unit of the Technical College System of Georgia. http://www.tcsg.edu/
- Southeastern 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, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southeastern Technical College. www.sacscoc.org. *Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Southeastern Technical College and not to the Commission's office. Please direct all questions to: Southeastern Technical College, 3001 E. First Street, Vidalia, GA 30474, 912.538.3100, Fax 912-538-3156.*
- The Practical Nursing program is approved by the Board of Examiners of Licensed Practical Nurses for the State of Georgia, 237 Coliseum Drive, Macon, GA 31217-3858, (478) 207-2440. http://sos.georgia.gov/plb/lpn/

- The Certified Nurse Aide program is approved by the Georgia Health Partnership, 1455 Lincoln Parkway East, Suite 750, Atlanta, Georgia 30346-2200. Phone number is 678-527-3010 or 800-414-4358.
- The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. 727/210-2350
- The Early Childhood Care and Education Paraprofessional Training program is approved by the Georgia Professional Standards Commission, Two Peachtree Street, Suite 6000, Atlanta, GA 30303, (800) 869-7775. http://www.gapsc.com/
- The Child Care Center on the Swainsboro campus is recognized as a Center of Distinction by the Georgia Department of Early Care and Learning. https://www.decal.ga.gov/
- Southeastern Technical College is a Certified Cisco Network Academy. http://www.cisco.com/web/learning/netacad/index.html
- Southeastern Technical College is a Microsoft IT Academy. The IT Academy provides tools to train students on Microsoft technologies, help them succeed in school, and prepare them for the global economy. The program includes access to a variety of curricula and certifications, software licenses, and a range of instruction from computer basics to high-level programming and architecture. http://www.microsoft.com/education/msitacademy/default.mspx
- Emergency Medical Technician graduates are eligible to sit for the National Registry Intermediate Exam, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484. www.nremt.org
- Advanced Emergency Medical Technician (AEMT) graduates are eligible to sit for the National Registry AEMT Exam, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484. www.nremt.org
- EMS Professions graduates are eligible to sit for the National Registry Advanced Emergency Medical Technician (AEMT) Exam, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484. www.nremt.org
- Paramedic Technology Paramedicine program graduates are eligible to sit for the Paramedic Exam of the National Registry of Emergency Medical Technicians (NREMT), Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484. www.nremt.org
- The Technical College System of Georgia's Cosmetology curriculum is approved by the Georgia State Board of Cosmetology, http://sos.georgia.gov/plb/cosmetology/. Graduates are eligible to take the Master Cosmetologist Licensure Exam.
- The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) (www.arcst.org). Graduates are eligible to take the National Certification Exam from the National Board for Surgical Technologist and Surgical Assistants (NBSTSA)
CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-1300. www.caahep.org
ARC-ST - www.arcst.org
- The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org. Graduates are eligible to take the National Registry Examination sponsored by the American Registry of Radiologic Technologists.
- The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018-5119, (773) 714-8880. http://www.naacls.org
- The Pharmacy Technology program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000, www.ashp.org. Graduates are eligible to take the National Pharmacy Technician Certification Exam.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation (CODA) - American Dental Association (ADA). The Commission is a specialized accrediting body

recognized by the Unites States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. http://www.ada.org/prof/ed/accred/commission/index.asp

Graduates are eligible to take the ADA National Board Dental Hygiene Examination and the CRDTS National Dental Hygiene Examination.

- In addition, Southeastern Technical College is a member of the following organizations:
    - The American Association of Collegiate Registrars and Admissions Officers
    - The American Association of Community Colleges
    - The National Association of College and University Business Officers
    - The National Council on Student Development
    - The Council for Higher Education Accreditation

Admissions

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For additional information see our Admissions Web Page.

GENERAL POLICY

The admissions policy and procedures of the State Board of the Technical College System of Georgia and Southeastern Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admission to Southeastern Tech are nondiscriminatory to any eligible applicant regardless of 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).

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

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

ADMISSION PROCEDURES

1. Submit a completed application and the $20.00 application fee;
2. Submit an official copy of your high school *transcript or GED scores to the Admissions Office. (Transcript request forms are available in the Admissions Office.)
   *In order to be accepted by a 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 Colleges (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, South Carolina Independent School Association, Texas Private School Accreditation Commission and the Distance Education Training Council, or from a public school regulated by a school system and state department of education.

3. Submit an official copy of all postsecondary transcripts to the Admissions Office. (Transcript request forms are available in the Admissions Office.);
4. Take the ASSET (paper and pencil, timed) or Compass (computerized, untimed) placement test. Official transcripts from a regionally accredited postsecondary institution documenting successful completion (a grade of "C" or better) in equivalent, program-level English and Math courses may be submitted in lieu of taking the placement test. Reasonable accommodations are made during testing for those who need them. (Please notify the Special Needs Specialist to schedule a test date.);
5. Applicants are processed and the names of applicants are placed on a list of programs on a first-come, first-served priority, except in competitive admission programs. Because of the increasing demand for technical training, the chances of being accepted in the desired program are better if a student applies early. Students are notified by mail of their acceptance into a program.

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

ENTRANCE REQUIREMENTS

Students applying for admission to the college must be 16 years of age or older; the age requirement may be higher for some programs. See admission criteria within each program.

A high school diploma or GED is required as a prerequisite for admission to the following degree, diploma, and certificate programs. Exceptions to this would be: Prospective students who have successfully completed (C or better) a minimum of 30 semester hours or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

Associate of Applied Science

--Degrees--

- Accounting
- Business Administrative Technology
- C.I.S. Internet Specialist/Web Site Design (Vidalia Campus)
- C.I.S. Computer Support Specialist
- C.I.S. Networking Specialist
- Clinical Laboratory Technology (Vidalia Campus)
- Criminal Justice Technology
- Dental Hygiene (Vidalia Campus)
- Early Childhood Care and Education
- Electronics Technology (Vidalia Campus)
- Forest Technology (Swainsboro Campus)
- Management and Supervisory Development
- Marketing Management (Vidalia Campus)

--Diplomas--

- Accounting
- Business Administrative Technology
- C.I.S. Internet Specialist/Web Site Design (Vidalia Campus)
- C.I.S. Computer Support Specialist
- C.I.S. Networking Specialist
- Criminal Justice Technology
- Early Childhood Care and Education
- Electronics Fundamentals (Vidalia Campus)
- Electronics Technology (Vidalia Campus)
- Fish and Game Management (Swainsboro Campus)
- Forest Technology (Swainsboro Campus)
- Industrial Electrical Technology
- Management and Supervisory Development
- Marketing Management (Vidalia Campus)
- Medical Assisting
- Paramedic Technology (Vidalia Campus)
- Pharmacy Technology (Vidalia Campus)
- Practical Nursing
- Radiologic Technology (Vidalia Campus)
- Surgical Technology (Vidalia Campus)
- Welding and Joining Technology

--Technical Certificates of Credit--

- Administrative Support Assistant
- Child Development Associate I(Swainsboro Campus)
- Cisco Network Specialist
- Commercial Wiring (Swainsboro Campus)
- CompTIA A+ Certified Preparation (Vidalia Campus)
- Computer Aided Drafting Specialist (Swainsboro Campus)
- Early Childhood Program Administration (Swainsboro Campus)
- Electrical Contracting Technician (Swainsboro Campus)
- Electrical Systems Assistant (Swainsboro Campus)
- Emergency Medical Technician, Intermediate (Vidalia Campus)
- Family Child Care Provider (Swainsboro Campus)
- General Office Assistant
- Health Care Assistant (HCA):
    - HCA—Medical Coding (Vidalia Campus)
    - HCA—Phlebotomy
- Health Care Science (HCS):
    - Phlebotomy
- Human Resource Management Specialist (Vidalia Campus)
- Internet Specialist Web Site Designer Assistant (Vidalia Campus)
- Internet Specialist Web Site Designer (Vidalia Campus)
- Law Enforcement Technician
- Management/Leadership Specialist (Vidalia Campus)
- Medical Administrative Technician (Swainsboro Campus)
- Medical Office Assistant (Vidalia Campus)
- Microsoft Excel Application User (Swainsboro Campus)
- Microsoft Office Applications Professional
- Microsoft Word Application Professional (Swainsboro Campus)

- Network Administrator (Vidalia Campus)
- Payroll Accounting Specialist (Swainsboro Campus)
- Residential Wiring Technician
- Shampoo Technician (Swainsboro Campus)
- Small Business Management Specialist (Vidalia Campus)
- Supervisor/Manager Specialist
- Technical Communications
- Technical Management Specialist (Vidalia Campus)

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

- Air Conditioning Technology
- Cosmetology
- Electrical Construction and Maintenance

--Technical Certificates of Credit--

- Child Care Assisting (Swainsboro Campus)

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

- Certified Nurse Aide
- Commercial Truck Driving
- Flat Shielded Metal Arc Welder
- Flux Cored Arc Welder
- Forest Technician Assistant (Swainsboro Campus)
- Gas Metal Arc Welder Fabricator
- Gas Tungsten Arc Welding
- Help Desk Assistant (Swainsboro Campus)
- Overhead Shielded Metal Arc Welder (Swainsboro Campus)
- Shampoo Technician (Swainsboro Campus)
- Wildlife Management Assistant (Swainsboro Campus)

Please note, that for programs without a campus indicated, the program is offered on both the Swainsboro and Vidalia campus.

HIGH SCHOOL/DUAL ENROLLMENT

The President of Southeastern Tech has the authority to grant a waiver to the admissions requirement as it relates only to possessing a GED or high school diploma for those secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and STC. Prior to graduation, however, students enrolled in diploma, degree, and specified programs must receive a high school diploma or GED.

NON-ACCREDITED HOME STUDY/CORRESPONDENCE COURSE PROGRAMS

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.

Presidents of Technical Colleges may waive the GED/high school diploma requirement for those secondary students or those pursuing a GED who are otherwise eligible to enroll in a specific program of study.

Applicants with high school diplomas from secondary schools located outside the United States must have their transcripts evaluated by one of the following independent evaluation services: Silny & Associates or World Educational Services. Information regarding this process is available from the Designated School Official (DSO) in the Admissions Office.

Assessment Policy

1. The ability of a student to succeed in an occupational program at Southeastern Technical College is greatly determined by the math, reading, and language skills possessed by the student. Southeastern Technical College is committed to assisting each student to achieve at his or her maximum potential. It is the philosophy of this institution that students are not helped by admitting them to a program in which they do not possess the basic education skills needed to succeed. Therefore, all students applying for degree, diploma, and certificate programs must be assessed prior to acceptance to a program of study at Southeastern Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.
2. It is also the philosophy of Southeastern Technical College that assessment is far more comprehensive than the basic skills testing process. Assessment is the opportunity for and the responsibility of Southeastern Technical College to collect information about prospective students that is relevant to their educational experience. This information should be used to assist each student to experience success in his/her educational endeavor.
3. The Psychological Services Bureau Exam (PSB Exam) is required for admittance into several of the Allied Health programs. See program admission requirements for more information on the required scores for each specific program. The PSB Exam can predict an individual's readiness and capability for successful completion of the educational program designed to prepare qualified health care personnel. The examination addresses required pre-requisite and acquired educational achievements commensurate with the objectives of the preparation program. It comprises five separate tests that measure abilities, skills, knowledge and attitudes important for success in the program and career choice.
4. Southeastern Technical College utilizes the state-approved assessment instruments (ASSET and COMPASS) when assessing for program readiness. However, in lieu of COMPASS or ASSET, students may submit official entrance scores on a validated assessment instrument (such as SAT, ACT, or CPE), or Georgia High School Graduation Test in English/Language Arts provided the scores meet the college program's required minimums and they are not more than 60 months old. If a student's SAT, ACT, or Georgia High School Graduation Test in English/Language Arts scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments. Acceptable scores are as follows:

	Degree Programs	Diploma Programs
SAT – Critical Reading	480	430
SAT - Math	440	400
ACT - Verbal	21	18

ACT - Math	20	16
CPE - Reading	75	75
CPE - English	75	75
CPE â€" Math	79	75
English/Language Arts section of GA High School Graduation Test		235

Official transcripts from a regionally accredited postsecondary institution documenting successful completion (a grade of "C" or better) in equivalent, program-level English and Math courses may be submitted in lieu of taking the placement test.

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 remediation in Southeastern Technical Collegeâ€™s Assessment Center or with one of Southeastern Technical Collegeâ€™s Adult Education centers. A reassessment fee of $10 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.

ABILITY TO BENEFIT PROCEDURE

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

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

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

All ATB applicants must meet the same requirements as all other students who apply to Southeastern Technical College. After ATB students are tested, they are referred to the Admissions Office 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.

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

- Air Conditioning Technology
- Cosmetology
- Electrical Construction and Maintenance

ADMISSION OF TRANSFER STUDENTS

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

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

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

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

Cosmetology Transfer Students

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

Practical Nursing Transfer Students

The transfer policy applies only to students desiring to transfer between Technical College System of Georgia including college campus programs.

Any student requesting transfer must apply to the Admissions office at least three months prior to the appropriate start date.

Based on space availability, transfer may be considered for students meeting the following criteria. Students must:

- meet minimum admission standards for the nursing program.
- possess a minimum of a 2.5 cumulative GPA at time of transfer.
- possess a work ethic grade of at least a 2 on the Final work ethics evaluation for all required courses.
- be a student in good standing and eligible to return to the previous nursing program.
- provide a letter of recommendation from the Dean/Director/Instructor of the previous program.

Students must submit:

- The college required documents for proof of current BLS CPR certification, immunizations, physical exam, criminal background check and drug screen.

Students applying for transfer beyond the first quarter must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 90 or better on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Students can only be readmitted for transfer ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for transfer. Students will be accepted for transfer between college programs one time only.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

In the event more than one student meets the requirements for transfer, the following criteria will be utilized to determine the best candidate for transfer

- Interview: 33%
- Judgment/Comprehension score on the PSB: 33%
- GPA: 33%

Radiologic Technology Transfer Students

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

ADMISSION OF TRANSIENT STUDENTS

If a Southeastern 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 make sure the student has met all prerequisites for the course(s) requested and forward the information to the Admissions Office. The Admissions/Registrar Office will verify that the student is in good academic standing and that there are no holds on the studentâ€™s file prohibiting registration. 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 or a previous student who has not attended within the past 12 months will not be allowed to be a transient student. Also, with the exception of 098 and 099 classes, Learning Support classes (classes below the 100 level) cannot be taken as Transient classes.

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

ADMISSION OF GVTC STUDENTS

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

GVTC Admission Procedures

- Complete and submit the online application form to GVTC—www.gvtc.org;
- Print the application, sign it, and mail to STC with a non-refundable $20.00 application fee;

- Submit high school transcript;
- Submit technical school and/or college transcript;
- Submit assessment test scores within the last 60 months. These may be ASSET, SAT, ACT or COMPASS. More information concerning the ASSET placement test can be found at http://www.act.org/asset/, as well as a sample exam;
- For transient students only, present the appropriate transient correspondence to the host school;
- Sixteen (16) years of age or older.

Student's Responsibilities

- If the student is a transient, it is the student's responsibility to contact his/her advisor for permission to be a transient student before applying to GVTC;
- It is the student's responsibility to ensure that they have access to a computer that meets the minimum hardware/software requirements to participate in an online course. Those requirements are listed on the GVTC web site at http://www.gvtc.org/TechRequirements.html
- It is the student's responsibility to purchase his/her textbooks or needed supplies. The course instructor can assist the student.

ADMISSION OF INTERNATIONAL STUDENTS

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

Applicants with high school diplomas from secondary schools located outside the United States must have their transcripts evaluated by one of the following independent evaluation services: Silny & Associates or World Educational Services. Information regarding this process is available from the Designated School Official (DSO) in the Admissions Office.

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

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

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

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

ADMISSION OF DENTAL HYGIENE STUDENTS

New applicants to the Dental Hygiene Program at Southeastern Tech enroll in core classes and must meet additional requirements prior to enrollment in the Dental Hygiene program-specific courses of the Dental Hygiene program. The procedure for competitive admission is outlined below:

ADMISSIONS CRITERIA

- Submit a completed application & application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Attend a scheduled dental hygiene program orientation presented by Dental Hygiene faculty on Wednesday, May 25, 2011, at 4:00 PM in Health Sciences Annex;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	42	42
COMPASS	79	62	47	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	

- Complete the following courses (28 credit hours) with a minimum grade of "C" in each course and a cumulative GPA of 3.0. CHM, BIO, and AHS courses must have been completed within 5 years.

Course		Hours
CHM 1111	Chemistry I	5
ENG 1101	Composition and Rhetoric	5
MAT 1111	College Algebra	5
BI0 2113	Anatomy and Physiology I	5
AHS 104	Introduction to Health Care	3
PSY 1101	Introduction to Psychology	5

- If applicable, **but not required**, provide documentation of paid dental office experience, within the last 2 years. This documentation must state the number of hours of paid experience that you have worked and must be signed by a licensed dentist. Submit documentation to the Director of the Dental Hygiene program.
- If applicable, **but not required**, provide documentation of graduation from an accredited Dental Assisting program with a GPA of 3.0 or better. Submit documentation to the Director of the Dental Hygiene program.
- Obtain a dental hygiene program information packet. Review, sign, and submit a "Statement of Interest in the Dental Hygiene Program" to the Director of Dental Hygiene **after all the criteria stated above** has been met. Deadline for submission of required documents is June 15, 2011, in order to be considered for admission into Fall semester 2011.

Note: Only one class will be accepted into the Dental Hygiene Program each year, beginning Fall semester 2011.

- If a student is accepted into the dental hygiene program for Fall semester 2011, the student must complete BIO 2114 prior to or during Summer quarter 2011. The student must have completed BIO 2114 with a C or higher before starting dental hygiene classes in Fall semester 2011.

DENTAL HYGIENE PROGRAM COMPETITIVE ADMISSION PROCESS

Admission to the Dental Hygiene program is via a competitive selection process based primarily on grade point average of required core classes. Slots are awarded from the highest core grade point average downward until the maximum enrollment of approximately twelve (12) students is reached. In the case of a tie between candidates, the following criteria will be used to determine which candidate will be offered admission.

1. Documentation of paid dental experience
2. Documentation of graduation from a CODA accredited dental assisting program with a grade point average of 3.0 or better
3. Submission date of completed required documentation

In the event of a tie of the above stated criteria, the tie will be determined by a personal interview by the Dental Hygiene Admissions Committee. A ranking form will be completed during the personal interview and the highest ranking individual will be granted the position into the program.

ADMISSION OF CLINICAL LABORATORY TECHNOLOGY STUDENTS

New applicants to the Clinical Laboratory Technology Program at Southeastern Tech enroll in core classes and must meet additional requirements prior to enrollment into Clinical Laboratory Specific Occupational Courses. The process is outlined below:

- Submit a completed application & application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

- Complete the following courses with a grade of "C" or better.

Course		Hours
COL 1000*	College survival Strategies (Institutional Credit Only)	(3)
ENG 1101	Composition and Rhetoric (OL)	5
ENG 2130	American Literature	5
SPC 1101	Public Speaking (OL)	5
MAT 1111	College Algebra	5
PSY 1101	Introduction to Psychology(OL)	5

AHS 104	Introduction to Health Care	3
BI0 2113	Anatomy and Physiology I	7
SCT 100	Introduction to Microcomputers (OL)	3

- Complete **PSB Health Occupations Aptitude Examination** at least one quarter prior to enrollment in CLT 101.
- In the event of competitive admissions GPA AND PSB EXAM SCORES WILL BE UTILIZED TO RANK PROGRAM APPLICANTS.

ADMISSION OF PRACTICAL NURSING STUDENTS

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

1. Enroll in and complete the following courses with an overall GPA of 3.0 or higher:
   - ENG 1010 Fundamentals of English I
   - MAT 1012 Foundations of Mathematics
   - PSY 1010 Psychology
   - SCT 100 Introduction to Microcomputers
   - AHS 1011 Anatomy and Physiology
   - AHS 104 Introduction to Health Care
   - AHS 109 Medical Terminology for the Allied Health Sciences;

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

2. Take the required PSB Aptitude for Practical Nursing test. Students must complete at least 3 of the 7 classes listed above prior to taking the PSB. Students are not required but are strongly encouraged to take AHS 1011 and AHS 104 prior to scheduling the exam. Students must score at or above the 25th percentile on each of the subtests that make up the exam. If students fail to meet the required scores they may retake it only once;
3. Once students complete the courses listed in item 1 with the required GPA, and have "passed" the PSB, they are eligible to advance into the clinical portion of the Practical Nursing program. Students are accepted in the Fall and Spring quarters on the Vidalia campus and Winter and Summer quarters on the Swainsboro campus. Seating is limited. Students are accepted on a first-eligible, first-accepted basis. In the event of more students attaining eligibility during the same quarter than seats available, students with the highest GPA are accepted first. If two or more students have identical GPAs, the PSB test scores will determine who is accepted.

ADMISSION OF RADIOLOGIC TECHNOLOGY STUDENTS

New applicants to the Radiologic Technology program at Southeastern Tech must enroll in the Health Care Science certificate program and complete the required core courses by the end of spring semester of any year, prior to acceptance into the Radiologic Technology Degree sequence which begins each fall semester.

At the completion of the certificate, students who have completed all required core courses in the certificate with a grade of "C" or better, have passed the PSB exam with scores at or above the 30th percentile on all sections, and maintained a cumulative 3.0 grade point average are eligible to compete for acceptance into the next available Radiologic Technology class. Students will be ranked by GPA and the seats will be filled working down from the highest GPA. GPA of classes transferred in is calculated into GPA for competitive admission purposes only. If there is a tie for GPA and more students have a particular GPA than seats available in the class, the next criteria for selection is the Total Academic Aptitude score of the PSB test: the highest scores accepted first. In the event the PSB Total Academic Score fails to break a tie for program placement, the program faculty will conduct

interviews with the students. Program faculty will then decide which student(s) will be placed in the program. Their decision will be final.

ADMISSION CATEGORIES

Regular 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 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 must complete all learning support coursework in order to enroll in any class with a COS prefix.

Learning Support 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).

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

Special Student 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.

High School Initiatives

STC's High School Initiatives program provides seamless educational opportunities for Candler, Emanuel, Jenkins, Johnson, Montgomery, Tattnall, Toombs and Treutlen counties. These opportunities include dual enrollment, joint enrollment, and articulation transfer programs that promote partnerships between business, secondary and postsecondary partners. These partnerships facilitate the technological training needed to obtain a skilled job in today's workforce. Dual Enrollment programs focus on mathematics, science, communication, and technology. They also concentrate on critical thinking, problem solving, teamwork, hands-on learning, and work-site experience.

ACCEL

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

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

The following guidelines govern this program:

- Students must submit an application for admission;

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

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

JOINT ENROLLMENT

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

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

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

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

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

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

ADVANCED PLACEMENT

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

The Transfer Credit Section contains the established policy for obtaining transfer credit for courses taken at another institution.

Transfer Credit

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

Credit for courses at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and TCSG and whose entrance requirements and curriculum are equivalent to or greater than Southeastern Tech will be considered for award of transfer of credit. STC is a member of the Servicemembers Opportunity Colleges (SOC). Credits from colleges and universities are transferred within the SOC network. Credit may be granted for formal military schools,

training and correspondence courses in accordance procedures established by the American Council on Education. SOC credit will not be reflected on the transcript until the applicant is admitted into the program of study.

Southeastern Tech recognizes that it is necessary to establish reasonable and definitive policies for accepting transfer credit. The college developed these guidelines in accordance with the standards set by the American Association of Collegiate Registrars and Admissions Officers.

Southeastern Tech distinguishes between the acceptance of credit and the applicability toward program requirements. Applicability of credit toward a credential refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of graduation requirements.

The Registrar determines the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which the student seeks transfer credit; the comparability of the nature, content, and level of the learning experiences to the courses offered at Southeastern Tech (the course is essentially the same content as the course to be taken at Southeastern Technical College); and the appropriateness and applicability of the learning experiences to the programs offered at Southeastern Tech and how recently they occurred. The college established the following procedures to guide the registrar in awarding transfer of credit:

- In order for the registrar to evaluate credit, students must submit official transcripts from all colleges. All official transcripts must include final grades. The student must also complete and submit the Transfer Credit Evaluation Form requesting the evaluation of their transcript to the registrar.
- The course has the same number of credit hours (or greater) as the course at Southeastern Tech.
- Students may receive transfer credit for courses for which they earned a C or better. The registrar will not award transfer credit for courses with grades below a C, including D, F, I, IP, S, U, W, WF and WP.
- Due to the rapid changes in technology and technical information, program specific technical courses will be considered only for transfer of credit only if the coursework has been completed within the last 60 months. Technical courses that were taken five years prior to admission to STC will be evaluated for technical currency by program faculty. A student desiring consideration of credit for technical courses or experiences that are more than five years old can request transfer credit by exemption testing.
- Transfer credit will be considered without restriction of completion dates for courses in academic disciplines - English, mathematics, Social Sciences - psychology and sociology; Natural Sciences - biology and chemistry ; and Physical Sciences - physical science and physics.
- The registrar will not award transfer credit for learning support coursework taken at other colleges. Students transferring from another college or university are not required to retake learning support courses they have successfully completed, unless they undergo placement testing at STC which indicates they need to take learning support courses.
- The registrar does not automatically award transfer of credit for courses specific to the Health Science programs. The registrar consults with faculty from those programs to determine transfer credit on an individual basis based on course competencies and date of completion.
- The registrar transfers all coursework under the quarter system. If students are coming in from institutions on the semester system, the registrar will convert the semester hours to quarter hours by multiplying the semester hours by 1.5.
- The transfer credit is recorded as TR on the STC transcript and is not included in the calculation of the quarterly, cumulative, or graduation grade point averages. For competitive admissions programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated in the GPA under consideration for program admission.
- The registrar sends written notification regarding the award of transfer of credit. Students may also access their records online through the college website (Bannerweb) to verify the transfer credit awarded by the registrar.

- If coursework is earned at a nationally accredited college, STC reserves the right to evaluate instructor credentials applicable to the requested transfer coursework.

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

Students wishing to transfer from Southeastern Tech to another college must contact that college directly to determine transfer of credit.

Armed Services Credit

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

Foreign Earned Credit

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

Articulated Credit

Articulated Credit is an option that allows high school students to receive advanced placement or exempt courses by taking articulated classes in high school. The student must submit a high school transcript showing the completed courses the student wants to receive credit for. Then the student must take the advanced placement/exemption test or tests at Southeastern Tech. The student must score 80 or above to receive credit. Students can receive advanced credit for up to 50% of the program hours of an articulated diploma program. The local school systems within the service delivery area of Southeastern Technical College all participate in the Articulated credit program. Contact your high school counselor or our Admissions Office for a list of approved courses that can be taken in high school that are available for exemption at Southeastern Tech under the Articulated credit program.

Institutional Exemption Exam

Southeastern Technical College provides students an opportunity to receive credit for courses by successfully exempting courses. The student must demonstrate thorough mastery of written and/or performance tests that have been developed locally to adequately demonstrate achievement of the necessary competency level. Students wishing to pursue credit by exemption examination must meet the following eligibility criteria.

- The student must be enrolled in a program of study at Southeastern Tech.
- The student must be able to present evidence which would indicate he/she has the education, training, or work experience similar the course.
- The student cannot take an exemption exam for a course if he/she is currently registered for the course.
- A student cannot withdraw from a course and register to take an exemption examination in the same quarter or in subsequent quarters.
- A student cannot take an exemption exam for a failed course or for a course in which a grade of a D was received.

Students meeting eligibility for the exemption exam, must complete a Course Exemption form that is available in the Registrar's Office. The fee for taking the exam will be 25% of the tuition for the course and must be paid prior to taking the exam. The tuition rate is based on the student's currently enrolled program.

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

A grade of "EX" will be entered on the student's permanent record if the exemption exam is successfully completed with a grade of 80 or above. The hours for the exempted grades will not be computed in the grade point average. The loss of hours may affect financial aid status and/or eligibility for the President's List. The exemption test grade will be calculated in the grade point average for entrance into competitive admissions programs.

NOTE: The Academic Affairs Division has determined that exemption exams may be given for the following courses:

- ENG 1010
- MAT 1012
- SCT 100
- BUS 1130

Students wishing to exempt degree-level classes should contact the nearest College Level Examination Program (CLEP) Test Center and take the appropriate CLEP exam for the course(s) they wish to exempt. Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations.

RESIDENCY REQUIREMENTS

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

DOUBLE MAJORS

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.

CHANGE OF ADDRESS/NAME

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

CHANGE OF PROGRAM

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

READMISSION

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

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

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

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

Due to the rapid change in technology, certain courses previously taken at STC may fall under a 60 month limitation.

Readmission to the to the Dental Hygiene Program

Students dropped from any Dental Hygiene course for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons, or students who have made less than a "C" in a Dental Hygiene course will not be allowed to remain in the dental hygiene program. Students have the option of reapplying to the program the following year. Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the admission criteria section listed above. A maximum of one slot per class can be filled with a readmission. If more than one student qualifies for the designated readmission slot, the readmission slot will be awarded to the student that is rated the highest score by an interview committee. A student can readmit only one time. Due to the nature of the dental hygiene program, students must retake all courses and will not be given the option of a comprehensive written exam or a clinical skills competency exam.

Readmission to the Clinical Laboratory Technology Program

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

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

Readmission to the Pharmacy Technology Program

Students dropped from the Pharmacy Technology program for attendance (i.e. maternity, health related, family illness, and/or personal difficulties), academic reasons or students who have made less than a "C" in a course may seek readmission for the following class. This also pertains to transfer students from another program. Students dropped from the Pharmacy Technology program may be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Pharmacy Technology curriculum. Students granted readmission to the Pharmacy Technology program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter.

A student can only be readmitted to the Pharmacy Program if the following criteria are met:

1. The student work ethic grade in all courses completed or in progress was a "2" or higher when he/she left the program.
2. The student did not violate clinical policies resulting in dismissal from the program.
3. If space is available in the Pharmacy program.

If all criteria are met, the student must then complete the following tasks before being readmitted to the Pharmacy Program:

1. Take a comprehensive written exam on all previous pharmacy courses that were completed and make a minimum score of 75 on all exams.
2. Properly demonstrate a variety of clinical skills check-offs from the previous pharmacy courses that were completed. All Pharmacy Technology practicum courses (PHR106, and PHR107 must be repeated regardless of whether the course was passed or failed by the student previously.

Readmission to the Practical Nursing Program

Based on space availability, readmission may be considered for the following:

- Students who withdraw with Withdraw Passing (WP) or Withdraw Failing (WF).

- Students who fail to complete a course with a grade of C or better.

Students can only be readmitted ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for readmission.
Students must request reinstatement within one year from the term of withdrawal or failure.
Any student requesting readmission must reapply to the Admissions office at least three months prior to the appropriate start date.
Students must submit to the Program Director:

- A letter requesting readmission that includes:
    - Last quarter and nursing program attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her nursing education.
- The college required documents for proof of current BLS CPR certification, immunizations, physical exam, criminal background check and drug screen.

Students applying for re-entry beyond the first quarter must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 90 or better on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.
Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Reinstatement will be denied due to, but not limited to, any of the following circumstances:

- Grade point average is less than 2.0 from nursing occupational courses, with NSG/NPT prefixes, completed at the current institution;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive two critical incident reports;
- Students who did not maintain a work ethic grade of at least a 2 on the Final work ethics evaluation for all required nursing courses.
- Twelve months have elapsed since the student was enrolled in a nursing course;
- Student has been dismissed from the program

Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the nursing program.
In the event more than one student meets the requirements for re-admission, the following criteria will be utilized to determine the best candidate for re-admission:

- Interview: 33%
- Judgment/Comprehension score on the PSB: 33%
- GPA: 33%

Students may be eligible for academic forgiveness 5 years after last nursing course attempted and may apply for readmit to the first nursing course.

Readmission to the Radiologic Technology Program
Students dropped from any Radiologic Technology program for attendance (i.e., health related, family illness, and personal hardships), academic reasons or students who have made less than a "C" in a Radiologic Technology course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Radiologic Technology curriculum in which the minimum grade of

"C" was not earned. This policy applies to transfer students the same as for students fully in residence.

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

Readmission to the Surgical Technology Program

Students dropped from the Surgical Technology program for attendance (i.e. maternity, health related, family illness, and/or personal difficulties), academic reasons or students who have made less than a "C" in a course may seek readmission for the following year. This also pertains to transfer students from another program.

- Readmission to the program will be granted on a space available basis, whereas all criteria is met for admission to the college.
- Students must apply for readmission to the program within one year of withdrawal or repeat the entire program.
- Those students accepted for readmission will need to repeat SUR 101 – Introduction to Surgical Technology and complete all competency skills during the lab portion of the program.
- SUR 101 – Introduction to Surgical Technology is only offered Winter Quarter each year, therefore the student, depending upon when they left the program, may have to wait multiple quarters for readmission.
- If the student passed SUR 102, SUR 108, SUR 109, SUR 110, SUR 203, SUR 204, SUR 224 a comprehensive exam for each course must be taken and passed with a grade of 70 or better.
- If the student does not pass with a 70 or better, they will have to repeat the course along with the class.
- All Surgical Technology practicum courses (SUR 112, SUR 213, SUR 214) must be repeated regardless of whether the course was passed or failed by the student previously.

RULES GOVERNING LEGAL RESIDENCY OF STUDENTS FOR TUITION PURPOSES

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

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

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

Exceptions

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 for in the GSFC 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 postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
- United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;
- Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;

These exceptions do not qualify for the HOPE program:

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

This waiver shall apply only to those consular officers whose nations operate on the principle educational reciprocity with the United States.

Registration

On this page ...
Registration Eligibility
Registration Procedures
Registration Errors
Matriculation
Full-Time Student Status
Maximum Hours
Drop/Add Procedures
Withdrawal Policy
Withdrawal Procedures
Attendance Policy
Auditing A Course
For more information see our Registration Web Page

REGISTRATION ELIGIBILITY

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

REGISTRATION PROCEDURES

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

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

REGISTRATION ERRORS

It is the student's responsibility to complete the proper forms and procedures for registration or changes to registration and to verify that his or her schedule of classes is correct.
The Registrar's Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his or her schedule. Any problems experienced at registration or as a result of registration should be reported immediately to the Registrar's Office. The college is committed to assisting each student with the advisement and registration process.

MATRICULATION

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

FULL-TIME STUDENT STATUS

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

MAXIMUM HOURS

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

DROP/ADD PROCEDURES

Students may add a class during the first three days of the quarter by seeing their advisor. The advisor will give the student a registration form which must be given to the Registrar's office in order to add the class.
If a student adds a class after the first day of the quarter, any class time missed up until the day he/she is added is counted toward the 10% a student can miss for the quarter. In order to make up for work that has already been missed, the student will be given the same amount of days he/she registered late. (Ex: Student registers on the 4th day of the quarter. Student will be given 4 days to complete any work that has already been assigned or any tests that have already been given.) This is in addition to keeping up with the work assigned each day. If the student does not complete the work during this time period, he/she will be given a zero for any assignments due.
Students may drop a course or courses by **end of the third day of the quarter** without penalty. When courses are officially dropped, students will receive a 100% refund of applicable tuition and refundable fees. The dropped courses will be removed from the student's academic record and will not be counted as an attempt for academic or financial aid purposes.
To initiate a drop, the student must:

1. Meet with a Counselor in the Office of Student Affairs to obtain a Withdrawal Form.
2. Meet with Financial Aid to ensure that the dropped course(s) will not affect full-time or part-time status.
3. Submit the Withdrawal Form by the close of business on the third instructional day of the quarter.

The **first 3 days of the quarter** means: the first day of classes for the quarter listed on the STC Academic Calendar, plus the next two business days. To be eligible for a drop, classes (including those that meet for the first time on the 4th day of the quarter or later) must be dropped within the first 3 instructional days of the quarter.

On the 4th instructional day of the quarter, all courses for which a student is registered will become a permanent part of the student's academic record, and the student will be held accountable and financially responsible for such courses.

The student is **solely** responsible for submitting a Withdrawal Form by the close of business in the 3rd instructional day of the quarter.

WITHDRAWAL POLICY

A student may withdraw from one or more courses after the drop period through the end of the last day of the quarter. A student dropping a course after the third day of the quarter, but by the midpoint of the quarter, will receive a grade of "W". A student who drops after the midpoint day of the quarter will be assigned a "WP" or "WF" based on competencies completed up to the point of withdrawal. A grade of "WF" is calculated in the grade point average. Students receiving financial aid should be aware that a withdrawal may affect their financial aid.

WITHDRAWAL PROCEDURES

To withdraw from a course, a student must first speak to their instructor. They must also complete the appropriate paperwork with the Office of Student Affairs immediately, but no later than the close of business on the last day of the quarter.

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

ATTENDANCE POLICY

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment. Attendance is also reflected in a work ethics grade which is recorded on a student's transcript. Employers seeking references on students for employment purposes frequently request attendance information. For specific policy governing attendance, please see Southeastern Technical College Attendance in the Code of Conduct section of this catalog.

AUDITING A COURSE

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

Financial Aid Information

On this page ...
General Information
Tuition and Fees
Other fees, expenses, policies
Assistance and Eligibility
Programs Available
Refund Policy

For more information see the **Financial Aid** pages under the Prospective and Current Students sections

GENERAL INFORMATION REGARDING TUITION AND FEES

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

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

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

NON-RESIDENT STUDENTS

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

INTERNATIONAL STUDENTS

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

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

WAIVER OF STUDENT TUITION AND FEES

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

TUITION AND FEES

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

TECHNOLOGY FEE	$35.00 (Not Eligible for Hope)
REGISTRATION FEE	$26.00
STUDENT ACTIVITY FEE	$16.00
ACCIDENT INSURANCE	$4.00
TOTAL FEES:	$81.00

In-State Tuition and Fees		
HOURS	**TUITION**	**TUITION and FEES**

HOURS	TUITION	TUITION and FEES
1	45.00	126.00
2	90.00	171.00
3	135.00	216.00
4	180.00	261.00
5	225.00	306.00
6	270.00	351.00
7	315.00	396.00
8	360.00	441.00
9	405.00	486.00
10	450.00	531.00
11	495.00	576.00
12	540.00	621.00
13	585.00	666.00
14	630.00	711.00
15 or more	675.00	756.00

In-state Tuition and Fees for Selected Technical Certificates of Credit
See specific courses below

HOURS	TUITION	TUITION and FEES
1	68.00	149.00
2	136.00	217.00
3	204.00	285.00
4	272.00	353.00
5	340.00	421.00
6	408.00	489.00
7	476.00	557.00
8	544.00	625.00
9	612.00	693.00
10	680.00	761.00
11	748.00	829.00
12	816.00	897.00
13	884.00	965.00
14	952.00	1,033.00
15 or more	1,020.00	1,101.00

Vidalia Campus TCCs at higher tuition rate:

- Air Conditioning Technician Assistant
- Computer Graphic Design Specialist
- Flat Shielded Metal Arc Welding
- Flux Cored Arc Welding
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Residential Wiring Technician

Swainsboro Campus TCCs at higher tuition rate:

- Certified Manufacturing Specialist
- Family Child Care Provider
- Flat Shielded Metal Arc Welder
- Flux Cored Arc Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Help Desk Assistant
- Shampoo Technician
- Residential Wiring Technician

Fee Structure for Commercial Truck Driving

HOURS	TUITION	TUITION and FEES
1	292.00	373.00
2	584.00	665.00
3	846.00	957.00
4	1,168.00	1,249.00
5	1,460.00	1,541.00
6	1,752.00	1,833.00
7	2,044.00	2,125.00
8	2,336.00	2,417.00
9	2,628.00	2,709.00
10	2,920.00	3,001.00
11	3,212.00	3,293.00
12	3,504.00	3,585.00
13	3,796.00	3,877.00
14	4,088.00	4,169.00
15	4,380.00	4,461.00

Fee Structure for Nonstandard Program Courses
See specific courses below

HOURS	TUITION	TUITION and FEES
1	80.00	161.00
2	160.00	241.00
3	240.00	321.00
4	320.00	401.00
5	400.00	481.00
6	480.00	561.00
7	560.00	641.00
8	640.00	721.00
9	720.00	801.00

10	800.00	881.00
11	880.00	961.00
12	960.00	1,041.00
13	1,040.00	1,121.00
14	1,120.00	1,201.00
15 or more	1,200.00	1,281.00

- Emergency Medical Technician, TCC (offered in Vidalia and Swainsboro)
- Imaging Science Services Assistant (offered in Vidalia)

NOTES:

- In addition to tuition, students who are enrolled in any clinical, live-work, or practicum course must pay an annual fee of $12.00 for liability insurance. Please refer to the Course Information section for specific courses to which this fee applies. Emergency Medical Technician and Paramedic Technology students must pay an annual fee of $47.00 for liability insurance.
- The tuition listed above applies to Georgia residents only. Tuition for a non-resident student is usually greater than for in-state students. Please search for "residency" in the General Information Regarding Tuition and Fees section of the catalog for details.

See Advisor for Specific costs related to each program of study.

OTHER FEES AND EXPENSES

Application Fee

A student's first application for admission to any credit course must be accompanied by an application fee of $20.00. This fee is non-refundable.

Retest Fee

If a student desires to retest, a fee of $15.00 must be paid to the Business Office prior to retesting.

Books, Tools, Uniforms, and Equipment

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

Transcript Fee

A student who has discharged all financial obligations to the College is entitled to receive one transcript without charge upon written request. A charge of $5.00 will be made for each additional transcript requested.

Express Transcript Fee

A student can request an on demand transcript at the cost of $25 per transcript. Please note: May not be available during registration time.

Exemption Exam Fees

A student desiring to take an exemption exam must pay an exemption exam test fee. The fee is 25% of the tuition cost for each course. This fee is non-refundable and not transferable.

Parking Decals

All students must have an STC Parking Decal. Each student receives one free decal; replacements are $5 each.

Late Fee

A late fee of $30 is charged to a student that registers during the late registration period.

Graduation Fee

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

Nursing Exam Fee

Applicants for the Practical Nursing or Surgical Technology program who have met all other admissions requirements are scheduled for additional testing. The additional test is the Aptitude for Practical Nursing. Students are charged a fee of $25.00 to defray the cost of the purchasing, administration and grading of the test. **There is a $30.00 re-test fee.**

Health Occupations Exam Fee

Applicants for the Radiologic Technology, Clinical Laboratory Technology, Pharmacy, or Surgical Technology program who have met the necessary requirements are scheduled for additional testing. The additional test is the Aptitude for Health Occupations. Students are charged a cost of $25.00 to defray the cost of purchasing, administration, and grading of the test. **There is a $30.00 re-test fee.**

Hepatitis B Vaccination

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

Background Checks and Drug Screens

Health Science program students are required to pay for a criminal background check and a drug screen prior to any clinical rotations. The amount will vary depending upon requirements of the respective programs.

Early Childhood Care and Education students must pay for a criminal background check of approximately $50 prior to any practicum/externship course.

Physical and Dental Exams

Practical Nursing; Medical Assisting; Certified Nurse Aide; HCA, Phlebotomy; Clinical Laboratory Technology; Radiologic Technology; Surgical Technology; Pharmacy Technology; Health Care Science, Phlebotomy; Dental Hygiene; and Imaging Science Services Assistant students are required to pay for physical exams. In addition, Surgical Technology and Dental Hygiene students are required to pay for a dental exam.

Student ID Badges

All students must have a Student Identification Badge. Each student receives one free badge; replacement badges are $10 each. Students must pay a replacement fee if they change programs voluntarily or if they are required to change programs, graduate from one program and go into another program, or if they lose an ID.

ACCIDENT INSURANCE

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

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

- Away from the College premises as a member of a supervised group participating in a College-sponsored activity requiring the attendance of the student (not as a spectator).

LIABILITY INSURANCE
All Health Sciences program students and some Human Services program students are required to obtain professional and personal liability insurance coverage in the internship, live-work, practicum, and clinical education and training areas that are a required part of these programs. (Please see the Course Information section for specific programs.)

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

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

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

PERSONAL CHECK POLICY
Personal checks will be accepted in the amount of fees, services, and/or books. Students paying by check must provide proper identification. When a bank refuses to honor such a personal check, the College will charge a service fee of $30.00 to the person who presented the check.

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

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

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

All students are encouraged to apply. Applications and information, including assistance in completion of forms, are available Monday through Thursday, 7:30 a.m. to 5:30 p.m. in the Office of Financial Aid.

Financial Aid contact information:

Swainsboro Campus
Southeastern Technical College
Office of Financial Aid
346 Kite Road
Swainsboro, GA 30401
Phone Number: (478) 289-2262
Fax Number: (478) 289-2263
Email: Financial-Aid@southeasterntech.edu

Financial Aid Staff
Mitchell J. Fagler
Executive Director of Student Affairs/Financial Aid

(478) 289-2272
mfagler@southeasterntech.edu
Mary Oglesby
Financial Aid Technician
(478) 289-2262
moglesby@southeasterntech.edu
Rosemerry Wilson
Financial Aid Technician
(478) 289-2268
rwilson@southeastentech.edu

Vidalia Campus

Southeastern Technical College
Office of Financial Aid
3001 East First Street
Vidalia, GA 30474
Phone Number: (912) 538-3100
Fax Number: (912) 538-3156
Email: Financial-Aid@southeasterntech.edu

Financial Aid Staff

Rebecca Ethredge
Assistant Director of Financial Aid
(912) 538-3107
rethredge@southeasterntech.edu
Krysta Jones
Financial Aid Specialist
Veteran's Officer
(912) 538-3127
kjones@southeasterntech.edu

FINANCIAL ASSISTANCE

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

Financial Aid Deadline

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

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

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

Financial Aid Application Priority Dates for 2010-2011 are:

Summer 2010	April 15, 2010
Fall 2010	August 19, 2010
Winter 2011	November 4, 2010
Spring 2011	February 17, 2011

Grant and scholarship programs operate on an award year basis beginning July 1 and ending June 30. Students must apply or re-apply each year in order to receive or continue receiving financial aid. All financial aid application processes must be complete 10 days prior to the first day of the student's initial enrollment term. All outstanding requirements must be met and all requested documentation required for verification must be received prior to the deadline. Failure to meet the application deadline will result in the student's financial aid not being paid until the end of the term. **Any student who does not have financial aid posted to their account prior to the first day of class is responsible for paying their tuition and fee charges. Once financial aid has been posted to the student's account, the student will be reimbursed for any out-of-pocket expenses covered by financial aid according to the refund policies established by the college.**

GENERAL ELIGIBILITY

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

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

APPLICATION REQUIREMENTS FOR FINANCIAL AID

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

STC's Title IV Institution Code is **030665.**

Once processed, the application will be sent from the Department of Education to STC's Office of Financial Aid for electronic processing.

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

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

Students receiving the Federal Pell Grant and the HOPE Scholarship/Grant will have the designated amount applied to their tuition and fees after registration for each term eligible. A copy of the student's schedule/bill can be viewed online using the college's BANNERWEB information system after

financial aid has been awarded, and, if applicable, all other fees have been paid. If the student's schedule changes after registration, his/her financial aid award is subject to change.

Applying for STATE Aid Only

Students who do not wish to complete the FAFSA, must submit a completed GSFAPPS Application online at www.gacollege411.org to apply for the HOPE Scholarship/Grant. Please complete this application six weeks before your anticipated start date to allow the Office of Financial Aid time to determine your eligibility.

Students will receive notification from the Office of Financial Aid approximately two weeks after a completed GSFAPPS has been received from GSFC regarding aid eligibility, along with all previous college transcripts.

SAR/ISIR VERIFICATION

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

- Verification Worksheet;
- Signed copy of student's Federal Income Tax Return;
- Signed copy of spouse's Federal Income Tax Return;
- Signed copy of parents' Federal Income Tax Return;
- W-2's of student, spouse, or parent;
- Student's Social Security Card;
- TANF (Temporary Assistance for Needy Families) benefit report;
- Child Support Printout;
- Statement from the Social Security Administration on total benefits received for the year;
- Other documents that provide proof of income or asset value;
- Birth Certificate;
- Alien Registration Card
- Passport; or
- Documentation to prove martial status (divorce decree if applicable)

FUND DISBURSEMENT

Students may authorize STC to deduct their tuition and fees from their quarterly award. The balance of the award will be paid directly to the student on the 28th day of the term. Students whose financial aid is not awarded at the time of the initial disbursement will have their funds disbursed within 14 days of the date of award. Notices will be posted around campus stating the date, time, and place students may pick up their check(s). Each student must present his/her Student ID to pick up his/her check.

FEDERAL STUDENT AID PROGRAMS AVAILABLE

Academic Competitiveness Grant (ACG)

The Academic Competitiveness Grant is available for students who graduated from high school after January 1, 2006, and for second year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's PELL Grant award. Eligibility requirements are:

- Be a Federal Pell Grant recipient;
- Have completed a rigorous secondary school program of study (evaluated by the STC Admission Office using Department of Education regulations). First year students must have completed the rigorous program after January 1, 2006 and second-year students after January 1, 2005;
- Be a U.S. Citizen;
- Be enrolled at least half time in an associate degree, diploma or eligible certificate program;
- If a second-year student, must have a cumulative 3.0 GPA for the first academic year (48 earned quarter hours).

Federal Pell Grant

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

The amount of the Pell Grant award will depend on the family contribution amount shown on the Student Aid Report, whether the student is full- or part-time, the number of federal credit hours enrolled, the cost of attendance, and the size of federal appropriations. Students must reapply each fiscal year (July 1st - June 30th) by completing the FAFSA or the renewal application for the New Aid Year. Pell is not available to students who are in 097 and 098 learning support classes or institutionally accepted.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is based on financial need. Students must be undergraduates enrolled in an eligible program leading to a degree, diploma, or certificate at an eligible College. At STC, students must have been enrolled at least one quarter to receive FSEOG. Students must meet citizenship requirements as required for all Title IV Programs, as well as all other eligibility listed in the Federal Student Financial Aid Handbook. Priority for supplemental grants will be given to students with the lowest EFC (Estimated Family Contribution), the greatest need, the highest cumulative grade point average and have not withdrawn from any classes during the quarter. These students must also receive Pell and HOPE in the same quarter.

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

Federal Work Study (FWS)

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

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

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

Students will be paid at least $7.25 per hour on a monthly basis for duties performed at their assigned job location. Time sheets are to be signed by both the student and their supervisor after hours have been totaled. Questions in relation to hours and days worked should be discussed at this time. If the student feels there is a problem with their time, they should discuss this with their supervisor. The student has the right to appeal any decision or problem. In an appeal, the first step is to contact the Director of Career Services. If the problem is not resolved, the student should then contact the Vice President of Student Affairs. The decision of the Vice President is the final decision at the College.

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

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

The fact that a student may receive academic credit for the work performed does not disqualify the job under FWS. However, there are certain restrictions. If a student must complete an internship or practicum as part of his/her diploma or degree requirement and would not normally be paid for doing

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

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

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

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

Determining Maximum FWS Eligibility

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

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

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

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

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

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

STATE STUDENT AID PROGRAMS AVAILABLE

Georgia HOPE Scholarship
(Helping Outstanding Pupils Educationally)
The HOPE Scholarship is a state funded award which will pay tuition and fees required of all students except the quarterly $35 Instructional Technology Fee. HOPE will also provide a book allowance of either $50 (for 5 or less credit hours per quarter) or $100 (for 6 or more credit hours per quarter). Students who do not use all of their book allowance to buy books will receive the remaining amount in the form of a check according to the fund disbursement policy of the college. A student must be a Georgia resident and not in default on a Federal student loan or owe a refund on a Federal grant and have graduated from high school in 1993 or thereafter with a 3.0 GPA or have a 3.0 GPA after attempting 45 college credit hours. At Southeastern Tech, degree students are eligible to receive this grant. Students who have already completed a bachelor's degree are not eligible for the Georgia HOPE Scholarship.

Georgia HOPE Grant
The HOPE Grant is a state-funded award which will pay tuition and fees required of all students except the quarterly $35 Instructional Technology Fee. HOPE will also provide a book allowance of either $50 (for 5 or less credit hours per quarter) or $100 (for 6 or more credit hours per quarter). Students who do not use all of their book allowance to buy books will receive the remaining amount in the form of a check according to the fund disbursement policy of the college. A student must be a Georgia resident and not be in default on a Federal student loan or owe a refund on a Federal grant in order to receive this grant. At Southeastern Tech, a diploma, as well as a certificate-seeking student is eligible to receive this grant.

HOPE for Students Who Complete a GED
Students who earn a GED on or after July 1, 1993 that are Georgia residents are eligible for a state grant of $500. After passing the GED test, students will receive a voucher by mail. Students must sign and turn their voucher into the Office of Financial Aid during the quarter of enrollment in which they wish to redeem their voucher. Students must enroll and attend classes for a certificate or diploma program in order to use their voucher. Vouchers must be redeemed the first quarter of attendance, and within 24 months of passing the GED. Students will be issued a check for the voucher amount after satisfactorily completing classes through midterm. NOTE: A student is ineligible for HOPE GED Grant payment if he or she began seeking a college Degree or received HOPE Scholarship payment prior to earning a GED diploma.

Leveraging Educational Assistance Partnership (LEAP) Program
The Georgia Leveraging Educational Assistance Partnership (LEAP) Grant Program assists Georgia students, who demonstrate substantial financial need, with grant aid toward their cost of attendance at Georgia's eligible postsecondary institutions. Georgia LEAP Grant recipients must meet all of the requirements of the Federal Pell Grant Program, in addition to requirements specific to the Georgia LEAP Grant Program.
The federal government created the LEAP program for the purpose of encouraging states to provide need-based grants to their students. To participate in the LEAP program, a state must match federal LEAP funds, offered through the United States Department of Education, with at least one state dollar for each federal dollar. The State of Georgia began participating in the LEAP program starting with the 2001-2002 Award Year (State Fiscal Year 2002). The Georgia Student Finance Commission (GSFC) administers the Georgia LEAP Grant Program.
Eligible students may receive a Georgia LEAP Grant award of up to $2,000 per Award Year, depending on the extent of their financial need. Recipients may seek either a technical certificate or diploma at an eligible Georgia public postsecondary institution, or an undergraduate college degree from an eligible Georgia public or private postsecondary institution.
The Office of Financial Aid at the College will use the SAR/ISIR to consider all eligible students for LEAP. Checks will be cut and disbursed by the Business Office during the ninth week of the quarter. Fund availability will determine the number of students eligible for LEAP.

HERO Program
The Georgia HERO (Helping Educate Reservists and their Offspring) Scholarship Program was created to provide financial aid to students seeking a postsecondary education, who are:

1. Current members of the Georgia National Guard and United States Military Reserves who were deployed overseas on active service, on or after February 1, 2003, to a location designated as a combat zone;
2. The children of Georgia National Guard members and United States Military Reservists who were deployed overseas on active service, on or after February 1, 2003, to a location designated as a combat zone;
3. The spouses of Georgia National Guard members or United States Military Reservists who were deployed overseas on active service, on or after February 1, 2003, to a location designated as a combat zone, and who were killed in the combat zone, or died as a result of injuries received in the combat zone, or sustained 100 percent disability in the combat zone, or became 100 percent disabled as a result of injuries received in the combat zone.

The Georgia HERO Scholarship Program is funded by State Appropriations. The maximum amount awarded to an eligible student is $2,000 per award year, for no more than four award years. The award amount is subject to change during the award year.

GENERAL AID

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

OTHER AID AVAILABLE ON CAMPUS

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

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

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

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

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

Veteran Programs (VA)
Southeastern Technical College is approved for veteran's training under various programs.

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

PROGRAM REGULATIONS

HOPE Scholarship Eligibility
FRESHMAN (1st Tier) ELIGIBILITY

1. Beginning with the High School Graduating Class of 2012 and beyond, students must graduate from an Eligible High School with a minimum of a 3.00 cumulative grade point average on a 4.00 scale, in order to meet the academic requirements as a HOPE Scholar for the HOPE Scholarship at the First-Tier. Each grade earned for attempted coursework in English, Mathematics, Science, Social Science and Foreign Language during the student's ninth, tenth,

eleventh or twelfth grade year that could, according to Georgia Department of Education classification, be used to satisfy a core curriculum graduation requirement must be equated to a grade on a 4.00 scale, such that a grade of "A" equals 4.00, "B" equals 3.00, "C" equals 2.00, "D" equals 1.00, and "F" equals 0. All of the academic requirements for designation as a HOPE Scholar and for meeting academic requirements for the HOPE Scholarship at the First-Tier, as provided by Section 105.1.a. of these regulations, also apply to any student previously designated as a HOPE Scholar from a High School Graduating Class prior to the Class of 2012, if such student did not Enroll for the first time at an Eligible Postsecondary Institution before May 1, 2012. The Commission must calculate the high school grade average for purpose of the HOPE Scholarship for such student.

2. Beginning with the High School Graduating Class of 2007 and beyond, students meeting the college preparatory curriculum track requirements must graduate from an Eligible High School with a minimum of a 3.00 cumulative grade point average on a 4.00 scale, in order to meet the academic requirements as a HOPE Scholar for the HOPE Scholarship at the First-Tier. Each grade earned for attempted coursework in English, Mathematics, Science, Social Science, and Foreign Language, that could, according to Georgia Department of Education classification, be used to satisfy a core curriculum graduation requirement for the college preparatory diploma, must be equated to a grade on a 4.00 scale, such that a grade of "A" equals 4.00, "B" equals 3.00, "C" equals 2.00, "D" equals 1.00, and "F" equals 0.

3. Beginning with the High School Graduating Class of 2007 and beyond, students meeting the career/technology curriculum track requirements must graduate from an Eligible High School with a minimum of a 3.20 cumulative grade point average on a 4.00 scale, in order to meet the academic requirements as a HOPE Scholar for the HOPE Scholarship at the First-Tier. Each grade earned for attempted coursework in English, Mathematics, Science, and Social Science that could, according to Georgia Department of Education classification, be used to satisfy a core curriculum graduation requirement for the career/technology diploma, must be equated to a grade on a 4.00 scale, such that a grade of "A" equals 4.00, "B" equals 3.00, "C" equals 2.00, "D" equals 1.0, and "F" equals 0.

4. Beginning with the High School Graduating Class of 2007 and beyond, Eligible High Schools located in Georgia are required to provide the Commission with electronic academic transcripts for all graduating students, at the time and in the format as prescribed by the Commission. The Commission shall use such transcript data to calculate each student's cumulative grade point average for purposes of HOPE Scholarship eligibility.

5. All of the academic requirements for designation as a HOPE Scholar and for meeting academic requirements for the HOPE Scholarship at the First-Tier also apply to any student previously designated as a HOPE Scholar from a High School Graduating Class prior to the Class of 2007, if such student did not Enroll for the first time at an Eligible Postsecondary Institution before May 1, 2007. The Commission must calculate the high school grade average for purpose of the HOPE Scholarship for such students.

6. When calculating such student's high school grade average for purposes of HOPE Scholar designation, and for meeting the HOPE Scholarship academic requirements at the First-Tier, the Commission will remove the weighted portion, added by the student's eligible high school, from any grade earned from Advanced Placement or International Baccalaureate coursework and convert the grade to a 4.00 scale. The Commission will then add a standard weight of .50 to such grade, up to the maximum of a 4.00 grade, if the corresponding course was attempted during the 2006-2007 school year or after. The Commission will then add a standard weight of 1.00 to such grade, up to the maximum of a 4.00 grade, if the corresponding course was attempted prior to the 2006-2007 school year. Grades for Honors courses or other special courses will not be weighted. The Commission will remove the weighted portion, added by the student's Eligible High School from any grade earned from Honors courses or other special courses.

7. A First-Tier recipient may receive HOPE Scholarship payment through the school term in which he or she has accumulated at least 30 semester or 45 quarter Attempted-Hours, unless such

student first reaches an End-of-Spring Checkpoint or Three-Term Checkpoint with less than a 3.00 Postsecondary Cumulative Grade Point Average.

8. A First-Tier recipient Enrolled for 12 or more hours during at least one of his or her first three school terms must have a Postsecondary Cumulative Grade Point Average of at least a 3.00 at the end of Spring term (End-of-Spring Checkpoint), in order to continue eligibility beyond Spring term.

9. A First-Tier recipient Enrolled for less than 12 hours for each of his or her first three school terms must have a Postsecondary Cumulative Grade Point Average of at least a 3.00 at the end of his or her third term (Three-Term Checkpoint), in order to continue eligibility beyond the third term.

10. A First-Tier recipient who was Enrolled in less than 12 hours per term during his or her first two terms, but for 12 or more hours during his or her third term and the third term is after the End-of-Spring Checkpoint, is eligible to continue receiving the HOPE Scholarship at the First-Tier until such student has accumulated 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), or reaches the next End-of-Spring Checkpoint, whichever occurs first.

11. A student who, in 1997 or later, graduated from a high school that is not an Eligible High School or completed a Home Study program that is not an Eligible High School, may receive HOPE Scholarship payment for the First-Tier if such student earns a 3.00 Postsecondary Cumulative Grade Point Average after having accumulated 30 semester or 45 quarter Attempted-Hours of Degree credit and meets all other HOPE Scholarship requirements, including the End-of-Spring and Three-Term Checkpoints. In order for such student to be eligible for the HOPE Scholarship at the First-Tier, the student must have met Georgia Residency requirements at the time he or she completed the Home Study requirements or graduated from high school.

12. A student who earned a score from a single test administration in the national composite eighty-fifth percentile or higher on a standardized college admission test, such as the SAT or ACT, meets the academic requirements of the First-Tier, if such student at any time after June 30, 1993:
    a. Completed a Home Study program that is not an Eligible High School; or
    b. Graduated from a high school that is not an Eligible High School; or
    c. Did not graduate from a high school, or did not complete a Home Study program, but rather, received a General Educational Development (GED) diploma that was awarded by the Technical College System of Georgia.

Second-Tier Requirements.

1. A student must have accumulated at least 30 semester or 45 quarter Attempted-Hours, but less than 60 semester or 90 quarter Attempted-Hours, and have earned a Postsecondary Cumulative Grade Point Average of at least 3.00 at the end of the school term in which he or she has accumulated at least 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), in order to be eligible for HOPE Scholarship payment for the Second-Tier.

2. Eligibility at the First-Tier is not a requirement or prerequisite for eligibility at the Second-Tier. A student who was not previously eligible for the HOPE Scholarship may enter the HOPE Scholarship Program at the Second-Tier Checkpoint, if he or she meets all other HOPE Scholarship requirements.

3. A student who lost his or her HOPE Scholarship eligibility as a First-Tier recipient for failure to earn a 3.00 Postsecondary Cumulative Grade Point Average at the End-of-Spring Checkpoint or at his or her Three-Term Checkpoint and who has not yet reached the Second-Tier Checkpoint, can regain HOPE Scholarship eligibility for the Second-Tier if his or her Postsecondary Cumulative Grade Point Average is at least a 3.00 at the end of the school term he or she has accumulated at least 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), and such student meets all other HOPE Scholarship requirements.

4. A student is eligible to continue receiving the HOPE Scholarship at the Second-Tier through the school term he or she has accumulated 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint), unless such student first reaches an End-of-Spring Checkpoint with a Cumulative Grade Point Average less than a 3.00.
5. A student who earned a Postsecondary Cumulative Grade Point Average of at least a 3.00 at the end of the school term in which he or she has accumulated at least 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint) can gain HOPE Scholarship eligibility, at any time, during the Second-Tier, even though he or she did not meet one or more of the other eligibility requirements at the time he or she reached the Second-Tier Checkpoint. Such student must meet all of the eligibility requirements in order that he or she may receive HOPE payment for a specific school term.

Third-Tier Requirements.

1. A student must have accumulated at least 60 semester or 90 quarter Attempted-Hours, but less than 90 semester or 135 quarter Attempted-Hours, and have earned a Postsecondary Cumulative Grade Point Average of at least 3.00 at the end of the school term in which he or she has accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint), in order to be eligible for HOPE Scholarship payment for the Third-Tier.
2. Eligibility at the First-Tier and/or Second-Tier is not a requirement or prerequisite for eligibility at the Third-Tier. A student who was not previously eligible for the HOPE Scholarship may enter the HOPE Scholarship Program at the Third-Tier Checkpoint, if he or she meets all other HOPE Scholarship requirements.
3. A student who lost his or her HOPE Scholarship eligibility as a First-Tier recipient, for failure to earn a 3.00 Postsecondary Cumulative Grade Point Average at the end of the school term he or she accumulated at least 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), or at the End-of-Spring Checkpoint, or at his or her Three-Term Checkpoint can regain HOPE Scholarship eligibility for the Third-Tier if his or her Postsecondary Cumulative Grade Point Average is 3.00 at the end of the term he or she accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint), and such student meets all other HOPE Scholarship requirements.
4. A student who lost his or her HOPE Scholarship eligibility as a Second-Tier recipient, for failure to earn a 3.00 Postsecondary Cumulative Grade Point Average at the End-of-Spring Checkpoint and who has not yet reached the Third-Tier Checkpoint, can regain HOPE Scholarship eligibility for the Third-Tier if his or her Postsecondary Cumulative Grade Point Average is 3.00 at the end of the term he or she accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint), and such student meets all other HOPE Scholarship requirements.
5. A student is eligible to continue receiving the HOPE Scholarship at the Third-Tier through the school term he or she has accumulated 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint), unless such student first reaches an End-of-Spring Checkpoint with less than a Cumulative grade Point Average of 3.00.
6. A student who earned a Postsecondary Cumulative Grade Point Average of at least a 3.00 at the end of the school term in which he or she has accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint) can gain HOPE Scholarship eligibility, at any time, during the Third-Tier, even though he or she did not meet one or more of the other eligibility requirements at the time he or she reached the Third-Tier Checkpoint. Such student must meet all of the eligibility requirements in order to receive HOPE payment for a specific school term.

Fourth-Tier Requirements.

1. A student must have accumulated at least 90 semester or 135 quarter Attempted-Hours, but not more than 127 semester or 190 quarter Attempted-Hours, and have earned a Postsecondary Cumulative Grade Point Average of at least 3.00 at the end of the school term in which he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint), in order to be eligible for HOPE Scholarship payment at the Fourth-Tier.
2. Eligibility at the First-Tier, Second-Tier, and/or Third-Tier is not a requirement or prerequisite for eligibility at the Fourth-Tier. A student who was not previously eligible for the HOPE Scholarship may enter the HOPE Scholarship Program at the Fourth-Tier Checkpoint, if he or she meets all other HOPE Scholarship requirements.
3. A student who lost his or her HOPE Scholarship eligibility as a First-Tier recipient, for failure to earn a 3.00 Postsecondary Cumulative Grade Point Average at the end of the school term he or she accumulated at least 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), or at the End-of-Spring Checkpoint, or at his or her Three-Term Checkpoint can regain HOPE Scholarship eligibility for the Fourth-Tier if his or her Postsecondary Cumulative Grade Point Average is 3.00 at the end of the term he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint), and such student meets all other HOPE Scholarship requirements.
4. A student who lost his or her HOPE Scholarship eligibility as a Second-Tier recipient, for failure to earn a 3.00 Postsecondary Cumulative Grade Point Average at the end of the school term he or she accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint) or at the End-of-Spring Checkpoint, can regain HOPE Scholarship eligibility for the Fourth-Tier if his or her Postsecondary Cumulative Grade Point Average is at least a 3.00 at the end of the term he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint), and such student meets all other HOPE Scholarship requirements.
5. A HOPE Scholarship recipient at the Third-Tier, who failed to earn a 3.00 Postsecondary Cumulative Grade Point Average at an End-of-Spring Checkpoint and who has not yet reached the Fourth-Tier Checkpoint, can regain HOPE Scholarship eligibility if his or her Postsecondary Cumulative Grade Point Average is at least a 3.00 at the end of the term he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint).
6. A HOPE Scholarship recipient at the Third-Tier, who failed to earn at least a 3.00 Postsecondary Cumulative Grade Point Average at the end of the school term he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint), cannot regain HOPE Scholarship eligibility.
7. A student who earned a Postsecondary Cumulative Grade Point Average of at least a 3.00 at the end of the school term in which he or she has accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint) can gain HOPE Scholarship eligibility, at any time, during the Fourth-Tier, even though he or she did not meet one or more of the other eligibility requirements at the time he or she reached the Fourth-Tier Checkpoint. Such student must meet all of the eligibility requirements in order that he or she may receive HOPE payment for a specific school term.
8. A student is eligible to continue receiving the HOPE Scholarship at the Fourth-Tier through the school term he or she has accumulated 127 semester or 190 quarter Attempted-Hours, unless such student first reaches an End-of-Spring Checkpoint with a Cumulative Grade Point Average less than a 3.00.
9. A student is ineligible to continue receiving the HOPE Scholarship once he or she has accumulated 127 semester or 190 quarter Attempted-Hours, or has accumulated 127 semester or 190 quarter of Combined-Paid Hours, or has earned a Baccalaureate Degree, whichever of these limits occur first.

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

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

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

Hope Scholarship

Attempted-Hours Limitation

A student is ineligible to receive HOPE Scholarship payment once he or she reaches the Attempted-Hours limit of 190 quarter or 127 semester hours. However, students Enrolled in specific Undergraduate Degree programs of study designed to require more than 190 quarter or 127 semester hours of coursework for graduation or First Professional Degree Programs are eligible for HOPE Scholarship payment for a maximum of 225 quarter or 150 semester hours of Attempted-Hours, or the number of hours for which the program of study is designed for graduation, whichever is less.

Attempted-Hours Calculation

1. If a student is a HOPE Scholar upon high school graduation, or the equivalent, then any credit hours for any coursework attempted by such student prior to high school graduation, or equivalent, are not counted as Attempted-Hours.
2. All credit hours for coursework attempted prior to high school graduation or equivalent, including Joint Enrollment coursework, Dual Enrollment coursework, Advanced Placement coursework, International Baccalaureate coursework, and coursework taken as part of the Accel program, but excluding coursework taken in accordance with the O.C.G.A. Â§ 20-2-161.3, which are accepted as Degree credit when the student first enters an Eligible Postsecondary Institution at Tier 1, must be counted as Attempted-Hours, excluding grades if:
   a. The studentdoes not qualify for the HOPE Scholarship as an entering freshman based solely upon his or her grade point average; and
   b. Credit hours for such coursework are accepted for degree credit when the student first enters an Eligible Postsecondary Institution at the First-Tier after high school graduation, and
   c. The coursework was undertaken during a school term that began on or after July 1, 2008;
3. Such coursework taken before July 1, 2008 must also be counted as Attempted-Hours if the student meets the requirements of section 105.8.b.1. and 105.8.b.2, the student is a current student attending an Eligible Postsecondary institution, and the student requests a waiver of the requirement that the coursework was taken after July 1, 2008 by submitting a request to GSFC, and GSFC approves such waiver request.
4. For a student who did not earn a high school diploma, or equivalent, and is otherwise eligible to enter the HOPE Scholarship at the Second-Tier or higher, Degree credit hours are counted as Attempted-Hours from the point the student stopped pursuing a high school diploma.
5. Credit hours must be counted as Attempted-Hours regardless of whether the course was completed, the hours were earned, or a letter grade was recorded on the student's official academic transcript.
6. Credit hours are counted as Attempted-Hours regardless of whether the student receives payment for those hours from the HOPE program.

7. Credit hours are counted as Attempted-Hours even if those hours were taken at a postsecondary institution outside the state of Georgia or at a postsecondary institution in a foreign country.
8. Credit hours are counted as Attempted-Hours even if those hours were taken at an unaccredited postsecondary institution.
9. Credit hours attempted as part of a technical Certificate or Diploma program of study are only counted as Attempted-Hours if any postsecondary institution ever accepted those hours as credit hours toward a Degree.
10. Courses that appear on a student's transcript with no credit hours must be assigned 3 semester or 5 quarter credit hours for the purpose of determining a student's Attempted-Hours, unless the Eligible Postsecondary Institution's official college catalog lists the course as a zero-credit course.
11. Continuing Education and Audit credit hours are not counted as Attempted-Hours.
12. Credit hours earned by examination or work experience are not counted as Attempted-Hours.
13. Credit hours earned as a result of military training or experience are not counted as Attempted-Hours, unless such hours were granted or accepted as Degree credit by any postsecondary institution that is separate and independent of the military.
14. Students transferring from Certificate or Diploma programs into Associate of Applied Science (AAS) or Bachelor of Applied Science (BAS) Degree programs receive a "block" of credit hours for coursework taken in the Certificate or Diploma program, rather than on a course-by-course basis. In order to determine the number of Attempted-Hours, the value of the "block" of credit hours is dependent upon the number of hours the student is required to complete in order to receive an AAS or BAS Degree. The Postsecondary Cumulative Grade Point Average is based on the cumulative grade point average for the full "block" of credit hours.

Hope Scholarship Combined Paid-Hours Limitation
A student is ineligible to receive HOPE Scholarship payment once he or she reaches the Combined Paid-Hours limit of 190 quarter or 127 semester hours from any combination of HOPE Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus Accel Program Paid-Hours. However, students Enrolled in specific Undergraduate Degree programs of study designed to require more than 190 quarter or 127 semester hours of coursework for graduation or First Professional Degree Programs are eligible for HOPE Scholarship payment for a maximum of 225 quarter or 150 semester hours of Combined Paid-Hours, or the number of hours for which the program of study is designed for graduation, whichever is less.

Hope Grant
Paid-Hours Limit
A student may receive HOPE Grant payment for all coursework required by an Eligible Postsecondary Institution for a program of study leading to a technical Certificate or Diploma, including Learning Support coursework. However, recipients are limited by the number of credit hours for which they can receive HOPE Grant payment, referred to in these regulations as the Paid-Hours limit.

1. The Paid-Hours limit is 95 quarter or 63 semester hours of HOPE Grant payment, except for students Enrolled in specific technical Certificate or Diploma programs of study approved by the Board of Regents or the Technical College System of Georgia to require more than 95 quarter or 63 semester hours of coursework. Such students are eligible for HOPE Grant payment for the number of hours required by the program of study, up to a maximum of 130 quarter or 86 semester Paid-Hours.
2. Technical Certificate or Diploma credit hours attempted prior to Summer term of 2003 are not counted as Paid-Hours, regardless of HOPE Grant payment.
3. Technical Certificate or Diploma credit hours attempted beginning with the Summer term of 2003, for which the student received HOPE Grant payment, must be counted as Paid-Hours, unless the student was a high school Joint Enrollment or Dual Credit Enrollment student during such term.

4. Technical Certificate or Diploma credit hours for which a student received HOPE Grant payment for Summer term 2003, Fall term 2003, Winter term 2004, Spring term 2004, or Summer term 2004 are not counted as Paid-Hours, if the student was also Enrolled in high school as a Joint Enrollment or Dual Credit Enrollment student for such term.
5. Technical Certificate or Diploma credit hours for which a Joint Enrollment or Dual Credit Enrollment high school student received HOPE Grant payment for Fall term of 2004, through the Spring term of 2008, must be counted as Paid-Hours.
6. Technical Certificate or Diploma credit hours for which a Dual Credit Enrollment high school student received HOPE Grant payment for Summer term of 2008, and all terms following Summer term of 2008, are not counted as Paid-Hours. However, such credit hours for which a student received HOPE Grant payment prior to his or her high school graduation must be counted as Paid-Hours, if the student was participating in Joint Enrollment, rather than Dual Credit Enrollment.

HOPE Combined Paid Hours Limit
In addition to the Paid-Hours limit for HOPE Grant eligibility, a student is ineligible to receive HOPE Grant payment once he or she reaches the Combined Paid-Hours limit of 190 quarter or 127 semester hours from any combination of HOPE Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus Accel Program Paid-Hours.

ACCEL Program
The Accel Program offers Georgia public and private high school students the opportunity to earn credit hours toward an Associate or Baccalaureate Degree, as they simultaneously meet their high school graduation requirements as Dual Credit Enrollment students, by providing financial assistance toward their postsecondary educational costs. In order to be eligible for Accel funds, a high school student must be taking coursework leading to an Associate or Baccalaureate Degree. A high school student cannot receive assistance from the Accel Program for postsecondary courses that are part of a technical Certificate or Diploma program of study.

The award amount received by eligible students and the total amount of funds appropriated for the program are established each year by the Georgia General Assembly during the prior legislative session, and are subject to change during the Award Year.

The Accel Program was established beginning with the 2004-2005 Award Year (State Fiscal Year 2005). The program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission, in accordance with these regulations.

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

It is important for the student and his or her parents to have a serious and open discussion of the student's postsecondary educational and career goals.

A high school student's social and emotional maturity can often be the major determinate of success as a Dual Credit Enrollment student.

The quality and quantity of the academic coursework the student has completed, as early as the 8th grade, should be evaluated to determine exactly what additional coursework is required to meet high school graduation requirements and what coursework the high school can offer the student for the remainder of his or her high school studies.

Although the Accel Program does not mandate specific academic requirements for participation, it is important for the student to understand that college credit hours earned as a Dual Credit Enrollment student, may not be accepted by certain postsecondary institutions. Each institution has its own specific academic requirements and policies as they relate to the acceptance of transfer credit.

As the student and his or her parents make this major decision, full advantage should be taken of the knowledge and experience of officials at the student's high school and at the Eligible Postsecondary Institution the student plans to attend.

HOPE Distance Learning Students

A student participating in Distance Learning coursework is eligible to receive HOPE Grant payment if all other eligibility requirements are met. The institution offering the Distance Learning coursework must be a TCSG or USG Eligible Postsecondary Institution.

A student taking coursework through more than one Eligible Postsecondary Institution during the same term is eligible to receive HOPE Grant payment from each institution. The payment process for Distance Learning students is the same as for Transient students. Distance Learning students are eligible to receive HOPE Grant payment from each Eligible Postsecondary Institution to cover the Tuition charged by the institution, Mandatory Fees for Distance Learning students, and the Book Allowance.

The Mandatory Fees award amount for a student who is only Enrolled in Distance Learning coursework for a school term at a USG institution, is limited to the HOPE-approved technology fee. The Mandatory Fees award amount for a student who is only Enrolled in Distance Learning coursework for a school term at a TCSG institution, is limited to the HOPE-approved registration fee.

Eligible non-citizens

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

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

Selective Service

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

FINANCIAL AID REFUND POLICIES

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

STC Refund Policy

This refund policy applies when a student has totally withdrawn from school and paid cash or received a HOPE Scholarship/Grant payment. This policy states that pre-registered students may receive a full refund of all tuition and fees paid if they cancel prior to the scheduled enrollment date. Students who withdraw/drop during the first three (3) school days of each quarter will receive 100% of tuition charges refunded for each course dropped. Students who withdraw/drop after third (3rd) consecutive school day will receive no refund of tuition and fees.

Federal Refund Policy

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

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

The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student

will receive the balance due in the form of a refund check prior to the end of the quarter. If the amount of Title IV aid earned is insufficient to cover these charges and any payments already made to the student, the student is liable for these charges and they must be repaid before the student will be allowed to enroll in another quarter of study at Southeastern Technical College. Examples are available in the Office of Financial Aid.

Refund of Books and Supplies

Students will receive a full refund if:

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

No refunds will be made for:

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

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

OVER-AWARDS

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

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 Services and the Financial Aid Office at Southeastern 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 Southeastern Technical College satisfactory academic progress requirements.

To maintain eligibility for receipt of financial aid at Southeastern 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*, I, 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 progress if they feel that there are extenuating circumstances, which have prevented them from meeting the specified requirements. Students will need to complete an Appeal of Financial Aid Suspension form. The appeals must specifically address the extenuating circumstances, include supporting documentation, and must be filed with the Office of Financial Aid. An appeal form may be obtained from the Office of Financial Aid or the financial aid section of the STC Web site.

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

COMMERCIAL TRUCK DRIVING PROGRAM

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

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (HOPE)

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

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

Notification

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

Student Affairs

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ORIENTATION

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 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 specific 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 Southeastern Technical College website at http://www.southeasterntech.edu/onlinestudents/onlineorientation.asp.

CAREER PLANNING

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

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

GUIDANCE AND COUNSELING

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

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Southeastern Technical College recognizes the importance of encouraging and helping students with disabilities reach their full potential. Services for students with disabilities are available to assist these students in realizing and maximizing their academic and personal goals. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities.

Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations. Students with disabilities are asked to contact the Disability Services Coordinator prior to their first quarter of enrollment to request assistance and to ensure that appropriate accommodations are made in a timely manner. Accommodations requested less than thirty days in advance of the start date of any quarter are not guaranteed to be available by the first day of class for that quarter.

For more information visit STC website at

http://www.southeasterntech.edu/currentstudents/specialneeds.asp

SPECIAL POPULATIONS

Southeastern Technical College provides equal access to all program activities and provides assurance of nondiscrimination for all special-population students in admissions, programs/training and all activities.

Special populations include:

- Individuals with disabilities (See Support Services for Students with Disabilities)
- Individuals preparing for nontraditional fields
- Displaced homemakers
- Individuals with limited English proficiency

Services include programs that will enhance or improve the academic, technical and employability skills of special population students. Southeastern Technical College is committed to developing and implementing procedures that will encourage and support each student in their pursuit of a rewarding career with emphasis on high skill, high wage or high demand occupation. For more information visit STC website at http://www.southeasterntech.edu/currentstudents/specialneeds.asp

CAREER SERVICES

The Career Services Office offers assistance to graduates and students who are seeking work related to their field of study. Quarterly workshops in interviewing, resume preparation, and mock interviews are available to prepare students for entrance into the labor market. Career centers, which contain job search related materials, are located at both campuses to provide assistance to those job seekers. The Career Centers are located in Building 2, room 2105 at the Swainsboro campus and room 166 of the Main Building at the Vidalia campus.

Area employers regularly contact the college seeking qualified job applicants for full-time and part-time positions. Information on current job openings can be obtained at the Career Services Office or on the Career Services websites.

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

- Be currently receiving the Pell Grant;
- Be enrolled in at least 6 contact hours; and
- Maintain a 2.0 GPA.

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

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

For more information on Career Services or follow-up procedures, contact the Career Services Office at:

Vidalia Campus, 912-538-3100
Swainsboro Campus, 478-289-2200

STUDENT RECORDS

Notification of Students

Annually, Southeastern Technical College shall inform their students about the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The Act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605, concerning alleged failures by the institution to comply with the Act.

Southeastern Technical College shall also provide a mechanism whereby students may file informal complaints within the College.

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

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

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or

reference tool. Records that contain information taken directly from a student or that are used to make decisions about the student are not covered by this exception.

2. Records created and maintained by Southeastern Technical College Law Enforcement Unit for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records that contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

Student Access to Records

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

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

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

Hearings to Challenge Accuracy of Records

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

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

On behalf of Southeastern Technical College, either the Vice President of Student Affairs or another appointed hearing officer shall conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The hearing officer will consider only challenges to the accuracy of the records. Hence, if a

grade has allegedly been incorrectly recorded on a student's transcript question may be considered but not whether the student should have been awarded a grade different from the one given.

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

If Southeastern Technical College decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

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

Release of Information

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

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

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

   - Performing a task that is specified in his or her position description or contract agreement.
   - Performing a task related to a student's education.
   - Performing a task related to the discipline of a student.
   - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
   - Maintaining the safety and security of the campus.
2. 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.
3. 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.
4. 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.

5. Southeastern Technical College or other Department officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
    o Determine eligibility for the aid;
    o Determine the amount of the aid;
    o Determine the conditions for the aid; or
    o Enforce the terms and conditions of the aid.
6. 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.
7. 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.
8. Accrediting organizations in order to carry out their accrediting functions.
9. 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.
10. 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.
11. To comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if Southeastern Technical College receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The Department's Director of Legal Services shall be consulted prior to release of the record.
12. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense. The Department's Director of Legal Services shall be consulted prior to release of the record.
13. To Veterans Administration Officials pursuant to 38 U.S.C. 3690 (c).
14. Information Southeastern Technical College has designated as "directory information," unless a hold has been placed upon release of the information by the student.

    Southern Technical College defines the following data as directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public:
    o Full name of student
    o Campus address
    o Home address
    o County of residence
    o E-mail address
    o Major field(s) of study
    o Degree and awards received

- Date of attendance
- Enrollment status (i.e. full or part-time)
- Name of institution last attended
- Participation in official sports and activities
- Height and weight of athletic team members
- Photographs
- State of residence
- Marital Status

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

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

Gramm-Leach-Bliley Act
The Financial Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act or GLB Act, includes provisions to protect consumers' personal information held by financial institutions. There are three principal parts to the privacy requirements: the Financial Privacy Rule, Safeguards Rule and pretexting provisions. Southeastern Technical College complies with the aforementioned Congressional Act. Additional information on the Gramm-Leach-Bliley Act can be accessed at
www.ftc.gov/privacy/privacyinitiatives/glbact/
Solomon Amendment
The Solomon Amendment requires the 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 objection form must be filed with the Registrar's Office.
Recordkeeping Requirements
Southeastern Technical College shall maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received, the legitimate interest in the records, any additional party to whom it may be redisclosed, and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

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

Types, Locations and Custodians Of Education Records

Type of Record	Location	Record Custodian
Academic (e.g., transcript, transfer work, class schedule, degree requirements, probation, etc.)	Student Affairs, Registrar's Office	College Registrar
Financial Aid	Student Affairs, Financial Aid	Director of Financial Aid
Placement	Student Affairs, Career Services	Director of Career Services
Bills, Checks, Fees	Business Office	Director of Accounting
Attendance, Tests	Instructional Offices	Instructor

COPIES OF STUDENTS RECORDS

Students may receive one official transcript of work attempted at Southeastern Tech free of charge. Each copy of an official transcript thereafter is $5.00.

Students needing a transcript on demand will be charged a fee of $25. Transcripts on demand may not be available during times of registration.

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

1. Transcripts can be ordered via the Internet at any time through the National Student Clearinghouse (http://nationalstudentclearinghouse.com) for a minimal fee which is payable by using any major credit card. (Your card will only be charged after your order has been completed.) The site will walk you through placing the order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient. Order updates will be emailed to you and you can track your order online.
2. Transcript request forms may be submitted to the registrar's office. The form must be completed, signed and dated, and either mailed or faxed to the Registrar's Office. Mailing addresses and fax numbers are on the form. Forms can be mailed or faxed to either the Swainsboro campus or the Vidalia campus. Fees, if applicable, can be paid to the Business Office at 912-538-3104 or 478-289-2205. We accept check, cash, credit or debit cards.

Transcripts are processed within four business days from the date of the request. If you are a currently enrolled student and wish to have your current quarter grades on the transcript, please be sure to mark the block to hold the transcript until current quarter grades are posted. All transcripts issued will include the entire academic record, no partial or incomplete record will be issued as a transcript. Please note that any financial obligations to the school must be cleared before a transcript can be released.

Unofficial transcripts may be accessed through Bannerweb.

Enrollment Verification Process

Students needing written proof of their enrollment may request an enrollment verification certificate from the National Student Clearinghouse. This is available through the Bannerweb system on the college website. If verification is not available, then student should contact the Registrar's office.

COLLEGE PUBLICATIONS

Catalog and Student Handbook

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

Southeastern Tech Today

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

Annual Report

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

STUDENT ID CARDS

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

LIBRARY

The library at Southeastern Technical College supports the curriculum of the College by developing and promoting information literacy skills for students, faculty and staff wherever they are located. To accomplish this purpose, the library develops, maintains, and makes accessible a well-balanced collection of information resources in a variety of formats and delivery options in order to meet institutional objectives.

Circulation Policies

All currently enrolled students in good standing and currently employed faculty and staff of Southeastern Technical College may check out circulating materials. Books in the general collection circulate for two weeks, and may be renewed three times, provided there are no holds on a title.

Library Resources

Southeastern Technical College students have access to print books, periodicals, videotapes and DVDs in each of the library facilities. The library also makes available over 50,000 full text electronic books through NetLibrary and thousands of periodicals online through Georgia Library Learning Online (GALILEO). Equipment at most facilities includes a photocopier, scanner and laminator.

Library Services

Upon request by the instructor, librarians are available for bibliographic instruction sessions. Librarians are also available for point of contact reference services both in person and online. The library provides free interlibrary loan services to the Southeastern Technical College community.

STUDENT SUCCESS CENTER

The Student Success Center is designed to help students identify interests, examine various majors, and consider basic values and priorities which contribute to success in planning educational goals. The goal is to use all available resources to assist students in making positive adjustments in their academic and personal lives.

The Student Success Center is designed to support students in their efforts to achieve maximum success in school, in the workforce, and in life. The Center offers career and personal counseling. STC Staff is available to personally help you:

- evaluate your interests
- complete career assessment tools
- develop successful academic goals
- deal with social and personal problems
- be aware of community agencies and resources
- resume development assistance
- cover letter and thank you letter assistance
- online job search assistance

STC Staff is available daily and is an integral part of assisting the student with obtaining his/her educational and career goals.

Retention

The Office of Retention Services provides students with the necessary programs and services which will assist them in the completion of their educational objectives.

Tutoring Services

Free tutoring services are available Monday - Thursday. Please contact the College for more information. Vidalia Campus (912) 538-3100; Swainsboro Campus (478) 229-2200; Glennville Campus (912) 654-5276.

BOOKSTORE

Southeastern Technical College has two bookstore locations to serve our students better. The bookstore on the Vidalia campus is located in Room 327 and the bookstore on the Swainsboro campus is in Building 3. Regular & rush bookstore hours are scheduled to accommodate both day and evening students. Textbooks, supplies, and program materials are available for sale in the bookstore along with a wide variety of apparel, bags, and gift items. Financial aid period is available for the first two weeks of each quarter for using HOPE, PELL, and Third Party grants & scholarships. The bookstore accepts cash, check, Visa, Mastercard & Discover. The bookstore schedules textbook buybacks each qtr for each campus during finals week. Please see our website or contact the bookstore directly at bookstore@southeasterntech.edu for more information.

STUDENT CENTER

Student Centers are located in the Administration Building of the Main Campus, the Gillis Building of the Main Campus, and Building 3 of the Swainsboro Campus. These areas provide a suitable area for studying, meetings, and dining. The student center serves as an informal lounge and contains tables and chairs, informational bulletin boards, newsworthy school information, and restrooms.

MEALS

Vending machines are located in the Student Centers of the Administration Building and the Gillis Building of the Main Campus. Buildings 1, 2, and 8 on the Swainsboro Campus provide vending machines. Snacks are also available in the snack bar/canteen on the Swainsboro Campus. 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 centers. Please keep the area clean by properly disposing and recycling used cups, cans, and wrappers. Problems with vending machines should be reported to the receptionist.

TRAFFIC AND PARKING REGULATIONS

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

Campus Parking Procedures

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

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

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

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

Parking Regulations

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

- Park in designated parking areas.
- Parked vehicles may not impede the flow of traffic and must be located entirely within the boundaries of a lined parking space.
- Restrictions on handicapped parking, time limited spaces, loading zones, no parking zones, and fire lanes will be observed at all times.
- Motor vehicles may not be driven or parked on sidewalks or grassed areas.

- STC reserves the right to reserve or restrict parking for special events. Such reservation or restriction may be accomplished by the direction of Maintenance/Security personnel or by the posting of barricades or other signage. Vehicles parked in violation of such direction or postings are subject to fine and towing.
- Parking permits are non-transferable. The decals or permits must be affixed only to the vehicles for which they are registered.
- Regardless of how many vehicles are registered in any one name, only one at a time is allowed to park on campus.
- Upon change of vehicle ownership, termination of association with STC, revocation of parking privileges, or receipt of a decal, which supersedes a prior decal, parking decals must be removed from the vehicle.
- The person in whose name the vehicle is registered at Southeastern Tech shall be responsible for all violations at Southeastern Tech.
- Removal of, or tampering with, any STC parking or traffic signs will result in issuance of a fine and/or criminal prosecution.
- Operators of vehicles emitting excessive noise or being operated in a reckless manner are subject to fine.
- Vehicles may not be stored on campus without the written permission of the Security Department. Any vehicle remaining stationary for more than three days will be considered a stored vehicle and will be subject to towing at the owner's expense.

Parking Lots
Southeastern Technical College has two designated parking lots on the Main Campus in Vidalia totaling 632 parking spaces. We have ample parking available for all our students. Our neighboring businesses have asked that we prevent STC students from parking in their parking lots. This is because they need these spaces for their customers. STC students should park in STC parking lots only.

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

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

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

- Failure to display STC parking permit/Not registered for decal;
- Parking permit not properly displayed;
- Parking unregistered vehicles;
- Unauthorized use of, or altering, permits;
- Parking outside permitted areas;
- Parking/driving on grass, walking areas, shrubs or lawns;
- Parking or blocking, fire lanes, parking spaces, or loading zones;
- Parking in illegal, restricted, or reserved zones;
- Parking adjacent to yellow curb or an area with a no parking sign;
- Failure to stop at a stop sign;
- Failure to obey traffic signs, special parking space markings, directional arrows;
- Speeding/Exceeding the posted speed limit;

- Parking is a Disabled Area—without a GA disabled decal or tag—could result in a fine up to $100.00 and/or towing and/or loss of parking privileges. Proper decal or tag must be displayed; and
- Any other violations of county and state laws.

Parking Violations Fines

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

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

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

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

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

Fines are subject to be increased or raised without notice.

Hours of Permitted Parking

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

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

Personal Property

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

Towing and Impoundment

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

General Information

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

HOUSING

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

RECYCLING

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

STUDENT ACTIVITES & ORGANIZATIONS

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

Students are encouraged throughout their course of study at Southeastern Tech to participate in student activities and student organizations. Through involvement in the various clubs and activities, students are provided opportunities to share interests while interacting with their peers, faculty, and staff. Student activities are designed to complement the academic experience through an array of educational, social and recreational programs. It enhances student development by providing first-hand experience in leadership, decision-making, interpersonal, organizational, planning and technology skills.

Student activities are an important component in a more satisfying and successful educational experience. Student activities programming is intended to provide opportunities for personal growth and development, academic growth and enrichment, and student involvement in the campus community. These activities range from serious to playful and include lunch and learns, student activity days, cookouts, speakers and involvement in student organizations.

REMEMBER... Get involved and have fun.

STUDENT ORGANIZATIONS

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

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

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

- Forestry/Wildlife Club
- HEROES Club
- International Association of AdministrativeProfessionals (IAAP)
- Medical Assisting Club
- National Technical Honor Society
- Nursing Club
- Pharmacy Technology Club
- Phi Beta Lambda
- Radiologic Technology Club
- SkillsUSA
- Student Leadership Council
- Student Member of the American Dental Hygienists' Association (SADHA)
- Surgical Tech Club
- Syntax Computer Club

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

Forestry/Wildlife Club

The Forestry/Wildlife Club was formed to promote forestry and wildlife practices and ethics. The mission of the Club is to enhance the members' forestry and wildlife 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 or wildlife management. The club members will work with local communities and schools on forestry and wildlife related projects.

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

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

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

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

National Technical Honor Society (NTHS)
NTHS is the acknowledged leader in the recognition of outstanding student achievement in career & technical education. The mission of the National Technical Honor Society is to honor student achievement and leadership, encourage higher scholastic achievement, cultivate a desire for personal excellence, and enhance career opportunities for top students.
A chapter of the National Technical Honor Society was established at STC to reward student achievement and encourage scholastic excellence. To qualify for membership the student must be regularly admitted to a diploma or degree program, have completed at least 35 cumulative hours, have an overall GPA of at least 3.50, and exhibit professional work ethics.

Nursing Club
The objective of the Nursing Club is to provide students with an opportunity to identify with the nursing profession and to promote excellence in the field of nursing. Members attend regional workshops, conduct social activities, provide educational programs, and sponsor fundraisers to defray the cost of various expenses related to the program. Membership is open to all students who have been officially accepted into the Practical Nursing program.

Pharmacy Technology Club
The Pharmacy Technology Club is open to all students who have been officially accepted into the Pharmacy Technology program . The goal of the Pharmacy Technology Club is to promote the practice

of Pharmacy Technicians as a career, and to provide members with the opportunity to contribute to the community as well as enhance their knowledge within the field through various projects and programs. The club also helps provide funding for community needs, educational conferences, seminars, and the National Certification Test given by the National Pharmacy Technician Board. Members sponsor various fundraisers to defray the costs of various activities planned by the club.

Phi Beta Lambda (PBL)

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

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

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

Radiologic Technology Club

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

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. SkillsUSA helps each student excel. SkillsUSA mission is to help its members become world-class workers, leaders and responsible American citizens.

Students are provided quality education experiences in leadership, teamwork, citizenship, and character development. SkillsUSA programs include local, state and national competitions in which more than 5,400 students compete in 91 occupational and leadership skill areas.

Student Leadership Council

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

Student Member of the American Dental Hygienists' Association (SADHA)

SADHA is open to all students who have been officially accepted into the Dental Hygiene program at Southeastern Technical College. The goal of SADHA is to provide its members with the invaluable opportunity of previewing their career as a dental hygienist. SADHA also demonstrates the role that the American Dental Hygienists' Association plays in the dental hygiene profession. Members of SADHA will participate in various community service projects, fundraisers, and other educational activities related to the profession of dental hygiene.

Surgical Technology Club

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

Syntax Computer Club

The Swainsboro Campus 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 STC student. There are no dues or membership fees.

President's List

Students who earn a grade point average (GPA) of 3.75 while enrolled in 12 or more quarter credit hours in a degree or diploma program will receive recognition by having their name published on the President's List for that academic quarter. Students must have an admissions status of Regular to be eligible for the President's List. Students receiving an Incomplete or In Progress (I or IP) in any class are not eligible for the President's 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.

GOAL Program

The GOAL (Georgia Occupational Award of Leadership) program honors excellence in academics and leadership among the students of the Technical College System of Georgia. It also emphasizes the importance of technical education in today's global workforce. A GOAL winner is selected from each of the technical colleges throughout the system. Those winners advance to regional and state competitions to determine a state GOAL winner. The state winner is announced in Atlanta each year and has the responsibility of carrying out all duties pertaining to the state GOAL winner.

To qualify for GOAL, the student must be nominated by his/her instructor. They must have at least 12 quarter hours of academic work completed and maintain a 3.0 GPA before nomination. The student must also be in "good standing" with the college and remain in the same program group throughout the GOAL selection process.

VOTER REGISTRATION

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

Academic Regulations

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Grading System and related
Repeated Courses
General Education Core Competencies
Work Ethics
Academic Probation
Course Grade Grievance
Graduation Information
Internships and Live Work
Notice of Evaluations

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

Grades	Explanation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Satisfactory (70-79)	2
D	Poor (60-69)	1
F	Failing (0-59)	0
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
I	Incomplete	Not computed in GPA
AU	Audit	Not computed in GPA
AC	Articulated Credit	Not computed in GPA
WM	Withdrew Military	Not computed in GPA
NG	No Grade	Not computed in GPA

Grading System Definitions

"I"—Incomplete

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

"WF"—Withdrew Failing

The grade "WF" signifies the student withdrew or was withdrawn from a course after midterm and was failing. The "WF" will be calculated in the quarterly grade point average as an "F". WF is used in grade point calculations but earns no credit hours and carries zero grade points for each credit hour attempted.

"WP"—Withdrew Passing

The grade "WP" signifies the student withdrew from a course after midterm and was passing. WP is not calculated for grade points but is included in hours attempted for academic progress for financial aid.

"WM"—Withdrew Military

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

"NG"—No Grade

Grade not submitted. Student must see their instructor for grade. The "NG" will be changed to the official grade for the course once the instructor submits a grade change form to the Registrar's Office.

"AU"—Audit

By registering as an auditor, a student is permitted to audit a course/program and attend classes without meeting all admission requirements for the course/program and without receiving credit. Students are not permitted to change from audit to credit or credit to audit after the Drop/Add period. Students desiring to change from audit to credit must meet all necessary admission requirements. Other regulations concerning auditing a course are found in "Auditing a Course" in the Registration section of this Catalog and Handbook.

"EX"—Exempt

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

"TR"—Transfer

The grade "TR" signifies that the student received credit for course work from another accredited postsecondary institution which is the same or equivalent to course work required at Southeastern Technical College.

"IP"—In-Progress

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

"AC"—Articulated Credit

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

"W"—Withdrew

The grade "W" signifies the student officially withdrew by midterm from a credit course. W is not calculated for grade points but is included in hours attempted for academic progress for financial aid. *Students who are no-shows and students dropping a course or courses by the end of the third instructional day of the quarter shall receive no grades for applicable courses.

Learning Support Grades		
A*	(90-100)	Excellent
B*	(80-89)	Good
C*	(70-79)	Satisfactory
D*	(60-69)	Poor
F*	(0-59)	Failing
WP*	Withdrawn Passing	
WF*	Withdrawn Failing	
W*	Withdrawn	

Learning support grades are not calculated in GPA, but a student must make a "C*" or higher to complete 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.

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 classes, 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 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 refunded in accordance with federal regulations
2. The student may elect to receive the appropriate letter grade and receive any applicable refunds. Under this option, such courses will be calculated as an attempted course for financial aid purposes.

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 Bannerweb on the college website. Final grades will not appear on transcripts until after all grades have been recorded and rolled to academic history.

PROGRAM/COURSE GRADE REQUIREMENTS

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

Academic Standards and Evaluation

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

Instructors' evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive.

Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient enough 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 student's 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.

GRADE POINT AVERAGE

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

Grade	Numerical Equivalent		Credit Hours		Grade Points		GPA
A	4	x	5	=	20		
B	3	x	7	=	21		
C	2	x	4	=	8		
D	1	x	3	=	3		
F/WF	0	x	5	=	0		
			24	/	52	=	2.17

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

- A—4 points
- B—3 points
- C—2 points
- D—1 point
- F—0 points
- WF—0 points

REPEATED COURSES

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

GENERAL EDUCATION CORE COMPETENCIES

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

STC has identified the following general education core competencies that graduates will attain.

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.

- The ability to read, analyze, and interpret information.
- The ability to utilize basic computer skills.

Beginning Summer Quarter 2009, all new students who are pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component; students who transfer credit for the General Education core; and students enrolled prior to the merger who take all or part of the General Education core after July 1, 2009, will be required to pass the General Education Competency Exams prior to graduation.

INSTITUTIONAL REQUIREMENT

Beginning Summer Quarter, 2009, all new students enrolled in a degree program, a diploma program, or a technical Certificate of Credit with a General Education component and students who transfer to Southeastern Technical College will be required to take COL 1000, College Survival Strategies, during their first quarter.

WORK ETHICS

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

1. 0—Unacceptable
2. 1—Needs Improvement
3. 2—Acceptable
4. 3—Exceeds expectations

Academic Probation

Students will be placed on academic probation if their quarterly grade point average is less than 2.0. Students on academic probation who attain a quarterly grade point average of 2.0 or higher for their quarter of probation will be returned to good standing at the end of the probation period.

Academic Suspension

Students on academic probation who fail to attain a quarterly grade point average of 2.0 are subject to academic suspension. A student who is on academic suspension will not be allowed to take any course for one quarter. Students who return after being on academic suspension for one quarter will be placed on academic probation.

COURSE GRADE GRIEVANCE

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

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

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

how the final grade was determined and will respond to the student in writing within five (5) business days. The decision of the Vice President of Academic Affairs is final.

GRADUATION INFORMATION

Graduation exercises are scheduled once per year in June. All students must achieve Regular Program Admission status prior to applying for graduation. All students eligible for graduation are expected to participate in the ceremony. It is the student's responsibility to complete an application for graduation. The application must be submitted to the Registrar's Office upon registration for the final quarter of classes. The student's records will be evaluated by the Registrar's Office to determine successful completion of the program. Students may apply for graduation up to two years after completing the required course work for their program of study.

Graduation Fee

A fee of $35.00 is charged to each student who applies for graduation and who wishes to participate in the graduation ceremony. This fee defrays part of the student's graduation expenses and is non-refundable. Graduating degree, diploma and certificate students who do not wish to participate in the graduation are charged a fee of $10.00 per credential. Replacement charge for a degree, diploma or certificate is $25.00 per credential. A $10.00 fee is charged for each cover requested.

Graduation Requirements

In order to graduate, students must meet all course and credit hour requirements of the program. Southeastern Technical College verifies its graduates have attained general education and program competencies by requiring successful completion of certain general education and program assessments. To receive a degree, diploma, or certificate from a program of instruction, the student must have a cumulative grade point average of at least 2.0 in his/her program of study. A student will not be awarded a degree, diploma or certificate if all coursework was completed prior to the approval of the program by the Technical College System of Georgia.

A student must earn a high school diploma or GED before being considered eligible for graduation from all degree and diploma programs and certain certificate programs. Students will not receive a degree, diploma or certificate until all financial accounts are clear.

Graduation with Honors

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

EXITING LEARNING SUPPORT COURSES

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

OCCUPATION BASED INSTRUCTION

Southeastern 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.

INTERNSHIPS

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

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

information sheet and Contract to the program advisor/instructor. Additional paperwork (including timesheets, daily logs, etc.) will be submitted to the appropriate program advisor/instructor.

The Internship Employer Packet will be delivered to the Employer at the first visit of the quarter by the program advisor/instructor. This packet contains a mid-term and final evaluation of the student's progress to be submitted to the program advisor/instructor at the date indicated on the quarterly calendar.

LIVE WORK

Certain programs have live work opportunities for students to benefit from. Cosmetology utilizes this method of learning quite extensively as students work in an actual live work lab at the college. Other programs that have live work as an option include: Air Conditioning Technology, Electrical Construction and Maintenance, Electronics Technology, and CIS Internet Specialist Web Site Design. An instructional live work procedures notebook is kept in each program area that includes state policy procedures, Southeastern Tech procedures, program procedures, and necessary paperwork that is required before live work can take place. A nominal fee is involved, and in most cases, materials are provided by the person or agency. All external live work projects require approval of the Vice-President of Academic Affairs.

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

NOTIFICATION OF EVALUATION

Any or all students may be required to take one or more tests designed to measure general education achievement. Critical thinking skills, and/or achievement in selected major areas prior to graduation for the purpose of evaluating academic programs may also be required. Students may be asked to participate in one or more satisfaction surveys designed to measure institutional effectiveness. Participation in testing may be required for all students, students in selected programs, and for students selected on a sample basis.

Course Information

Course Numbers

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

Course Hours and Credit Hours

Following the course title the course credit hours and contact hours are indicated. Please note the actual contact hours for a given quarter are the contact hours shown times 10. For instance a course showing 4 credit hours yet 6 contact hours would meet for 60 hours over the course of the quarter. (Institutional credit is designated for learning support courses by the letters I.C. following the number of credit hours. Learning support courses cannot be used for elective credit to meet the graduation requirements. Unless otherwise specified, regular admission is a prerequisite for registration for all credit courses.

Prerequisites

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

Corequisites

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

On-Line Information

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

Course Schedule

Not all of the courses in the following list are taught each quarter. Course schedules are published prior to each quarter showing the courses that will be offered. Courses offered are subject to change. * Southeastern Technical College reserves the right to cancel any course for which there is insufficient enrollment.

Course Completion

A grade of "C" of higher is required for successful completion of all courses in the Southeastern Technical College Catalog.

ACCT 1100 - Financial Accounting I (4 credit hours, 3750 minutes)
(**Prerequisite**: *Program admission*)
Introduces the basic financial accounting 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 for a personal service business, the accounting cycle for a merchandising business, inventory, cash control, and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1101 - Principles of Accounting I (6 credit hours, 8 contact hours)
(**Prerequisite**: *Program admission*)
Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

ACCT 1102 - Principles of Accounting II (6 credit hours, 8 contact hours)
(**Prerequisite**: *ACC 1101*)
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.

ACCT 1103 - Principles of Accounting III (6 credit hours, 8 contact hours)
(**Prerequisite**: *ACC 1102*)
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.

ACCT 1104 - Computerized Accounting (3 credit hours, 5 contact hours)
(**Prerequisites**: *Institutionally allows ACC 1101, SCT 100*)
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: equipment use, general ledger, accounts receivable and payable, payroll, cash management, and financial reports. Laboratory work includes theoretical and technical applications.

ACCT 1105 - Financial Accounting II (4 credit hours, 3750 minutes)
(**Prerequisite**: *ACCT 1100*)
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis. Laboratory work demonstrates theory presented in class.

ACCT 1106 - Spreadsheet Applications (3 credit hours, 5 contact hours)
(**Prerequisite**: *SCT 100*)
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.

ACCT 1110 - Managerial Accounting (4 credit hours, 3000 minutes)
(**Prerequisite**: *ACCT 1105*)
Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include: Managerial Accounting Concepts, Manufacturing Accounting Using a Job Order Cost

System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit Analysis, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

ACCT 1115 - Computerized Accounting (3 credit hours, 3750 minutes)
(Prerequisite: ACCT 1100, COMP 1000)
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1120 - Spreadsheet Applications (4 credit hours, 4500 minutes)
(Prerequisite: COMP 1000)
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

ACCT 1125 - Individual Tax Accounting (3 credit hours, 3000 minutes)
(Prerequisite: None)
Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130 - Payroll Accounting (3 credit hours, 3000 minutes)
(Prerequisite: ACCT 1100)
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, payroll transactions, and analyzing and journal payroll transactions.

ACCT 1151 - Individual Tax Accounting (5 credit hours, 6 contact hours)
(Prerequisite: None)
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.

ACCT 1152 - Payroll Accounting (5 credit hours, 6 contact hours)
(Prerequisite: ACC 1101)
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.

ACCT 2100 - Accounting Internship I (4 credit hours, 9000 minutes)
(Prerequisite: All non-elective courses required for program completion.)
Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluations, and weekly documentation or seminars and/or other projects as required by the instructor.

ACCT 2105 - Accounting Internship II (8 credit hours, 18000 minutes)
(Prerequisite: All non-elective courses required for program completion.)
Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The full-time accounting internship is implemented through the use of written

individualized training plans, written performance evaluations, and weekly documentation or seminars and/or other projects as required by the instructor.

ACCT 2110 - Accounting Simulation (3 credit hours, 3750 minutes)
*(**Prerequisites**: ACCT 1105, ACCT 1120)*
*(**Corequisite**: ACCT 1115)*
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business, and a corporation using an accounting information system software (different from software used in ACCT 1115-Computerized Accounting) Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using simulation projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

ACCT 2120 - Business Tax Accounting (3 credit hours, 3000 minutes)
*(**Prerequisite**: ACCT 1125)*
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, form and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2140 - Legal Environment of Business (3 credit hours, 2250 minutes)
*(**Prerequisite**: Program admission)*
Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACCT 2145 - Personal Finance (3 credit hours, 2250 minutes)
*(**Prerequisite**: None)*
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACCT 2156 - Business Tax Accounting (5 credit hours, 6 contact hours)
*(**Prerequisites:** ACC 1101 and ACC 1151)*
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2167 - Accounting Internship I (6 credit hours, 18 contact hours)
*(**Prerequisite:** All non-elective courses required for completion)*
Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACCT 2168 - Accounting Internship II (12 credit hours, 36 contact hours)
*(**Prerequisite:** All non-elective courses required for completion)*
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 (4 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety.

ACT 101 - Principles and Practices of Refrigeration (7 credit hours, 10 contact hours)
*(**Prerequisite/Corequisite**: ACT 100)*
Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include: refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

ACT 102 - Refrigeration Systems Components (7 credit hours, 10 contact hours)
*(**Prerequisites/Corequisites**: ACT 100, ACT 101)*
Provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 - Electricity for Air Conditioning (7 credit hours, 10 contact hours)
*(**Prerequisite**: Provisional admission)*
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

ACT 104 - Electric Motors (4 credit hours, 7 contact hours)
*(**Prerequisite/Corequisite**: ACT 103)*
Continues to develop the skills and knowledge necessary for the application/service of electric motors commonly used by the refrigeration/air conditioning industry. Topics include: diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

ACT 105 - Electrical Components (5 credit hours, 8 contact hours)
*(**Prerequisites/Corequisites**: ACT 103, ACT 104)*
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

ACT 106 - Electrical Control Systems and Installation (4 credit hours, 7 contact hours)
*(**Prerequisite/Corequisite**: ACT 105)*
Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.

ACT 107 - Air Conditioning Principles (8 credit hours, 10 contact hours)
*(**Prerequisites/Corequisites**: ACT 102, ACT 106,MAT 1012)*
Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: safety, types of AC systems, heat-load calculation, properties of air, psychometrics, air filtration, and duct design. [OL]

ACT 108 - Air Conditioning Systems and Installation (3 credit hours, 5 contact hours)
*(**Prerequisite/Corequisite**: ACT 107)*
Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, spilt-systems, add-on-systems, packaged systems, and safety.

ACT 109 - Troubleshooting Air Conditioning Systems (7 credit hours, 10 contact hours)
*(**Prerequisites/Corequisites**: ACT 108, ENG 1010)*
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 (5 credit hours, 10 contact hours)
*(**Prerequisites/Corequisites**: ACT 102, ACT 106,MAT 1012)*

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

ACT 111 - Heat Pumps and Related Systems (6 credit hours, 10 contact hours)
*(**Prerequisite/Corequisite**: ACT 110)*
Provides instruction on the principles, application, and operation of a residential heat pump system. Topics include: installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, valves, and safety.

AHS 1011 - Anatomy and Physiology (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
*(**Corequisite:** AHS 109)*
Focuses on basic normal structure and function of the human body. Topics include: General plan and function of the human body; integumentary system; skeletal system; muscular system; nervous and sensory systems; endocrine system; cardiovascular system; lymphatic system; respiratory system; digestive system; urinary system; and reproductive system.

AHS 102 - Drug Calculation and Administration (3 credit hours, 4 contact hours)
*(**Prerequisite**: MAT 1012)*
Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

AHS 103 - Nutrition and Diet Therapy (2 credit hours, 2 contact hours)
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 (3 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to 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 1015 - Basic Inorganic Chemistry (4 credit hours, 5 contact hours)
*(**Prerequisite**: MAT 1012)*
Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include: laboratory safety; fundamental principles of chemistry; weight and measures; solutions; and basic laws of chemistry.

AHS 109 - Medical Terminology for Allied Health Sciences (3 credit hours, 3 contact hours)
*(**Prerequisite**: Provisional admission)*
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the student's field of study. [OL]

AMF 152 - Manufacturing Organizations Principles (2 credit hours, 2.4 contact hours)
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 (2 credit hours, 3 contact hours)
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 (2 credit hours, 2.4 contact hours)
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 (3 credit hours, 3.8 contact hours)

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 (6 contact hours, 6 credit hours)

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 1101 - Art Appreciation (5 credit hours, 5 contact hours)

(**Prerequisite**: *ENG 1101*)

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 to 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. Topics include: historical and cultural development represented in visual arts; contributions in visual arts; and communication skills.

BIO 2113 - Anatomy and Physiology I (5 credit hours, 7 contact hours)

(**Prerequisite**: *Program admission*)

(**Corequisite:** *ENG 1101*)

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

BIO 2114 - Anatomy and Physiology II (5 credit hours, 7 contact hours)

(**Prerequisite**: *BIO 2113*)

Continues the study of the anatomy and physiology of the human body. Topics include: the endocrine system; cardiovascular system; the blood and lymphatic system; immune system; respiratory system; digestive system; urinary system; and reproductive system. Laboratory experience supports classroom learning.

BMI 232 - Medical Equipment—Function and Operation I (4 credit hours, 6 contact hours)

(**Corequisites**: *AHS 1011, AHS 109, BMI 233*)

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

BMI 233 - Internship—Medical Systems I (5 credit hours, 13 contact hours)

(**Prerequisite/Corequisite**: *BMI 232*)

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

BMI 242 - Medical Equipment—Function and Operation II (3 credit hours, 3 contact hours)

(**Prerequisites/Corequisites**: *BMI 232/BMI 233*)

Continues the study of electromechanical systems currently in use throughout the health care field.

Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMI 243 - Internships—Medical Systems II (5 credit hours, 13 contact hours)
(Prerequisites/Corequisites*: BMI 233/BMI 242)*
Continues student's on-site learning experience at the operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identify logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

BUSN 1100 - Introduction to Keyboarding (3 credit hours, 3750 minutes)
(Prerequisite*: None)*
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words per minute) on 3-minute timings with no more than 3 errors. *(BUSN 1100 is a required elective for BAT program students that do not meet the minimum keying speed for BUSN 1440).*

BUSN 1110 - Speed and Accuracy Keying (2 credit hours, 3 contact hours)
(Prerequisite*: BUS 1100 or BUS 1130)*
Further develops speed and accuracy through analysis of keying and prescribed practice drills. Topics include: building speed and accuracy and straight-copy proofreading.

BUSN 1120 - Business Document Proofreading and Editing (3 credit hours, 5 contact hours)
(Prerequisites*: BUS 1130, ENG 1010 or ENG 1101)*
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.

BUSN 1130 - Document Processing (6 credit hours, 10 contact hours)
(Prerequisite: *BUS 1100 or the ability to key at least 25 wpm)*
Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management. [OL]

BUSN 1140 - Word Processing (5 credit hours, 8 contact hours)
(Prerequisite*: SCT 100)*
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. [OL]

BUSN 1150 - Database Applications (3 credit hours, 5 contact hours)
(Prerequisite*: SCT 100)*
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. [OL]

BUSN 1160 - Desktop Publishing (3 credit hours, 5 contact hours)
(Prerequisite*: SCT 100)*
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.

BUSN 1170 - Electronic Communication Applications (5 credit hours, 8 contact hours)
(Prerequisite*: SCT 100)*
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.

BUSN 1190 - Digital Technologies in Business (2 credit hours, 2250 minutes)
*(**Prerequisite***: COMP 1000)*
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms. [OL]
BUSN 1200 - Machine Transcription (3 credit hours, 5 contact hours)
*(**Prerequisites***: BUS 1130, SCT 100, ENG 1010)*
Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills. [OL]
BUSN 1220 - Telephone Training (2 credit hours, 2250 minutes)
*(**Prerequisite***: None)*
Familiarizes the student with the use of current telephone technology to include equipment, techniques, and attributes.
BUSN 1240 - Office Procedures (3 credit hours, 3000 minutes)
*(**Prerequisite***: COMP 1000)*
Emphasizes essential skills required for the business office. [OL]
BUSN 1250 - Records Management (3 credit hours, 3000 minutes)
*(**Prerequisite***: None)*
Introduces records management concepts for use in any office environment. Topics include: Basic Records Management Concepts; Alphabetic, Numeric, Subject, and Geographic filing; and Records Retention, Transfer, and Disposition of Records.
BUSN 1300 - Introduction to Business (3 credit hours, 2250 minutes)
*(**Prerequisite***: Program Admission)*
Introduces organization and management concepts of the business world and in the office environment. Topics include: business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management. [OL]
BUSN 1310 - Introduction to Business Culture (3 credit hours, 2250 minutes)
*(**Prerequisite***: Program Admission)*
Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.
BUSN 1320 - Business Interaction Skills (3 credit hours, 2250 minutes)
*(**Prerequisite***: None)*
This course equips participants with the tools to communicate and interact more effectively in person, in writing, and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. Topics include: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict. [OL]
BUSN 1330 - Personal Effectiveness (3 credit hours, 2250 minutes)
*(**Prerequisite***: None)*
This course focuses on the skills needed to be effective in the corporate environment. Participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: time management, stress management, interview skills/job development, resume writing, and managing change. [OL]
BUSN 1340 - Customer Service Effectiveness (3 credit hours, 3000 minutes)
*(**Prerequisite***: None)*
This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service. [OL]
BUSN 1400 - Word Processing Applications (4 credit hours, 4500 minutes)
*(**Prerequisite***: COMP 1000)*
This course covers the knowledge and skills required to use word processing software through course

demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content. [OL]

BUSN 1410 - Spreadsheet Concepts and Applications (4 credit hours, 4500 minutes)
*(**Prerequisite**: COMP 1000)*
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data. [OL]

BUSN 1420 - Database Applications (4 credit hours, 4500 minutes)
*(**Prerequisite**: COMP 1000)*
This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases. [OL]

BUSN 1430 - Desktop Publishing and Presentation Applications (4 credit hours, 4500 minutes)
*(**Prerequisite**: COMP 1000)*
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications. [OL]

BUSN 1440 - Document Production (4 credit hours, 5250 minutes)
*(**Prerequisites**: BUSN 1100 or the ability to key 25 GWAM on 3-minute timings with no more than 3 errors)*
*(**Co-requisite**: COMP 1000)*
Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

BUSN 2110 - Advanced Word Processing (5 credit hours, 8 contact hours)
*(**Prerequisite:** BUS 1140)*
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. [OL]

BUSN 2120 - Spreadsheet Applications (3 credit hours, 5 contact hours)
*(**Prerequisite**: SCT 100)*
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. [OL]

BUSN 2130 - Advanced Spreadsheet Applications(3 credit hours, 5 contact hours)
*(**Prerequisite**: ACC 1106 or BUS 2120)*
Provides a study of the advanced features of creating and modifying electronic spreadsheets. Topics include: integration with other applications, using templates, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, formatting data, using analysis tools, and collaborating with workgroups.

BUSN 2150 - Presentation Applications (3 credit hours, 5 contact hours)
*(**Prerequisite**: SCT 100)*
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. [OL]

BUSN 2160 - Electronic Mail Applications (2 credit hours, 2250 minutes)
(*Prerequisite: COMP 1000)*
This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: internal and external communication, message management, calendar management, navigation, contact and task management, and security and privacy.

BUSN 2190 - Business Document Proofreading and Editing (3 credit hours-3750, minutes)
(*Prerequisites: ENGL 1010 or ENGL 1101)*
(*Co-requisite: BUSN 1440)*
Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2210 - Applied Office Procedures (3 credit hours, 3750 minutes)
(*Prerequisites: BUSN 1440, BUSN 1240, BUSN 1400, BUSN 1410)*
(*Co-requisites: ACCT 1100, BUSN 2190)*
This course focuses on applying knowledge and skills learned in all prior courses taken in the program. Topics include: communication skills, telecommunication skills, records management skills, office equipment/supplies, and integrated programs/applications; serves as a capstone course. Program students will take exit exam when enrolled in this course.

BUSN 2240 - Business Administrative Assistant Internship I (4 credit hours, 9000 minutes)
(*Prerequisite: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.)*
Provides student work experience in the professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2250 - Business Administrative Assistant Internship II (6 credit hours, 13500 minutes)
(*Prerequisite: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.)*
Provides student with work experience in an off-campus business office. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2300 - Medical Terminology (3 credit hours, 4 contact hours)
(*Prerequisite: Program Admission)*
Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics. *(AHS 109 can be taken in place of this course.)*

BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant (5 credit hours, 5 contact hours)
(*Prerequisites: BUS 2300/AHS 109)*
Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology. *(AHS 1011 can be taken in place of this course.)*

BUSN 2340 - Medical Administrative Procedures (4 credit hours, 4500 minutes)
(*Prerequisites: BUSN 1440, BUSN 2310/ALHS 1011, BUSN 2300/ALHS1090, COMP 1000)*
Emphasizes the essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and

the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection. Program students will take exit exam when enrolled in this course.

BUSN 2370 - Medical Office Billing/Coding/Insurance (3 credit hours, 3000 minutes)
(***Prerequisites***: *BUSN 2310/ALHS 1101, BUSN 2300/ALHS 1090*)
Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: international classification of diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, health insurance, billing, reimbursement, collections; and managed care. [OL]

CET 190 - Construction Materials (5 credit hours, 8 contact hours)
(***Prerequisite***: *MAT 1013*)
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.

CHM 1111 - Chemistry I (5 credit hours, 7 contact hours)
(***Prerequisite***: *Program admission*)
(***Corequisite:*** *MAT 1111*)
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include: measurement; physical and chemical properties of matter; atomic structure; chemical bonding; nomenclature; chemical reactions; stoichiometry and gas laws; basic laboratory skills and lab safety procedures.

CHM 1112 - Chemistry II (5 credit hours, 7 contact hours)
(***Prerequisite***: *CHM 1111*)
Continues the exploration of basic chemical principles and concepts. Topics include: equilibrium theory; kinetics; thermodynamics; solution chemistry; acid-base theory; and nuclear chemistry..

CIS 103 - Operating Systems Concepts (6 credit hours, 8 contact hours)
(***Prerequisite***: *SCT 100*)
Provides an overview of operating systems functions and commands that are necessary in a computer working environment. Topics include: multiprogramming, single and multi-user systems, resource management, command languages, and operating system utilities, file system utilization and multiple operating systems. [OL]

CIS 105 - Program Design and Development (5 credit hours, 5 contact hours)
(***Corequisite***: *CIS 106*)
Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flow charts and pseudocode. Topics include: problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, object oriented design, and business application structure. [OL]

CIS 106 - Computer Concepts (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission*)
Provides an overview of computers and information processing. Topics include: computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communication and networking, structured programming concepts, program development methodology, and computer number systems. [OL]

CIS 113 - COBOL I(7 credit hours, 10 contact hours)
(***Prerequisite***: *CIS 105*)
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 (7 credit hours, 10 contact hours)
*(**Prerequisite**: SCT 100 **Corequisite**: operating system course)*
Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: identifying components and their functions, installation procedures, troubleshooting techniques, safety, and preventive maintenance. [OL]

CIS 124 - Microcomputer Database Programming (7 credit hours, 10 contact hours)
*(**Prerequisite/Corequisite**: CIS 105, CIS 128)*
Provides a Study of database programming, using microcomputer database management systems (DBMS) software packages. Topics include development of systems structured programming techniques, data editing, and output design.

CIS 127 - Comprehensive Word Processing and Presentation Graphics (6 credit hours, 8 contact hours)
*(**Prerequisite**: SCT 100)*
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. [OL]

CIS 157 - Introduction to Visual BASIC Programming (7 credit hours, 10 contact hours)
*(**Prerequisite/Corequisite**: CIS 105)*
Introduces 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.[OL]

CIS 250 - Introduction to RPG Programming (7 credit hours, 10 contact hours)
*(**Prerequisite**: CIS 105)*
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 (7 credit hours, 10 contact hours)
*(**Prerequisite**: CIS 105)*
Course designed to teach the basic concepts and methods of object-oriented and JAVA programming. Use practical problems to illustrate JAVA application building technique/concepts. Develop an understanding of JAVA vocabulary. Create an understanding of where JAVA fits in the application development landscape. Create an understanding of the JAVA Development Kit and how to develop, debug, and run JAVA applications using the JDK and Notepad as an editor. Continues to develop students' programming logic skills. Topics include: 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. [OL]

CIS 255 - Introduction to "C" Programming (7 credit hours, 10 contact hours)
*(**Prerequisite/Corequisite**: CIS 105)*
Provides opportunity to gain working knowledge of "C" programming. Includes creating, editing, executing, and debugging "C" programs of moderate difficulty. Topics include: basic "C" concepts, simple I/O and expressions, I/O and control statements, and managing data and developing programs. [OL]

CIS 260 - Introduction to Fourth-Generation Languages (7 credit hours, 10 contact hours)
*(**Prerequisite**: CIS 105)*
Provides skills and knowledge required for use of fourth generation languages. Topics include: fourth generation language, advantages and disadvantages, fourth generation language structure, and fourth generation language applications.

CIS 276 - Advanced Routers and Switches (6 credit hours, 8 contact hours)
*(**Prerequisites**: CIS 2321, CIS 2322)*

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 (6 credit hours, 8 contact hours)
(***Prerequisite***: *CIS 276)*
Emphasizes WAN design utilizing point-to-point protocol (PPP), integrated services digital network (ISDN), and frame relay. Topics include: a review of semesters I II and III, wide area network, wide area network design, point-to-point protocol, integrated services digital network (ISDN), and frame relay

CIS 286 - Preparation for A+ Certification (7 credit hours, 10 contact hours)
(***Prerequisite:*** *CIS 122*)
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: PC hardware and configuration, Peripherals, Preventative Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.

CIS 1104 - Web Graphics Using Adobe Photoshop (4 credit hours, 5 contact hours)
(***Prerequisite***: *Program Admission)*
This course covers the creation and editing of digital photographs and images using Adobe Photoshop. Topics covered include understand file types, file compression, and download capabilities, creating digital images in different file types, setting and using color codecs, adjusting digital images with lighting, filtering, cropping, and resizing, creating transparent digital images, digital image web page positioning techniques, and using other digital image special effects. [OL]

CIS 1106 - Introduction to Web Programming Using C# .NET (4 credit hours, 5 contact hours)
(***Prerequisites***: *CIS 105, CIS 2202)*
This course provides an introduction to Web Programming using Microsoft C#. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, If conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security. [OL]

CIS 1107 - Introduction to Web Programming Using Perl (4 credit hours, 5 contact hours)
(***Prerequisites***: *CIS 105, CIS 2202)*
This course provides an introduction to Web Programming using Perl. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, If conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security. [OL]

CIS 1109 - Introduction to Web Programming Using VB .NET (4 credit hours, 5 contact hours)
(***Prerequisites***: *CIS 105, CIS 2202)*
This course provides an introduction to Web Programming using Microsoft Visual Basic .NET. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, If conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security. [OL]

CIS 1110 - Introduction to Web Programming Using PHP (4 credit hours, 5 contact hours)
(***Prerequisites***: *CIS 105, CIS 2202)*
This course provides an introduction to Web Programming using PHP. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, IF conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security. [OL]

CIS 1111 - Introduction to Web Programming Using Python (4 credit hours, 5 contact hours)
(***Prerequisites***: *CIS 105, CIS 2202)*
This course provides an introduction to Web Programming using Python. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, If conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security. [OL]

CIS 1114 - Fundamentals of Wireless LANs (6 credit hours, 8 contact hours)
(***Prerequisites***: *CIS 2321, 2322*)
This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a and 802.11b technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID; and Vendor interoperability strategies.

CIS 1123 - Web Graphics & Animation Using Macromedia Flash (6 credit hours, 8 contact hours)
(***Prerequisite***: *CIS 1104 or CIS 1108*)
This course covers the creation and manipulation of images and animation using Macromedia Flash and 3D creation software. Topics covered include 3D Digital Image tools, file types, download and image plug-in requirements., a systematic approach to creating images, creating 3D Objects, selecting and grouping objects, object transformation, object shading, lighting, filtering, and coloring, animation tools, file types, compression techniques, plug-in and download requirements, and creating 2D and 3D animations. [OL]

CIS 1124 - Web Graphics & Animation Using Adobe Illustrator and Adobe LiveMotion (6 credit hours, 8 contact hours)
(***Prerequisite***: *CIS 1104 or CIS 1108*)
This course covers the creation and manipulation of images and animation using Adobe Illustrator and Adobe LiveMotion. Topics covered include3D Digital Image tools, file types, download and 3D image plug-in requirements, a systematic approach to creating images, creating 3D Objects, selecting and grouping objects, object transformation, object shading, lighting, filtering, and coloring, animation tools, file types, compression techniques, plug-in and download requirements, and creating 2D and 3D animations. [OL]

CIS 1131 - Help Desk Concepts (6 credit hours, 8 contact hours)
(***Prerequisites***: *CIS 103, CIS 122, SCT 100*)
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 (6 credit hours, 8 contact hours)
(***Prerequisite***: *CIS 106 or advisor approval*)
Introduces networking technologies. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission of media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of both LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include basic knowledge of networking technology, physical layer, data link layer, network layer, transport layer, TCP/IP fundamentals, TCP/IP suite: utilities, remote connectivity, security, implementing the installation of the n network, maintaining and supporting the network, and troubleshooting the network. [OL]

CIS 1142 - Managing a Microsoft Windows Network (6 credit hours, 8 contact hours)
(***Prerequisite***: *CIS 2150*)
Provides students with knowledge and skills necessary to install, configure, and administer and manage a Microsoft® Windows™ Network. The course also focuses on account management, administering Active directory at the department level, application of Hotfixes and network management task. [OL]

CIS 1151 - CIS Internship (4 credit hours, 12 contact hours)
(**Prerequisite**: All non-elective courses)
This course provides the student with real hands-on experience in the IT industry. Students will be

provided the opportunity to gain experience in the area of their concentration. Topics include application of classroom knowledge and skills and practical work experience.

CIS 2005 - Advanced Web Graphics Using Adobe Photoshop (6 credit hours, 8 contact hours) *(**Prerequisite**: CIS 1104)*
This course covers the creation and editing of digital photographs and images using Adobe Photoshop. Topics covered include curves and adjustment layers, retouching techniques, color correction, color balancing, element replacement and restoration, typography and interpolation, and advanced techniques and special effects. [OL]

CIS 2102 - Advanced Web Graphics and Multimedia Using Adobe Premiere (6 credit hours, 8 contact hours) *(**Prerequisite**: CIS 1124 or CIS 1123)*
This course covers advanced web graphics techniques, and multimedia for the web including sound, music, and digital video using Adobe Premiere. Topics covered include about digital video editing, basic editing, adding audio, applying video and audio effects, morphing tools, and advanced topics. [OL]

CIS 2104 - Advanced Web Graphics and Multimedia Using Macromedia Director (6 credit hours, 8 contact hours)
*(**Prerequisite**: CIS 1124 or CIS 1123)*
This course covers advanced web graphics techniques, and multimedia for the web including sound, music, and digital video using Macromedia Director. Topics include about digital video editing, basic editing, adding audio, applying video and audio effects, morphing tools and advanced topics. [OL]

CIS 2105 – Advanced Web Graphics Using Macromedia Flash (6 credit hours, 8 contact hours)
*(**Prerequisite**: CIS 1123)*
This course covers additional techniques used in the creation and manipulation of vector images and animation using Macromedia Flash. Topics covered include (but not limited to) Advanced Animation Techniques, ActionScript Fundamentals, Advanced ActionScript Techniques, Third Party Languages, Optimizing and Publishing Flash movies. [OL]

CIS 2149 - Implementing Microsoft Windows Professional (6 credit hours, 8 contact hours)
*(**Prerequisite**: Operating system course, CIS 1140 or Advisor Approval)*
Provides the ability to implement, troubleshoot, and administer Windows Professional as a desktop operating system in a network environment. [OL]

CIS 2150 - Implementing Microsoft Windows Server (6 credit hours, 8 contact hours)
*(**Prerequisite/Corequisite**: CIS 2149)*
Provides the ability to implement, administer, and troubleshoot Windows Server as a member server of a domain in an active directory. [OL]

CIS 2153 - Implementing Microsoft Windows Network Infrastructure (6 credit hours, 8 contact hours)
*(**Prerequisite**: CIS 2150)*
Provides students with knowledge and skills for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products. [OL]

CIS 2154 - Implementing Microsoft Windows Directory Services (6 credit hours, 8 contact hours)
*(**Prerequisite/Corequisite**: CIS 2153)*
Provides students with knowledge and skills to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. [OL]

CIS 2156 - Designing a Microsoft Windows Secure Network (6 credit hours, 8 contact hours)
*(**Prerequisite**: CIS 2154)*
Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. [OL]

CIS 2161 - Structured Query Language (SQL) (7 credit hours, 10 contact hours)
*(**Prerequisites**: SCT100, CIS 105. CIS xxx operating systems course)*
A course designed to allow the student to solve common database retrieval problems through the use of the SQL Language that supports common databases such as SQL/Server, ORACLE, DB2, ACCESS

and other database systems. Topics include: Understanding database vocabulary, understanding object and relational database concepts, understanding and implementing SQL statements that retrieve, insert, update and delete data in a database, ability to implement aggregate and group SQL functions, create, edit and drop database tables, query data from multiple databases, design queries and sub queries, develop an understanding of union, and join operations, understand how to execute and implement database triggers. [OL]

CIS 2191 - Internet Business Fundamentals (4 credit hours, 5 contact hours)
(**Prerequisite**: *Program admission*)
Internet Business Fundamentals teaches students how to access the Internet and the World Wide Web using a Web Brower as a general-purpose Internet application. Students will learn to use the Internet for e-mail, the World Wide Web, news-groups, Gopher, Veronica, Instant Messaging, 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. Topics include overview of the Internet, browsing the World Wide Web, electronic mail (E-Mail), using file transfer, TELNET, and Instant Messaging. search engines, searching to gain market intelligence, Internet technology, advanced Web concepts and browser customization, security and the Web, advanced search techniques, accessing business resources on the Internet, objects, plug-Ins, and viewers, and electronic commerce fundamentals. [OL]

CIS 2202 – XHTML Fundamentals (5 credit hours, 7 contact hours)
(**Prerequisite**: *Program admission*)
XHTML Fundamentals is 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. Student will allow learn how to use Cascading Style Sheets (CSS), XML, and XHTML. All HTML, CSS, XHTML, and XML development will follow the current standards set by the World Wide Web Consortium (W3C). Topics include introduction to HTML, CSS, XHTML, and XML, creating pages using HTML, CSS, XHTML, and XML, incorporating graphical elements, create hyperlinks, create HTML tables, create HTML forms, and image maps. [OL]

CIS 2211 - Web Site Design Tools (6 credit hours, 8 contact hours)
(**Prerequisites**: *CIS 2202, CIS 1104*)
Teaches an understanding of how to create and manage impressive sites using the sizable amounts of new technology available on the Web. Students will learn how to create web sites using various web tools such as (but not limited to) Microsoft FrontPage, Macromedia Dreamweaver, Adobe GoLive, XHTML, XML, Dynamic HTML, and various multimedia and CSS standards. Topics include compare and contrast different web site design tools, design web pages using FrontPage, NetObjects, and Image Composer web site design tools, develop basic layout skills, create shared borders, tables, hyperlinks, and forms, utilize advanced image techniques, connect a web site to a database, publish and manage a web site. [OL]

CIS 2228 - Comprehensive Spreadsheet Techniques (6 credit hours, 8 contact hours)
(**Prerequisite**: *SCT 100*)
Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets. [OL]

CIS 2229 - Comprehensive Database Techniques (6 credit hours, 8 contact hours)
(**Prerequisite**: *SCT 100*)
Provides a study of databases. Topics include: advanced database concepts, data integration concepts, development of user interfaces, troubleshooting databases, development of macros, and relational database concepts. [OL]

CIS 2231 - Design Methodology (6 credit hours, 8 contact hours)
(**Prerequisites**: *CIS 2202, CIS 1104*)
Teaches students how to design and manage Web sites using a web site design development life cycle.

Students will also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, scenario development and performance evaluations. The student will gain an understanding of layout techniques, typography, color theory, proper use of white space, accessibility and usability issues and standards. The student may use a web site development tool (such as Microsoft FrontPage or Macromedia Dreamweaver), a scripting language (such as JavaScript, Perl, PHP) and/or a web programming language (such as Microsoft VB, Microsoft C#, or Sun Java) for web page development within this course. However, the main focus of this course is on the actual design process used to develop the web site itself. Topics include overview of the Web Site Design Process, web site project team, layout and accessibility design techniques, and web site project. [OL]

CIS 2261 - JavaScript Fundamentals (4 credit hours, 5 contact hours)
(**Prerequisites**: CIS 2202 or CIS XXX XML Fundamentals, and CIS 105)
Teaches developers how to use the features of the JavaScript language Students learn how to write JavaScript programs that can be plugged into web pages or customized, and examine advanced issues such as debugging techniques and JavaScript security. Topics include introduction to JavaScript, working with variables and data, functions, methods, and events, developing interactive forms, controlling program flow, JavaScript object model, JavaScript Language objects, cookies and JavaScript security, controlling frames in JavaScript, client-side JavaScript, and custom JavaScript options. [OL]

CIS 2281 - Database Connectivity (7 credit hours, 10 contact hours)
(**Prerequisites**: CIS 2202, CIS 105, and CIS 2261 or CIS 2211)
Teaches students how to manipulate data in a database, using the Open Database Connectivity (ODBC) model Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as ColdFusion, PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulate data in a database, work with a relational database via Open Database Connectivity (ODBC), working with different database systems, develop forms and applications to interact with a database server(s), modifying data in a database, and controls and validation. [OL]

CIS 2291 - Network Security (6 credit hours, 8 contact hours)
(**Prerequisite**: CIS 1140 or CIS 2321)
Introduces students to network security, firewalls, Microsoft Windows network security, UNIX and TCP/IP network security, security auditing, attacks, and threat analysis. Topics include: elements of security, TCP/IP, operating system security. router security, firewalls, security basics, user and group security, file system security, securing the registry, account security, security auditing fundamentals, and additional security measures. [OL]

CIS 2321 Introduction to LAN and WAN (6 credit hours, 8 contact hours)
(**Prerequisites**: CIS 106 or advisor approval)
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations. Topics include computer basics, OSI model, Local Area Networks (LANs), Layer 1 - electronics and signals; media, connections, and collisions, Layer 2 - concepts and technologies, basic network design and documentation, structured cabling, Layer 3 - routing and addressing; Protocols, Layer 4 - the transport layer, Layer 5 - the session layer, Layer 6 - the presentation layer, and Layer 7 - the application layer. [OL]

CIS 2322 – Introduction to WANs and Routing (6 credit hours, 8 contact hours)
(**Prerequisite**: CIS 2321)

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

CIS 2323 - Wireless Installation and Troubleshooting (6 credit hours, 8 contact hours)
*(**Prerequisites:** CIS 2321, CIS 2322)*
This course focuses on the installation, testing, and troubleshooting of wireless networks and devices. Extensive laboratory and live work activities provide students with a wide variety of practical experience in installation, testing and troubleshooting procedures for wireless networks and equipment. Topics include: function of wireless equipment; installation and programming of routers; setup of wireless network; installation and testing of wireless devices; maintenance; and troubleshooting.

CIS 2511 – Beginning Python Programming (7 credit hours, 10 contact hours)
*(**Prerequisite:** CIS 105)*
Provides a study of the Python programming language to solve applications. Topics include: Computing with numbers, Computing with strings, Objects and Graphics, Defining Functions, Decision Functions, Loop Structures and Booleans, Game Simulations and Design, Defining Classes, Data Collections, Object-Oriented Design, and Recursion.

CIS 2554 - Introduction to Linux/UNIX (6 credit hours, 8 contact hours)
*(**Prerequisites**: CIS 106 and SCT 100)*
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.

CLT 101 - Introduction to Clinical Laboratory Technology (3 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; basic laboratory safety, equipment and techniques; phlebotomy/specimen processing; quality control concepts; process improvement, documentation; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or clinical setting.

CLT 103 - Urinalysis/Body Fluids (3 credit hours, 5 contact hours)
*(**Prerequisites/Corequisites**: BIO 2113, BIO 2114, AHS 104, CLT 101)*
Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation; special urinalysis and related testing; body fluids tests; and safety and quality control.

CLT 104 - Hematology/Coagulation (8 credit hours, 12 contact hours)
*(**Prerequisites/Corequisites**: BIO 2113, BIO 2114, AHS 104, CLT 101)*
Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood tests, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical valves and blood cell dycrasias, safety and quality control, and process improvement.

CLT 105 - Serology/Immunology (3 credit hours, 5 contact hours)
*(**Prerequisites/Corequisites**: BIO 2113, BIO 2114, AHS 104, CLT 101)*
Introduces the fundamental theory and techniques applicable to serology and immunology practice in the clinical laboratory. Topics include: immune system, atigen and antibody reactions, immunological diseases, common serological techniques, safety and quality control, and process improvement.

CLT 106 - Immunohematology (7 credit hours, 10 contact hours)
*(**Prerequisite/Corequisite**: CLT 105)*

Provides an in-depth study of immunohematology principles and practices as applicable to clinical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, pre-transfusion testing, management of disease states and transfusion reactions, safety, documentation/quality control, and process improvement.

CLT 107 - Clinical Chemistry (7 credit hours, 10 contact hours)
***(Prerequisites/Corequisites**: BIO 2113, BIO 2114, AHS 104, CLT 101, CHM 1111, CHM 1112, MAT 1111)*
Develops concepts and techniques of clinical chemistry applicable to clinical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

CLT 108 - Microbiology (8 credit hours, 12 contact hours)
***(Prerequisites/Corequisites**: BIO 2113, BIO 2114, AHS 104, CLT 101, CHM 1111, CHM 1112, MAT 1111)*
Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

CLT 109 - Clinical Phlebotomy, Urinalysis, and Serology Practicum (4 credit hours, 12 contact hours)
***(Prerequisites**: CLT 101, CLT 103, CLT 105)*
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: basic and specialized urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 110 - Clinical Immunohematology Practicum (6 credit hours, 20 contact hours)
***(Prerequisite**: CLT 106)*
Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen processing; slide and tube immunological techniques; criteria for special techniques; component and theory practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 111 - Clinical Hematology/Coagulation Practicum (6 credit hours, 20 contact hours)
***(Prerequisite**: CLT 104)*
Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 112 - Clinical Microbiology Practicum (6 credit hours, 20 contact hours)
***(Prerequisite**: CLT 108)*
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become

involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; special areas; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 113 - Clinical Chemistry Practicum (6 credit hours, 20 contact hours)
*(**Prerequisite**: CLT 108)*
Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immuno chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 118 - CLT Licensure Review I (1 credit hour, 3 contact hours)
*(**Prerequisites**: CLT 101-CLT 108; **Corequisites**: CLT 109-CLT 113)*
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the clinical laboratory technician level. Topics include: review of professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen processing; infection control; quality control; computers in the lab; urinalysis/body fluids—theory, tests, correlation; hematology—RE system, blood count, differential, correlation of test results to disease, instrumentation, coagulation, fibrinolysis, critical levels and blood cell dycrasias; immunology/serology—immune system, antigen-antibody reactions, diseases of the immune system, serological techniques, genetic theory, correlation of results to disease.

CLT 119 - CLT Licensure Review II (1 credit hour, 3 contact hours)
*(**Prerequisites**: CLT 101-CLT 108; **Corequisites**: CLT 109-CLT 113)*
Provides a review of basic knowledge from previous courses and helps the student prepare for national examinations for the clinical laboratory technician level. Topics include: review of immunohematology—donor unit collection and storage; pretransfusion testing; transfusion reactions, and management of diseases; clinical chemistry—carbohydrates, electrolytes, acid-base balance, nitrogenous compounds, enzymes, endocrinology, liver functions, lipids, toxicology and drug monitoring; microbiology—fundamentals and basic techniques, identification of bacteria, anti-microbial sensitivity, disease correlation to organisms, parasitology, mycology, mycobacteriology, and virology. Capstone: In accordance with TCSG state standards, this course requires students to pass a mock registry examination

CNA 100 - Patient Care Fundamentals (8 credit hours, 11 contact hours)
*(**Prerequisites/Corequisites**: AHS 109, CNS 108, EMP 1000)*
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.

CNS 108 - Personal Nutrition (2 credit hours, 2 contact hours)
An introduction to the relationship of good nutrition to individual health and productivity. Topics include: nutrition and wellness at work, basic nutrition principles and food selection, nutrition throughout the life cycle, energy balance, diet and disease prevention, weight control and exercise, food safety and labeling.

COL 1000 â€" College Survival Strategies (3 institutional credit hours, 3 contact hours)
(**Prerequisite:** Provisional Admission)
This course is intended to assist the learner in attaining skills necessary to achieve academic and professional success and to improved student retention. Topics include getting off to a good start,

learning styles, time and money management, reading skills, test taking skills, wellness, information literacy, communication skills and planning for the future.

COS 100 - Introduction to Cosmetology Theory (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, bacteriology, decontamination and infection control, safety, Hazardous Duty Standard Act compliance, chemistry fundamentals, and anatomy and physiology; and types of equipment.

COS 101 - Introduction to Permanent Waving and Relaxing (4 credit hours, 5 contact hours)
*(**Prerequisite**: COS 100)*
Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, and permanent wave, chemical relaxer application procedures on manikins, hair analysis, and scalp analysis.

COS 103 - Basic Creative Treatment of Hair, Scalp, and Skin (3 credit hours, 4 contact hours)
*(**Prerequisite**: COS 100)*
Introduces the theory, procedures, and products used in the care and treatment of the 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 (4 credit hours, 6 contact hours)
*(**Prerequisite**: COS 100)*
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 manikin 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, ridgecurls, and safety precautions.

COS 106 - Introduction to Haircutting (3 credit hours, 4 contact hours)
*(**Prerequisite**: COS 100)*
Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: haircutting terminology, safety, decontamination precautions, cutting implements, haircutting techniques.

COS 107 – Advanced Haircutting (2 credit hours, 5 contact hours)
*(**Prerequisite**: COS 106)*
Continues the theory and application of haircutting techniques. Topics include: client consultation, head, hair, and body analysis, style cutting, haircutting techniques, and client consultations/head/hair/body analysis.

COS 108 - Permanent Waving and Relaxing (3 credit hours, 4 contact hours)
*(**Prerequisite**: COS 101)*
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 (6 credit hours, 8 contact hours)
*(**Prerequisites**: COS 103, COS 105, COS 107, and COS 108)*
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 (3 credit hours, 4 contact hours)
*(**Prerequisites/Corequisites**: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109)*
Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, cosmetics

chemistry products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions and treatment theory/electricity and light therapy.

COS 111 - Styling (3 credit hours, 5 contact hours)
*(**Prerequisite**: COS 105)*
*(**Corequisite**: COS 110)*
Continues the theory and application of hairstyling and introduces thermal techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.

COS 112 - Manicuring and Pedicuring (3 credit hours, 4 contact hours)
*(**Prerequisite**: COS 100)*
Provides manicuring and pedicuring experience on live models. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COS 113 - Cosmetology Practicum I (5 credit hours, 13 contact hours)
*(**Prerequisites**: COS 111, COS 112)*
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time of 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 (8 credit hours, 16 contact hours)
*(**Prerequisite**: COS 113)*
Provides laboratory experiences necessary for the professional 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 (5 credit hours, 13 contact hours)
*(**Prerequisite**: COS 114)*
Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. 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 (5 credit hours, 13 contact hours)
*(**Prerequisite**: COS 115)*
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. 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 (sub competency) aseptic; Hazardous Duty Standards Act compliance, and state licensure preparation.

COS 117 - Salon Management (4 credit hours, 5 contact hours)
*(**Prerequisites**: COS 103, COS 105, COS 107, COS 111, and COS 112)*
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: planning a salon, business management, retailing, public relations, sales skills, career development, and client retention.

COS 118 - Nail Care I (7 credit hours, 21 contact hours)
(**Prerequisites**: COS 100, COS 112)
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 (9 credit hours, 19 contact hours)
(**Prerequisites**: COS 117, COS 118)
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 (3 credit hours, 5 contact hours)
(**Prerequisite**: Program Admission)
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 (3 credit hours, 5 contact hours)
(**Corequisite**: COS 201)
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 (4 credit hours, 5 contact hours)
(**Corequisite**: BAR 202)
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 (5 credit hours, 8 contact hours)
(**Corequisite**: COS 203)
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 verses constructive tactics, learner motivation, and cultivating positive relationships.

COS 205 - Lessons Plans (5 credit hours, 6 contact hours)
(**Corequisite**: COS 204)
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 (4 credit hours, 8 contact hours)
(**Corequisite**: COS 205)
Emphasizes will be placed on teaching skills, classroom management, and dynamic clinic teaching. Topics include: managing leaner behavior, managing difficult learners, classroom arrangements, role of the clinic environment, and basic principles of academic advising and counseling.

COS 207 - Lecturing (3 credit hours, 6 contact hours)
(**Corequisite**: COS 206)
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 (3 credit hours, 6 contact hours)
(**Corequisite**: COS 207)
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 (3 credit hours, 9 contact hours)
(***Corequisite***: *COS 208*)
Provides 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 210 - Practicum II (3 credit hours, 9 contact hours)
(***Corequisite***: *COS 208*)
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 (3 credit hours, 9 contact hours)
(***Corequisite***: *COS 208*)
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 (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission*)
Examines the emergence, progress, and problems of the Criminal Justice system in the United States . Topics include: the American Criminal Justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements. [OL]

CRJ 103 - Corrections (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission*)
Provides an overview of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; community involvement; alternative sentencing; rehabilitation; and staffing.

CRJ 104 - Principles of Law Enforcement (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission*)
Examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. Topics include: history and philosophy of law enforcement; evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs. [OL]

CRJ 105 - Criminal Procedure (5 credit hours, 6 contact hours)
(***Prerequisite***: *CRJ 101*)
Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest, search and seizure; rules of evidence; procedures governing arrest, trial, and administration of criminal sanctions; general court procedures;

rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice/overview of Constitutional Law. [OL]

CRJ 121 - Introduction to Private Security (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
Provides an orientation to the development, philosophy, responsibility, and function of the Private Security Industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: Private Security—an overview; basic security goals and responsibilities; When Prevention Fails; Security Systems at Work—putting it all together, and challenges facing the security profession in the 1990's and beyond.

CRJ 123 - Computer Security/Corporate Fraud (5 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Provides an orientation that contains a step-by-step approach to the investigation, seizure, and evaluation of computer evidence. Topics include: computer-related evidence, crime scene investigation, evidence evaluation and analysis, passwords and encryption, networks, and investigative computer systems. The second part of this course provides an orientation that focuses on corporate fraud as it relates to the computerized accounting systems and its technology, the various types of corporate computer fraud and simple audit techniques that can assist in investigating and detecting fraud. Topics include: history and evolution of fraud, mindset—step one in fraud auditing, corporate fraud in the current environment, corporate fraud investigation in the electronic data processing era, defenses against corporate fraud, theft and embezzlement, and auditing for inventory shortage.

CRJ 140 - Cultural Perspectives for Law Enforcement Officers (5 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJ 158 - Fundamental Issues in Policing (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program Admission)*
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 (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interrogations and interviews, and preparation and presentation of evidence in court. Topics include: Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes. [OL]

CRJ 163 - Investigation and Presentation of Evidence (3 credit hours, 5 contact hours)
*(**Prerequisite**: CRJ 162)*
This course presents students with practical exercises of dealing with gathering of evidence and investigations. Emphasis is placed on fingerprinting, crime scene search, cast molding, and practical exercises. Topics include: crime scene management, specialized investigation techniques, and homicide and suicide investigation.

CRJ 167 - First Responder (5 credit hours, 6 contact hours)
*(**Prerequisite**: Provisional admission)*
This is a course in advanced first aid procedures. The course will focus on the duties and

responsibilities of first responders and the development of the skills necessary to respond to a medical emergency. Traditional CPR is also a part of this course.

CRJ 168 – Criminal Law (5 credit hours, 5 contact hours)
(***Prerequisite:*** *Program Admission*)
This course emphasizes the historical development of criminal law in the United States and the current status of Georgia criminal law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A), with primary emphasis on the criminal and traffic codes.

CRJ 202 - Constitutional Law (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program Admission*)
Emphasizes the provisions in the Bill of Rights pertaining to criminal justice. Topics include: characteristics and powers of the 3 branches of government, principles governing the operation of the Constitution, the Constitutional Amendments and the Bill of Rights.

CRJ 206 - Criminology (5 credit hours, 5 contact hours)
(***Prerequisite***: *CRJ 104*)
Introduces the nature, extent, and factors which relate to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; scope and varieties of crime; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; problems of rehabilitating the convicted criminal; and criminal subculture and society's reaction. [OL]

CRJ 207 - Juvenile Justice (5 credit hours, 5 contact hours)
(***Prerequisite***: *CRJ 101*)
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the juvenile justice field. Topics include: comparative analysis of adult and juvenile justice systems, survey of juvenile law, and prevention and treatment of juvenile delinquency.

CRJ 209 - Criminal Justice Practicum/Internship (5 credit hours, 15 contact hours)
(***Prerequisite***: *Completion of all required courses*)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice 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 criminal justice activities, criminal justice theory applications, and an independent study project.

CRJ 212 - Ethics in Criminal Justice (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission*)
This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics.

CTD 101 - Fundamentals of Commercial Truck Driving (5 credit hours, 5 contact hours)
This course introduces the fundamentals of commercial truck driving. Through lecture/discussion related topics will be covered. This course provides emphasis on safety that will continue throughout the program. Students will be introduced to the controlled driving range. They will practice exercises in trip planning and log entry and will prepare for their CDL Learner's permit in the classroom.

CTD 102 - Basic Operation (5 credit hours, 8 contact hours)
(***Prerequisite***: *CTD 101*)
Basic operation focuses on familiarizing students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment. After theoretical classroom instruction, each student will receive the opportunity to not only learn techniques but to practice until they are proficient. Topics include: coupling and uncoupling, operating a tractor-trailer through skill maneuvers, and night time driving (4 nights).

CTD 103 - Advanced Operations (5 credit hours, 14 contact hours)
(***Prerequisites***: *CTD 101, CTD 102*)

Advanced operations focuses on developing skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills. Students drive a total of 750 documented, over-the-road miles with a minimum of 44 hours of behind the wheel training.

Note: State law requires that whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

DAT 1001 - Car Audio Installation (6 credit hours, 8 contact hours)

(***Prerequisite/Corequisite***: *ELC 104*)

This course will develop the ability to design and install car audio stereo systems. The topics covered include: head units, equalizers, crossovers, amplifiers, impedance matching, speakers, speaker enclosures, wiring, and grounding. A heavy emphasis on safety instruction takes place throughout the course.

DDF 100 - Drafting Fundamentals (6 credit hours, 10 contact hours)

(***Prerequisite***: *Provisional Admission*)

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 (6 credit hours, 10 contact hours)

(***Prerequisite***: *Provisional Admission*)

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 (5 credit hours, 10 contact hours)

(***Prerequisite/Corequisite***: *DDF 101*)

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 (5 credit hours, 10 contact hours)

(***Prerequisite/Corequisite***: *DDF 102*)

Continues dimensioning skill development and introduces sectional views. Topics include advanced dimensioning practices and section views.

DDF 105 - Auxiliary Views (3 credit hours, 5 contact hours)

(***Prerequisite/Corequisite***: *DDF 103*)

Introduces techniques necessary for auxiliary view drawings. Topics include primary and secondary auxiliary views.

DDF 106 - Fasteners (3 credit hours, 5 contact hours)

(***Prerequisite/Corequisite***: *DDF 105*)

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 (6 credit hours, 10 contact hours)

(***Prerequisites/Corequisites***: *DDF 106, SCT 100*)

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 (5 credit hours, 10 contact hours)

(***Prerequisites/Corequisites***: *DDF 103, MAT 104*)

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 (5 credit hours, 10 contact hours)

(***Prerequisites/Corequisite***: *DDF 108*)

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 (6 credit hours, 10 contact hours)
*(**Prerequisites/Corequisites**: DDF 107, MAT 104)*
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 (6 credit hours, 10 contact hours)
*(**Prerequisite**: DDF 111)*
Continues developing CAD utilization skills in discipline-specific applications. Topics include advanced CAD commands, CAD applications, macro utilization, application utilization, 3-Dmodeling, rendering, advanced application utilization, and pictorial drawings.

DDS 203 - Surveying I (3 credit hours, 5 contact hours)
*(**Prerequisites**: DDF 104, 104)*
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 (6 credit hours, 10 contact hours)
*(**Prerequisites**: DDF 11, 112, DDS 201, ENG 101, MAT 104)*
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 (6 credit hours, 10 contact hours)
*(**Prerequisites/Corequisites**: DDS 205, 206, PHY 221)*
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 (6 credit hours, 10 contact hours)
*(**Prerequisite/Corequisite**: DDS 205)*
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 systems.

DDS 215 - Legal Principles of Surveying (5 credit hours, 5 contact hours)
*(**Prerequisite**: DDS 203)*
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 (5 credit hours, 10 contact hours)
*(**Prerequisites**: DDF 111, 112, DDS 203)*
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 (6 credit hours, 10 contact hours)
*(**Prerequisites**: DDS 201, 217)*
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.

DHY 100- Tooth Anatomy and Root Morphology (3 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include oral cavity anatomy, dental

terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

DHY 101- Oral Embryology and Histology (2 credit hours, 2 contact hours)
(*Prerequisite: Program admission*)
Focuses on the study of cells and tissues of the human body, with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include cellular structure and organelles, histology of epithelium, histology of muscle tissue, and histology of nerve tissue, histology of oral mucosa and orofacial structures, histology of connective tissue, embryological development of the head and neck, tooth development and development of tooth supporting structures.

DHY-102- Head and Neck Anatomy (3 credit hours, 3 contact hours)
(*Prerequisite: Program admission*)
Focuses on the anatomy of head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include terminology, anatomic landmarks, osteology of the skull, temporomandibular joint, muscles of mastication, muscles of facial expression, nerve system, blood supply of the head and neck, lymphatic system and immunology, endocrine and exocrine glands of the head and neck, nasal and paranasal sinuses, facial spaces and the spread of dental infections, and anatomy concerning local anesthesia.

DHY-103- Dental Materials (3 credit hours, 4 contact hours)
(*Prerequisite: Program admission*)
Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include dental material standards, dental material properties, impression materials, gypsum products, mouth guards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, and indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants and implants.

DHY-104- Preclinical Dental Hygiene Lecture (2 credit hours, 2 contact hours)
(*Prerequisites: DHY 100, DHY 106*)
(*Corequisite: DHY 105*)
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include occlusion, caries, patient assessment, instrumentation, charting, oral health education.

DHY 105- Preclinical Dental Hygiene Lab (2 credit hours, 6 contact hours)
(*Prerequisites: DHY 100, DHY 106*)
(*Corequisite: DHY 104*)
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include occlusion, caries, patient assessment, instrumentation, charting, and oral health education.

DHY 106-Introduction to Dental Hygiene (1 credit hour, 3 contact hours)
(*Prerequisite: Program Admission*)
Provides fundamental skills in the dental environment. The course focuses on infection control procedures and exposure management. Topics include: asepsis; dental terminology; ethics; professionalism; emergencies; patient assessment; and patient and clinician positioning.

DHY 107-Radiology Lecture (3 credit hours, 3 contact hours)
(*Prerequisite: Program admission*)
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.

DHY 109-Radiology Lab (1 credit hour, 3 contact hours)
(*Prerequisite: Program admission*)
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

DHY 110- Clinical Dental Hygiene I Lecture (2 credit hours, 2 contact hours)
(***Prerequisite:*** *DHY 104*)
(***Corequisite:*** *DHY 111*)
Continues the development of knowledge in patient care. Topics include caries, prevention, occlusion, instrumentation, dental appliances, and patient management. Interdental care and impression and study cast techniques.

DHY 111- Clinical Dental Hygiene I Lab (2 credit hours, 2 contact hours)
(***Prerequisite:*** *DHY 105*)
(***Corequisite:*** *DHY 110*)
Continues the development of student skills in patient care. Topics include caries, prevention, occlusion, instrumentation, dental appliances, impression and study cast techniques, interdental care, and applied techniques.

DHY 113- Microbiology and Infection Control (5 credit hours, 6 contact hours)
(***Prerequisite****: Program admission*)
Provides students with a foundation in basic microbiology and emphasis on microbial form and function. Topics include: introduction to microorganisms, microbial physiology, metabolism, and genetics, control of microorganisms, infection and host response, and microbial, viral, and parasitic diseases of human organ systems.

DHY 200- Periodontology (3 credit hours, 3 contact hours)
(***Prerequisite:*** *DHY 101*)
Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventative, nonsurgical, and surgical methods. Topics include tissue of the periodontium, epidemiology of periodontal diseases, periodontal diseases, diseases prevention, disease treatment and management, drug therapy, immunology and host defense mechanisms, microorganisms associated with Periodontology, surgical and nonsurgical treatment, implantology and maintenance and periodontal emergencies and endodontic emergencies.

DHY 201- Clinical Dental Hygiene II Lecture (2 credit hours, 2 contact hours)
(***Prerequisites:*** *DHY 107, DHY 110*)
(***Corequisite:*** *DHY 202*)
Continues the developing of student knowledge in treating patients and preventing oral disease. Topics include instrument sharpening, patient assessment, treatment planning, antimicrobial use, amalgam polishing/recontouring, pulp vitality testing, whitening, implant care, tobacco cessation, pit and fissure sealants and treatment of hypersensitivity.

DHY 202- Clinical Dental Hygiene Lab II (4 credit hours, 12 contact hours)
(***Prerequisites:*** *107, DHY 111*)
(***Corequisite:*** *DHY 201*)
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include instrument sharpening, patient assessment, treatment planning, antimicrobial use, pulp vitality testing, whitening, implant care, tobacco cessation, pit and fissure sealants, applied techniques, and treatment of hypersensitivity.

DHY 205- Oral Pathology (4 credit hours, 4 contact hours)
(Prerequisites: DHY 101, DHY 102)
Introduces oral pathology, including etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include terminology, biopsy procedures, inflammation and repair, dental and mucosal anomalies, caries and pulpal pathology, odontogenic cysts, developmental cysts, odontogenic tumors, other tumors of oral structures, systemic diseases affecting the oral structures infectious diseases, salivary gland pathology, disease of bone blood dyscrasias, vesiculo-erosive and autoimmune diseases and syndromes and genetic diseases of the head and neck.

DHY 206- Pharmacology and Pain Control (4 credit hours, 4 contact hours)
(***Prerequisite****: Program admission*)
Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes action and reactions of medications commonly used in the dental office or taken

by dental patients. Topics include terminology, pharmaceutical references, prescriptions and abbreviations, pharmacokinetics, drugs used in dentistry and their pharmacokinetics, drugs that may alter dental treatment and their pharmacokinetics, pain control, emergency drugs and drug abuse.

DHY 207- Community Dental Health (4 credit hours, 6 contact hours)
*(**Prerequisite:** DHY 110)*
Provides students with a broad understanding of the health care system and an objective view of the significant social, political, psychological, and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community by meeting specific dental health needs of community groups. Topics include epidemiology, community dental care assessment, community dental care provision, preventative counseling for groups, group oral health education, terminology, dental care systems, biostatistics, and concepts of dental research.

DHY 208-Clinical Dental Hygiene III Lecture (2 credit hours, 2 contact hours)
*(**Prerequisite:** DHY 201)*
*(**Corequisite:** DHY 209)*
Continues the development of student know ledge necessary for treatment and prevention of oral disease. Topics include ultrasonic/air polishing, scaling, debridement and root planning, oral irrigation and antimicrobial agents, dental health education, special needs patients.

DHY 209- Clinical Dental Hygiene III Lab (4 credit hours, 12 contact hours)
*(**Prerequisite**: DHY 202)*
*(**Corequisite:** DHY 208)*
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include scaling, debridement and root planning, oral irrigation and antimicrobial agents, applied techniques, special needs patients and ultrasonic and air polishing.

DHY 211-Biochemistry and Nutrition (3 credit hours, 3 contact hours)
*(**Prerequisite:** CHM 1111)*
Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

DHY 213- Clinical Dental Hygiene IV Lecture (2 credit hours, 2 contact hours)
*(**Prerequisite:** DHY 208)*
*(**Corequisite:** DHY 214)*
Continues the development of the student knowledge necessary for treatment and prevention of oral disease. Topics include recare systems, special needs, and dietary assessment.

DHY 214- Clinical Dental Hygiene IV Lab (4 credit hours, 12 contact hours)
*(**Prerequisite:** DHY 209)*
*(**Corequisite:** DHY 213)*
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include recare systems, special needs, dietary assessment, applied techniques, and time management.

DHY 220- Clinical Dental Hygiene V Lecture (2 credit hours, 2 contact hours)
*(**Prerequisite:** DHY 213)*
*(**Corequisite:** 221)*
Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include employability skills, State of Georgia Dental Practice Act, office management, expanded duties, legal aspects of dental hygiene, dental ethical considerations, dental hygiene practice settings, and dentistry and dental hygiene regulation.

DHY 221- Clinical Dental Hygiene V Lab (4 credit hours, 12 contact hours)
*(**Prerequisite:** DHY 214)*
*(**Corequisite:** 220)*
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include applied techniques and time management.

ECE 1010 - Introduction to Early Childhood Care and Education (5 credit hours, 5 contact hours)

*(**Prerequisite**: Provisional admission)*

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, professionalism, guidance, assessment and curriculum planning, learning environment, cultural diversity, and licensing accreditation.

ECE 1012 - Curriculum Development (3 credit hours, 5 contact hours)

*(**Prerequisites/Corequisites**: ECE 1010, ECE 1030)*

Develops knowledge and skills to enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, curriculum approaches, development of curriculum plans and materials, learning environments, community resources, transitional activities, and approaches to teaching, learning and assessing and appropriate assessment strategies.

ECE 1013 - Art for Children (3 credit hours, 5 contact hours)

*(**Prerequisite**: Provisional admission)*

Introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities, planning and preparation of art experiences, appreciation of children's art processes and products; developmental stages in art; and art appreciation.

ECE 1014 - Music and Movement (3 credit hours, 5 contact hours)

*(**Prerequisite**: ECE 1030)*

Introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster creative movement and musical activity. Topics include: spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; developmental stages of music; and music appreciation.

ECE 1021 - Early Childhood Care and Education Practicum I(3 credit hours, 7 contact hours)

*(**Prerequisites**: ECE 103, PREREQ/COREQ ECE 105)*

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from coursework. Practicum training topics include: promoting child development and learning, building family and community relationships, observing, documenting, and assessing to support young children and families, teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECE 1022 - Early Childhood Care and Education Practicum II (3 credit hours, 7 contact hours)

*(**Prerequisite**: ECE 1021)*

Provides students with the opportunity to gain additional supervised experience in a simulated or actual work setting allowing demonstration of techniques obtained from coursework. The course will emphasize promoting child development and learning, building family and community relationships; observing, documenting and assessing to support your children and families, teaching and learning; and becoming a professional.

ECE 1025 - Professionalism through CDA Certificate Preparation (2 credit hours, 3 contact hours)

*(**Prerequisites**: : Program admission, ECE 1010, ECE 1030, ECE 1050, 480 clock hours of work experience within last five years with young children and/or ECE 1021, and ECE 1022)*

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 1026 - CDA Certificate Assessment Preparation (2 credit hours, 3 contact hours)

*(**Prerequisites**: Program admission, ECE 1010, ECE 1030, ECE 1050, 480 clock hours of work experience within the last five years with young children or ECE 1021, and ECE 1022)*

*(**Corequisite**: ECE 1025)*

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 1030 - Human Growth and Development I (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission*)
Introduces students to the physical, social, emotional, and cognitive development of the young child (0-5 years of age). Provides competency development in observing, recording and interpreting the growth and development stages in the young child, advancing physical and intellectual competence, supporting social and economic development, and providing positive guidance. Topics include: guidance techniques, observation and recording theory and practice, developmental characteristics, developmentally appropriate practice, and introduction to children with special needs.

ECE 1050 - Health, Safety, and Nutrition (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission*)
Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include: health issues, safety issues, CPR and first aid, child abuse and neglect, and nutritional needs for children.

ECE 2010 - Exceptionalities (5 credit hours, 5 contact hours)
(***Prerequisite***: *ECE 1030*)
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with community resources and programs that serve families with special needs persons. Topics include: physical disabilities and health disorders, intellectual exceptionalities, inclusion/least restrictive environment (LRE), social/emotional disorders, and community resources.

ECE 2020 - Social Issues and Family Involvement (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission*)
Enables the student to become familiar with the social issues that affect families of today and to develop a plan for coping with these issues as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics include: parent education and support, teacher-parent communication, professional responsibilities, family/social issues, community resources, community partnerships, social diversity and anti-bias issues, transitioning the child, and school family activities.

ECE 2030 - Human Growth and Development II (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission*)
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 2110 - Methods and Materials (5 credit hours, 5 contact hours)
(***Prerequisite***: *ECE 1012*)
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 2115 - Language Arts and Literature (5 credit hours, 5 contact hours)
(***Prerequisite/Corequisite***: *ECE 1030*)
Develops knowledge and skills to enable the student to plan and implement developmentally appropriate listening, speaking, writing and reading activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition.

ECE 2116 - Math and Science (5 credit hours, 5 contact hours)
(***Prerequisite/Corequisite***: *ECE 1030*)
Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include: cognitive stages and developmental process in math and science, math and science activity planning, and development of math and science materials.

ECE 2120 - Professional Practices (5 credit hours, 5 contact hours)
(***Prerequisite***: *ECE 2110*)
Develops skills and knowledge of professional practices applicable to programs for pre-kindergarten and school-aged children. Topics include: professional qualifications and professionalism.

ECE 2142 - Family Childcare Program Management (3 credit hours, 4 contact hours)
(***Prerequisite***: *Provisional Admission*)
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 2144 - Family Childcare Business Management (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional Admission*)
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 2170 - Program Administration (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission*)
Provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations, accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, community and public relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

ECE 2210 - Facility Management (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission*)
Provides training in early childhood facilities management. Topics include: money management, space management, and program, equipment and supplies management.

ECE 2220 - Personnel Management (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission*)
Provides training in personnel management in early childhood settings. Topics include: staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling and/or development; providing guidance and supervision; conflict resolution; and staff evaluation.

ECE 2240 - Early Childhood Care/Education Internship(12 credit hours, 36 contact hours)
(***Prerequisite:*** *Program admission*)
Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students are placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development, and resource file (portfolio) development.

ECG 103 - Intro to Electrocardiography (3 credit hours, 6 contact hours)
(***Prerequisites:*** *AHS 1011 or BIO 2113, AHS 109, AHS 104*)
Introduces the methods utilized to monitor the electrical activity of the heart and the means to record, store, and retrieve saidinformation for usein the healthcare setting.

ECG 105 - Electrocardiography Practicum (3 credit hours, 3 contact hours)
(***Prerequisites:*** *AHS 1011 or BIO 2113, AHS 109, AHS 104, ECG 103*)
Introduces students to clinical practicein the basic Electrocardiography Technician procedures.

ECO 1101 - Principles of Economics (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission*)
Provides a description of analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of the 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.[OL]

ECO 2105 - Principles of Macroeconomics (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission*)
Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies. Topics include: basic economic principles; macroeconomic principles; macroeconomic theory; macroeconomic policy; money and banking; and United States economy in perspective.

ECO 2106 - Principles of Microeconomics (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission*)
Provides a description and analysis of microeconomic operations in contemporary society. Emphasis is placed on developing an understanding of microeconomic concepts and theories as they apply to daily life. Topics include: basic economic principles; theory of the corporate firm; market system; market structure, pricing, and government regulation; resource markets; and international.

ELC 104 - Soldering Technology I (2 credit hours, 3 contact hours)
(***Prerequisite***: *Provisional Admission*)
Develops the ability to solder/desolder connectors, components and printed circuit boards using industry standards. Topics include: safety practices, total quality management concepts, soldering, desoldering, anti-static grounding, and surface mount techniques. [OL]

ELC 108 - Direct Current Circuits II (4 credit hours, 5 contact hours)
(***Prerequisites***: *IFC 101, MAT 1013-diploma or MAT 1111-degree*)
Continues direct current (DC) concepts and applications. Topics include: complex series/parallel circuits and DC theorems. [OL]

ELC 110 - Alternating Current Circuits II (4 credit hours, 5 contact hours)
(***Prerequisite***: *IFC 102*)
Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC analyzers and oscilloscopes. Topics include: reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms. [OL]

ELC 115 - Solid State Devices II (4 credit hours, 5 contact hours)
(***Prerequisite/Corequisite***: *IFC 103*)
Continues the exploration of the physical characteristics and applications of solid state devices. Topics include: PN diodes, power supplies, voltage regulation, special application, bipolar junction theory, and bipolar junction application. [OL]

ELC 117 - Linear Integrated Circuits (4 credit hours, 5 contact hours)
(***Prerequisite/Corequisite***: *ELC 115*)
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, voltage regulators, and three-terminal regulators. [OL]

ELC 118 - Digital Electronics I (3 credit hours, 5 contact hours)
(***Prerequisite***: *IFC 103*)
Introduces the basic building blocks of digital circuits. Topics include: binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. [OL]

ELC 119 - Digital Electronics II (4 credit hours, 10 contact hours)
(***Prerequisite/Corequisite***: *ELC 118*)
Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced circuits and devices. Topics include: flip-flops, counters, multiplexers and demultiplexers, encoding and decoding, display drivers, analog to digital and digital to analog conversions. [OL]

ELC 120 - Microprocessors Fundamentals (4 credit hours, 5 contact hours)
(***Prerequisite/Corequisite***: *ELC 119*)
Introduces microprocessor fundamentals with a focus on current generation microprocessors. Topics include: microprocessor architecture, instruction set, addressing schemes, debugging, and memory devices. [OL]

ELC 211 - Process Controls (6 credit hours, 8 contact hours)
(***Prerequisite***: *ELC 120*)

Introduces industrial process control applications with emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

ELC 212 - Motor Controls (6 credit hours, 8 contact hours)
*(**Prerequisite**: ELC 115)*
Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors drive, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

ELC 213 - Programmable Controllers (5 credit hours, 7 contact hours)
*(**Prerequisite**: ELC 120)*
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELC 214 - Mechanical Devices (3 credit hours, 5 contact hours)
*(**Prerequisite**: MAT 1017-diploma or MAT 1113-degree)*
Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELC 215 - Fluid Power (3 credit hours, 5 contact hours)
*(**Prerequisite**: MAT 1017-diploma or MAT 1113-degree)*
Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidics systems. Topics include: safety, fluid dynamic, pneumatics, hydraulics, air logic, and elastic interfacing.

ELC 216 - Robotics (2 credit hours, 3 contact hours)
*(**Prerequisites**: ELC 213, ELC 214, ELC 215)*
Explores robotic concepts, terminology, and basic application. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include: safety, terminology, languages, and programming.

ELC 217 - Computer Hardware (7 credit hours, 10 contact hours)
*(**Prerequisite**: ELC 120)*
Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include: installation, configuration, and upgrading; diagnosing and troubleshooting; preventative maintenance; motherboards, processors and memory; printers; and basic networking. [OL]

ELC 218 - Operating Systems Technologies (7 credit hours, 10 contact hours)
*(**Prerequisite**: ELC 217)*
Provides an introduction to the fundamentals of Command Line Prompt, Windows 9x, Windows 2000, and future operating systems. Topics include: operating system fundamentals; installation; configuration and upgrading; diagnosing and troubleshooting; and networks. [OL]

ELC 219 - Networking (4 credit hours, 6 contact hours)
*(**Prerequisite**: ELC 120)*
Provides an introduction to networking technologies. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies; protocols and standards; and network implementation.

ELC 286 - CompTIA A+ Certification (5 credit hours, 5 contact hours)
*(**Prerequisites**: ELC 217, ELC 218 or CIS 122 or CIS 140)*
Prepares the student for taking the CompTIA A+ examination by reviewing the A+ Core and A+ Operating Systems objectives. Topics include: A+ Core Hardware and A+ Operating System Technologies. [OL]

ELT 100 - Electrical Worker (5 credit hours, 8 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 tolls 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 (4 credit hours, 5 contact hours)
(**Prerequisites**: IFC 100, IFC 101)
Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: component identification, electrical symbols, print reading, and measurements and scales. [OL]

ELT 107 - Commercial Wiring I (5 credit hours, 7 contact hours)
(**Prerequisites**: ELT 106, ELT 121, IFC 100)
Introduces commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations and safety.

ELT 108 - Commercial Wiring II (5 credit hours, 7 contact hours)
(**Corequisite**: ELT 107)
Presents the study of three phase power systems, fundamentals of AC motor control and transformer connections. Topics include: fundamentals of AC motor control, three phase power systems, transformer connections (single phase and three phase step down), and introduction to low voltage systems.

ELT 109 - Commercial Wiring III (5 credit hours, 7 contact hours)
(**Corequisites**: ELT 107, ELT 108)
Presents the theory and practical application of conduit installation, system design, and related safety requirements. Topics include: conduit installation, system design concepts, and safety procedures.

ELT 111 - Single Phase and Three Phase Motors (5 credit hours, 7 contact hours)
(**Prerequisites**: ELT 119, IFC 100, IFC 101)
Introduces the fundamental theories and applications of both single phase and three phase motors. Topics include: motor terminology, motor identification, major theory and operating principles, motor efficiencies, preventative maintenance, troubleshooting and/or failure analysis, National Electrical Manufacturers Association (NEMA) standards, and NEC requirements.

ELT 112 - Variable Speed Controls/Low Voltage Controls (3 credit hours, 5 contact hours)
(**Corequisite**: ELT 111)
Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and additional applications. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELT 116 - Transformers (4 credit hours, 6 contact hours)
(**Prerequisites**: ELT 119, IFC 101)
Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

ELT 117 - National Electrical Code Industrial Applications (4 credit hours, 7 contact hours)
(**Corequisite**: ELT 109)
Provides instruction in industrial application of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less), and safety precautions.

ELT 118 - Electrical Controls (5 credit hours, 8 contact hours)
(**Corequisites**: ELT 108, ELT 111, ELT 112)
Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits operation, and application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

ELT 119 - Electricity Principles II (4 credit hours, 5 contact hours)
*(**Prerequisites**: IFC 100; **Corequisites**: MAT 1012, IFC 101)*
Introduces the theory and application of varying sine wave voltages and current. Topics include: AC test equipment, AC wave generation, inductance, magnetism, capacitance, and basic transformers. [OL]

ELT 120 - Residential Wiring I (5 credit hours, 8 contact hours)
*(**Prerequisite**: IFC 100, IFC 101, ELT 119; **Corequisites**: ELT 106, ELT 121)*
Introduces residential wiring practices and procedures. Topics include: residential circuits, National Electrical Code, print reading, wiring materials, wiring methods (size and type of conductors, box fill calculations and voltage drop), determining the number and location of lighting receptacles and small appliance circuits, switch control of luminaries and receptacle installation including bonding, GFCI and AFCI circuits, special purpose outlets (ranges, cooktops, ovens, dryers, water heaters, sump pumps, etc.), and sizing OCPD's (circuit breakers and fuses).

ELT 121 - Residential Wiring II (6 credit hours, 8 contact hours)
*(**Corequisite**: ELT 120)*
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single-family service calculations, residential two-family service calculations, and feeders, residential single-family service installation, residential two-family service installation, load balancing, panelboards and feeders, and concepts of electrical wiring applications such as cable TV and CATV installation, swimming pool installation, and remote control lighting and intercom installation.

ELT 122 - Industrial PLC's (6 credit hours, 10 contact hours)
*(**Prerequisites**: ELT 111, ELT 112, ELT 118)*
Introduces operational theory, systems terminology, plc installations, and programming procedures for programmable logic controls. Emphasizes plc programming, connections, installations, and start-up procedures. Topics include: plc hardware and software, plc functions and terminology, introductory numbering systems, plc installation and set up, plc programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and plc safety procedures.

EMP 1000 - Interpersonal Relations and Professional Development (3 credit hours, 3 contact hours)
*(**Prerequisite**: Provisional admission)*
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 relation skills; job acquisition skills and communication; job retention skills; job advancement skills; and professional image skills. [OL]

EMS 126 - Introduction to the Paramedic Profession (3 credit hours, 4 contact hours)
*(**Prerequisite**: Program admission; **Corequisites**: ENG 1010, MAT 1012, AHS 1011, SCT 100)*
Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include: the EMS system/roles and responsibilities, well-being of the paramedic, illness/injury prevention, medical/legal considerations, ambulance operations, ethics, rescue awareness and operations, hazardous materials incidents, crime scene awareness and medical incident command. This course provides instruction on topics in Division 1, Sections 1-5, Division 7, Section 1 and Division 8, Sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 127A- Patient Assessment I (2 credit hours, 2 contact hours)
*(**Corequisites**: AHS 1011, EMS 128)*
Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: patient assessment, therapeutic communications, history taking, techniques of physical exam, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 127B- Patient Assessment II (2 credit hours, 3 contact hours)
*(**Prerequisite**: EMS 127A)*

Continues the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: patient assessment, therapeutic communications, history taking, techniques of physical exam, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 128 - Applied Physiology and Pathophysiology (3 credit hours, 3 contact hours)
(**Corequisite**: AHS 1011)
Introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. Also covered is a review of cellular composition and function, including cellular environment as it relates to fluid and acid-based balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components in this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The final topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129 - Pharmacology (4 credit hours, 5 contact hours)
(**Prerequisites/Corequisites**: ENG 1010, MAT 1012, SCT 100, EMS 200A)
This unit is designed to help the paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: identification of drugs, drug calculations, drug administration techniques and procedures, and drug safety and standards.

EMS 130 - Respiratory Management and Function (5 credit hours, 6 contact hours)
(**Prerequisites**: EMS 126, EMS 127A-B, EMS 128,EMS 129)
This course is designed to help the paramedic assess and treat wide varieties of respiratory related illnesses in the pediatric and adult patient. Topics include: a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment/procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, hyperventilation syndromes, and spontaneous pneumothorax. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 131 - Trauma (5 credit hours, 6 contact hours)
(**Prerequisites**: EMS 126, EMS 127A-B, EMS 128,EMS 129; **Corequisites**: ENG 1010, EMS 200A, SCT 100)
This course is designed to introduce the student to assessment and management of the trauma patient, to include: systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Students should complete the requirements for the Basic Trauma Life Support course or the Pre-Hospital Trauma Life Support course.

EMS 132 - Cardiology (5 credit hours, 6 contact hours)
(**Prerequisites**: EMS 126, EMS 127A-B, EMS 128,EMS 129; **Corequisites**: ENG 1010, EMS 200A, SCT 100)
Emphasizes the study of the cardiovascular system. Cardiology I introduces and explores cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will be taught in Cardiology II. At the completion of this course student will be able to integrate pathophysiological principles and assessment findings to formulate a field of impression and implement the treatment plan for the patient with cardiovascular disease. This course provides

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

EMS 133 - Cardiology II (4 credit hours, 6 contact hours)
(***Prerequisites***: *EMS 126, EMS 127A-B, EMS 128, EMS 129;* ***Corequisites***: *ENG 1010, EMS 200A, EMS 132, SCT 100*)
Expounds on the objectives in Cardiology I, emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, electrical intervention, pharmacological intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) Providers course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 134 - Medical Emergencies (5 credit hours, 5 contact hours)
(***Prerequisites***: *EMS 126, EMS 127A-B, EMS 128,EMS 129*)
Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include: epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasizes allergies and anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management is discussed in detail for environmental emergencies. Infectious and communicable disease topics include: public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 135 - Maternal/Pediatric Emergencies (5 credit hours, 6 contact hours)
(***Prerequisites***: *EMS 126, EMS 127A-B, EMS 128,EMS 129*)
Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides an understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatments specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division 5 (Medical), Section 13 (Obstetrics), and 14 (Gynecology), and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 136 - Special Patients (2 credit hours, 3 contact hours)
(***Prerequisites***: *EMS 126, EMS 127A-B, EMS 128,EMS 129*)
Provides an overview of the assessment/management of behavioral emergencies as they pertain to pre-hospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, medical/legal considerations, management of the suicidal patient, management of the violent patient, and stress management. Geriatrics, life span, abuse, special challenges, and chronic care patients are included.

EMS 201 - Summative Evaluations (5 credit hours, 6 contact hours)
(***Prerequisite***: *Program admission;* ***Corequisites***: *ENG 1010, SCT 100*)
Provides supervised clinical experience in the hospital and pre-hospital advanced life support settings to include: summative case evaluations, EMS leadership, and EKG interpretation. This course includes a comprehensive paramedic program examination and a board examination review.

EMS 210 - Clinical Applications for the EMT-Paramedic I (2 credit hours, 6 contact hours)
(***Prerequisite***: *Program admission;* ***Corequisites***: *AHS 1011, EMS 126, EMS 127A-B, EMS 128, EMS 129,EMS 130, EMS 131, EMS132, EMS 133, EMS 134,EMS 135, EMS 136*)
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with "Clinical Applications for the EMT-Paramedic II", "Clinical Applications for the EMT-Paramedic III", "Clinical Applications for the EMT-Paramedic IV", "Clinical Applications for the

EMT-Paramedic V" & "Clinical Applications for the EMT-Paramedic VI", will include a minimum skill set and a minimum number of assessments in various categories.

EMS 211 - Clinical Applications for the EMT-Paramedic II (2 credit hours, 6 contact hours) (*Prerequisite: EMS 210*)
This course continues the clinical experiences for the student paramedic to include clinical applications for the EMT-Paramedic.

EMS 212 - Clinical Applications for the EMT-Paramedic III (2 credit hours, 6 contact hours) (*Prerequisite: EMS 210, EMS 211*)
This course continues the clinical experiences for the student paramedic to include clinical applications for the EMT-Paramedic.

EMS 213 - Clinical Applications for the EMT-Paramedic IV (2 credit hours, 6 contact hours) (*Prerequisite: EMS 210, EMS 211, EMS 212*)
This course continues the clinical experiences for the student paramedic to include clinical applications for the EMT-Paramedic.

EMS 214 - Clinical Applications for the EMT-Paramedic V (2 credit hours, 6 contact hours) (*Prerequisite: EMS 210, EMS 211, EMS 212, EMS 213*)
This course continues the clinical experiences for the student paramedic to include clinical applications for the EMT-Paramedic.

EMS 215 - Clinical Applications for the EMT-Paramedic VI (1 credit hour, 3 contact hours) (*Prerequisite: EMS 210, EMS 211, EMS 212, EMS 213, EMS 214*)
This course continues the clinical experiences for the student paramedic to include clinical applications for the EMT-Paramedic.

EMS 1101 â€" Introduction to the EMT Profession (4 credit hours, 5 contact hours)
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 EMTâ€" 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.

EMS 1103 - Patient Assessment for the EMT (2 credit hours, 3 contact hours)
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 5 and part of Section 6. 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, and EMS communications for the EMT-I.

EMS 1105 â€" Airway Management for the EMT (2 credit hours, 3 contact hours)
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 2. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 7. The 2002 Supplemental Airway Modules for the NSC-B 1994 curriculum will also be used. Topics include: Airway, Advanced Airway and Basic/Advanced Airway Management.

EMS 1107 â€" Medical and Behavioral Emergencies for the EMT (3 credit hours, 4 contact hours)
The course covers Lessons 1 through 8, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. Topics include general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic/altered mental status emergencies, allergic reactions, poisoning/overdose emergencies, environmental emergencies, behavioral emergencies, and non-traumatic abdominal emergencies.

EMS 1109 â€" Assessment and Management Across the Lifespan for the EMT (2 credit hours, 3 contact hours)
The course covers Lesson 9, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. All of Module 6 of the NSC-B 1994 curriculum is also included. The Georgia Office of EMS specific module for Geriatrics as well as the TCSG specific module for Special Needs Patients is included. Topics include obstetrical/gynecological emergencies, infants & children, geriatrics and patients with special needs.

EMS 1111 â€" Trauma Emergencies and WMD Response (3 credit hours, 3 contact hours)
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. In addition to the NSC-B 1994 standards, this course also includes portions of Section 6 of the NSC EMT-Intermediate 1985 Standard. The Georgia Office of EMS specific module for Emergency Response to Weapons of Mass Destruction is also included. Topics Include: bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine, patient access and extrication, and emergency medical response to WMD.

EMS 1113 â€" Clinical Applications for the EMT Basic (1 credit hour, 3 contact hours)
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Basic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Basic Curriculum standard. This course will include a minimum of 30 clinical hours.

EMS 1115 â€" Practical Applications for the EMT-Basic (2 credit hours, 3 contact hours)
This course will serve as the integration point for the entire National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, as well as Sections 1 through 7 of the NSC EMT-Intermediate 1985 Standard, and the Georgia Office of EMS specific modules on CPR, Geriatrics and WMD. This course will focus on critical thinking skills and will enhance the assessment based management skills of EMT students. Topics include: Assessment Based Management for the EMT-Basic.

EMS 1201 â€" Pharmacology and Shock/Trauma Management for the EMT-Intermediate (3 credit hours, 4 contact hours)
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.

EMS 1203 â€" Clinical Applications for the EMT-Intermediate I (1 credit hour, 3 contact hours)
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate â€" II, will include a minimum skill set.

EMS 1205 â€" Clinical Applications for the EMT - Intermediate II (1 credit hour, 3 contact hours)
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate â€" I, will include a minimum skill set.

EMS 1207 â€" Practical Applications for the EMT-Intermediate (2 credit hours, 3 contact hours)
This is the final course for those pursuing EMT-Intermediate Certification. This course expands upon the critical thinking skills and assessment based management techniques covered in the â€˜Practical Applications for the EMT-Basicâ€™ course. This course integrates all components of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum, and all Georgia

specific modules for the EMT-Basic and EMT-Intermediate curricula. Preparation for the national certification exam for EMT-Intermediate/85s will be paramount throughout the course, and students will be required to complete this course prior to being eligible to sit for the National Registry Intermediate-1985 Exam. Topics will include skills competency verification and assessment based management techniques for the EMT-Intermediate.

ENG 097 - English III (5 institutional credit hours, 5 contact hours)
*(**Prerequisite**: Entrance English score in accordance with approved TCSG admission score levels)*
Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include: basic grammar, mechanics, spelling, and sentence writing and paragraphing skills needed for writing memos, letters, reports, and short essays.

ENG 098 - English IV (5 institutional credit hours, 5 contact hours)
*(**Prerequisite**: ENG 097 or entrance English score in accordance with approved TCSG admission score levels)*
Emphasizes the ability to communicate using written and oral methods. Topics include: writing and the process of writing, revising, and oral communications.

ENG 1010 - Fundamentals of English I(5 credit hours, 5 contact hours)
*(**Prerequisites:** ENG 097 or entrance English score in accordance with approved TCSG admission score levels and RDG 097 or entrance reading score in accordance with approved TCSG admission score levels.)*
Emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing grammar and writing skills; editing and proofreading skills; research skills; and oral communication skills. Homework assignments reinforce classroom learning. [OL]

ENG 1012 - Fundamentals of English II (5 credit hours, 5 contact hours)
(Prerequisite: ENG 1010)
Provides knowledge and application of written and oral communications found in the workplace. Topics include: writing fundamentals and speaking fundamentals. [OL]

ENG 1101 - Composition and Rhetoric (5 credit hours, 5 contact hours)
*(**Prerequisite:** Degree program admission level language competency or ENG 098 and RDG 098)*
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 (5 credit hours, 5 contact hours)
*(**Prerequisite:** ENG 1101)*
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 1105 - Technical Communications (5 credit hours, 5 contact hours)
*(**Prerequisite**: ENG 1101)*
Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include: reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

ENG 2130 - American Literature (5 credit hours, 5 contact hours)
*(**Prerequisite**: ENG 1101)*
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 (3 credit hours, 4 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (4 credit hours, 4 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (3 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (3 credit hours, 3 contact hours)
*(**Prerequisite**: Provisional Admission)*
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(4 credit hours, 6 contact hours)
*(**Prerequisite**: Provisional Admission)*
This course develops an understanding of the management techniques used to manage fresh water ecosystems for recreations 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 Forest for Wildlife and Diversity (6 credit hours, 10 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (6 credit hours, 10 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (4 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (7 credit hours, 11 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (5 credit hours, 6 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (6 contact hours, 5 credit hours)
*(**Prerequisite**: FGM 109)*

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 (5 credit hours, 10 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (4 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (6 credit hours, 9 contact hours)
*(**Prerequisite**: Provisional Admission)*
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 (6 credit hours, 9 contact hours)
*(**Prerequisite**: Provisional Admission)*
This course will review common freshwater fishes of Georgia, their identification, anatomy, and the differences between fishes and terrestrial vertebrate's body systems.

FIN 191 - Introduction to Finance (5 credit hours, 5 contact hours)
*(**Prerequisite**: ACC 101)*
Provides an introduction to financial markets, institutions, and management in a contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics include: business finance management, financial systems of the United States and financing other sectors of the economy. [OL]

FOR 101 - Forest Safety and Orientation (1 credit hour, 1 contact hour)
*(**Prerequisite**: Provisional admission)*
Introduces the fundamentals of safety in the field and the profession of forestry. Topics include multiple uses of forests, forest regional identification, forest hazard identification and personal safety.

FOR 102 - Forest Soils (4 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Develops a basic understanding of the principles of agronomy. Topics include soil classification methods, soil sampling methods, and fertilizer application.

FOR 103 - Dendrology (4 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
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 (4 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
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 (4 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
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 1 (4 credit hours, 5 contact hours)
(**Prerequisite**: Mat 1012 (diploma), MAT 1101 (degree))
(**Corequisite**: FOR 117)
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 (3 credit hours, 5 contact hours)
(**Prerequisite**: Mat 1012 (diploma), MAT 1101 (degree))
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 (3 credit hours, 5 contact hours)
(**Prerequisite**: Mat 1012 (diploma), MAT 1101 (degree))
(**Corequisites**: FOR 116, FOR 117)
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 (3 credit hours, 5 contact hours)
(**Prerequisite**: Mat 1012 (diploma), MAT 1101 (degree))
(**Corequisites**: FOR 116, FOR 117)
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 (4 credit hours, 5 contact hours)
(**Prerequisite**: Mat 1012 (diploma), MAT 1101 (degree))
(**Corequisites**: FOR 121, FOR 122)
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 (3 credit hours, 5 contact hours)
(**Prerequisite**: Mat 1012 (diploma), MAT 1101 (degree))
(**Corequisites**: FOR 121, FOR 122)
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 (4 credit hours, 5 contact hours)
(**Prerequisite**: Provisional admission)
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 (4 credit hours, 5 contact hours)
(**Prerequisite**: Provisional admission)
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 (3 credit hours, 5 contact hours)
(**Prerequisite**: Mat 1012 (diploma), MAT 1101 (degree))
(**Corequisites**: FOR 121, FOR 122)
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 (3 credit hours, 5 contact hours)
(**Prerequisite**: Mat 1012 (diploma), MAT 1101 (degree))
(**Corequisites**: FOR 121, FOR 122)
Focuses on the application of the fundamental principles and practices of timber cruising. Emphasizes

fixed plot and prism method of statistical sampling. Topics include cruising methods and volume determination.

FOR 146 - Forest Management I (5 credit hours, 5 contact hours)
*(**Prerequisite**: FOR 131)*
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 (5 credit hours, 5 contact hours)
*(**Prerequisite**: FOR 131)*
Introduces the techniques of multiple-use forest resource management. Topics include forest management plan, land ownership, and timber marking.

FOR 158 - Wildlife Management (4 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
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. (4 credit hours, 12 contact hours)
*(**Prerequisite**: All previous coursework)*
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 (4 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
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 (4 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
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 (3 credit hours, 7 contact hours)
*(**Prerequisite**: Program admission)*
Course will provide basic hydraulic terminology and principles of hydraulics and pneumatics.

HAR 104 - Environmental & Government Guidelines and Laws (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
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 (4 credit hours, 10 contact hours)
*(**Prerequisite**: Program admission)*
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 (4 credit hours, 9 contact hours)
*(**Prerequisite**: Program admission)*
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 (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
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 (5 credit hours, 15 contact hours)
*(**Prerequisite**: HAR 101, HAR 102, HAR 103, HAR 104, HAR 105, HAR 106, HAR 107)*
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 (5 credit hours, 5 contact hours)
*(**Prerequisite**: ENG 1101)*
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include: historical and cultural developments; contributions of the humanities; and research project.

IFC 100 - Industrial Safety (2 credit hours, 3 contact hours)
*(**Prerequisite**: Provisional admission)*
Provides in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include: traffic safety, ladder safety, fire safety, safe work in confined spaces, electrical safety, emergency procedures, and introduction to OSHA regulations, hazardous materials safety, MSDS Right-to-Know Law, and safety equipment. [OL]

IFC 101 - Direct Current Circuits I (4 credit hours, 5 contact hours)
*(**Prerequisite/Corequisite**: MAT 1012) Note: Math 103 required for Electronics diploma or MAT 1111 for Electronics degree.*
Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IFC 102 - Alternating Current Circuits I (4 credit hours, 5 contact hours)
*(**Prerequisite**: IFC 101)*
Introduces the theory and applications of various sine wave voltages and currents. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers. [OL]

IFC 103 - Solid State Devices I (4 credit hours, 5 contact hours)
*(**Prerequisite**: IFC 102)*
Introduces the physical characteristics and applications of solid state devices. Topics include: diode applications, introduction to semiconductor fundamentals, basic amplifiers, basic transistor fundamentals, and semiconductor for switching devices. [OL]

ISS 132 - Clinical Practice (2 credit hours, 8 contact hours)
*(**Prerequisite**: RAD 101)*
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: Hospital area and procedures, film processing procedures, basic patient care, radiographic procedure responsibilities and radiation safety. Clinical practice experiences are designed to provide patient care and assessment and competent performance of Imaging Science Services Assistants.

MAS 101 - Legal Aspects of the Medical Office ((3 credit hours, 3 contact hours))
*(**Prerequisites**: Regular Admit **Corequisites**: MAS 106)*
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 the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

MAS 103 - Pharmacology (5 credit hours, 5 contact hours)
*(**Prerequisites**: AHS 101, AHS 109, MAT 1012, AHS 104; **Corequisites**: MAS 109, MAS 111)*
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of arithmetic 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 (5 credit hours, 6 contact hours)
*(**Prerequisites:** Regular Admit; **Corequisites:** MAS 101)*
Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

MAS 108 - Medical Assisting Skills I (6 credit hours, 12 contact hours)
*(**Prerequisites**: AHS 1011, AHS 104, AHS 109; **Corequisites:** MAS 110, 112)*
Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical 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 age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

MAS 109 - Medical Assisting Skills II (6 credit hours, 12 contact hours)
*(**Prerequisites**: MAS 108; **Corequisites:** MAS 103, MAS 111)*
Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAS 110 - Medical Insurance Management (3 credit hours, 6 contact hours)
*(**Prerequisites:** AHS 109, ENG 1010, BUS 1130, SCT 100, AHS 1011, AHS 104; **Corequisites:** MAS 108, MAS 112)*
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAS 111 - Administrative Practice Management (4 credit hours, 7 contact hours)
*(**Prerequisites:** MAS 110; **Corequisites:** MAS 103, MAS 109)*
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

MAS 112 - Human Diseases (5 credit hours, 5 contact hours)
*(**Prerequisites**: AHS 1011, AHS 104, AHS 109 **Corequisites:** MAS 108, MAS 110)*
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 (8 credit hours, 24 contact hours)
*(**Prerequisites**: Completion of all required coursework prior to internship, a 2.0 cumulative grade point average, no unresolved grades of "F" or "I" from previous courses, and good academic standing; **Corequisite**: MAS 118)*
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting 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; communication; and following directions.

MAS 118 - Medical Assisting Seminar (4 credit hours, 4 contact hours)
*(**Prerequisite**: Completion of all required courses except MAS 117; **Corequisite**: MAS 117)*
Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, job applications, job interviews, letters of resignation and review of program competencies for employment and certification.

MAS 151 - ICD-9 Coding I (3 credit hours, 5 contact hours)
(***Prerequisites***: *ENG 1010, MAT 1012, PSY 1010, AHS 1011, AHS 104, AHS 109, SCT 100,*
Corequisites: *MAS 112, BUS 1130*)
Provides an introduction to medical coding skills and application of international coding standards for
billing of health care services. Topics include: international classification of diseases, code books
format, guidelines and conventions, and coding techniques.

MAS 152 - ICD-9 Coding II (3 credit hours, 5 contact hours)
(***Prerequisite***: *MAS 151*)
Continues development of skills and knowledge presented in Medical Procedures Coding I and provides
for patient disease and medical procedure coding for billing purposes by health care facilities. Topics
include: medical records coding techniques, coding linkage and compliance; third party reimbursement
issues and ethics including fraud and abuse.

MAS 153 - Physician's Procedural Coding (3 credit hours, 3 contact hours)
(***Prerequisite***: *MAS 151, MAS 152*)
Provides knowledge and skills to apply the coding of procedures for billing using the Physician's
Current Procedural Terminology (CPT) manual. Topics include: format of a CPT manual, CPT manual
coding guidelines, and coding using the CPT manual.

MAT 097 - Learning Support Mathematics III(5 institutional credit hours, 5 contact hours)
(***Prerequisite***: *Entrance arithmetic score in accordance with approved TCSG admission score levels*)
Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific
occupational programs and for the study of basic algebra. Topics include: whole numbers, fractions,
decimals, percents, measurement, geometry, and application problems.

MAT 098 - Elementary Algebra (5 institutional credit hours, 5 contact hours)
(***Prerequisite***: *MAT 097 or entrance arithmetic score in accordance with approved TCSG admission
score levels*)
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 (5 institutional credit hours, 5 contact hours)
(***Prerequisite***: *MAT 098 or 1013 or entrance score in accordance with approved TCSG admission
score levels*)
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 1011 - Business Math (5 credit hours, 5 contact hours)
(***Prerequisite***: *MAT 097 or entrance arithmetic score in accordance with approved TCSG admission
score levels*)
Emphasizes mathematical concepts found in business situations. Topics include: basic mathematical
skills, mathematical skills in business-related problem solving, mathematical information for
documents, graphs, and mathematical problems using electronic calculators (not to include the touch
method).

MAT 1012 - Foundations of Mathematics (5 credit hours, 5 contact hours)
(***Prerequisite***: *MAT 097 or entrance arithmetic score in accordance with approved TCSG admission
score levels.*
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 (5 credit hours, 5 contact hours)
(***Prerequisite***: *MAT 098 or entrance algebraic score in accordance with approved TCSG admission
score levels*)
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. [OL]

MAT 1015 - Geometry and Trigonometry (5 credit hours, 5 contact hours)
*(**Prerequisite**: MAT 1013)*
Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes: geometric concepts and trigonometric concepts

MAT 1017 - Trigonometry (5 credit hours, 5 contact hours)
*(**Prerequisite**: MAT 1013)*
Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics include: geometric formulas, trigonometric concepts, and logarithms and exponentials.

MAT 1111 - College Algebra (5 credit hours, 5 contact hours)
*(**Prerequisite:** Minimum ASSET score of 42 or completion of MAT 099 with a minimum exit ASSET score of 42 or Compass equivalent)*
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 include sequences, series, and probability; and analytic geometry.[OL]

MAT 1112 - College Trigonometry (5 credit hours, 5 contact hours)
*(**Prerequisite:** MAT 1111)*
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 - Pre-Calculus (5 credit hours, 5 contact hours)
*(**Prerequisite**: MAT 1111)*
This course prepares students for Calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MKT 100 - Introduction to Marketing (5 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Emphasizes the trends and dynamic forces that affect the marketing process and coordination of the marketing functions. Topics include: marketing strategies, marketing mix, marketing trends, and dynamic forces affecting markets. [OL]

MKT 101 - Principles of Management (5 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be on personnel management, basic supervisory functions, supervisory skills and techniques, and the special demands and challenges of supervising employees. Topics include: supervision, motivation, and evaluation of employees; management theories, including total quality management; the functions of management; recruitment, screening, and the selection of employees; and supervision techniques. [OL]

MKT 103 - Business Law (5 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Introduces the study of contracts and other business obligations in the legal environment. Topics include: creation and evolution of laws, sales contracts, court decision procedures, the Uniform Commercial Code, and risk-bearing devices. [OL]

MKT 104 - Principles of Economics (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission level math competency)*
Provides a study of micro and macro economic principles, policies, and applications. Topics include: supply and demand, money and the banking system, business cycle, and economic systems. [OL]

MKT 106 - Fundamentals of Selling (5 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Emphasizes sales strategies and techniques to assist the student in the sales process. Topics include: customer relations, professional image, product/service knowledge, sales presentations, ethics of selling, and selling techniques and procedures. [OL]

MKT 108 - Advertising (4 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
Introduces the fundamental principles and practices associated with advertising activities. Topics

include: purposes of advertising, principles of advertising, budgeting, marketing and advertising plans, target marketing and selection, media evaluation, regulations and controls, campaign planning, and trends in advertising. [OL]

MKT 109 - Visual Merchandising (4 credit hours, 5 contact hours)
(**Prerequisite**: Provisional admission)
Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools, materials and installation of displays. Topics include: design principles, color principles, props and fixtures, tools and materials of the trade, store planning, lighting and signing, installation of displays, and safety. [OL]

MKT 110 - Entrepreneurship (8 credit hours, 10 contact hours)
(**Prerequisite**: Program admission level mathcompetency)
Provides an overview of the activities involved in planning, establishing, and managing a small business enterprise. Topics include: planning, financing, location analysis, and developing a business plan. [OL]

MKT 122 - Buying and Merchandising Management (5 credit hours, 5 contact hours)
(**Prerequisite**: Program admission)
Develops the skills for the potential entrepreneur to effectively merchandise and manage a business. Topics include: principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, types of discounts, and the fundamentals of buying. [OL]

MKT 123 - Small Business Management (5 credit hours, 5 contact hours)
(**Prerequisites**: ACC 1101, ENG 1010, MAT 1011)
Summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include: management principles, financial applications, marketing functions, and entrepreneurial growth potential. [OL]

MKT 125 - Retail Operations Management (5 credit hours, 5 contact hours)
(**Prerequisite**: Program admission)
Emphasizes the planning, organizing, and managing of retail firms. Topics include: organizational development, human resource management, strategic planning, short-term planning, analysis of profit and loss statements and balance sheets, inventory controls, and entrepreneurship.

MKT 130 - Marketing Administration O.B.I. I (3 credit hours, 10 contact hours)
(**Prerequisites**: Program admission, ENG 1010, MKT 101)
Introduces the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities in realistic work situations and are provided with insights into marketing administration applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 131 - Marketing Administration O.B.I. II (3 credit hours, 10 contact hours)
(**Prerequisite**: MKT 130)
Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of marketing administration techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 134 - Entrepreneurship O.B.I. I (3 credit hours, 10 contact hours)
(**Prerequisites**: Program admission, ENG 1010, MKT 101)
Introduces the application and reinforcement of entrepreneurship and the employability principles in an actual job placement or a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship

applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 135 - Entrepreneurship O.B.I. II (3 credit hours, 10 contact hours)
(***Prerequisite**: MKT 134*)
Focuses on the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 136 - Retail Management O.B.I. I (3 credit hours, 10 contact hours)
(***Prerequisites**: Program admission, ENG 1010, MKT 101*)
Introduces the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of retail management techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 137 - Retail Management O.B.I. II (3 credit hours, 10 contact hours)
(***Prerequisite**: MKT 136*)
Focuses on the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include: adaptability to the job setting, problem solving, use of proper interpersonal skills, application of retail management techniques, and professional development. Occupation based instruction is implemented through the use of written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 232 - Advanced Selling (4 credit hours, 5 contact hours)
(***Prerequisite**: MKT 106 or instructor permission based upon experience*)
This course emphasizes the advanced sales presentation skills needed to build partnerships with business representatives and final consumers. Topics include: sales presentations, customer relationship management, sales training, self-management, and sales force training.

MKT 228 - Advanced Marketing (5 credit hours, 5 contact hours)
(***Prerequisite**: None*)
This course gives an in depth study of marketing research, consumer behavior, and Marketing management strategies in a complex global environment. Topics include: marketing research, strategic management competitive advantage, and market segmentation. [OL]

MSD 100 - Management Principles (5 credit hours, 5 contact hours)
(***Prerequisite**: Provisional admission.*)
Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global marketplace, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the manager's job and work environment, building an effective organizational culture, leading, directing, and the application of authority, planning, decision-making, and problem-solving, human resource management, administrative management, organizing, and controlling. [OL]

MSD 101 - Organizational Behavior (5 credit hours, 5 contact hours)
(***Prerequisite**: Provisional admission.*)
Develop skills and behavior necessary for successful interpersonal employee relations. Topics include:

employee relations principles, problem solving and decision making, leadership techniques to develop employee moral, human values and attitudes, organizational communications, interpersonal communications, and employee conflict. [OL]

MSD 102 - Employment Law (5 credit hours, 5 contact hours)
(**Prerequisite**: *Provisional admission.*)
Develops a working knowledge of the legal environment of business necessary for management and leadership. Topics include: the legal system and public policy making, Civil Rights Law, the influence of law on human resource management, Alternative Dispute Resolution (ADR), legal selection/hiring practices, accommodation for religion and physical handicap, gender discrimination and harassment, affirmative action, and employee protective laws. [OL]

MSD 103 - Leadership (5 credit hours, 5 contact hours)
(**Prerequisite**: *Provisional admission.*)
Familiarizes the student with the principles and techniques of sound leadership practices. Topics include: characteristics of effective leadership styles, history of leadership, leadership models, the relationship of power and leadership, team leadership, the role of leadership in affecting change. [OL]

MSD 104 - Human Resource Management (5 credit hours, 5 contact hours)
(**Prerequisite**: *Provisional admission.*)
This course is designed as an overview of the Human Resource Management (HMR) function and the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM; ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design; recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM. [OL]

MSD 105 - Labor Management Relations (5 credit hours, 5 contact hours)
(**Prerequisite**: *Provisional admission.*)
Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations; the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MSD 106 - Performance Management (5 credit hours, 5 contact hours)
(**Prerequisite**: *Provisional admission.*)
Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques. [OL]

MSD 107 - Employee Training and Development (5 credit hours, 5 contact hours)
(**Prerequisite**: *Provisional admission.*)
Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and

development is needed and how to plan, design and deliver and effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees; learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication. [OL]

MSD 108 - Management and Supervisory Seminar (5 credit hours, 5 contact hours)
(***Prerequisites**: Program admission, MSD 103)*
Encourages students to discuss their perception of management practices which have been studied during the Management/Supervisory Development program. Topics include: current issues and problems in management and supervision and state of the art management and supervision techniques. Guest speakers will contribute to the seminar. [OL]

MSD 109 - Managerial Accounting and Finance (5 credit hours, 5 contact hours)
(***Prerequisites**: Program admission, MAT 1011)*
The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis. Topics include: accounting background, accounting equation, financial statements and financial statement analysis, budgeting and planning, applied analysis for management decisions, cost flow analysis in manufacturing with applications in process improvement, applications in product profitability, cost and pricing, client/server technology, computer software applications, payroll, income tax, inventory management, ethical responsibilities.

MSD 112 - Introduction to Business and Economics (5 credit hours, 5 contact hours)
(***Prerequisite**: Provisional admission.)*
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MSD 113 - Business Ethics (5 credit hours, 5 contact hours)
(***Prerequisite**: Provisional admission.)*
Provides students with an overview of business ethics and ethical management practices, with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a cast study approach to encourage the student in developing analytical, problem-solving, critical thinking, and decision-making skills. Topics include: an overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society; consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law. [OL]

MSD 114 - Management Communication Technologies (5 credit hours, 5 contact hours)
(***Prerequisites**: Provisional admission, SCT 100.)*
This course focuses on communication, supervision and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communication applied to supervisory functions in the workplace. Topics include: word processing applications; spreadsheet applications; database applications; presentation technology and applications; graphical interface applications; interpersonal communications; and organizational

communications. Applications come from communications, human resource management, and general business such as HR functions training plans with a database, tracking budgets with spreadsheets, construct a corporate newsletter on Publisher, set up corporate e-mail accounts, or develop a business web page on FrontPage. [OL]

MSD 115 - Retail Management (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission.*)
Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management; information technology applications in retailing. [OL]

MSD 116 - Business Plan Development (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission.*)
Provides students with the knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts. [OL]

MSD 117 - Small Business Management (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission.*)
Introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small businesses. [OL]

MSD 120 - Employee Compensation and Benefits (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission.*)
This business and public administration management course provides students with theoretical and practical knowledge of the design and implementation of effective compensation and benefits programs.

MSD 150 - Production Management (5 credit hours, 5 contact hours)
(***Prerequisite***: *Program admission.*)
This course provides the student with an intensive study of the overall field of production management. Of particular interest is the field of manufacturing supervision. Topics include: role of production management/production managers, production systems, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MSD 151 - Personal Development for Supervisors (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission.*)
This course familiarizes the student with those factors that influence management, which are in addition to those covered in management program courses. Topics include: ethical management, individual behavior, group behavior, employee protective laws, and techniques of public speaking. (OL)

MSD 156 - Supervision in a Service Environment (5 credit hours, 5 contact hours)
(***Prerequisite***: *Provisional admission.*)
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to

information systems, selling principles and sales management, retail management, and legal issues in the service sector. (OL)

MSD 157 - Total Quality Management (5 credit hours, 5 contact hours)
(**Prerequisite**: MAT 1011 or MAT 1111)
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector. (OL)

MSD 202 - Production/Operations Management (5 credit hours, 5 contact hours)
(**Prerequisite**: Program admission.)
This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance. [OL]

MSD 205 - Service Sector Management (5 credit hours, 5 contact hours)
(**Prerequisite**: Provisional admission.)
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector. [OL]

MSD 206 - Project Management (5 credit hours, 5 contact hours)
(**Prerequisite**: Provisional admission.)
Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning; definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between team and other organizations; critical path methodology; and total quality management. [OL]

MSD 210 - Team Project (5 credit hours, 5 contact hours)
(**Prerequisite**: Program admission.)
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. [OL]

MSD 220 - Management Occupation Based Instruction I (3 credit hours, 10 contact hours)
(**Prerequisites**: Program admission, MSD 100, ENG 1010 or ENG 1101.)
Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

MSD 175 - Business Spanish (5 credit hours, 7 contact hours)
*(**Prerequisite**: Program admission)*
Introduces the vocabulary, conversational skills, and sentence structure needed to communicate in Spanish with co-workers in a business setting. Topics include the following: parts of speech, vocabulary, sentence structure, and common phrases in the workplace.

NPT 112 - Medical Surgical Nursing I Practicum (7 credit hours, 21 contact hours)
*(**Prerequisites**: AHS 102, AHS 103, NSG 110; **Corequisite**: NSG 112)*
Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; pharmacology, treatment, client care, medication administration, and diet therapy related to cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NPT 113 - Medical Surgical Nursing II Practicum (7 credit hours, 21 contact hours)
*(**Prerequisites**: AHS 102, AHS 103, NSG 110; **Corequisite**: NSG 113)*
Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculosketal, neurological, integumentary, and sensory systems, mental health and oncology; treatment, client care, pharmacology, medication administration, and diet therapy related to the musculosketal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NPT 212 - Pediatric Nursing Practicum (2 credit hours, 6 contact hours)
*(**Prerequisites**: AHS 102, AHS 103, NSG 110, NSG 112, NPT 112; **Corequisites**: NPT 213, NSG 213, NSG 212, NSG 215, NPT 215)*
Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

NPT 213 - Obstetrical Nursing Practicum (3 credit hours, 9 contact hours)
*(**Prerequisites**: AHS 102, AHS 103, NSG 110, NSG 112, NPT 112; **Corequisites**: NPT 212, NSG 212, NSG 213, NSG 215, NPT 215)*
Focuses on health management and maintenance, the prevention of illness and deviations from the normal state of health, and care of the individual as a whole. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

NPT 215 - Nursing Leadership Practicum (2 credit hours, 7 contact hours)
*(**Prerequisites**: NSG 110, NSG 112, NPT 112; **Corequisites**: NSG 212, NSG 213, NSG 215, NPT 212, NPT 213)*
Builds on concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, critical thinking, client education methods, group and other TQM processes, and conflict resolution.

NSG 110 - Nursing Fundamentals (10 credit hours, 17 contact hours)
(***Prerequisites***: *AHS 1011, AHS 104, ENG 1010, MAT 1012, PSY 1010;* ***Corequisites:*** *AHS 102, AHS 103)*
Introduction to the nursing process. Topics include: orientation to the profession; ethics and law; community health; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; geriatrics; and standard precautions.

NSG 112 - Medical Surgical Nursing I (9 credit hours, 9 contact hours)
(***Prerequisites***: *AHS 102, AHS 103, NSG 110;* ***Corequisite***: *NPT 112)*
Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; pharmacology, treatment, client care, medication administration, and diet therapy related to cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NSG 113 - Medical Surgical Nursing II (9 credit hours, 9 contact hours)
(***Prerequisites***: *NSG 212, NSG 213, NSG 215;* ***Corequisite***: *NPT 113, NPT 212, NPT 213, NPT 215)*
Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculosketal, neurological, integumentary, and sensory systems, mental health and oncology; treatment, client care, pharmacology, medication administration, and diet therapy related to the musculosketal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NSG 212 - Pediatric Nursing (5 credit hours, 5 contact hours)
(***Prerequisites***: *AHS 102, AHS 103, NSG 110, NSG 112, NPT 112;* ***Corequisites***: *NPT 212, NPT 213, NPT 215, NSG 213, NSG 215)*
Focuses on health management and maintenance, the prevention of illness, and deviations from the normal state of health, and care of the individual as a whole. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

NSG 213 - Obstetrical Nursing (5 credit hours, 5 contact hours)
(***Prerequisites:*** *AHS 102, AHS 103, NSG 110;* ***Corequisites:*** *NPT 212, NSG 212, NPT 213)*
Focuses on health management and maintenance, the prevention of illness and deviations from the normal state of health, and care of the individual as a whole. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance, prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

NSG 215 - Nursing Leadership (2 credit hours, 2 contact hours)
(***Prerequisites***: *AHS 102, AHS 103, NSG 110, NSG 112, NPT 112;* ***Corequisites***: *NPT 113, NPT 212, NPT 215, NSG 212, NSG 213)*
Builds on concepts presented in prior nursing courses and develops the skills necessary for successful

performance in the job market. Topics include: application of the nursing process, supervisory skills, critical thinking, client education methods, group and other TQM processes, and conflict resolution.

PHL 103 - Introduction to Venipuncture (4 credit hours, 5 contact hours)
*(**Prerequisites**: All program curriculum courses excluding PHL 105, no exceptions without approval of Dean of Health Sciences)*
Introduction to blood collecting techniques and processing of specimens. Emphasizes the knowledge and skills needed to collect all types of blood from hospitalized patients. Topics include: venipuncture safety and procedures; venipuncture problems, and definitions; isolation techniques; other specimen collections, specimen processing and CPR, lab test profiles, and patient care areas; test combinations and skin punctures; professional ethics and malpractice; and certification and licensure.

PHL 105 - Clinical Practice (8 credit hours, 24 contact hours)
*(**Prerequisites**: All program curriculum courses including PHL 103, no exceptions without approval of Dean of Health Sciences)*
Provides work experience in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to hospital policies and procedures; work ethics; routine collections; adult, pediatric, and newborn; and special procedures.

PHR 100 - Pharmaceutical Calculations (7 credit hours, 21 contact hours)
*(**Prerequisite**: MAT 1012)*
Develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHR 101 - Pharmacy Technology Fundamentals (5 credit hours, 6 contact hours)
*(**Prerequisite:** Provisional admission; **Corequisite:** PHR 100)*
Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation of the pharmacy technology field, cardiopulmonary resuscitation (CPR), ethics and laws, definitions and terms, and reference sources.

PHR 102 - Principles of Dispensing Medications (6 credit hours, 8 contact hours)
*(**Prerequisites:** PHR 100, PHR 101; **Corequisite:** PHR 104)*
Introduces the students to the principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging and labeling drugs, pharmacy policies and procedures, distribution systems, documentation, inventory and filing systems, pharmacy equipment, compounding, storage and control, contamination control, and the health care organizational structure. This course provides laboratory and clinical practice.

PHR 103 - Principles of Sterile Medication Preparation (6 credit hours, 8 contact hours)
*(**Prerequisites**: AHS 1011, AHS 104, AHS 109, PHR 102, PHR 104; **Corequisite**: PHR 105)*
Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parental admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

PHR 104 - Pharmacy Technology Pharmacology (5 credit hours, 5 contact hours)
*(**Prerequisite:** PHR 101; **Corequisites:** PHR 102, AHS 1015)*
Introduces principles and knowledge about classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, controlled substances, specific drugs, compounding, and drug addiction and abuse.

PHR 105 - Pharmacy Technology Practicum (7 credit hours, 21 contact hours)
*(**Prerequisites:** PHR 101, PHR 102; **Corequisite:** PHR 103)*
Introduces students to the clinical environment and provides experiences with the skills necessary for the pharmacy technician. Topics include: aseptic/sterile techniques, storage and control, documentation, inventory, filing, compounding, parenteral admixtures, filtering, disinfection, medication delivery, and hospital pharmacy techniques.

PHR 106 - Advanced Pharmacy Technology Principles(5 credit hours, 6 contact hours)
*(**Prerequisites:** PHR 103, PHR 105, SCT 100; **Corequisite:** PHR 107)*
Presents the advanced concepts and principles needed in the pharmacy technology field. Topics

include: pharmaceutical side effects, controlled substances, physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, and pharmaceutical calculations review.

PHR 107 - Advanced Pharmacy Technology Practicum(7 credit hours, 21 contact hours)
*(**Prerequisites:** PHR 103, PHR 105, SCT 100; **Corequisite:** PHR 106)*
Continues the development of knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, patient profiles, physician orders, controlled substances, hyperalimentation, chemotherapy, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

PHY 1110 - Introductory Physics (5 credit hours, 7 contact hours)
*(**Prerequisite**: MAT 1101 or MAT 1111)*
The course is an introduction to some of the basic laws of physics. Topics include: systems of units and conversion of units; vector algebra; Newtonian mechanics; fluids and thermodynamics; heat; light, and optics; mechanical waves; electricity and magnetism; and modern physics. Laboratory experience supports classroom learning. Computer use is an integral part of class and laboratory assignments.

PHY 1111 - Mechanics (5 credit hours, 7 contact hours)
*(**Prerequisite**: MAT 1112 or MAT 1113)*
The first course of three algebra and trigonometry based courses in the physics sequence. This course introduces the classical theories of mechanics. Topics include: measurements and systems of units; Newton's laws; work energy, and power; momentum and collisions; one and two dimensional motion; circular motion and law of gravity; and rotational dynamics and mechanical equilibrium. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

PSC 1111 - Physical Science I (5 credit hours, 7 contact hours)
*(**Prerequisite**: MAT 1111)*
Introduces the fundamentals of classical physics, the solar system, and universe from a descriptive viewpoint. Topics include: mechanics, temperature and heat; waves; electricity and magnetism; and astronomy. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments. [OL]

PSY 1010 - Basic Psychology (5 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
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. [OL]

PSY 1101 - Introduction to Psychology (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
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. [OL]

PWC 110 - Plan Reading (5 credit hours, 5 contact hours)
*(**Prerequisite**: MAT 1013)*
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 (5 credit hours, 5 contact hours)
This course provides students with a basic understanding of design and construction of roadway and highway systems. Major topics include geometric design, drainage design and computation, erosion control and storm water management.

RAD 101 - Introduction to Radiology (5 credit hours, 6 contact hours)
*(**Prerequisites**: AHS 1011, AHS 104, AHS 109)*
Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis is placed on patient care with consideration of both physical and psychological conditions. Topics include: ethics, medical and legal considerations,

professionalism, "Right to Know Law", basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical institution affiliation, body mechanics/transportation, medical emergencies, contrast agents, mobile procedures, and patient preparation.

RAD 103 - Body, Trunk, and Upper Extremity Procedures (3 credit hours, 5 contact hours)
(*Prerequisites*: *AHS 1011, RAD 101)*
Introduces the knowledge required to perform radiographic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience demonstrates the application of theoretical principles and concepts. Topics include: the introduction to radiographic procedures, positioning terminology, positioning considerations, and procedures, anatomy, and topographical anatomy related to the body cavities, upper extremities, the shoulder girdle and bony thorax.

RAD 106 - Lower Extremity and Spine Procedures (3 credit hours, 5 contact hours)
(*Prerequisite*: *RAD 103)*
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine, and anatomy and routine projections of the bony thorax.

RAD 107 - Principles of Radiographic Exposure I (4 credit hours, 6 contact hours)
(*Prerequisite*: *RAD 123)*
Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of concepts and theoretical principles. Emphasizes the knowledge and techniques required to process radiographic film. Topics include: radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, film holders and intensifying screens, processing area considerations, chemicals, handling and storage of film, characteristics of films utilized in radiographic procedures, artifacts, automatic processor, silver recovery, state and federal regulations, and processing quality assurance concepts.

RAD 109 - Contrast Procedures (3 credit hours, 4 contact hours)
(*Prerequisite*: *RAD 106)*
Continues to develop the knowledge and skills required prior to execution of radiographic procedures in the clinical setting. Topics include: gastrointestinal (GI) procedures, genitourinary (GI) procedures, biliary system procedures, sterile techniques, and minor procedures.

RAD 113 - Cranium Procedures (2 credit hours, 3 contact hours)
(*Prerequisite*: *RAD 109)*
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine cranial radiography, and anatomy and routine facial radiography.

RAD 116 - Principles of Radiographic Exposure II (3 credit hours, 3 contact hours)
(*Prerequisite*: *RAD 107)*
Continues to develop knowledge of factors that govern and influence the production of the radiographic image on radiographic film. Topics include: beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.

RAD 117 - Radiographic Imaging Equipment (4 credit hours, 6 contact hours)
(*Prerequisite*: *RAD 116)*
Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include: radiographic equipment, recording media techniques, image intensified fluoroscopy, image noise, other imaging equipment, computer literacy, monitoring and maintenance, and state and federal regulations.

RAD 119 - Radiographic Pathology and Medical Terminology (3 credit hours, 3 contact hours)
(*Prerequisites*: *AHS 1011, AHS 109)*
Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include: pathology fundamentals, systemic classification of disease, trauma/physical injury, and medical terminology.

RAD 120 - Principles of Radiation Biology and Protection (5 credit hours, 5 contact hours)
(**Prerequisites**: *Program admission level English and math competency*)
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Chronic and acute effects of radiation are discussed. Topics include: radiation detection, measurement, agencies, regulations, patient protection, personnel protection, absorbed dose equivalencies, introduction to radiation biology, cell anatomy, radiation/cell interaction, and effects of radiation.

RAD 123 - Radiographic Science (5 credit hours, 5 contact hours)
(**Prerequisite**: *MAT 1013*)
Introduces the basic concepts of physics and emphasizes the fundamentals of X-ray generating equipment. Topics include: atomic structure, structure of matter, magnetism and electromagnetism, electrodynamics, and control of high voltage and rectification, X-ray circuitry, X-ray tubes and rectifiers, production and characteristics of radiation.

RAD 126 - Radiographic Technology Review (4 credit hours, 4 contact hours)
(**Prerequisites**: *RAD 120, RAD 137*)
Provides a review of basic knowledge from previous courses and helps students prepare for national certification examinations for radiographers. Topics include: principles of radiographic exposure, anatomy, physiology, pathology, and terminology, radiologic science and equipment, radiographic procedures, radiation protection, and patient care techniques.

RAD 132 - Clinical Radiography I (4 credit hours, 14 contact hours)
(**Prerequisites**: *Program admission, RAD 101;* **Corequisite:** *RAD 103*)
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures, orientation to mobile/surgery, orientation to radiography and fluoroscopy, participation in and/or observation of procedures related to body cavities, the shoulder girdle, upper extremities and bony thorax. *(Students' activities are under direct supervision.)*

RAD 133 - Clinical Radiography II (7 credit hours, 21 contact hours)
(**Prerequisite**: *RAD 103 or RAD 132*)
Continues introductory learning experiences in the hospital setting. Topics include: equipment utilization, participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax, and participation in and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GI), and biliary systems and exposure techniques. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 134 - Clinical Radiography III (7 credit hours, 21 contact hours)
(**Prerequisites**: *RAD 133, RAD 106*)
Provides the student with continued hospital setting work experience. Students improve skills in executing procedures presented in Radiographic Procedures and practiced in previous clinicals. Topics include: equipment utilization, exposure techniques, participation in and/or observation of gastrointestinal (GI), genitourinary (GI), and biliary system procedures, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 135 - Clinical Radiography IV (7 credit hours, 21 contact hours)
(**Prerequisites**: *RAD 134, RAD 109*)
Provides the student with continued hospital setting work experience. Students continue to develop proficiency in executing procedures presented in Radiographic Procedures. Topics include: participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures, participation in and/or observation of cranial and facial radiography, and sterile techniques. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 136 - Clinical Radiography V (7 credit hours, 21 contact hours)
(**Prerequisites**: *RAD 135, RAD 110*)
Provides the student with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills presented in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include: exposure techniques, sterile techniques, equipment utilization,

advanced radiographic anatomy, participation in and / or observation of angiographic, interventional, minor special, and special genitourinary system procedures, and the participation in and / or observation of special types of equipment use. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 137 - Clinical Radiography VI (9 credit hours, 28 contact hours)
*(**Prerequisites:** RAD 117, RAD 136)*
Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in previous Radiographic courses and practiced in previous clinical radiography courses. Topics include: equipment utilization, exposure techniques, and participation in and/or observation of routine and special radiographic procedures. The execution of the radiographic procedures is conducted under direct/indirect supervision.

RAD 138 - Clinical Radiography VII (10 credit hours, 28 contact hours)
*(**Prerequisites**: RAD 120, RAD 137)*
Provides a culminating hospital setting work experience which allows the student to synthesize information and procedural instruction provided throughout the program. Topics include: equipment utilization, exposure techniques, participation in and/or observation of routine and special radiographic procedures, and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RDG 097 - Reading III (5 institutional credit hours, 5 contact hours)
*(**Prerequisite**: Entrance reading score in accordance with approved TCSG admission score levels)*
This course emphasizes vocabulary, comprehension, and critical reading skills development. Topics include: vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

RDG 098 - Reading IV (5 institutional credit hours, 5 contact hours)
*(**Prerequisite**: RDG 097 or entrance reading score in accordance with approved TCSG admission score levels)*
This course provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include: vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

SCT 100 - Introduction to Microcomputers (3 credit hours, 5 contact hours)
Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasizes basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to databases, and introduction to spreadsheets, and introduction to presentation graphics. [OL]

SOC 1101 - Introduction to Sociology (5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission)*
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(5 credit hours, 5 contact hours)
*(**Prerequisite**: Program admission level language competency or ENG 098)*
Introduces the fundamentals of oral communication. Topics include: selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others; and professionalism. [OL]

SUR 101 - Introduction to Surgical Technology (6 credit hours, 7 contact hours)
*(**Prerequisites**: Program admission, ENG 1010, MAT 1012, AHS 1011, AHS 104, SCT 100; **Corequisites**: PSY 1010, SUR 108, SUR 109)*
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology, asepsis, and the surgical environment, basic instrumentation, and equipment, principles of the sterilization process, and application of sterilization principles.

SUR 102 - Principles of Surgical Technology (5 credit hours, 7 contact hours)
*(**Prerequisites**: SUR 101, SUR 108, SUR 109, PSY 1010; **Corequisites**: SUR 110, SUR 112)*

Provides continued study of surgical team participation wound management and technological sciences for the operating room. Topics include: biomedical principles; minimal invasive surgery; outpatient surgical procedures; hemostasis; wound healing; surgical dressings, catheters, and drains; incisions; and tissue handling techniques.

SUR 108 - Surgical Microbiology (3 credit hours, 3 contact hours)
(***Prerequisites***: *AHS 1011, AHS 104, AHS 109, SCT 100, ENG 1010, MAT 1012;* ***Corequisites***: *SUR 101, PSY 1010, SUR 109*)
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, cell structure and therapy, bloodborne and airborne pathogens, microbial function, human and pathogen relationships, defense microorganisms, infectious process, infection control, and principles of microbial control and destruction.

SUR 109 - Surgical Patient Care (3 credit hours, 4 contact hours)
(***Prerequisites***: *AHS 1011, AHS 104, AHS 109, SCT 100,ENG 1010, MAT 1012;* ***Corequisites***: *SUR 101, SUR 108, PSY 1010*)
Introduces a complex diversity of surgical patients. Topics include: physiological diversities and needs, special patient needs, surgical emergencies, preoperative routine, intraoperative patient care, documentation and assessment skills, postoperative patient care, and care of the caregiver.

SUR 110 - Surgical Pharmacology (3 credit hours, 4 contact hours)
(***Prerequisites:***SUR 101, SUR 108, SUR 109, PSY 1010; ***Corequisites:***SUR 102, SUR 112)
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: drug conversions, weights and measurements, legal aspects of drug administration, interpretation of drug orders, intraoperative pharmacologic agents, and anesthesia fundamentals.

SUR 112 - Introductory Surgical Practicum (7 credit hours, 21 contact hours)
(***Prerequisites***: *Program admission, SUR 101, SUR 108, SUR 109-taken no longer than 12 months prior to enrollment in SUR 112;* ***Corequisites***: *SUR 102, SUR 110*)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: processing of instruments and supplies, scrubbing, gowning, gloving, and draping, assistance with patient care, maintenance of a sterile field, basic instrumentation, and environmental sanitation.

SUR 203 - Surgical Procedures I (6 credit hours, 7 contact hours)
(***Prerequisites:***SUR 102, SUR 110, SUR 112; ***Corequisite:***SUR 213)
Continues introduction to surgical procedures, wound closure, incisions, operative pathology, and common complications as applied to general/specialty surgery. Topics include: obstetrical and gynecological surgery, general surgery and special techniques, gastrointestinal surgery, plastic and reconstructive surgery, genitourinary surgery, and head and neck surgery.

SUR 204 - Surgical Procedures II (6 credit hours, 7 contact hours)
(***Prerequisites:***SUR 203, SUR 213; ***Corequisites:***SUR 214, SUR 224)
Continues the development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, vascular surgery, thoracic surgery, orthopedic surgery, cardiovascular surgery, and neurosurgery.

SUR 213 - Specialty Surgical Practicum (8 credit hours, 24 contact hours)
(***Prerequisites:***SUR 102, SUR 110, SUR 112; ***Corequisite:*** SUR 203)
Continues development of surgical team participation through clinical experience. Emphasizes observation and participation in routine procedures and procedures for general and specialty surgery. Topics include: participation in and/or observation of general surgery, plastic and reconstructive surgery, gastrointestinal surgery, head and neck surgery, gynecological surgery, obstetrical surgery, and genitourinary surgery.

SUR 214 - Advanced Specialty Surgical Practicum (8 credit hours, 24 contact hours)
(***Prerequisites:***SUR 203, SUR 204, SUR 213; ***Corequisites:***SUR 204, SUR 224)
Provides opportunity for the students to complete all required surgical technology procedures through participation in surgery in a clinical setting. Topics include: participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures, primary

scrub on specialty surgical procedures, demonstration of employability skills, and independent case preparation and implementation of intraoperative skills.

SUR 224 - Seminar in Surgical Technology (3 credit hours, 3 contact hours)
*(**Prerequisites:**SUR 203, SUR 213; **Corequisites:**SUR 204, SUR 214)*
Prepares students for entry into careers as surgical technologists and enables them to review for the national certification exam. Topics include: test taking skills, professional preparation, and certification review.

TEL 107 - Cable Installation (6 credit hours, 10 contact hours)
Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through extensive laboratory activities, students perform the basic tasks of a cable installer. Topics include: site survey, cable pulling, cable connections, cable splicing, and premise distribution systems.

TEL 116 - Fiber Optics Transmission Systems (6 credit hours, 10 contact hours)
*(**Prerequisite**: ELC 120)*
Introduces the fundamentals of fiber optics and explores the applications of fiber optics transmission systems. Laboratory exercises give the students hands-on experience with fiber optic devices. Topics include: introduction to optical fiber principles, types of optical fiber, characteristics of optical fiber, factors contributing to fiber losses, fiber optic systems, installation and maintenance of fiber optic systems, fusion/quick connect splicing, and terminations.

TEL 129 - Copper-Based Network Cabling Systems (4 credit hours, 5 contact hours)
*(**Prerequisite**: CIS 258)*
Introduces tools and construction techniques, industry standards, and troubleshooting and repair procedures for copper-based systems. Topics include: twisted pair cabling systems, installation techniques, coax cabling systems, and codes and standards.

TEL 130 - Fiber Optic Based Network Cabling Systems (2 credit hours, 3 contact hours)
*(**Prerequisite**: TEL 129)*
Introduces tools and construction techniques, industry standards, and troubleshooting and repair procedures for fiber-optic based systems. Topics include: fiber optic concepts, components, cabling systems, installation techniques and testing.

TEL 140 - Networking Concepts (5 credit hours, 5 contact hours)
*(**Prerequisite**: SCT 100)*
Introduces the fundamental concepts involved in selecting and installing a local area network. Topics include: introduction to LANs, networking components, LAN standards, network operating systems (NOS), data communications, and client-server concepts.

VCM 101 - Basic Digital Photography and Imaging (3 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Provides lecture explanation of digital photography and hands-on experience with several different equipment types to learn how and in what applications resolution and other digital camera settings can produce quality photographs. Special efforts covered are background choices, lighting effects, and other aspects of photography. Also instructs on how to save digital images to computer equipment, retrieve saved images, and insert them into various document types.

VCM 102 - Creative Presentation Techniques (3 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Provides instruction on basic techniques and methods for developing a presentation using Microsoft PowerPoint. Topics focus on design and flow of the presentation; creating presentation slides with text and graphics, sound, and animation; and delivery techniques.

VCM 103 - Advanced Presentation Techniques (3 credit hours, 5 contact hours)
*(**Prerequisite**: VCM 102)*
Provides instruction for advanced techniques and methods for developing a presentation using Microsoft PowerPoint. Topics focus on advanced animation techniques, incorporating video content, using automated timings, and integrating other applications with PowerPoint.

VCM 121 - Introduction to Computer Graphics (3 credit hours, 5 contact hours)
*(**Prerequisite**: Provisional admission)*
Introduces fundamental concepts and operation necessary to use microcomputer graphic software and

hardware. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to Windows environment and/or introduction to the MAC environment, introduction to file management, file formats, image resolution, fonts and font management, printers, scanners and digital cameras and cross platforming.

VCM 124 - Drawing (4 credit hours, 7 contact hours)
(**Prerequisite**: *Provisional admission*)
Introduces the beginning student to drawing skills, concepts, and media including pencil, charcoal, ink, and pastel. Topics include: basic forms, proportions (figure), perspective, drawing techniques, and safety in the studio.

VCM 127 - Design I (4 credit hours, 7 contact hours)
(**Prerequisite**: *Provisional admission*)
Introduces the elements of design and the fundamentals of basic design theory. Topics include: design elements, design principles, color theory, composition, and thumbnail sketches.

VCM 130 - Publication Design (4 credit hours, 7 contact hours)
(**Prerequisites**: *VCM 121, VCM 127*)
Provides application of fundamental design techniques in the layout and production of graphic publications layout. Visualization progresses from the concept stage to the final comprehensive layout. Topics include: document layout, choice of type, document formatting, use of color, important text and graphics, collection for output, operation of document layout software.

VCM 133 - Typography (4 credit hours, 5 contact hours)
(**Prerequisite**: *Provisional admission*)
Provides a study of type as it relates to design communication. The student is acquainted with letter styles, characteristics, and derivatives. Emphasis is placed on the importance of type as an element of advertising design. Topics include: history of type, type characteristics, type styles, tools and techniques.

VCM 136 - Digital Photo Editing (4 credit hours, 7 contact hours)
(**Prerequisites**: *VCM 121, VCM 124, VCM 127*)
Provides hands-on experience with major photo editing software. Topics include: digital input (scanners, digital cameras), resolution, color modes, layering and masking, input levels, retouching, and special effects.

VCM 139 - Photography (5 credit hours, 9 contact hours)
(**Prerequisite**: *Provisional admission*)
Introduces the basic principles of photography generation and manipulation. Students will learn the basic techniques to correctly expose and develop black and white negative film and black and white prints. Topics include: darkroom safety, film development, paper development, camera introduction, composition, and lighting.

VCM 201 - Vector Drawing (4 credit hours, 7 contact hours)
(**Prerequisites**: *VCM 130, VCM 133;* **Corequisite**:*VCM 136*)
Provides hands-on experience with major vector-based computer illustration software. Topics include: terminology, layering, application of color fills and blends, textures and patterning, conversion of fonts to paths, illustration, and exporting file formats and their applications for all printed media.

VCM 204 - Advertising Layout and Design (4 credit hours, 7 contact hours)
(**Prerequisites**: *VCM 130, VCM 133;* **Corequisite**: *VCM 136*)
Introduces the preparation of art/photography for printing in newspapers and magazines. Topics include: operating of advertising layout software, terminology, printing process and medium, file preparation and troubleshooting, advertising formats, and paper selections.

VCM 207 - Design II (4 credit hours, 7 contact hours)
(**Prerequisites**: *VCM 201, VCM 204*)
Provides further application of fundamental design techniques in the layout and rendering of advertising related ideas. Visualization progresses from the concept stage to the final comprehensive layout. Topics include: collateral material, point-of-sale, annual report, forms, collection of data, layout design, thumbnailing, common design pitfalls, advanced layering, advanced composition, and advanced software features.

VCM 210 - Advanced Print Design (4 credit hours, 7 contact hours)
*(**Prerequisites**: VCM 201, VCM 204)*
Provides an opportunity to tie the graphic applications together and learn advanced features of vector drawing, photo editing and page layout software. Topics include: designing to solve clients needs, design consistencies, paper selection, printing problems, post-production issues, and advanced software features.

VCM 213 - Printing and Print Production (4 credit hours, 5 contact hours)
*(**Prerequisites**: VCM 201, VCM 204)*
Provides an overview of computer hardware and software applications in the printing industry. Emphasizes mechanical production techniques for color printing processes, historical perspective, and terminology. Topics include: image resolution, paper selection, prepress, field trips, collection for output terminology, digital file preparation and troubleshooting, understanding the printing process, and understanding color modes.

VCM 216 - Print Portfoloio (4 credit hours, 7 contact hours)
*(**Prerequisites**: VCM 210, VCM 213)*
Provides an opportunity to tie the applications together. Focus is on design and production of various types of printed media. Emphasizes production of advertising, collateral materials, newsletters, direct mail, and posters. Topics include: print media, collateral, and direct mail. Incorporates digital photography, vector illustration with page layout programs.

VCM 221 - Presentation Design (4 credit hours, 7 contact hours)
*(**Prerequisites**: VCM 130, VCM 133, VCM 136)*
Introduces techniques and methods of slide show production and presentation. Topics include: scripts, storyboards, titles, sound, audience analysis, production and presentation.

VCM 224 - Web Graphics (4 credit hours, 7 contact hours)
*(**Prerequisites**: VCM 130, VCM 133, VCM 136)*
Emphasis the creation of web-ready graphics using image-editing software. Topics include: compression, file formats, rollover states, transparency, background files, image levels, global slicing and hot spots, and global color space.

VCM 227 - Introduction to Web Design (4 credit hours, 7 contact hours)
*(**Prerequisites**: VCM 130, VCM 133, VCM 136)*
Provides a study of web page design. Topics include: history of the Internet terminology, using web page applications, site planning, navigation, plug-ins, project planning, storyboarding, special effects and graphics, and relational database.

VCM 230 - Web Animation (4 credit hours, 7 contact hours)
*(**Prerequisites**: VCM 130, VCM 133, VCM 136)*
Introduction to animated sound and image files and their application to the Internet. Topics include: storyboarding, frames, timing, tweening, motion, file formats, exporting files, scripts, animating text, layering, and bandwidth.

VCM 233 - Advanced Web Design (4 credit hours, 7 contact hours)
*(**Prerequisites**: VCM 224, VCM 227)*
Provides a further application of design and marketing skills. Topics include: navigation design, web site, interactive programs, incorporating animation to web sites, incorporating sound with web sites, advanced interface design, advanced special effects, and video streaming.

VCM 236 - Audio/Visual Portfolio (4 credit hours, 7 contact hours)
*(**Prerequisites**: VCM 230, VCM 233)*
Provides an opportunity to tie the multi-media applications together. Focus is on design and production of various types of interactive media. Emphasizes production of slide shows, web development and interactive programs, and animation.

VCM 240 - Portfolios and Presentation Exit Review (3 credit hours, 5 contact hours)
*(**Prerequisites/Corequisites for Print Design:** VCM 210, VCM 213; **Prerequisites/Corequisites for Web Design:** VCM 230, VCM 233)*
Provides an opportunity to prepare marketing strategies and materials, to revise and develop portfolio presentations, and to benefit from industry review before entering job market. Topics include;

understanding portfolio variations, portfolio pacing, interviewing skills, self promotion, marketing, and self editing.

WLD 100 - Introduction to Welding (6 credit hours, 8 contact hours)
*(**Prerequisite/Corequisite**: for SMAW, GMAW ,FCAW and GTAW, WLD 103)*
Provides instruction to welding technology with emphasis on basic welding lab principles and operating procedures. Topics include: hand tool and power machine use, measurement, welding power sources, industrial safety and health practices, welding codes, and standards.

WLD 101 – Oxyfuel Cutting (4 credit hours, 8 contact hours)
*(**Prerequisite**: WLD 100)*
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WLD 103 - Blueprint Reading (3 credit hours, 5 contact hours)
Introduces knowledge and skills necessary for reading welding and related blueprints/sketches. Topics include: basic lines, sketches, basic views, notes and specifications, dimensions, sketches, sectional views, structural shapes, isometrics, joint design, and detail and assembly prints.

WLD 104 - Shielded Metal Arc Welding (6 credit hours, 10 contact hours)
*(**Prerequisite**: WLD 100)*
Introduces the fundamental theory, equipment, safety practices, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW theory, introduction to SMAW machines, SMAW safety and health practices, basic electrical principles, selection and preparation of materials, identification and selection of low hydrogen, equipment set-up, mild steel, joint design, other common electrodes, and production of beads and joints in the flat position.

WLD 105 - Shielded Metal Arc Welding II (6 credit hours, 10 contact hours)
*(**Prerequisite**: WLD 100)*
Introduces the major theory, techniques, and safety practices required for shielded metal arc welding in the horizontal position. Qualification tests, horizontal position, are used in evaluating student progress toward making industrial standard welds. Topics include: SMAW health and safety practices, production of welds and uniform width and height, manipulation of electrodes to produce specification welds, horizontal joints, uses of low hydrogen, mild steel, and other common electrodes in position welding.

WLD 106 - Shielded Metal Arc Welding III (6 credit hours, 10 contact hours)
*(**Prerequisite**: WLD 100)*
Introduces the major theory, techniques, and safety procedures required for shielded metal arc welding in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds, vertical joints, mild steel, applications of low hydrogen, and other common electrodes in vertical position welding.

WLD 107 - Shielded Metal Arc Welding IV (6 credit hours, 10 contact hours)
*(**Prerequisite**: WLD 100)*
Introduces the major theory, techniques, and safety procedures required for shielded metal arc welding in the overhead position. Qualification tests, overhead position, are used in evaluating student progress toward making industrial standard welds. Topics include: production of welds of uniform width and height, SMAW health and safety practices, manipulation of electrodes to produce specification welds, overhead joints, applications of low hydrogen, mild steel, and other common electrodes in overhead position welding.

WLD - 108 Blueprint Reading II (3 credit hours, 5 contact hours)
*(**Prerequisite**: WLD 103)*
Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design.

WLD 109 - Gas Metal Arc Welding (GMAW/MIG) (6 credit hours, 10 contact hours)
*(**Prerequisite**: WLD 100)*
Introduces the major theory, techniques, and safety practices required for gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety/health practices, GMAW theory, machines, set-up, wire specifications, joint design, shielding gas, and production of GMAW beads, bead patterns, and joints in all positions.

WLD 110 - Gas Tungsten Arc Welding (GTAW/TIG) (4 credit hours, 7 contact hours)
*(**Prerequisite**: WLD 100)*
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the safety and health practices, shielding gases, metal cleaning procedures, selection of filler rods, GTAW machines and equipment set-up, GTAW weld positions, and production of GTAW beads, bead patterns, and joints in all positions.

WLD 112 - Preparation for Industrial Qualifications (4 credit hours, 8 contact hours)
*(**Prerequisites**: WLD 101, WLD 105, WLD 106, WLD 107, WLD 108, WLD 109, WLD 110)*
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WLD 150 Advanced Gas Tungsten Arc Welding (6 credit hours, 8 contact hours)
*(**Prerequisites:** WLD 100, WLD 101, WLD 103, WLD 104, WLD 105, WLD 106, WLD 107, WLD 108, WLD 109, WLD 110, WLD 112)*
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 152 – Pipe Welding (5 credit hours, 10 contact hours)
*(**Prerequisite:** WLD 100, WLD 101, WLD 103, WLD 104, WLD 105, WLD 106, WLD 107, WLD 108, WLD 109, WLD 110, WLD 112)*
Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WLD 153 - Flux Cored Arc Welding (5 credit hours, 10 contact hours)
*(**Prerequisites:** WLD 100)*
Introduces the major theory, techniques, and safety practices required for flux cored arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: FCAW safety/health practices, FCAW theory, machines, set-up, wire specifications, joint design, shielding gas, and production of FCAW beads, bead patterns, and joints in all positions.

WLD 160 - Welding and Joining Technology Half-time Internship (6 credit hours, 8 contact hours)
*(**Prerequisite:** WLD 112)*
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.

Code of Conduct

On this page ...

EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

The Technical College System of Georgia and its constituent Technical Colleges do 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 Technical College System and 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. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

Title VI and Title IX, Sexual Harassment Coordinator

Denise Powell-Office 133

Vice President of Administrative Services

ADA/Section 504, Equity Coordinator, OCR Compliance Coordinator

Dr. Barry Dotson—Office 158-A

Vice President of Student Affairs

These individuals may be contacted for inquiries concerning the application of these policies and procedures at:

Southeastern Technical College

3001 East First Street

Vidalia, GA 30474

912-538-3100

STUDENT GRIEVANCES

GRIEVANCE PROCEDURES FOR: Non-Academic Complaint or Appeal

It is the policy of Southeastern Technical College to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to harassment, discrimination and/or retaliation for reporting harassment/discrimination against students, or grade/attendance appeals. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

DEFINITIONS:

A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.

B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.

C. Business days: Weekdays that the college administrative offices are open.

D. Vice President of Student Affairs (VPSA): The staff member in charge of the Student Affairs division at the college.

E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

F. Grievant: the student who is making the complaint.

PROCEDURE:
Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.

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

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

Formal Complaint Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance 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 of Student Services (VPSA) or the office of the Executive Director of Student Affairs 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 Executive Director of Student Affairs, the student shall file the complaint with the VPSA.
If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
Step 2
The VPSA, or designee, will investigate the matter and supply a written response to the student within 15 business days. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting 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 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 5 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 appeal.
3. At the President of the college's sole discretion, grievance appeals may be held in one of the following two ways:
   a. The President may review the information provided by the student and administration and make the final decision; or
   b. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
   c. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
4. Whichever process is chosen by the President, the decision of the grievance appeal is final.
5. Retaliation against a student for filing a grievance is strictly prohibited.

RECORD RETENTION:
Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

GRIEVANCE PROCEDURES FOR: Unlawful Harassment and Discrimination of Students

In accordance with its Statement of Non-Discrimination, Southeastern Technical College prohibits sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status.

Southeastern Technical College is committed to ensuring an environment for all students and employees that is fair, humane, and respectful; an environment that supports and rewards students and employees on the basis of relevant considerations, and that is free from illegal or inappropriate conduct. Southeastern Technical College expects standards of professional behavior that exceed those minimally prescribed by law.

In an instance of perceived violation of Southeastern Technical College's policies, standards of professional conduct or state or federal law, a member of the Technical College community may file a complaint, which shall be resolved as set forth in this policy and procedures.

Prohibition Against Retaliation

Retaliation in any form against individuals bringing grievances is prohibited and will subject the offender to disciplinary action. In many instances, it is also a violation of state and federal law. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

Confidentiality

Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree practicable. If an individual wishes to bring a complaint accusing another of misconduct and remain anonymous, the Technical College's ability to respond will be limited. Any member of the Technical College community who is particularly concerned about privacy is encouraged to discuss the matter with any other Technical College administrator with whom he or she feels comfortable. Consultations will be confidential to the full extent permitted by law.

This policy provides for policy advising and two avenues of pursuing a complaint, an Informal Resolution Procedure and a Formal Resolution Procedure. An individual may utilize either or both of these avenues.

Any member of the Southeastern Technical College community may submit a complaint alleging a violation of Technical College policy to the appropriate administrator. All persons are encouraged to file their complaints as promptly as possible because of the ability of the Technical College to effectively respond may be compromised by the passage of time. Grievances should generally be filed within 30 days of the date of the conduct complained of or within 30 days of the date the conduct was discovered.

Student academic complaints are not covered by this policy and procedure. Students seeking review of academic decisions may do so pursuant to the section on Course Grade Grievance.

Policy Advising
Individuals seeking information regarding the process of complaint resolution may consult with any of the following offices or individuals for advice and assistance:

- Vice President of Administrative Services
- Vice President of Academic Affairs
- Vice President of Student Affairs

I.   DEFINITIONS:

For purposes of this procedure, the words listed below are defined as follows:

a. Unlawful Harassment (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment does one or more of the following:
   a. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment, or
   b. Has the purpose or effect of unreasonably interfering with an individual's academic or work performance.

b. Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment): Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the work place. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive

c. Sexual Harassment (a form of unlawful harassment): Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education; Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or, Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

d. Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:
   a. Physical touching;
   b. Sexual comments of a provocative or suggestive nature;
   c. Suggestive looks or gestures;
   d. Jokes, printed material or innuendoes intended for and directed to another employee;
   e. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors). This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

e. Discrimination: The denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, national origin, gender, sexual orientation, political affiliation, or handicap and disability.

f.   Retaliation: Unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or who participates in an investigation.

g.   Employees: Any individual employed in a full or part time capacity at a Technical College.

h.   Non-Employee: Any third party (e.g. volunteer, vendor, contractor, etc.) who conducts business with or on behalf of the Technical College

i.   President: The President of the technical college where the accused violator is currently enrolled.

j.   Local Investigator: The person at the technical college who is responsible for the investigation of unlawful harassment/retaliation complaints.

k.   Intimate parts of the Body: Intimate parts of the body mean the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

II.   REPORTING AND MANAGEMENT ACTION

a.   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. This informal procedure is intended to encourage communication between the parties involved, either directly or through and intermediary, in order to facilitate a mutual understanding of what may be different perspective regarding the complained of act of directive. Absent extraordinary circumstances, the complainant's academic Department Head, Dean, or Vice President of Student Affairs shall be responsible for the informal resolution procedure. If the information process does not result in the resolution of the complaint to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure. For monitoring purposes, a record of any complaint alleging discrimination or any other violation of law shall be reported to the appropriate Grievance Coordinator, even when the complainant is using the informal process.

b.   Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the Complainant to:
   - Title IX Coordinator, Denise Powell, Vice President Administrative Services
   - ADA/Section 504 Coordinator, Dr. Barry Dotson, Vice President Student Affairs
   - Swainsboro Campus: Jan Brantley or Cindy Phillips
   - Vidalia/Glennville Campus: Helen Thomas
   - or any college employee, the President of the technical college, Legal Services at (404)679-1605, the Commissioner's Office at (404)679-1601, the Deputy Commissioner's Office at (404)679-1706, or by email at UnlawfulHarassment@dtae.org.

c.   Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing. The complaint shall contain a brief description of the alleged violation and relief requested.

d.   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.
   .   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 II. B.
   a.   The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure.

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

.   Unless otherwise authorized by the Commissioner in writing, no disciplinary action be shall 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.

a.   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.

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

III.   INVESTIGATIONS

a.   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.

b.   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 5 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 part V of this procedure.

c.   Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.

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

e.   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.

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

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

IV.   REVIEW AND DISPOSITION

a.   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 5 business days of receipt of the completed investigation.

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

c.   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).

d. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

V.   APPEAL BY COMPLAINANT

a. 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 5 business days of receiving notice of the president's recommendation.

b. The complainant must send the appeal by regular mail, facsimile, or email to the following:
Executive Director, Legal Services
1800 Century Place NE, Suite 400
Atlanta, Georgia 30345-4304
(404) 679-1615 (facsimile)
UnlawfulHarassment@dtae.org

c. 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.

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

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

f. 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.

VI.   RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

DRESS CODE

Students at Southeastern Tech are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. Jewelry such as rings, bracelets, and necklaces should not be worn in the shop areas where safety would be compromised. Extremes in dress and grooming should be avoided. Examples of such extremes are:

- Bare feet;
- Bare midriffs;
- T-shirts with slogans or pictures in bad taste;
- Caps or hats in the building.

Instructors will notify the administration if they feel a student is violating the dress code policy. The student will be asked to leave and not return until dressed appropriately.

PHONE CALLS

Students should stress to family, friends, and others that there are no provisions for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted by the public address system for this purpose. A courtesy phone is located in the lobby of the main campus in Vidalia and in the student center at the medical building on the Vidalia campus, for students to use. Should a bona-fide emergency occur, such as a death or serious injury, every effort will be made to notify students. The person calling must state the nature of the emergency.

Note: Not all campuses have a courtesy phone for students to use.

SMOKING/FOOD/DRINK/LITTER POLICIES

Tobacco Use

In an effort to establish a healthier, cleaner educational environment effective July 1, 2011, Southeastern Technical College will become a tobacco-free/smoke-free campus. The use of tobacco products in any form will be banned from all campuses of Southeastern Technical College. This ban extends to all outdoor areas including parking lots. Smoking will be permitted inside of personal vehicles. Penalties for violation of this policy include a written warning for the first offense, a fine of $50 for the second offense, and dismissal from the college for the third offense.

Food and Drink

Food and drink are not permitted in classrooms, laboratories, or auditorium facilities.

Litter

Littering is an infraction of the student code of conduct and may result in discipline of the persons involved. All forms of litter (including tobacco waste) are to be disposed of properly through placement in the proper waste receptacles.

PERSONAL ELECTRONIC DEVICES

The college does not allow students to operate cellular phones, portable radios, Ipods, MP3 players, cassette or CD players, hand-held electronic games, and other similar devices inside classrooms, laboratories, libraries, auditoriums, testing facilities, training rooms, lobbies or atriums, hallways, or any other college-owned/operated facility. Without the explicit permission of instructors, students may not activate the built-in speaker of any computer in any campus facility. Students must turn beepers to vibration mode when inside a campus-owned/operated facillity; however, students must turn beepers off while taking tests. Students may operate cassette tape players to record classroom lectures if their instructors grant prior approval. When outside, students must play cassette or CD players, portable radios, Ipods, MP3 players, or radios inside vehicles at a volume that does not offend or distract others.

FIELD TRIPS

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

STUDENT LIABILITY

Students are responsible for equipment, books, personal articles, and materials brought to school. The school will not be liable for any personal articles left or brought to school that might get stolen or broken. The school will not be liable for damage or theft of articles brought to the school for repair.

STUDENT ORGANIZATIONS

Student organization activities are considered to be a part of Southeastern Tech's instructional program whether they occur during regular program hours on campus or after school hours on the campus or at some other location. Therefore, the normal school behavior code applies to all organized student organization activities regardless of the time or place.

It is the responsibility of student organization advisors and chaperons to inform their students that leadership conferences, competitive events, and other student organization activities are part of the College's instructional program, and that students are to follow regular school conduct when participating in these activities.

Students who fail to follow regular College behavior guidelines will be sent home immediately at their own expense and will be subject to appropriate disciplinary actions by the school's administrative personnel.

Technical College System of Georgia and Southeastern Technical College

Computer Use Policy

Overview

Due to the technological revolution in the workplace, businesses such as Southeastern Technical College (STC) have turned to computer technology as the primary tool to use communicate, perform

research, and accumulate information. As the number of users logging on to the college's network at the school or by remote access has increased, so has the possibility of STC's computer resources being mistreated; compromised; or experience unauthorized access, disclosure, destruction, modification, or loss. With easy access to STC's Internet and network resources, it is very important to have a well defined computer use policy. A well defined policy helps protect the end-user as well as STC.

Effective security is a team effort involving the participation and support of every STC employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at STC. These rules are in place to protect STC as well as its employees, students, and guests. Inappropriate use exposes STC to risks including virus attacks, compromise of network systems and services, and legal issues. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services.

Scope

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at STC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by STC.

Policy

General Use and Ownership

1. While STC's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the college systems remains the property of STC. Because of the need to protect STC's network, users should not expect files stored on STC's computers and/or network to be private.
2. End-users are responsible for exercising good judgment regarding the reasonableness of personal use. Occasional and appropriate personal use is acceptable and permitted by the college. However, this use should be brief, infrequent, comply with this policy, and shall not interfere with the user's performance, duties, and responsibilities.
3. For security and network maintenance purposes, authorized individuals within STC may monitor equipment, systems and network traffic at any time.
4. STC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
5. Only the Information Technology Department staff is authorized to provide support, perform installations of new equipment/software, and/or configure devices for the multi-campus network.
6. Any individual associated with STC needing to connect personally owned devices to the college's network must obtain prior approval from the Information Technology Department.

Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed every 90 days.
2. All faculty and staff PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete) when the host will be unattended.
3. Because information contained on portable computers is especially vulnerable, special care should be exercised.
4. Any and all critical information (data, files, etc) should be saved to the network. The IT Department is not responsible for any end-user files not saved to the network.

5. Postings by employees from a STC email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of STC, unless posting is in the course of business duties.
6. All computers that are connected to the STC Internet/Intranet/Extranet, whether owned by an employee, student, third-party, or STC, shall be continually executing approved virus-scanning software with a current virus database.
7. Employees and students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

Unacceptable Use
Under no circumstances is an employee, student, or third-party of STC authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing STC-owned resources.
The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use:

1. System and Network Activities

   The following activities are strictly prohibited, with no exceptions:
   a. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by STC.
   b. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which STC or the end user does not have an active license is strictly prohibited.
   c. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
   d. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
   e. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
   f. Using an STC computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
   g. Making fraudulent offers of products, items, or services originating from any STC account.
   h. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee, student, or third-party is not an intended recipient or logging into a server or account that the employee, student, or third-party is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
   i. Port scanning or security scanning is expressly prohibited unless prior authorization from the Information Technology Department authorized.
   j. Executing any form of network monitoring which will intercept data not intended for the end-user's host, unless prior approval of this activity from the Information Technology Department is authorized.
   k. Circumventing user authentication or security of any host, network, or account.

      l.   Interfering with or denying service to any other host or user other than the end-user's host (for example, denial of service attack).

      m. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal and/or network session, via any means, locally or via the Internet/Intranet/Extranet.

      n.   Providing information about, or lists of, STC employees to parties outside STC.

      o.   Recreational game playing that is not part of an authorized and assigned research, instructional, or other STC approved activity.

2. Email and Communications Activities

      a.   Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

      b.   Any form of harassment via email, telephone, Linc, or paging, whether through language, frequency, or size of messages.

      c.   Unauthorized use, or forging, of email header information.

      d.   Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

      e.   Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

      f.   Use of unsolicited email originating from within STC's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by STC or connected via STC's network.

      g.   Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Enforcement

Abuse or misuse of computing/information technology services may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

End-user
Any person using STC's information systems and/or computers.
Ponzi
Fraudulent investment operation that involves paying returns to investors out of the money raised from subsequent investors.
Spam
Unauthorized and/or unsolicited electronic mass mailings.
Trojan horse
A program in which malicious or harmful code is contained inside.
Virus
A software program capable of reproducing itself and usually capable of causing great harm to files or other programs on the same computer.

EMAIL USE POLICY

Overview

To prevent tarnishing the public image of Southeastern Technical College (STC) from email use - i.e., when email goes out from STC the general public will tend to view that message as an official policy statement from STC.

Scope

This policy covers appropriate use of any email sent from a STC email address and applies to all employees, students, vendors, and agents operating on behalf of STC. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services.

Prohibited Use

The STC email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees and students who receive any emails with this content from any STC employee or student should report the matter to their supervisor or instructor immediately.

Personal Use

Using a reasonable amount of STC resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending or forwarding chain letters, offensive messages as described in section 3.1, joke emails, or emails promoting a personal business from an STC email account is prohibited.

Monitoring

STC employees or students shall have no expectation of privacy in anything they store, send or receive on any of STC's email systems. STC authorized personnel may monitor messages without prior notice. However, STC is not obligated to monitor email messages.

Security Notices

Official virus or other malware and security warnings will come from a member of the Information Technology Department. All virus or other malware and security warnings NOT generated from the Information Technology Department are considered unofficial and should be ignored.

Enforcement

Abuse or misuse of e-mail systems may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of e-mail systems and services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

Email

The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.

Forwarded email

Email resent from an internal network to an outside point.

Chain email or letter

Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Sensitive Information

Information is considered sensitive if it can be damaging to STC or its customers' reputation or market standing.

Virus Warning
Email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
Unauthorized Disclosure
The intentional or unintentional revealing of restricted information to people, both inside and outside STC, who do not have a need to know that information.

PRIVACY NOTICE TO COMPUTER USERS

Overview
Due to the technological revolution in the workplace, businesses such as Southeastern Technical College (STC) have turned to computer technology as the primary tool to use communicate, perform research, and accumulate information. As the number of users logging on to the college's network at the school or by remote access has increased, so has the possibility of STC's computer resources being mistreated; compromised; or experience unauthorized access, disclosure, destruction, modification, or loss. With easy access to STC's Internet and network resources, it is very important that all end-users are aware of the expectation of privacy and the terms of use when using STC information systems.

Purpose
The purpose of this privacy notice is to alert information system end-users of the terms and conditions of use and inform them of the level of privacy they can expect when using STC information systems. This privacy notice is in place to protect STC as well as its employees, students, and guests.

Scope
This privacy notice applies to employees, students, contractors, consultants, temporaries, and other workers at STC, including all personnel affiliated with third parties. This privacy notice applies to all equipment that is owned or leased by STC.

Privacy Notice to Computer Users
This is a private computer system and is the property of Southeastern Technical College (STC). It is for authorized STC use only. Users [authorized or unauthorized] have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel of STC. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized STC personnel. By using this system you agree to abide by the guidelines of the following STC policies: Computer Use Policy, E-mail Policy, and Remote Access Policy. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of, and consent to, these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this notice.

Authorized Personnel
Authorized STC personnel are defined as:

1. The Director of Information Technology
2. The Vice-President of each Division
3. The President
4. Members of the IT Department staff under the explicit direction 1, 2, or 3

Enforcement
Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;

3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions
End-user
Any person using STC's information systems and/or computers

REMOTE ACCESS POLICY

Purpose
The purpose of this policy is to define standards for connecting to STC's network from any host. These standards are designed to minimize the potential exposure to STC from damages which may result from unauthorized use of STC resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical STC internal systems, etc. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services.

This policy applies to all STC employees, students, contractors, vendors and agents with a STC-owned or personally-owned computer or workstation used to connect to the STC network. This policy applies to remote access connections used to do work on behalf of STC or for STC academic courses, including reading or sending email and viewing Intranet web resources.

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, cable modems, Remote Lab Access (RLA), Information Delivery System (IDS), etc.

General Policy

1. It is the responsibility of STC employees, students, contractors, vendors and agents with remote access privileges to STC's multi-campus network to ensure that their remote access connection is given the same consideration as the user's on-site connection to STC.
2. General access to the Internet for recreational use by immediate household members through the STC Network on personal computers is not permitted.
3. Please review the following policies for details of protecting information when accessing the multi-campus network via remote access methods, and acceptable use of STC's network:
    a. Computer Use Policy
    b. E-mail Use Policy
    c. Privacy Notice to Computer Users
4. For additional information regarding STC's remote access connection options, including how to request service and obtain technical support go to the STC Information Technology Department web site.

Requirements

1. At no time should any STC employee, student, contractor, vendor or agent with remote access privileges provide their login or email password to anyone, not even family members.
2. Routers for dedicated ISDN lines configured for access to the STC network must meet minimum authentication requirements of CHAP.
3. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
4. Frame Relay must meet minimum authentication requirements of DLCI standards.
5. Non-standard hardware configurations must be approved by the Information Technology Department, and the IT Department must approve security configurations for access to hardware.

6. All hosts that are connected to STC internal networks via remote access technologies must use up-to-date anti-virus software (http://www.southeasterntech.edu/it/virus_info.asp, this includes personal computers.
7. Organizations or individuals who wish to implement non-standard Remote Access solutions to the STC production network must obtain prior approval from the Director of Information Technology.

Enforcement

Abuse or misuse of computing/information technology services may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

Cable Modem
Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain communities.

CHAP
Challenge Handshake Authentication Protocol is an authentication method that uses a one-way hashing function. DLCIData Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network. DLCI identifies a particular PVC endpoint within a user's access channel in a frame relay network, and has local significance only to that channel.

Dial-in Modem
A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.

Dual Homing
Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the Corporate network via a local Ethernet connection, and dialing into AOL or other Internet service provider (ISP). Being on a <Company Name>-provided Remote Access home network, and connecting to another network, such as a spouse's remote access. Configuring an ISDN router to dial into <Company Name> and an ISP, depending on packet destination.

DSL
Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).

Frame Relay
A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame Relay has a flat-rate billing charge instead of a per time usage. Frame Relay connects via the telephone company's network.

ISDN
There are two flavors of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office/remote access. BRI has two "Bearer" channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.
Remote Access
Any access to STC's multi-campus network through a non-STC controlled network, device, or medium.
Split-tunneling
Simultaneous direct access to a non-STC network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into STC's multi-campus network via a VPN tunnel. VPN Virtual Private Network (VPN) is a method for accessing a remote network via "tunneling" through the Interne

STUDENT CODE OF CONDUCT
STUDENT DISCIPLINARY POLICY AND PROCEDURE

POLICY:

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. An important mission of Southeastern Technical College is to provide technical and adult education programs for the people of Georgia. To fulfill this mission, Southeastern Technical College must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth.

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.

DEFINITIONS:

1. The term "Technical College System of Georgia" is synonymous with the term "Department of Technical and Adult Education."
2. The term Technical College refers to Southeastern Technical College.
3. The term "Student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."
4. The term "Faculty Member" means any person hired by the Technical College to conduct teaching service, or research activities.
5. The term "Technical College Official" includes any person employed by the Technical College, performing assigned administrative responsibilities.
6. The term "Member of the Technical College Community" includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
7. The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).
8. The term "Student Organization" means any number of persons who have complied with the formal requirements for Technical College recognition.
9. The term "Judicial Body" means any person or persons authorized by the President of Southeastern Technical College to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
10. 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 the Technical College is the Student Disciplinary Officer.

11. 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.
12. The term "shall" is used in the imperative sense.
13. The term "may" is used in the permissive sense.
14. The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
15. The term "System" means the Technical College System of Georgia.
16. The term "business days" means, for disciplinary purposes, weekdays that the college administrative offices are open.
17. The term "Continuing Relationship" means any person who has been enrolled as a student and may enroll in the future as a student at the Technical College.
18. 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).
19. The term "Student Disciplinary Officer" refers to the person designated by the President to administer this procedure.

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

Conduct Rules and Regulations
Any student found to have committed the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
    o Cheating, plagiarism, or other forms of academic dishonesty;
    o Furnishing false information to any Technical College official, faculty member or office;
    o Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification; or
    o Tampering with the election of any Technical College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Technical College activities, including its public-service functions on or off campus, or other authorized non-Technical College activities, when the act occurs on Technical College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the Technical College or property of a member of the Technical College community or other personal or public property.
5. Hazing, (defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property), for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

6. Failure to comply with directions of Technical College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any Technical College premises or un-authorized entry to or use of Technical College premises.
8. Violation of published Department or Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
9. Violation of federal, state or local law on Technical College premises or at Technical College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and Technical College regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises.
13. Participation in a campus demonstration that disrupts the normal operations of the Technical College and infringes on the rights of other members of the Technical College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at Technical College sponsored or supervised functions.
15. Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on Technical College premises or at other locations where classes, activities, or functions sponsored or participated by the Technical College may be held.
16. Theft or other abuse of computer time, including but not limited to:
    o Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
    o Unauthorized transfer of a file;
    o Unauthorized use of another individual's identification and password;
    o Use of computing facilities to interfere with the work of another student, faculty member or Technical College Official;
    o Use of computing facilities to send obscene or abusive messages;
    o Use of computing facilities to interfere with normal operation of the Technical College computing system; or
    o Violation of the Department's Acceptable Computer and Internet Use policy.
17. Abuse of the Judicial System, including but not limited to:
    o Failure to obey the summons of a judicial body or Technical College official;
    o Falsification, distortion, or misrepresentation of information before a judicial body;
    o Disruption or interference with the orderly conduct of a judicial proceeding;
    o Initialing a judicial proceeding knowingly without cause;
    o Attempting to discourage an individual's proper participation in, or use of, the judicial system;
    o Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
    o Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
    o Failure to comply with the sanction(s) imposed under the Student Code; or
    o Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. Use of tobacco products in campus buildings except in marked designated smoking areas.
19. Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress

appropriately according to the requirements of the work for which they are being trained Student shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet.

PROCEDURE:

A. **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.
B. **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, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President of 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.

C. **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.

D. **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.

E. **Document Retention**

The Student Disciplinary Officer or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Student Disciplinary Officer or his/her designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Student Judicial Committee. A record of the final decision must also be retained, in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

Violation of Law and Technical College Discipline

1. Technical College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the Technical College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the Technical College community. The Technical College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and Technical College employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Academic Misconduct
Academic misconduct is any act that does or could improperly distort student's grades or other student academic records. A student enrolls at Southeastern Tech to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills, it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.
Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:
--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. Student's program advisor will also be notified.
--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. Instructor submits name to Office for Student Affairs indicating a "WF" has been issued as a result of second offense. Student's program advisor will also be notified.
--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. Instructor submits student's name to Office for Student Affairs indicating a "WF" has been issued and is student's third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time.
Southeastern Technical College Attendance
Rationale

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment.

Policy

To receive credit for a course a student must attend 90% of the scheduled instructional time. Any student attending less than 90% of the scheduled instructional time will receive a "W" for the course if removed from the course on or before the quarter midterm. After the quarter midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than 90% of the scheduled instructional time. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course.

Attendance Procedure

It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

Attendance is counted from the first scheduled class meeting of each quarter. To receive credit for a course a student must attend 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than 90% of the scheduled instructional time will receive a "W" for the course if removed from the course on or before the quarter midterm. After the quarter midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than 90% of the scheduled instructional time. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course.

Definitions

Scheduled Instructional Time

Scheduled instructional time is explained by the instructor during the course orientation as listed on the course syllabus. The scheduled time will be maintained until all work is completed or until the end of the course.

Tardy or Early Departure

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

Provisions

Health Science and Cosmetology Programs

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective Licensure Boards. Therefore, class and clinical attendance is mandatory. No excused absences are allowed and all time must be made up. Make-up time will be under the supervision of and date assigned by the instructor. Policies and procedures regarding make-up time for these programs are outlined in the respective program handbooks.

Special Needs

Students with documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

Specific Absences

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Online Attendance

Attendance for online classes is a required element of the class just as it is with on campus classes. Online students will follow the same attendance procedure as traditional classes along with the following addition.

STC has a minimal requirement of three contacts each week. The three contacts should be made on separate days of the week. A contact is considered as meaningful communication between the student and the instructor. This could include participating in weekly discussion boards (i.e. Work Ethics and class discussions), submitting an assignment for grading, taking a test, etc. The instructor for each course may further define what represents an acceptable contact for his/her class on the course syllabus.

An absence occurs when three separate contacts are not made during a week. After two absences (two weeks in which 3 contacts on separate days are not made), the student will be dropped from the course.

Hybrid Attendance

STC's attendance procedure is followed for all hybrid classes along with the following addition. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements. STC's attendance policy located in the -STC Catalog and Student Handbook must be followed in all hybrid classes. For the scheduled class sessions, attendance is counted from the first scheduled class meeting of each quarter. Three (3) tardies or early departures equal one (1) absence for the course(s) involved. In order for a student to receive credit for a course, a student must attend 90% of the scheduled instructional time.

For the distance education portion of the class, students will be required to make a minimum of one contact per week. A contact is considered as meaningful communication between the student and the instructor. This could include participating in weekly discussion boards (i.e. Work Ethics and class discussions), submitting an assignment for grading, taking a test, etc. The instructor for each course may further define what represents an acceptable contact for his/her class on the course syllabus. Each week that a contact is not made will result in one weekly absence. After two absences (two weeks in which a contact is not made), students will be dropped from the class.

The course syllabus will define what percentage of the class will be on campus and what percentage will be online. All hybrid courses meet a minimum of 50 percent of the time in the classroom and a minimum of once per week.

Campus Security

On this page ...
Right to Know
Campus Security
Crime Statistics
Weapon and Drug Policy

STUDENT RIGHT-TO-KNOW CAMPUS SECURITY ACT OF 1990

Statement of Compliance

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990, and as a service to its community, Southeastern Technical College makes available its completion and transfer rates to all current and prospective students as well as an annual campus crime report.

Student-Right-to-Know

Beginning in Fall 2000, all colleges receiving Title IV funds were required to track and publish, on an annual basis, the completion rate of degree, diploma, and certificate students from a "cohort" of students who were first-time, full-time award seeking students. These students are tracked over a three year period of time to determine their completion rate. The rates do not represent the success rates of the entire student population at Southeastern Technical College (STC), nor do they account for student outcomes occurring after this three year tracking period. The rates which follow exclude students who are continuing their education, as well as students who attend STC to upgrade job skills, gain new job skills, improve basic skills, maintain licenses, complete credits for high school, and/or to formulate career interests. Also excluded are those who attended for intellectual or cultural desires.

This rate only reflects the graduation and completion of the 138, first-time, full-time students who enrolled Fall Quarter, 2004, and for whom 150% of the normal time-to-completion has elapsed Based on the cohort defined above, 30% of the STC cohort attained a degree or diploma within 3 years and 36.8% earned a certificate within 1.5 years. A similar group of cohort students have been studied at every Georgia technical college. While this information is calculated the same for all colleges, and is accurate, it can be misleading for a variety of reasons.

- The 2004-2007 SRTK cohort is based only on 12.8% of the total STC student population of that time period.
- It consists only of students who entered STC:
  - First-time;
  - Full-time;
  - For the Fall, 2004 term; and
  - Sought a degree, diploma, or certificate opportunity.
- The SRTK figures do not include those who transferred to another institution.

Finally, the rates do not describe other important features about the college and its students. For example, the job placement rates during the past ten years have been 94% or more placed in field of study or related field of study.
More information concerning SRTK is available from the Southeastern Tech Student Affairs Office.

INFORMATION
Where it can be found

- Tuition and Fees Charged to Full-time and Part-Time Students:
  E Catalog
- Estimates of Costs Necessary for Books and Supplies:
  E Catalog
- Additional Program Costs for Enrolled and Prospective Students:
  E Catalog
- Refund Policy for the Return of Unearned Tuition and Fees and Other Refundable Costs:
  E Catalog
- Requirements and Procedures for Officially Withdrawing from Southeastern Tech:
  E Catalog
- Financial Aid Refund Policy:
  E Catalog
- Current Degree Programs and other Educational and Training Programs:
  E Catalog
- Instructional, Laboratory and other Physical Facilities related to our Academic Progress:
  E Catalog
- Southeastern Tech Faculty and other Instructional Personnel:
  E Catalog
- Names of Associations, Agencies, or Governmental Bodies that provide Accreditation, Approval, and Licensing:
  E Catalog
- Procedures for Reviewing Documents which Describe Accreditation, Approval, and Licensing:
  Office of Institutional Effectiveness
- Special Facilities and Services Available to Disabled Students:
  E Catalog

Individual designated and available to provide Student-Right-to-Know information:
Barry Dotson—Office 158A
Vice President of Student Affairs
3001 East First Street

Vidalia, GA 30474
912-538-3141

CAMPUS SECURITY

In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Southeastern Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety polices and procedures.

Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime.

The safety of students, visitors, faculty and staff is a top priority of Southeastern Technical College and is the goal of a combined effort of the school administration and local law enforcement officials. Southeastern Technical College is committed to providing a safe environment for organized learning in all technical programs and activities.

LOCAL LAW ENFORCEMENT

Local law enforcement provides 24-hour-a-day patrol protection on the Southeastern Technical College Campus. The officers are vested with full law enforcement powers as authorized by state and federal regulation. They also receive in-service and specialized training in first aid, firearms, defensive tactics, legal updates, evidence gathering, traffic investigations, etc.

Officers are responsible for a full range of public services including crime reports, investigations, medical emergencies, and fire emergencies. Other responsibilities include enforcement of laws regulating underage drinking, the use of controlled sub-stances, weapons, and all other incidents requiring law enforcement assistance.

All local law enforcement agencies are linked to a statewide computer system (Georgia Crime Information Center) and a nationwide computer system (National Crime Information Center). Through these systems, crime suspect information and the serial numbers of all vehicles and office equipment stolen from the campus are rapidly reported nationwide.

SAFETY MEASURES

The Maintenance Department of Southeastern Technical College maintains the buildings and grounds with a concern for safety and security. It inspects campus facilities regularly and promptly makes repairs. The department also responds to reports of potential safety and security hazards such as broken windows and locks. Students, as well as faculty and staff, may also call the Maintenance Department at 912-538-3128 Vidalia or 478-289-2273 Swainsboro to report safety and security hazards. The lighting of access areas and landscaped grounds is essential for safety. Southeastern Technical College maintenance/security personnel are responsible for closing and opening of the facilities on campus. The monitoring of the lighting system is conducted weekly.

Information on safety and security is provided to students, prospective students, and faculty and staff members through staff meetings, student orientation programs, and published materials.

MAINTENANCE REQUESTS

Given the size and scope of facilities operated by New Technical College, an orderly process is required to ensure that maintenance and repair tasks are performed effectively and expeditiously.

Faculty, staff, and administration that identify the need for maintenance and repair tasks must submit their needs to the Director of Facilities/ Security via the Maintenance Help Desk via an on-line Maintenance Request Form which notifies The Director of Facilities and the Maintenance department. The Maintenance Request Form should be completed to provide the name of the person making the request, the date of the request, the physical location of the problem, and a brief description of the problem. The Maintenance Help Desk system will help the department prioritize maintenance and repair tasks, better utilize time, and track problem areas to implement corrective action.

PROCEDURES FOR REPORTING INCIDENTS

In the event of an accident/injury, other medical emergency, or crime-related incident, the nearest instructor or staff member and an administrator and Security should be notified. It should be noted that this procedure is in no way meant to prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police department, fire department, ambulance, hospital, etc.).

Professional emergency care, if needed, will be secured by an administrator. As a nonresidential institution, Southeastern Technical College expects that the student will normally secure medical services through a family physician.

In the case of a serious accident or illness, the College will refer the student to the nearest hospital for emergency care and will notify the student's next of kin. It is to be understood that the student or the student's family will be responsible for the cost of such emergency care.

If a crime has been committed, the administrator on duty, the Director of Facilities and Security will call the local police department.

INCIDENT REPORT

In the event of an accident/injury, other medical emergency or crime-related incident involving a student, visitor, or employee at Southeastern Technical College, an Incident Report Form must be completed for any and all accidents or crimes occurring on campus. The report should be returned to the Office for Student Affairs.

SEXUAL OFFENDER INFORMATION

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.

Southeastern Technical College CRIME STATISTICS

Our reports will be filed separately, but will be combined to put into this catalog each year. Southeastern Technical College Tech is committed to providing students with a safe and secure environment in which to learn and to keep parents and students well informed about campus security. Southeastern Technical College is committed to the enforcement of the Campus Security Act of 1990, which requires a school to compile an annual campus security report. By September 1 of each year, a school must publish and distribute an annual campus security report to all current students and employees.

Current students, faculty and staff, as well as prospective students and employees, may contact the following individual for clarification or additional information:

Don Braswell
Director of Facilities
478-289-2273
dbraswell@swainsborotech.edu

Category	2005	2006	2007
On Campus			
Homicide: Murder and Non-negligent Manslaughter	0	0	0
Manslaughter Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes***			
Occurrences of Hate Crimes	0	0	0
Arrests/Referrals for Campus Disciplinary Action			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0

| Illegal Weapons Possession | 0 | 0 | 0 |

Category	2005	2006	2007
Non-Campus Buildings			
Homicide: Murder and Non-negligent Manslaughter	0	0	0
Manslaughter Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes***			
Occurrences of Hate Crimes	0	0	0
Arrests/Referrals for Campus Disciplinary Action			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Category	2005	2006	2007
Public Property			
Homicide: Murder and Non-negligent Manslaughter	0	0	0
Manslaughter Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes***			
Occurrences of Hate Crimes	0	0	0
Arrests/Referrals for Campus Disciplinary Action			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Category	2005	2006	2007
Non-Police			
Homicide: Murder and Non-negligent Manslaughter	0	0	0
Manslaughter Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes***			
Occurrences of Hate Crimes	0	0	0
Arrests/Referrals for Campus Disciplinary Action			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Category	2005	2006	2007
Local Statistics			
Homicide: Murder and Non-negligent Manslaughter	0	2	1
Manslaughter Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	3	2
Sex Offenses—Non-Forcible	0	0	0
Robbery	14	24	29
Aggravated Assault	49	49	58
Burglary	99	160	158
Motor Vehicle Theft	21	31	40
Arson	**	**	**
Hate Crimes***			
Occurrences of Hate Crimes	0	0	0

** Information not available at publication time.

NOTE: *** A "Hate Crime" is one in which the victim is selected intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Hate crimes must be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity or disability. For the purposes of this data collection, only the total numbers of hate crimes are being requested. Hate crime information is gathered by the criminal offenses of: (1) Murder/Non-negligent man-slaughter, (2) Aggravated Assault, (3) All forcible sex offenses, (4) Forcible rape, (5) Negligent Manslaughter, (6) Arson, and (7) Simple Assault.

Swainsboro Technical College CRIME STATISTICS

Campus Crime Reporting

Swainsboro Technical College

	2005	2006	2007
Crimes Reported:			
Offense Type			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaugher	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	1	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate crimes (Prejudices based on race, gender, religion, sexual orientation, ethnicity, or disability.)	0	0	0
Arrests Made:			
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions:			
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

WEAPONS POLICY

It is unlawful for an individual to bring to, possess, or have under such person's control, any explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering (O.C.G.A. 16-11-127). Having a license to carry a pistol is no justification under this policy.

Also prohibited on technical College campuses, in state-owned vehicles or at technical College functions, are other dangerous weapons including straight razors, blackjacks, any knife having a blade of three inches or more, bowie knife, switchblade knife, throwing knife, metal knuckles, spring sticks, any flailing instrument with two or more rigid parts hinged such that one or more parts can swing freely, nun chucks, fighting chains, any disk having two or more points or blades which is designed to be thrown or propelled, or other objects that may reasonably pose a danger to the health and safety of students, instructors, or any individual.

This policy exempts law enforcement officers, judges, magistrates, solicitors, district attorneys, prosecuting attorneys, and employees of the Department of Corrections, or employees of local or federal correctional facilities who are authorized to carry a firearm. Also exempt are persons employed as campus police or security officers who are authorized to carry a weapon in accordance with Chapter 8, Title 20, and private detectives/security agents who hold firearms permits issued by the Georgia Board of Private Detective and Security Agencies. Also exempt is any legal weapon carried in a locked container, locked compartment or locked gun rack in a privately owned vehicle.

An employee or student found in violation of this policy shall, in addition to any criminal action taken, be subject to dismissal from the College or termination of employment as determined by the President.

According to the Official Code of Georgia (O.C.G.A. 16-11-106), violation of this law can result in the following punishment:

- A fine of not more than $10,000; imprisonment for not less than two, nor more than ten, years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The abuse of alcohol and the use of illegal drugs by members of the Southeastern Technical College community are incompatible with the goals of the College. In order to further the College's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has established the following policy on alcohol and other drugs.

Drug-Free Campus Program

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Southeastern Technical College provides the following information to provide a campus environment free of illicit drug use and alcohol abuse and to prevent the abuse of alcohol and drugs by students and employees.

Illegal Drugs

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on Southeastern Technical College property or at College sponsored events including student organization functions. Any individual, known to be possessing, using, or distributing such drug is subject to disciplinary action and possible arrest, imprisonment, or fine according to state law.

Alcoholic Beverages

Southeastern Technical College seeks to encourage and sustain an academic environment that both respects individual freedom and promotes health, safety, and welfare of all members of its community. In keeping with these objectives, Southeastern Technical College adopts and enforces all of the State Board of Technical and Adult Education policies and guidelines governing the possession, sale, and consumption of alcoholic beverages. Selling or furnishing alcoholic beverages to anyone is not permitted on the Southeastern Technical College campus.

Student Misconduct

The Southeastern Technical College student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit alcohol-related misconduct. In addition, student organizations are not permitted to sponsor events where alcohol is present. Sanctions for violation of these student conduct regulations may include alcohol and/or other drug education, mandated evaluation and treatment, community service, suspension, and/or expulsion. Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and criminal charges will be filed with local law enforcement.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec. 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853 (a) (2), 881 (a) (7) and 881 (a) (4)]. Further, persons convicted on federal charges of drug trafficking within 1,000 feet of Southeastern Tech may face penalties of prison terms and fines that are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year [921 U.S.C. sec. 845 (a)].

Student Sanctions

1. Students indicted for possession or sale of illegal drugs, alcohol, and/or other mind-altering sub-stances will be suspended from school, forfeit all claim to financial aid, and may be requested to repay all previously received financial aid;

2. If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and/or federal funds from the date of conviction;
3. The College shall notify the appropriate state/federal funding agency within 10 days after after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction;
4. With 30 days of notification of conviction, the College shall, with respect to any student so convicted, take additional appropriate action against such student, up to and including expulsion, as it deems necessary.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous substance, shall, as of the date of conviction, be suspended from the public educational institution in which said person is enrolled. Except for cases in which the College has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such a suspension until a later date. Except for cases in which the College has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

Southeastern Technical College Responsibility
The College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following:

- The dangers of the drug and alcohol abuse on the campus and elsewhere;
- Any available drug and alcohol counseling, rehabilitation and assistance programs;
- Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Employee Misconduct
Employee misconduct related to alcohol or other drug abuse will not be tolerated. The unlawful manufacture, distribution, sale, use, or possession of illegal drugs by employees of Southeastern Technical College is prohibited by the Technical College System of Georgia policy. Violation of this policy will result in appropriate disciplinary sanctions, including referral for legal prosecution.
As a condition of employment, Southeastern Technical College faculty and staff agree to abide by the terms of this policy and to notify the Personnel Department of any criminal drug arrest or conviction (including a plea of nolo contendere) no later than 5 working days after the arrest or conviction. This policy applies to all employees regardless of the jurisdiction of arrest or whether the alleged violations occurred at the workplace or elsewhere.
As a condition of employment, all current and new employees must certify they have read and will abide by the terms of the Drug Free Policy. Certification is placed in the employee's personnel file.
Within 30 days of notification of conviction, Southeastern Technical College shall, with respect to any employee so convicted:

1. Take appropriate personnel action against such employee, up to, and including, termination;
2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Southeastern Technical College is responsible for ensuring the development and implementation of a drug free awareness program to inform employees of the following:

1. The dangers of drug abuse in the workplace and elsewhere;
2. Any available drug counseling, rehabilitation, and employee assistance programs;
3. Any penalties to be imposed upon employees for drug abuse violations occurring in the work-place.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol
The use of illicit drugs and the abuse of alcohol can, and in many instances, very probably will, lead to serious health problems, chemical dependency, deterioration of the quality of life, and, if untreated, early death.
Cocaine provides a short-lived "high" followed by depression, paranoia, anxiety, guilt, anger and fear. It can cause rapid physical and psychological addiction. In some instances, cocaine may cause a heart attack or sudden death, even on the first use. The dangers of this highly addictive drug and its close derivative, "crack", are evidenced daily through the news media. Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions and possible death.
Marijuana, like cocaine, provides a short-term high, and like cocaine, is addictive. While the "high" may last only a short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to abstract and understand concepts. In some instances it can depress the immune system, increase the risk of heart attack, contribute to lung diseases, and infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Overdose can cause fatigue, paranoia and possible death.
Depressants such as barbiturates, chloral hydrate, benzodiazepines, etc., can cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.
Hallucinogens such as LSD, Mescaline and Peyote, amphetamine variants, etc., can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary hallucinatory episodes, psychosis and possible death.
Narcotics such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma and possible death.
Prescription drugs, used improperly, can cause tired-ness, or hyperactivity, impaired reflexes, brain dam-age, and, in some instances, addiction or death.
Alcohol, used abusively, will impair judgment, result in anxiety, feelings of guilt, depression and isolation. Prolonged use may cause liver and heart disease, cancer, and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.
NOTE: *See chart on the following page for possible long-term effects of substance abuse.*
Criminal Sanctions
Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts at the current Safe and Secure Web site detail federal penalties for drug trafficking and state sanctions for the unlawful possession or distribution of illicit drugs.
Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of $1,000 for a first conviction; imprisonment for 15 days to 2 years and a minimum fine of $2,500 for a second drug conviction; and imprisonment for 90 days to 3 years and a minimum fine of $5000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions includes 5 to 20 years in prison and a minimum fine of $1000 for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or

substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to $10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for the first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk and be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

The use, possession, manufacture, distribution, dispensing, and trafficking of illegal drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of potential federal statutory maximum penalties.

However, precise federal sentencing is governed by the Federal Sentencing Guidelines. Please note that sentencing under these guidelines can result in penalties that are more severe than the federal statutory maximums and which are more severe than the penalties imposed under state law under certain circumstances.

NOTE: See chart above for possible penalties for substance possession.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec. 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853(a)(2), 881(a)(7) and 881(a)(4)]. Further, persons convicted on federal drug trafficking within 1,000 feet of Southeastern Technical College may face penalties of prison terms and fines that are twice as high as regular penalties for the offense, with a mandatory prison sentence of at least one year {921 U.S.C. sec. 845(a)].

Drug and Alcohol Abuse Education Programs

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should avail themselves of sources to identify the services or programs which most closely meet their specific needs.

Consistent with its educational mission, Southeastern Technical College provides useful and informative educational programs on drug/alcohol abuse. Programs of this type begin with orientation each quarter. A variety of departments sponsor work-shops and lectures on alcohol and drug related issues to support and encourage healthy, productive lifestyles.

The following agencies can be contacted for assistance with drug/alcohol abuse related issues:

Alcoholic Anonymous	912-537-3431
Meadows Regional Medical Center	912-537-8921
Montgomery Counseling Center (located in Dublin)	478-272-1190
Pineland Counseling/Substance Abuse Hotline	1-800-746-3526
Tattnall Counseling/Substance Abuse	912-557-6794
Toombs Substance Abuse Center / Day Treatment Center	912-537-0209
Toombs Counseling Center	912-537-8921
Pineland Mental Health	912-764-9868

SUBSTANCE	POSSIBLE LONG-TERM EFFECTS	DEPENDENCE POTENTIAL
Alcohol	Toxic psychosis, addiction, neurological and liver damage, fetal alcohol syndrome	Yes
Amphetamines *Uppers, Speed*	Loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis	Yes
Barbiturates *Barbs, Bluebirds, Blues*	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression	Yes
Cocaine and Cocaine Freebase *Coke, Crack*	Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury	Yes
Codeine	Addiction, constipation, loss of appetite, lethargy	Yes
Heroin *H, Junk, Smack*	Addiction, constipation, loss of appetite, lethargy	Yes
LSD *Acid*	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, hallucinations	Possible
MDA, MMDA, MOMA, MDE *Ecstasy, xtc*	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating	Possible
Marijuana Cannabis *Pot, Grass, Dope, Weed, Joint*	Bronchitis, conjunctivitis, possible birth defects	Yes
Mescaline/Peyote Cactus *Mesc, Peyote*	May intensify existing psychosis, anxiety, lack of coordination, sweating, chills, and shivering	Possible
Methaqualone *Ludes*	Coma, convulsions	Yes
Morphine *M, Morph*	Addiction, constipation, loss of appetite	Yes
PCP *Crystal, Tea, Angel dust*	Psychotic behavior, violent acts, psychosis	Yes
Psilocybin *Magic mushrooms, Shrooms*	May intensify existing psychosis	Possible
Steroids *Roids, Juice*	Cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced sterility, stroke, hypertension, congestive heart failure, liver damage	Yes

SUBSTANCE	AMOUNT	POTENTIAL PENALTY — FIRST OFFENSE
Heroin	1 kg or more	Prison: Not less than 10 years, not more than life

Cocaine	5 kg or more	Fine: Up to $4 million
Crack Cocaine	50 gm or more	
Methamphetamine	100 gm or more	
PCP	100 gm or more	
LSD	10 gm or more	
Marijuana	1,000 kg or more	
Heroin	100-999 gm	Prison: Not less than 5 years, not more than 40 years Fine: Up to $2 million
Cocaine	500-4,999 gm	
Crack Cocaine	5-49 gm	
Methamphetamine	10-99 gm	
PCP	10-99 gm	
LSD	1-10 gm	
Marijuana	100-1000 kg	
Amphetamines	Any amount	Prison: Up to 5 years Fine: Up to $250,000 Prison: Up to 20 years, Not more than life if death or serious bodily injury results from use of the substance.
Barbiturates	Any amount	
Marijuana	50-100 kg	
Hashish	10-100 kg	
Hash Oil	1-100 kg	
Marijuana	Less than 50 kg	Prison: Up to 5 years Fine: Up to $250,000
Hashish	Less than 10 kg	
Hash oil	Less than 1 kg	

Sadia Ajohda (2012)
Biology Instructor

Travis Akridge (2005)
Director for Safety and Security
B.S., Justice Studies M.S., Criminal Justice
Harvey Anders (1999)
Maintenance Technician
Diploma, Heating and Air Conditioning, Savannah Technical Institute
Diploma, Fire Science, University of Hawaii

Nancy Bailes (1998)
Adult Education Registrar/Chief Examiner

Allison Barr (2008)
Early Childhood Care and Education Instructor
M.Ed., Special Education, Georgia Southern University
B.S., Health and Physical Education, Georgia Southern University
GA Teacher Certification Early Childhood Education and Middle Grades Education
Joanne Barr (1992)
Administrative Assistant

Delores Beasley (1999)
Adult Education Instructor
B.S., Education, Georgia Southern University

Lucky Beasley (1997)
Maintenance Technician/Receiving Clerk

Renee Bell (2006)
Payroll Specialist

Janene Betts (2003)
Economic Development Secretary
Certificate, Application Software, Swainsboro Technical College
Certificate, PC Operations, Swainsboro Technical College
Diploma, Computer Information Systems, Microcomputer, Swainsboro Technical College
Administrative Specialist, U.S. Army Administrative School

Donna Jean Braddy (2005)
Practical Nursing Instructor
B.S.N., Nursing, Medical College of Georgia
A.S.N., Middle Georgia College
BLS Instructor
Jan Brantley (1989)
Special Needs Specialist
B.S. in Home Economics, University of Georgia

Peggy Braswell (1998)
Cosmetology Instructor
Certificate, E-Learning Design & Development Specialist, Southwest Georgia Technical College
Diploma, Cosmetology, Central Georgia Technical College
Georgia State Board of Cosmetology, Licensed Cosmetology Instructor, Southwest Georgia Technical College
Diploma, Cosmetology, Central Georgia Technical College

John Bratcher (2010)
Automotive Instructor
Automotive Technology Instructor
ASE Certified Master Technician
Twan Broughan (2004)
Administrative Assistant

Certificate, Computer Application Specialist, Swainsboro Technical College
B.B.A, Georgia Southern University
A.A., East Georgia College

Kimbie Brown (2004)
Medical Assisting Director/Instructor
B.S., Community Health, Georgia Southern University
Diploma, Medical Assisting, Ogeechee Technical College

Matt Brown (2011)
Pharmacy Technology Instructor
Certified Pharmacy Technician (CPhT)
B.G.S., Georgia Southern University
Member – American Society of Health-System Pharmacists
Member – Pharmacy Technician Educators Council
Member – National Pharmacy Technician Association
Randall Brown (2003)
Custodian

Robin Brown (2007)
Custodian

Melanie Bryson (2008)
Dental Hygiene Instructor
B.A.S., Dental Hygiene, St. Petersburg College
A.S., Dental Hygiene, Medical College of Georgia
Registered Dental Hygienist
BLS Instructor
Julie Busby (1997)
Auditorium Manager
B.F.A., Georgia Southwestern College
Bobbi Bush (2007)
English Instructor
M.A., English , Texas A&M University
B.S., English, Texas A&M University

Larry Calhoun (2007)
Provost
Ed.S., Occupational Studies, University of Georgia
M.P.A., Public Administration, Golden Gate University
B.S., Zoology, University of Georgia

Gay Chapman (1998)
Adult Education Instructor
Middle Grades Teacher's Certification, Georgia Southern University
B.S., Fairmont State College

Teresa Coleman (1996)
Vice President for Academic Affairs
M.S., Troy University
B.B.A., University of Georgia
Vicky Conner (2007)

English Instructor
M.A., Georgia Southern University
B.A., Brewton-Parker College
Cynthia Cook (2008)
Adult Education Instructor
Web Page Fundamentals Certificate, Swainsboro Technical College
B.A., Savannah State University

Jennifer Corner (2009)
Practical Nursing Program Director/Instructor
B.S., Nursing, University of South Alabama
BLS Instructor
Tony Criswell (2006)
Electrical Systems Technology Instructor
Diploma, Electrical Construction and Maintenance, Southeastern Technical College
Certificate, Air Conditioning Technician Assistant, Southeastern Technical College
Diploma, Industrial Electrical Technology, Southeastern Technical College
A.A.S. Industrial Electrical Technology, East Georgia College
Diploma, Electronics Technology, Swainsboro Technical College
Diploma, Solid State Industrial Electronics, Swainsboro Technical College
Authorized OSHA Outreach Construction Trainer
CWDS, CMS, and CCSS Instructor, Swainsboro Technical College

Susan Cross (1989)
Executive Director of Adult Education
M.S., Education, Georgia Southern University
B.A., Political Science/History, Georgia Southern University
Level 5 Reading Specialist Certificate, P-12, Georgia Southern University

Michael Crumpler (2001)
Welding Instructor
A.A., General Studies, Brewton Parker College
Welding and Joining Technology Diploma, Heart of Georgia Technical College
AWS CWE 0508003E Certified Welding Educator Hobart Institute of Welding Technology
AWS CWI 05080131 Certified Welding Inspector Hobart Institute of Welding Technology
AWS CWS 0710003S Certified Welding Supervisor Hobart Institute of Welding Technology
Certified Structural Welder, Pipe Welder and Boilermaker, B.E. & K. Industrial Construction
Certifications in FCAW, GMAW, GTAW and SMAW, B.E. & K. Industrial Construction
Member – American Welding Society
Chris Cumbee (2011)
Welding Instructor

Leah Dasher (2003)
Librarian
M.L.I.S., Valdosta State University
B.B.A., Brewton-Parker College
M.S.M.I.S., Strayer University
Barry Dotson (1994)
Vice President for Student Affairs
Ed.D., University of Georgia
M.Ed., Georgia Southern University
A.B.J., University of Georgia

Leisa Dukes (1998)
Psychology Instructor
M.Ed., Counseling & Psychology , Troy University
B.A., Liberal/General Studies, Brewton Parker College

Kerry Dunn (2008)
Radiologic Technology Program Director and Instructor
B.S.Ed., Recreation and Leisure Studies, University of Georgia
A.M.T., Radiologic Technology, Emory University

Jimmy Dupree (2006)
Mathematics Instructor
Ed.S., Georgia Southern University
M.Ed., Georgia Southern University
B.S., Georgia Southern University

Phillip Easterling (2006)
Security Officer
Criminal Justice Classes, Savannah State University

Rebecca Ethredge (2007)
Assistant Director of Financial Aid

Mitchell Fagler (2001)
Executive Director of Student Affairs / Financial Aid
M.B.A., Management, Georgia Southern University
B.A., Journalism, minor in Political Science, University of Georgia
A.A., General Studies, East Georgia College

Shane Felkel (2003)
Systems Support Specialist
A.A.T., Southeastern Technical College
Electronics Diploma, Heart of Georgia Technical College

Heather Frazier (2008)
Accounting Instructor
MAac, Georgia College & State University
BBA, Accounting, Georgia College & State University
Certified Public Accountant
Certified Financial Services Auditor

Paula Frost (2012)
English Instructor

Leah Frye (2010)
Child Enrichment Teacher

Christine Gaffney (2001)
Custodian

Maxine Garnto (2008)
Certified Nurse Aid (CNA) Instructor
Diploma, Practical Nursing, Swainsboro Area Technical School

BLS Instructor,

Jessie Garrett (1982)
Dean of Environmental and Industrial Technologies
M.Ed., Adult & Vocational Ed. , Georgia Southern University
B.S., Home Economics, Georgia Southern University

Teresa Gillette (2004)
Receptionist

Ashley Googe (2007)
Financial Aid Specialist
B.B.A., Georgia Southern University
Paul Graham (2001)
Director of Information Technology
M.S., Columbus State University
B.S., Valdosta State University
CompTIA A+ Certification
CompTIA Network+ Certification
CompTIA iNet+ Certification
Microsoft Certified Professional MCP
Certified Internet Webmaster CIW
MCSA
MCSE
Jennifer Gramiak (2006)
Dental Hygiene Program Director
M.S., Post Secondary Education-Higher Education Administration, Troy University
B.S., Dental Hygiene, Medical College of Georgia
Registered Dental Hygienist
BLS Instructor
William Greene (2007)
Electronics Instructor
M.S., Electrical Engineering, Georgia Institute of Technology
B.E.T., Electrical Engineering Technology, Southern Technical Institute
CompTIA A+ Certification
Sarah Gross (1999)
Director of Facilities
A.A.T., Drafting B.S., Furnishings & Interiors
Linda Hairr (2011)
Cosmetology Instructor
Master Cosmetologist, Swainsboro Technical College
Casandra Hardy (2001)
Associate Registrar
B.S., Troy University
A.A.S., East Georgia College
Business Office Technology Diploma, Southeastern Technical College
Practical Nursing Diploma, Southeastern Technical College

Ashley Harmon (2002)
Distance Ed Plan Keeper

Ashley Harmon (2002)
Online Academic Activities Coordinator\Marketing & Economics Instructor
Online Academic Coordinator
Graduate Concentration in Economics, New York Institute of Technology
M.B.A., Georgia Southern University
B.B.A., Finance, Georgia Southern University
Bee Hart (2003)
Mathematics Instructor
Ed.D., Georgia Southern University
M.S., Georgia Southern University
B.S., University of Georgia
Brad Hart (2005)
Director of Enrollment Services
M.Ed., Postsecondary Education, Troy University
B.S., Georgia Southern University
Judy Hart (1993)
Receptionist
Diploma, Information and Office Technology, Southeastern Technical Institute
Angie Headley (2007)
Practical Nursing Clinical Instructor
A.S., Nursing, South Georgia College
Diploma, Practical Nursing, Swainsboro Technical College

Lance Helms (2003)
Director of Career Services
B.B.A., Georgia Southern University
Beth Hendrix (2006)
Practical Nursing Instructor
M.P.H., Public Health , Georgia Southern University
B.S., Nursing, Georgia Southern University
BLS Instructor,

Brooke Hinson (2005)
Practical Nursing Instructor
BSN, Regis University
A.S.N., Middle Georgia College
P.N., Altamaha Technical College
BLS Instructor
Lauren Hofmann (2010)
Purchasing Specialist
B.B.A., Business Management, Georgia Southern University
Victoria Holland (1990)
Administrative Secretary
Management and Supervisory Development Diploma, Southeastern Technical College
Business Office Technology Diploma, Southeastern Technical College
Kathy Holt (1990)
Practical Nursing Instructor
A.S., Nursing, Augusta College
C.N.A Program Coordinator Swainsboro
BLS and First Aid Instructor,

Samuel Holton (2004)
Learning Support Instructor, RDG & ENG
M.Ed., Reading Education , Georgia Southern University
B.A., English, Georgia Southern University
A.A., General Studies, East Georgia College

Samuel Holton (2004)
Speech Instructor

Inez Horton (2001)
Admissions Secretary
Business Office Technology Diploma, Southeastern Technical College
Lindsey Howell (2012)
Rompers Enrichment Center Lead Teacher
Certificate, Veterinary Assistant, Ogeechee Technical College

Vincent Jackson (1995)
Director of Institutional Research and Planning
Microsoft Certified Professional MCP
Microsoft Certified Systems Engineer +Internet, MCSE+I
Certified IBM AIX System Administrator
Certified Oracle Master, Database Administrator
Computing Technology Industry Association A+ Certified
Computing Technology Industry Association Network+ Certified
NT Certified Independent Professional NTCIP
Certified Blackboard Instructor and Administrator
Certified NOCTI Administrator
Certified COE Visiting Team Member
Georgia Work Ready Certified, Platinum
A.A., Business Administration, Brewton-Parker College
B.B.A., Business Administration, Mercer University
MMIS, Expert and Decision Support Systems, Georgia College and State University

Tommy Jenkins (2001)
Training Center Manager
EMT Certificate, Swainsboro Tech
Paramedic Certificate – Region V EMS
Level 1 EMS First Responder Instructor
ACLS Instructor
PALS Instructor
BLS Instructor CPR & First Aid
PHTLS Instructor
GEMS Instructor
EMT-P
Tina Jernigan (2003)
Business Administrative Technology Instructor
M.H.R.M., DeVry University
B.B.A., Management/Entrepreneurship, Georgia Southern University
A.A., East Georgia College
Graduate Certificate in Accounting, DeVry University, Keller Graduate School of Management
Microsoft Office User Specialist Certification

Mandy Johnson (2011)
Receptionist
A.A., East Georgia College
Diploma, Dental Assisting, Swainsboro Technical College
Sheila Johnson (2008)
Custodian

Lanie Jonas (2007)
Accounts Receivable Technician
A.S., Business Administration, South University
A.S., Accounting, South University
Jim Jones (2000)
EMS Professions Program Director/Instructor
EMT Certificate, Southeastern Technical Institute
Paramedic Certificate, Dodge County Hospital
Georgia Office of EMS/Trauma Licensed Paramedic
Georgia Department of Community Health Licensed Level III Instructor
National Registry of EMTs - Paramedic
Veronica Kelly (2000)
Accounts Payable Technician
Accounting Diploma, Southeastern Technical College
Ryan Kersey (1999)
Maintenance Supervisor
Diploma, Heating and Air Conditioning Technology, Swainsboro Technical Institute
Diploma, Residential & Commercial Electrical Wiring, Swainsboro Technical Institute

Hutch Ledford (2001)
Computer Support Specialist
Diploma, Computer Information Systems In Computer Programming, Swainsboro Technical College
Diploma, Microcomputer Specialist, Swainsboro Technical College

Jill Lehman (2007)
Fish and Wildlife Instructor
A.A.T., Fish and Game Management, Swainsboro Technical College
Diploma, Fish and Game Management, Swainsboro Technical College

Amanda Lively (2000)
Assistant Registrar
M.S., Georgia Southern University
B.A., Brewton-Parker College
Patricia Lockhart (2009)
Health Science Core Instructor
B.S., Nursing, Georgia Southern University
A.S., Nursing, South Georgia College
Diploma, Practical Nursing, Southeastern Technical College
BLS Instructor
Nolan Martin (2010)
Criminal Justice Program Director
Master of Public Administration, Georgia Southern University
B.S., Political Science, Georgia Southern College

Fellow, Institute for Court Management,

Charlotte Mathews (2007)
English Instructor
M.Ed., Georgia Southern University
B.S, Georgia Southern University
Marie Matthews (2000)
Custodian

Kathy McCall (2003)
Student Services Secretary
Microcomputer Specialist Diploma, Southeastern Technical College
Vilene McClendon (2003)
Custodian

Ashley McIntyre (2010)
Bookstore Manager
M.B.A., Georgia Southern University
B.B.A., Finance, Georgia Southern University
Agatha McRae (2006)
Assistant Director of Enrollment Services
B.S., Criminal Justice, Armstrong Atlantic State University
A.A.S., East Georgia College

Sara Mercer (2007)
Adult Education Instructor
B.GS., Georgia Southern University
Annette Merier (2003)
Adult Education Instructor
B.S., Education, Georgia Southern University

Cathryn Mitchell (1995)
President
Ed.D., University of Georgia
M.Ed., University of Georgia
B.B.A., University of Georgia
Karen Mountain (2007)
Business Administrative Technology Instructor
M.Ed., Business Education , Georgia Southern University
B.S. Ed., Business Education, Georgia Southern University
A.A., Business Education, East Georgia College
A.A.S., Accounting, Business Administration, East Georgia College
Diploma, Accounting, Swainsboro Technical College
Executive Leadership Training Program, Heart of Georgia Technical College
IC3—Internet and Computing Core Certification
Authorized Instructor for the Microsoft Office User Specialist Program
Microsoft Office User Specialist Master, Georgia Southern University

Stephanie Moye (1997)
Computer Information Systems Instructor
M.S., Information Systems, Strayer University
B.B.A., Information Systems, Georgia Southern University

A.A., East Georgia College
Microsoft Certified Professional MCP
Microsoft Certified Systems Engineer MCSE
Cisco Certified Network Associate, CCNA
CompTIA A+ Certification
Charla Nail (1999)
Executive Director of Institutional Advancement
M.Ed., Troy State University
B.S., Georgia Southern University
A.S., Brunswick College
Charlotte Neal (2002)
Admissions Secretary
Diploma, Information Office Technology, Swainsboro Technical Institute

Mary Oglesby (2003)
Financial Aid Technician
Diploma, Microcomputer Specialist, Swainsboro Technical College
Diploma, Information and Office Technology, Swainsboro Technical College

David Olander (2000)
Computer Information Systems Instructor
Diploma, Microcomputer Specialist, Altamaha Technical Institute
B.S., Business Management, University of Maryland
M.S.A., General Administration , Central Michigan University
Microsoft Certified Professional MCP
Microsoft Certified Systems Administrator MCSA
Microsoft Certified Systems Engineer MCSE
Cisco Certified Network Associate, CCNA
Cisco Certified Network Professional CCNP
Cisco Certified Academy Instructor CCAI
CompTIA A+ Certification
CompTIA Net+ Certification,

Lula Patrick (1992)
Custodian

Johnny Payne (2007)
Executive Director of Economic Development and Community Relations

Teresa Perry (2007)
Custodian

Cindy Phillips (2007)
Career Services Coordinator
M.Ed., Counseling and Psychology, Troy State University
B.S., Justice Studies, Georgia Southern University

Dusty Pittman-Willhite (2005)
Academic Affairs Administrative Assistant II
Business Office Technology Diploma, Southeastern Technical College
Microsoft Office User Specialist Certification MOUS Word, Excel
Joel Poe (2005)

Computer Support Specialist
AAT, Electronics, Southeastern Technical College
Denise Powell (1997)
Vice President for Administrative Services
B.S., Accounting, Brewton-Parker College
A.A., Business Administration, East Georgia College
Certified Government Financial Manager
Greg Powell (1990)
Maintenance Supervisor

Tara Powell (2004)
QEP Director
M.B.A., Healthcare Management, Brenau University
B.S., Radiologic Science, Florida Hospital College
Radiologic Technology Diploma, Gwinnett Technical College
Licensed Radiologic Technologist ARRT
Licensed Mammographer ARRT
Licensed Computer Tomographer ARRT
Registered Diagnostic Medical Sonographer ARDMS
Karann Raines (2001)
Criminal Justice Technology Instructor
M.Ed., Criminal Justice, Troy University
B.S., Criminal Justice, Georgia Southern University
Vicki Renfroe (2002)
Medical Assisting Instructor
M.S.N., Nursing, Regis University
B.S.N., Nursing, Georgia Southern University
Nora Rhymes (2000)
Cashier/Banner Technician
A.A.S., East Georgia College
Business Office Technology Diploma, Southeastern Technical College
Accounting Diploma, Southeastern Technical College
Nicole Roberts (2010)
Bookstore Manager
B.B.A., Marketing, Georgia Southern University,

Randy Robinson (2012)
Electrical Systems Technology Instructor
M.B.A., Georgia Southern University
B.A.S. in Technology, Georgia Southern University
A.A.S. in Technology, East Georgia College
Electrical Construction & Maintenance Diploma, Southeastern Technical College
Georgia Class II Electrical License
Gina Robison (1993)
Dean of Business Technology & Human Services
M.Ed., Business Education, Georgia Southern University
B.S., Business Education, Brewton Parker College
Microsoft Office User Specialist Certification MOS Word Expert, Excel Expert, Access,
PowerPoint
Dana Roessler (1997)
Dean of Health Sciences
M.S.N., Nursing, Regis University
B.S.N., Nursing, Texas Woman's University

Carla Rogers (1995)
Banner AR Specialist
Accounting Diploma, Southeastern Technical College
Melissa Rowell (1996)
Admissions Secretary
A.A.S., East Georgia College Information & Office Technology Diploma, Southeastern Technical Institute
Krysta Rushing (2007)
Director of Marketing & Public Relations
M.P.A., Georgia Southern University
B.S., Georgia Southern University
Susan Rustin (1999)
Director of Economic Development
A.A.S., East Georgia College
Business Office Technology Diploma, Southeastern Technical Institute
Les Salter (2007)
Director of Accounting
B.B.A., Business Administration, Brewton-Parker College
Gena Sapp (2001)
Childcare Development Center Director/Instructor
Director of Child Development Center
M.Ed., Early Childhood Education, Georgia Southern University
B.S., Family/Child Studies, Georgia Southern University, Georgia Southern University

Deborah Smith (2003)
Surgical Technology Instructor
A.S., Augusta State University
Certified Nurse Operating Room
Legal Nurse Consultant, Kaplan University
BLS Instructor
Kathryn Smith (2009)
High School Coordinator
M.B.A., Georgia Southern University,

Vicki Spivey (1996)
Business Management Instructor
M.B.A., Strayer University
M.Ed., Adult Education, Georgia Southern University
B.B.A., Management, University of Georgia
David Standard (2008)
Psychology Instructor
M.S., Troy University
B.A., Brewton-Parker College
Ricky Strange (2005)
Commercial Truck Driving Instructor
CDL License
CPR Certified
First Responder Certified
Rosetta Summersett (2005)
Adult Education Instructor
Ed. S., Georgia Southern University
M.S.T., Georgia Southern University
B.S., Savannah State University

Jane Summey (2001)
Director of Library Services
M.I.L.S., University of Michigan
B.A., University of Nevada
Dean Sumner (2004)
Assistant Director of Information Technology
MMIS, Expert and Decision Support Systems, Georgia College and State University
B.B.A., Business Administration, Georgia College and State University
A.A., East Georgia College

Lori Sweat (1995)
Accounting Instructor
M.S., Accounting, Strayer University
Executive Graduate Certificate in Professional Accounting, Strayer University
B.B.A., Accounting/Public Accounting, Georgia Southern University
A.A., Business Administration and Economics, East Georgia College
Certified Public Accountant,

Kimberly Tanner (1999)
Adult Education Instructor
B.S., Home Economics, Georgia College

Eddie Tatum (2012)
Security Officer

John Taylor (2001)
Computer Information Systems Instructor
M.S., Computer Science, Columbus State University
B.S., Computer Science, University of Georgia
Cisco Certified Network Associate, CCNA
Certified Internet Webmaster
CompTIA A+ Certification
CompTIA Network + Certification
CompTIA iNet + Certification
MS Server 2003 Certification
CompTIA Security+ Certification
Kim Taylor (1998)
Adult Education Instructor
M.Ed., Troy University
A.A.S., East Georgia College
Information & Office Technology Diploma, Southeastern Technical Institute
Althea Telfair (2006)
Cosmetology Instructor
Cosmetology Diploma, Southeastern Technical College
Licensed Master Cosmetologist
Helen Thomas (1995)
Special Needs Specialist
B.B.A., Georgia Southern University
John Thrift (2008)
Forest Technology Instructor
M.S., Forest Resources , Clemson University
B.S., Biology, Furman University

Amy Tomlinson (2012)
Toddler Enrichment Center Lead Teacher
A.A. Childhood Education, East Georgia College

Lori Vaughn (2010)
Dental Hygiene Instructor
B.Th., Andersonville Seminary
A.S., Dental Hygiene, Macon State College
TITC Business English Instructor Certification
ITTT TESOL Instructor Certification
Registered Dental Hygienist
Shannon Veal (2007)
Nursing Instructor
Diploma, Practical Nursing, Heart of Georgia Technical College
A.S., Nursing, Middle Georgia College
B.S., Nursing, Georgia Southern University,

Karen Vereen (1999)
Registrar
B.B.A, General Business,
A.A., Business, East Georgia College

Melanie Walker (2011)
Financial Aid Specialist

Rosetta Walker (2005)
Custodian

Gail Ware (1990)
Vice President for Institutional Effectiveness
M.Ed., Vocational and Adult Education, Georgia Southern University
B.S., Education, Georgia Southern University

Michael Warren (2007)
Air Conditioning Technology Instructor
Master HVAC Technician State of Virginia
E.P.A. Section 608 Universal Certification-Refrigerant Recovery
E.P.A. Section 609 ASE Refrigerant & Recycling
Occupational Safety and health 40 Hour Hazardous Material Compliance
Trade and Industrial Education Development Curriculum for HVAC State of Virginia
Member of Air-Conditioning Refrigeration Institute
Standley Washington (1997)
Network Support Specialist
Electronics Technology Diploma, Southeastern Technical Institute
A+ Certified Professional
CompTIA A+ Certified Professional
CompTIA Network+ Certification
Microsoft Certified Professional MCP
MCSA
Stephannie Waters (2007)
Medical Assisting Instructor

A.A.S., Medical Assisting Diploma, Medical Assisting
Cheryl West (2000)
Dean of General Education & Learning Support
M.Ed., Georgia Southern University
B.A., Tift College
Linda Whitfield (2007)
Business Administrative Technology Instructor
M.Ed., Business Education, Georgia Southern University
B.S. Ed., Business Education, Georgia Southern University
A.A., Business Administration, East Georgia College
Diploma, Accounting, Swainsboro Technical College
Blythe Wilcox (2000)
Director of Human Resources and Auxiliary Services
B.A., Business Administration, Presbyterian College
Cynthia Williams (2008)
Clinical Laboratory Technology Director and Instructor
M.T. (AMT) (HHS) (ASCLS) M.S., Post Secondary Education, Higher Education
Administration, Troy University
B.S. Georgia Southern University
MLT Glenwood Paramedical Institute
Elaine Williams (1999)
Adult Education Instructor
M.S., Early Childhood Education, Georgia Southern University
B.S., Early Childhood Education, Georgia Southern University

Anna Kate Willoughby (2010)
Cosmetology Instructor
Cosmetology Diploma, Swainsboro Technical College
Licensed Master Cosmetologist,

Kay Wilson (1994)
Early Childhood Care and Education Instructor
M.S., Preschool Education, Nova University
B.S., Family and Consumer Science, University of Wyoming
A.A.S., Early Childhood Care and Education, Swainsboro Technical College
Diploma, Child Development and Related Care, Swainsboro Technical College

Rosemerry Wilson (2006)
Financial Aid Technician
A.A.T., Accounting, Swainsboro Technical College
Diploma, Computer Information Specialist - Networking, Swainsboro Technical College
A.A.T., Computer Information Systems, Swainsboro Technical College

Sonya Wilson (2003)
Mathematics Instructor/GVTC Crd/Sb Online POC
M.Ed., Educational Leadership , Augusta State University
B.S. Ed., Secondary Math Education, Georgia Southern University
A.A., Education, East Georgia College

David Yarbrough (1997)
Vice President for Economic Development
M.Ed., University of Georgia

B.S., University of Georgia

Economic Development Center

Southeastern Tech's Economic Development Division has multiple programs to offer business, industry and the citizens of its eight county service delivery area. The Economic Development Center in Vidalia, the Larry J. "Butch" Parrish Technology Center in Swainsboro, and multiple other sites throughout our local area provide comfortable space, the latest equipment, and experienced instructors to ensure effective and enjoyable workforce training.

ECONOMIC DEVELOPMENT

Southeastern Tech's Economic Development division promotes and supports the overall mission of Southeastern Tech through community-based extension and outreach services. The program is an avenue for identifying the needs of the communities within Southeastern Tech's service area and for pinpointing ways to meet those needs. An overall economic development and community education plan coordinates the delivery of industry programs and the articulation to the community of the services available through the institution.

Services include continuing education and customized programs to meet an organization's specific needs, and other community-based programs.

The focus of Economic Development is to stay abreast of new technology and to implement innovative training that meets diverse and rapidly changing needs.

INDUSTRY TRAINING/CONSULTING

Training is provided to local companies in order to update the work skills of employees. Retraining to accommodate new technology or world class manufacturing methods introduced into the workplace is available.

Many of the training opportunities focus on maintenance skills and total productive maintenance concepts. Other areas of training include customized computer workshops. The training is available either in our on-campus labs or at the company. Other industry specific courses can also be developed to meet the specifications of the company.

Consulting may be needed to develop comprehensive task analyses of maintenance jobs. This consulting results in legally sound performance and prescriptive training. For more information, contact the Vice President of Economic Development Programs at 912-538-3119.

SMALL BUSINESS START-UP AND EXPANSION ASSISTANCE

A majority of business and industry in Southeastern Tech's service delivery area originates locally from entrepreneurs who start their own businesses. Southeastern Tech offers its entrepreneurial students and small business owners within the community assistance with small business start-up and expansion. Southeastern Tech is a key player in Georgia's first regional entrepreneur support effort, the Tri-County Regional Entrepreneur Support Team representing Toombs, Montgomery, and Tattnall counties. Contact David Yarbrough at (912) 538-3119 for details.

CONFERENCE & CATERING

Conference rooms, computer labs, classrooms, and catering capabilities are available to businesses, industries, and agencies to hold their own business meetings. Economic development staff will assist with planning and coordination of meetings and training programs.

CONTINUING EDUCATION

Continuing education courses are developed in response to special educational demands and requests of citizens, professional and business groups, and other organizations. The major role of continuing education is to develop and implement courses for career and professional development and personal interest and enrichment. A regular schedule of class dates is published.

Continuing education courses are offered in an informal and non-competitive setting. Usually, there are no grades, exams, or prerequisites. Admission to the school is not required. However, advance registration into the class is required.

For more information, including a list of courses, contact the Continuing Education Coordinator at 912-538-3111.

CERTIFIED LITERATE COMMUNITY PROGRAM

The Southeastern Certified Literate Community Program (SCLCP) believes literacy greatly influences the economic development and the quality of the life of citizens in our community. The goal of the SCLCP is to create and sustain a grassroots, community awareness and public demand for a literate community.

QUICK START

Quick Start offers quality training as an incentive to new businesses in our service area. Existing industries undergoing major expansion may also qualify. It offers customized technical training, instructor training, instructional and media development, training materials and equipment, and facilities for training.

The project director works with company personnel to analyze training needs and develop the training plan agreement. Ongoing training at a reasonable cost is offered following the start-up or expansion in order to maintain initial training momentum. Quick Start is internationally known for providing effective customized training that responds to the need to keep and increase jobs for Georgia. For information, contact the Vice President of Economic Development Programs at 912-538-3119 or the Director of Economic Development at 478-289-2326.

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. There is no charge for classes or assessments. 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:

Preparation classes for the GED exam

GED online

Computer Skills

English-As-A-Second-Language

STAR Reading

English Literacy/Civics Education

Remedial for the high school exit exam

Work Ready assessments

Work Ready assessment remediation

Work Place Adult 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 on the Southeastern Technical College campus, the Swainsboro campus, 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. 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 on enrolling in an adult education program or GED testing call Southeastern Technical College adult education office in Vidalia at 912-538-3267, the Swainsboro campus at 478-289-2248 or call or come by the adult education center in your community:
Candler County Center
25 West Daniel Street
Metter, GA. 30439
912-685-5021
Johnson County Center
37 Georgia Avenue
Wrightsville, GA. 31096
478-864-4908

Jenkins County Center
210 Hendrix Street
Millen, GA. 30442
478-982-1303
Montgomery Learning Center
231 Richardson Street
Mount Vernon, GA. 30445
912-583-2535
Southeastern Technical College Economic Development Center
100 A Brinson Road
Vidalia, GA. 30474
912-538-3165
Southeastern Technical College Glenville Campus
211 South Tillman Street
Glennville, GA. 30427
912-654-5279 ext. 4108
Tattnall-Reidsville Adult Learning Center
123 Tattnall Street
Reidsville, GA. 30453
912-557-7769
Treutlen County Workforce Center
429 Parkview Drive
Soperton, GA. 30457
912-529-5760

Health Sciences

Qualified health care professionals are essential in today's society. Southeastern Tech's Health Sciences Division currently offers degree, diploma and certificate programs in health care. These programs provide classroom instruction, as well as laboratory and/or clinical experiences, to make certain that students obtain the most current skills in their chosen health profession. Students interested in Health Sciences Programs may obtain admission requirements information from the Admissions Office.

General Education Core Competencies
The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.
STC has identified the following general education core competencies that graduates will attain.

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.
- The ability to utilize basic computer skills.

Beginning Summer Quarter 2009, all new students who are pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component; students who transfer credit for the General Education core; and students enrolled prior to the merger who take all or part of the General Education core after July 1, 2009, will be required to pass the General Education Competency Exams prior to graduation.

Technical Standards and Clinical Requirements for Health Sciences Education
Southeastern Technical College has a moral and ethical responsibility to select, educate, and graduate competent and safe students/practitioners. The College has identified technical standards critical to the success of students in the health sciences programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in a health science program will be asked to review the provided technical standards and clinical requirements and sign a form certifying they have read, understand, and are able to meet the standards and requirements as follows. The health science programs are prepared to provide reasonable accommodations to accepted students who have documented disabilities. Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the College's procedures outlined the Student Affairs section of the catalog upon enrollment in program courses.

1. Ability to work in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*
2. Possess fine and gross motor function necessary to perform patient care activities with the ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.*
3. Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.*
4. Ability to lift devices (weighing up to 50 pounds).
5. Ability to communicate clearly (verbal, written, nonverbal, and technically), with all members of the health care team and patients. (Documented by satisfactory completion of general education requirements).

6. Possess sufficient visual and aural acuity to observe lectures, demonstrations and clinical situations in the practice of health care professions. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals. Tactile and somatic senses must be intact to provide appropriate responses and intervention.*
7. Possess the emotional health required for full use of the intellectual abilities, demonstration of good judgment, prompt and safe completion of all responsibilities, and development of mature and effective relationships with faculty, classmates, preceptors, and patients. Must be able to work cooperatively with others, adapt to rapidly changing environments, think clearly and tolerate physically and mentally challenging workloads under stressful situations. Additionally, students must demonstrate moral reasoning and ethical behaviors.*
8. Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion. Periodic examinations, both written and practical, are an essential component of the health sciences curriculum. In order to progress through the curriculum students must successfully fulfill examination requirements. (Documented by meeting program admission status)
9. Must demonstrate clinical competency. The process of evaluation of the clinical performance is an essential component of the curriculum and participation in clinical experiences and evaluation are required.

* Documented by physical exam.

Bloodborne/Airborne Pathogen Exposure
An inherent risk with any health science profession is the possibility for exposure to blood borne and infectious diseases. Southeastern Technical College's Exposure Control Plan is designed to provide the faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood and air-borne pathogens and a means of eliminating or minimizing exposures in the performance of their instructional duties or activities. Each Health Science program at Southeastern Technical College follows all state and federal regulations for the protection of faculty, students, patients, and staff. A complete manual of our compliance policies and procedures is available in each classroom and laboratory or upon request.

Basic Clinical Requirements and Costs
Most health science programs include the following requirements prior to beginning courses that involve clinical or laboratory training. However, some program requirements may vary slightly and cost ranges are estimates and are subject to change. Additional program specific requirements will be provided in the individual program area.
Uniform Costs: up to $300
Liability Insurance: $12 per year (EMT/Paramedic- $47 per fiscal year)
Physical Exam: $100-$150
Dental Exam: up to $150 (Dental Hygiene/Surgical Technology)
MMR Vaccination: $64
Measles Titer: $20
Mumps Titer: $20
Rubella Titer: $20
Varicella titer: $20
Hepatitis B Titer: $20
Special Note: A single charge may apply to more than one titer being drawn at the same time.
Varicella Vaccination: $117
TB Test: $40 (two-step PPD)
Tdap: $50 (May be less if you qualify for a reduced rate)
Tetanus Vaccination: $20

Hepatitis B Series: $264
Twin Rx (Hep B & A): $163 for 3 shot series (this option may be chosen instead of the Hepatitis B Series)
N95 fit testing: $20
Forensic Drug Screening and Criminal Background Check conducted by PreCheck: approximately $84.50
Respiratory N95 Mask Fitting: $20

Special Note: *Conviction of a felony would prevent a health science program student from participating in any clinical experience. Furthermore, other negative background check information (misdemeanors included) may also prevent clinical participation. If a student is unable to complete the clinical component, they will be dropped from the enrolled clinical course and the program. More specific information regarding this issue may be found in your program's student handbook. Additionally, conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board may be required. Program faculty will provide information about this procedure, if applicable.*

Capstone Courses

An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit assessment, they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

For any questions regarding STC's capstone courses, please see your program advisor.

VIDALIA CAMPUS
Clinical Laboratory Technology
Associate of Applied Science Degree Program

The Clinical Laboratory Technology associate degree program is a sequence of courses that prepares students for technician positions in clinical laboratories and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Clinical Laboratory Technology Associate of Applied Science degree and have the qualifications of a clinical laboratory technician.

PROGRAM ACCREDITATION

The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, http://www.naacls.org/.
National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd, Suite 720
Rosemont, IL 60018
(773) 714-8880

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for positions in clinical laboratories as technicians.
Upon completion of the Clinical Laboratory Technology program students are eligible to take certification exams offered by the Board of Registry of the American Society for Clinical Pathology and the American Medical Technologists. Certification is not a program graduation requirement.
Many clinical laboratories will hire graduates of who have yet to take the national certification exam (called "registry-eligible" graduates) with the understanding that the exam will be taken and passed within a predetermined time frame.

ADMISSIONS CRITERIA

- Submit a completed application & application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

- Complete the following courses with a grade of "C" or better.

Course	Hours

COL 1000*	College survival Strategies (Institutional Credit Only)	(3)
ENG 1101	Composition and Rhetoric (OL)	5
ENG 2130	American Literature	5
SPC 1101	Public Speaking (OL)	5
MAT 1111	College Algebra	5
PSY 1101	Introduction to Psychology(OL)	5
AHS 104	Introduction to Health Care	3
BI0 2113	Anatomy and Physiology I	7
SCT 100	Introduction to Microcomputers (OL)	3

- Complete PSB Health Occupations Aptitude Examination at least one quarter prior to enrollment in CLT 101.
- In the event of competitive admissions GPA AND PSB EXAM SCORES WILL BE UTILIZED TO RANK PROGRAM APPLICANTS.
- Students are strongly encouraged to complete all core courses prior to enrollment in CLT 101.

CLINCIAL LABORATORY TECHNOLOGY CURRICULUM

The standard curriculum for the Clinical Laboratory Technology program is designed for the quarter system. A student may begin taking core classes anytime during the year prior to the January that the Clinical Laboratory Technology program begins. To graduate, degree-seeking students must earn a minimum of 120 quarter credit hours. The program takes 7 quarters to complete.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**35**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
CHM 1111*	Chemistry I	5
CHM 1112*	Chemistry II	5
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
SPC 1101*	Public Speaking (OL)	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
OCCUPATIONAL COURSES		**82**
AHS 104*	Introduction to Health Care	3
BIO 2113*	Anatomy and Physiology I	5
BIO 2114*	Anatomy and Physiology II	5
CLT 101*	Introduction to Medical Laboratory Technology	3
CLT 103*	Urinalysis/Body Fluids	3
CLT 104*	Hematology/Coagulation	8
CLT 105*	Serology and Immunology	3
CLT 106*	Immunohematology	7
CLT 107*	Clinical Chemistry	7
CLT 108*	Microbiology	8
CLT 109*	Clinical Phlebotomy/Urinalysis/Serology Practicum**	4
CLT 110*	Clinical Immunohematology Practicum**	6
CLT 111*	Clinical Hematology/Coagulation Practicum**	6

CLT 112*	Clinical Microbiology Practicum**	6
CLT 113*	Clinical Chemistry Practicum**	6
CLT 118*	CLT Licensure Review I	1
CLT 119*	CLT Licensure Review II	1
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses
(OL) designation indicates course is available online in selected quarters.
This program is taught in a continuous sequence. If a "C" or greater is not achieved in any course, the entire program must be repeated.

Capstone Course

The CLT 119, the CLT Licensure Review II course has been identified as the capstone course for the Clinical Laboratory Technology Program. In accordance with TCSG state standards, this course requires students to pass a mock registry examination with a score of 70 or better within three attempts.

Students who do not pass the exit assessment will not be able to graduate from the CLT Program and must apply for readmission.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $6,210
Books/Supplies: $1,300
PSB Health Occupations Aptitude Examination: Initial exam $20; Re-takes $25
CPR Certification: $35
For additional program related costs refer to General Health Sciences Basic Clinical Requirements and Costs at www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

CLINICAL REQUIREMENTS

Prior to beginning practicum courses, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Students are required to have a background check and drug screen. Forms will be provided by the instructor. Students may not receive pay from the clinical site for practicum hours. Students are assigned to appropriate clinical sites by the program director.

The CLT Clinical Rotations are designed to give the student an opportunity for in-depth application and reinforcement of principles and techniques learned in the theory classes. Therefore, each CLT clinical course requires successful completion of the prerequisite theory class/es before a student can enroll in the associated clinical course.

Clinical Education Courses include:	Hours:
CLT 109 - Clinical Phlebotomy, Urinalysis, And Serology	120
CLT 110 – Clinical Immunohematology	200
CLT 111 - Clinical Hematology and Coagulation	200
CLT 112 - Clinical Microbiology	200
CLT 113 - Clinical Chemistry	200

There are specific rules and guidelines that must be followed in order to successfully pass each clinical course.

Clinical attendance is strict and must be followed. These rules are set in place by the TCSG. Clinicals are usually Monday through Friday beginning at 6:30am, but may be later depending on the individual clinical sites. Students are required to complete the minimum hours listed above for each clinical course. If a student misses more than 24 hours from any clinical rotation, he/she will be dropped from the course.

Students may be required to travel up to two hours for clinical rotations and are responsible for their own transportation to the clinical site.

The College has identified technical standards and/or essential functions that are critical to the success of students in the health sciences programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in the CLT Program will be asked to review the technical standards and clinical requirements (see Health Sciences Section of the Catalog) and sign a form certifying they have read, understand, and are able to meet the standards and requirements. If a student does not meet the technical standards and clinical requirements of the CLT Program, he/she may be dismissed from the program.

Program Progression Policy
In order to continue in the CLT program, the student must:

- Maintain a grade of C or better in all required courses.
- Be acceptable by clinical agencies for clinical experiences. Students must demonstrate safe practice and exercise appropriate judgment as beginning level practitioners.
- Maintain ability to meet essential functions for the profession.
- Maintain compliance with health policy and current health care provider CPR certification.

A student that has an unsuccessful attempt in a CLT course (W, D, or F) cannot progress and must reapply for admission. Course repetition will be based on guidelines outlined in the readmission policy.

Graduation Requirements
To earn the Associate of Applied Science Degree in Clinical Laboratory Technology, the student must:

- Maintain a C or better in each CLT classroom/lab course,
- Maintain a C or better in each clinical rotation and
- Maintain an overall GPA of 2.0 for all CLT classroom/lab courses required in the program.
- Pass the CLT 119 Mock Registry examination with a score of 70 or better within three attempts
- Completion of the College's required graduation process outlined in the online Catalog and Handbook.

Readmission to the Clinical Laboratory Technology Program
Students dropped from any Clinical Laboratory Technology Program course for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Clinical Laboratory Technology course will be allowed to repeat the program one time only. This policy applies to transfer students the same as for students fully in residence. Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the section "Admissions Criteria".

ADVANCED STANDING/TRANSFER POLICY
The Clinical Laboratory Technology Program does not allow students to obtain advanced standing due to previous education/work experience. Students are not allowed to transfer into the STC Clinical Laboratory Technology Program from another Clinical Laboratory Technology Program. The Clinical Laboratory Technology Program at Southeastern Technical College is based upon quality academic curriculum and principles. It is the belief of the Clinical Laboratory Technology Program faculty that granting advanced standing or transfer of Clinical Laboratory Technology courses would jeopardize the integrity of the program.

VIDALIA CAMPUS
Dental Hygiene
Associate of Applied Science Degree Program

The Dental Hygiene program is a sequence of courses which prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive a Dental Hygiene Associate of Applied Science degree.

EMPLOYMENT OPPORTUNITIES

Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; examining the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking or developing radiographs; and applying fluoride or sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public as well as function as a vital member of the dental team. Other employment settings include hospitals, military bases, correctional facilities, dental product companies, or insurance companies.

PROGRAM ACCREDITATION

The American Dental Association's Commission on Dental Accreditation serves the public by establishing, maintaining, and applying standards that ensure the quality and continuous improvement of dental and dental-related education and reflect the evolving practice of dentistry. The Commission formally evaluates programs at regular intervals. The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 211 East Chicago Avenue, Chicago, IL 60611. The dental hygiene program is accredited by the Commission on Dental Accreditation.

ESSENTIAL QUALIFICATIONS

The dental hygiene curriculum leading to an Associate of Applied Science degree requires students to engage in diverse, complex, and specific experiences essential to the acquisition of essential dental hygiene skills. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential in the successful completion of the requirements of an Associate of Applied Science degree in dental hygiene, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty, and other healthcare providers. The essential qualifications that students must demonstrate include but are not limited to the following:

- Students must have the **intellectual, conceptual and critical thinking abilities** to assess, analyze, reason and synthesize data in order to draw sound conclusions and make clinical decisions. Students must be able to problem solve as well as obtain, interpret, and document information.
- Students must have effective **oral and written communication skills** in order to accurately transmit information appropriate to the ability of patients, colleagues, and other healthcare workers. Students must be able to read and write legibly in English with proper spelling of medical and dental terms.
- Students must have **gross and fine motor skills** sufficient to lift and operate equipment and provide safe and effective dental hygiene care. Students must be able to reach and adjust the x-ray tube which is at a height of 52-60 inches from the floor. Students must assist or move patients from wheelchairs, when necessary, into the dental chair using proper body mechanics. Students must also have the motor skills necessary to perform basic life support and first aid in event of an emergency situation.

- Students must have **interpersonal skills** such that they are capable of interacting with individuals, families, and groups from a variety of social, economic, and ethnic backgrounds.
- Students must have the **physical mobility** necessary to move from place to place in small spaces as well as full range of motion, manual, and finger dexterity.
- Students must have **physical endurance** that enables them to stay on task for a prolonged period while sitting, standing, or moving.
- Students must have the **visual and perceptual abilities** sufficient for observation of patients, oral conditions, and assessment. Students must have the ability to discriminate between subtle changes in oral conditions clinically and radiographically. Students must possess a high degree of hand-eye coordination.
- Students' **auditory ability and other sensory skills** must be sufficient to monitor and assess the health needs and diagnose the oral conditions of patients as well as maintain patient safety.
- Students' **tactile sensitivity** must be sufficient for the use of detection, light pressure, and control when using small instruments in the oral cavity.
- Students must demonstrate **professional attitudes and behaviors**. Students must be able to use reasonable judgment under stressful conditions that impact patient care. Students must be able to tolerate taxing workloads, function effectively under stress and time constraints, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many patients. Students must be able to work independently as a member of a team to maintain the highest ethical standards in relation to quality care. Students must possess attributes such as compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Students must be able to present a professional appearance, maintain personal health, and be emotionally stable. Students must display excellent oral hygiene and dental health reflective upon the chosen profession of dentistry.

If a student does not meet the essential qualifications of the dental hygiene program, he/she may be dismissed from the program.

ADMISSIONS CRITERIA

- Submit a completed application & application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Attend a scheduled dental hygiene program orientation presented by Dental Hygiene faculty on Wednesday, May 25, 2011, at 4:00 PM in Health Sciences Annex;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

- Complete the following courses (28 credit hours) with a minimum grade of "C" in each course and a cumulative GPA of 3.0. CHM, BIO, and AHS courses must have been completed within 5 years.

Course		Hours
CHM 1111	Chemistry I	5
ENG 1101	Composition and Rhetoric	5
MAT 1111	College Algebra	5
BI0 2113	Anatomy and Physiology I	5
AHS 104	Introduction to Health Care	3
PSY 1101	Introduction to Psychology	5

- If applicable, **but not required**, provide documentation of paid dental office experience, within the last 2 years. This documentation must state the number of hours of paid experience that you have worked and must be signed by a licensed dentist. Submit documentation to the Director of the Dental Hygiene program.
- If applicable, **but not required**, provide documentation of graduation from an accredited Dental Assisting program with a GPA of 3.0 or better. Submit documentation to the Director of the Dental Hygiene program.
- Obtain a dental hygiene program information packet. Review, sign, and submit a "Statement of Interest in the Dental Hygiene Program" to the Director of Dental Hygiene after all the criteria stated above has been met. Deadline for submission of required documents is June 15, 2011, in order to be considered for admission into Fall semester 2011.
  Note: Only one class will be accepted into the Dental Hygiene Program each year, beginning Fall semester 2011.
- If a student is accepted into the dental hygiene program for Fall semester 2011, the student must complete BIO 2114 prior to or during Summer quarter 2011. The student must have completed BIO 2114 with a C or higher before starting dental hygiene classes in Fall semester 2011.

DENTAL HYGIENE PROGRAM COMPETITIVE ADMISSION PROCESS

Admission to the Dental Hygiene program is via a competitive selection process based primarily on grade point average of required core classes. Slots are awarded from the highest core grade point average downward until the maximum enrollment of approximately twelve (12) students is reached. In the case of a tie between candidates, the following criteria will be used to determine which candidate will be offered admission.

1. Documentation of paid dental experience
2. Documentation of graduation from a CODA accredited dental assisting program with a grade point average of 3.0 or better
3. Submission date of completed required documentation

In the event of a tie of the above stated criteria, the tie will be determined by a personal interview by the Dental Hygiene Admissions Committee. A ranking form will be completed during the personal interview and the highest ranking individual will be granted the position into the program.
If admitted into the Dental Hygiene program, students must have the following official documents on file with the Director of Dental Hygiene prior to entering any DHY course:

1. Complete physical and dental examinations, including copies of all immunization records to include TB skin test, tetanus vaccination, MMR vaccinations, and Varicella vaccination.

In addition to the information above, evidence of the following official documents must be on file with the Director of Dental Hygiene prior to entering the clinical component of the program:

1. #4402 Forensic Drug Panel (7)

2. Criminal Background Check*
3. Affidavit of non-drug dependency/felony arrest or conviction/misdemeanor arrest or conviction (excluding minor traffic violations)
4. Current certification in Health Care Provider CPR and basic first aid;
5. Documented proof of malpractice insurance purchased through Southeastern Technical College

*NOTE: Arrest or conviction of a misdemeanor (excluding minor traffic violations) or arrest or conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession. Early notification to the appropriate board is required.

BLOODBORNE/AIR-BORNE PATHOGEN EXPOSURE

The practice of dental hygiene puts the student at risk for exposure to bloodborne and infectious diseases. Southeastern Technical College's Exposure Control Plan is designed to provide the faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood and air-borne pathogens and a means of eliminating or minimizing exposures in the performance of their instructional duties or activities. The Dental Hygiene program at Southeastern Technical College follows all state and federal regulations for the protection of faculty, students, patients, and staff. A complete manual of our compliance policies and procedures is available upon request.

DENTAL HYGIENE CURRICULUM

The standard curriculum for the Dental Hygiene program is designed for the quarter system but will transition to the semester system beginning Fall Semester 2011. A student may begin taking core classes anytime during the year prior to the Fall Semester that the Dental Hygiene program begins. Students must achieve a minimum grade of C or higher in each course. To graduate, degree-seeking students must earn a minimum of 124 quarter credit hours. Once the six core classes have been completed and acceptance has been granted into the program, the program is seven quarters. Once the semester system begins, the program will be five semesters.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**35**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
SPC 1101*	Public Speaking (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
SOC 1101*	Introduction to Sociology	5
MAT 1111*	College Algebra (OL)	5
CHM 1111*	Chemistry I	5
OCCUPATIONAL COURSES		**86**
AHS 104*	Introduction to Health Care	3
BIO 2113*	Anatomy and Physiology I	5
BIO 2114*	Anatomy and Physiology II	5
DHY 100*	Tooth Anatomy & Root Morphology	3
DHY 101*	Oral Embryology and Histology	2
DHY 102*	Head & Neck Anatomy	3
DHY 103*	Dental Materials	3
DHY 104*	Preclinical Dental Hygiene Lecture	2
DHY 105*	Preclinical Dental Hygiene Lab	2

DHY 106*	Introduction to Dental Hygiene	1
DHY 107*	Radiology Lecture	3
DHY 109*	Radiology Lab	1
DHY 110*	Clinical Dental Hygiene I Lecture	2
DHY 111*	Clinical Dental Hygiene I Lab	3
DHY 113*	Microbiology and Infection Control	5
DHY 200*	Periodontology	4
DHY 201*	Clinical Dental Hygiene II Lecture	2
DHY 202*	Clinical Dental Hygiene II Lab	4
DHY 205*	Oral Pathology	4
DHY 206*	Pharmacology and Pain Control	4
DHY 207*	Community Dental Health	4
DHY 208*	Clinical Dental Hygiene III Lecture	2
DHY 209*	Clinical Dental Hygiene III Lab	4
DHY 211*	Biochemistry and Nutrition	3
DHY 213*	Clinical Dental Hygiene IV Lecture	2
DHY 214*	Clinical Dental Hygiene IV Lab	4
DHY 220*	Clinical Dental Hygiene V Lecture	2
DHY 221*	Clinical Dental Hygiene V Lab	4
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.

Credit Hours: *Students are advised that if they are accepted into this program, the seventh quarter does not contain enough credit hours to be considered full time for some financial aid and health insurance. The clinic contact is twelve to sixteen hours per week, but the credit hours do not reflect the number of hours scheduled for patient experiences. Students should also be advised that if they elect to take the additional core courses as prerequisites and not follow the suggested curriculum sequence, they may have additional quarters that do not contain enough credit hours to be considered full time for some financial aid and health insurance.*

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/ Supplies: $1,200 per quarter
Dental Hygiene National Board Exam: $265
CRDTS Examination: $860
Supplies/site fee for clinical boards: $260
Georgia License Fee: $50
Student American Dental Hygienist's Association membership: $90
Instruments: $2100
Misc supplies: $1500
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

READMISSION TO THE DENTAL HYGIENE PROGRAM
Students dropped from any Dental Hygiene course for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons, or students who have made less than a "C" in a

Dental Hygiene course will not be allowed to remain in the dental hygiene program. Students have the option of reapplying to the program the following year. Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the admission criteria section listed above. A maximum of one slot per class can be filled with a readmission. If more than one student qualifies for the designated readmission slot, the readmission slot will be awarded to the student that is rated the highest score by an interview committee. A student can readmit only one time. Due to the nature of the dental hygiene program, students must retake all courses and will not be given the option of a comprehensive written exam or a clinical skills competency exam.

ADVANCED STANDING/TRANSFER POLICY
The dental hygiene program does not allow students to obtain advanced standing due to previous dental education/work experience. Students are not allowed to transfer to the STC Dental Hygiene program from another dental hygiene program. The reason for these policies is due to the stringent board examinations and accreditation requirements for the profession of dental hygiene. A student with previous dental education or work experience is invited to apply for competitive admission into the dental hygiene program. However, the student is not given an opportunity to earn advanced standing or exempt previous dental hygiene courses taken at another college. The Dental Hygiene program at Southeastern Technical College is based upon quality academic curriculum and principles. It is the belief of the Dental Hygiene program faculty that granting advanced standing or transfer of dental hygiene courses would compromise the integrity of the program.

Medical Assisting Diploma Program

Medical assistants are multi-skilled allied health professionals dedicated to assisting with patient care management, in an ambulatory care setting, such as physician's offices and clinics of all sizes, and other outpatient facilities.

This practitioner performs administrative and clinical duties under the supervision of a licensed physician. Administrative duties may include scheduling and receiving patients, obtaining patient data, purchasing and maintaining supplies and equipment, handling insurance matters, office accounts, fees and collections. Clinical duties may include assisting with examinations and treatments, taking medical histories, performing certain diagnostic tests, maintaining instruments and equipment, preparing, administering and documenting medications, collecting and processing specimens.

The Medical Assisting program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for positions as medical assistants, medical office assistants, medical secretaries, medical receptionists, medical records clerks, and other related health care professionals.

LICENSURE/CERTIFICATION

The graduates of the program are eligible to take the Certified Medical Assistant Examination. (Felons are not eligible to sit for the CMA exam unless the Certifying Board grants a waiver based on certain mitigating circumstances.)

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MEDICAL ASSISTING CURRICULUM

The standard curriculum for the Medical Assisting program is designed for the quarter system. A student may enter the program in the Fall and Spring quarters on the Swainsboro Campus and Winter and Summer quarters on the Vidalia Campus, once all core classes are completed (including BUS 1130). To graduate, diploma-seeking students must earn a minimum of 84 quarter credit hours. The program generally takes 6 quarters to complete.

CURRICULUM OUTLINE	CREDITS
GENERAL CORE COURSES	15

COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1012*	Foundations of Mathematics*** (OL)	5
PSY 1010*	Basic Psychology(OL)	5
OCCUPATIONAL COURSES		**66**
AHS 1011*	Anatomy and Physiology (OL)	5
AHS 104*	Introduction to Health Care	3
AHS 109*	Medical Terminology (OL)	3
BUS 1130*	Document Processing **** (OL)	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 (OL)	3
MAS 111*	Administrative Practice Program	4
MAS 112*	Human Diseases (OL)	5
MAS 117(**)	Medical Assisting Externship	8
MAS 118*	Medical Assisting Seminar	4
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* *"C" or higher is required for designated courses.*
**Students with two quarters or greater lapse between critical program courses must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off. Critical program courses are: MAS 103, MAS 108, MAS 109, MAS 110, and MAS 111.*
(**)Students with one quarter or greater lapse before enrolling in MAS 117, Medical Assisting Externship, must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off.
(***) MAT 1012, Foundations of Mathematics, is a requirement for this program. MAT 1012 contains competencies essential for this program; therefore, MAT 1013, Algebraic Concepts, cannot be accepted for MAT 1012.
**** BUS 1130- a time writing is required for this class and if speed is not met an additional class (BUS 1100) will be required.*
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $1,300
Certification Exam: $125
* Uniforms are required beginning 4th quarter.
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

SPECIAL PROGRAM FEATURES

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

CLINICAL EDUCATION

Number of Clinical Sites: 20
General Location of the Clinical Sites:
Tattnall, Toombs, Montgomery, Appling, Jeff Davis, Evans, Johnson, Candler, Jenkins, Treutlen, Emanuel, and Wheeler counties.
Special Requirements of the Clinical Sites:

- CPR Certification; First Aid Training;
- Beginning fourth quarter students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor;
- Criminal Background Check
- Urine Drug Screen

Clinical Education Courses

The Medical Assisting Externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. The clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through.

The Externship requires that the student spend a minimum of 24 hours a week in a supervised work setting, for a total of 240 hours. Students may not receive pay from the clinical site for externship hours. If the student misses more than 24 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the externship coordinator.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday and 8:00 a.m.-12 noon on Saturdays. However, some clinical hours may be scheduled to include shift work. Clinical sites are selected by the program coordinator. Students are responsible for having reliable transportation to the site.

VIDALIA CAMPUS
Paramedic Technology Diploma Program

The Paramedic Technology program prepares students for employment in paramedic positions in today's health services field. The Paramedic Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology diploma and are eligible to sit for the National Registry of EMTs, and the paramedic licensure exam.

EMPLOYMENT OPPORTUNITIES

After successfully passing the licensure exam, graduates from the paramedic Technology program are eligible for employment as primary, pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency room, health clinics, and industrial facilities.

LICENSURE/CERTIFICATION

Students who complete the program are eligible to sit for the national registry exam to become paramedics.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Submit documentation of current certification as an EMT-B or EMT-I by Georgia, another state, or the National Registry of EMTs;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

Students with two quarters or greater lapse between critical program courses must pass a comprehensive written exam with a grade of 75% or better and pass a practical skills check-off. Critical program courses are: EMS 129, EMS 130, EMS 131, EMS 132, EMS 133, EMS 134, EMS 135, EMS 136. All clinical hours must be completed within the 4 quarter immediately prior to program completion.

PARAMEDIC TECHNOLOGY CURRICULUM

The standard curriculum for the Paramedic Technology program is designed for the quarter system. Students are admitted into the Paramedic Technology program every 5th quarter and courses are taught evenings only. The diploma requires 79 credit hours to complete and can generally be completed in 6 quarters.

CURRICULUM OUTLINE	CREDITS

GENERAL CORE COURSES		**10**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1012*	Foundations of Mathematics** (OL)	5
OCCUPATIONAL COURSES		**66**
AHS 1011*	Anatomy and Physiology (OL)	5
EMS 126*	Introduction to the Paramedic Profession	3
EMS 127A*	Patient Assessment I	2
EMS 127B*	Patient Assessment II	2
EMS 128*	Applied Physiology and Pathophysiology	3
EMS 129*	Pharmacology	4
EMS 130*	Respiratory Management and Function	5
EMS 131*	Trauma	5
EMS 132*	Cardiology I	5
EMS 133*	Cardiology II	4
EMS 134*	Medical Emergencies	5
EMS 135*	Maternal/Pediatric Emergencies	5
EMS 136*	Special Patients	2
EMS 201*	Summative Evaluations	5
EMS 210	Clinical Applications for the EMT-Paramedic I	2
EMS 211	Clinical Applications for the EMT-Paramedic II	2
EMS 212	Clinical Applications for the EMT-Paramedic III	2
EMS 213	Clinical Applications for the EMT-Paramedic IV	2
EMS 214	Clinical Applications for the EMT-Paramedic V	2
EMS 215	Clinical Applications for the EMT-Paramedic VI	2
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
*** MAT 1012, Foundations of Mathematics, is a requirement for this program. MAT 1012 contains competencies essential for this program, therefore, MAT 1013, Algebra, cannot be accepted for MAT 1012.*
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,100
Books/Supplies: $1,100
National Registry Board Fee: $110 + site fee (approximately $150)
State License Fee: $75
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

CLINICAL EDUCATION

Number of Clinical Sites: 1
(Southeastern Tech reserves the right to add additional sites as needed.)
General Location of the Clinical Sites:
Toombs County.
Special Requirements of the Clinical Sites:

- CPR Certification;
- Hepatitis B vaccine, based on Clinical site requirements.

Pharmacy Technology Diploma Program

The Pharmacy Technology program is a sequence of courses that prepares students for careers in the pharmacy field. Pharmacy Technology program graduates are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescriptions under supervision of a pharmacist. Program graduates are to be competent in the general areas of communication, math, interpersonal relations, and computer literacy. Graduates are also to be competent to perform basic occupational functions including pouring, weighing, or measuring dosages; grinding, heating, filtering, dissolving, and mixing liquid or soluble drugs and chemicals; procuring, storing, and issuing pharmaceutical materials and supplies; and maintaining files and records. Graduates of the program receive a Pharmacy Technology diploma which qualifies them as pharmacy technicians.

EMPLOYMENT OPPORTUNITIES

Graduates of the Pharmacy Technology program are prepared for employment positions in hospital pharmacies, retail pharmacies, home infusion pharmacies, institution pharmacies, military base pharmacies, major drug companies, and other healthcare facilities requiring qualified professional personnel.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

- Complete MAT 1012 with a grade of "B" or higher;
- Complete core courses with an overall 2.5 GPA;
- Complete AHS 1011, AHS 109, and ENG 1010 prior to taking the PSB;
- Must score within the 25th percentile on PSB.

PHARMACY TECHNOLOGY CURRICULUM

The standard curriculum for the Pharmacy Technology program is designed for the quarter system. The diploma requires 79 credit hours to complete and can generally be completed in 6 quarters. Students may enter the program during the Fall and Spring quarters.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**15**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	Fundamentals of English I (OL)	5

MAT 1012*	Foundations of Mathematics (OL)	5
PSY 1010*	Psychology (OL)	5
OCCUPATIONAL COURSES		**58**
AHS 1011*	Anatomy and Physiology (OL)	5
AHS 1015*	Basic Inorganic Chemistry	4
AHS 104	Introduction to Healthcare	3
AHS 109*	Medical Terminology (OL)	3
PHR 100*	Pharmaceutical Calculations	5
PHR 101*	Pharmacy Technology Fundamentals	5
PHR 102*	Principles of Dispensing Medication	6
PHR 103*	Principles of Sterile Medication Preparation	6
PHR 104*	Pharmacy Technology Pharmacology	5
PHR 105*	Pharmacy Technology Practicum	7
PHR 106*	Advanced Pharmacy Technology Principles	5
PHR 107	Advanced Pharmacy Technology Practicum	7
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses
*** MAT 1012, A minimum grade of â€œBâ€• Foundation of Mathematics, is a requirement for this program. MAT 1012 contains competencies essential for this program, therefore, MAT 1013, Algebra, cannot be accepted for MAT 1012. (OL) designation indicates course is available online in selected quarters.*

PROGRAM COSTS
(Costs are estimates and can vary to and are subject to change.)
Tuition/Fees: $2,820
Books/Supplies: $950
Testing Fee: $60
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

PRACTICUM EDUCATION
Practicum Sites:
Community, institutional, hospice, and home health pharmacies.
General Location of the Practicum Sites:
Toombs, Tattnall, and Montgomery Counties and surrounding areas.
Special Requirements of the Practicum Sites:

- CPR Certification;
- Hepatitis B vaccine;
- Drug screening;
- Criminal Background check (to include national);
- Lab work including TB test and immunizations

Practicum Assignments

Pharmacy Technology students will be required to complete practicum assignments which will be given by the instructor at the beginning of the quarter. Requirements for practicum courses include a minimum of 21 hours a week in a supervised setting, for a total of 210 hours. Students may not receive pay from the sites for these hours. If a student misses more than 21 hours without prior authorization from the instructor, they will be automatically dropped from the course. Student evaluations are competed by the practicum site preceptor and the program instructor. The student is required to adhere to his/her practicum schedule at all times. No personal adjustments can be made unless it is an extreme emergency. All students must know that traveling may be required for practicum rotations.

Special Program Features

The Pharmacy Technology Program is accredited by the (ASHP) American Society of Health-System Pharmacists (http://www.ashp.org/):
American Society of Health-System Pharmacists
7272 Wisconsin Ave.
Bethesda, MD. 20814
(301) 657-3000
Students will be eligible to sit for the national certification exam given by the Pharmacy Technician Certification Board. Eligibility requirements for the PTCE exam include having never been convicted of a felony. Because of this policy, there may be an inability of the person with a conviction to work in the profession.

Readmission to the Pharmacy Technology Program

Students dropped from the Pharmacy Technology program for attendance (i.e. maternity, health related, family illness, and/or personal difficulties), academic reasons or students who have made less than a "C" in a course may seek readmission for the following class. This also pertains to transfer students from another program. Students dropped from the Pharmacy Technology program may be allowed to repeat a course(s) one time only. Also, a student may repeat only one quarter within the Pharmacy Technology curriculum.
Students granted readmission to the Pharmacy Technology program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter. A student can only be readmitted to the Pharmacy Program if the following criteria are met:

1. The student work ethic grade in all courses completed or in progress was a "2" or higher when he/she left the program.
2. The student did not violate clinical policies resulting in dismissal from the program.
3. If space is available in the Pharmacy program.

If all criteria are met, the student must then complete the following tasks before being readmitted to the Pharmacy Program:

1. Take a comprehensive written exam on all previous pharmacy courses that were completed and make a minimum score of 75 on all exams.
2. Properly demonstrate a variety of clinical skills check-offs from the previous pharmacy courses that were completed.

All Pharmacy Technology practicum courses (PHR106, and PHR107 must be repeated regardless of whether the course was passed or failed by the student previously.

Practical Nursing Diploma Program

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

EMPLOYMENT OPPORTUNITIES

Graduates from this program will have a variety of employment opportunities awaiting them. After successfully passing the licensure exam, graduate nurses can work in hospitals, nursing homes, clinics and physician offices.

LICENSURE/CERTIFICATION

After successful completion of the Practical Nursing program, a graduate will apply to sit for the licensure exam. When this exam is passed, the graduate will receive a license to practice as a Licensed Practical Nurse in the state of Georgia.

ADMISSIONS CRITERIA

-
- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

- Complete the following courses with a grade of "C" or better with a GPA of at least 3.0:

Course		Hours
AHS 1011	Anatomy and Physiology (OL)	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology (OL)	3
SCT 100	Introduction to Microcomputers (OL)	3
ENG 1010	English (OL)	5
MAT 1012	Foundations of Mathematics (OL)	5
PSY 1010	Psychology (OL)	5

- Complete the PSB Aptitude Exam for Practical Nursing and score in the 25th percentile in each section of the test.

Students must complete 3 out of the 7 courses listed above prior to taking the PSB Aptitude Exam for Practical Nursing. Students are not required, but are strongly encouraged to take AHS 1011, AHS 109, and AHS 104 prior to scheduling the exam. It is the student's responsibility to contact the Admissions Office when 3 of the 7 courses have been completed.

Selection into the Practical Nursing program is a competitive process. All applicants who have met the minimum requirements for admission will be rated by PSB test scores and other quantitative terms within the admission process.

Upon notification by your instructor, you must complete these necessary forms:

- Verification of birth;
- Medical History form and Medical Examination Form;
- Forensic Drug Screening and Criminal Background Check conducted by PreCheck;
- Affidavit of Non-Drug Dependency/Felony Conviction;
- Hepatitis B Consent or Declination Form; and
- Immunization Forms (TB Skin Test, Tetanus Vaccination, MMR Vaccinations, Varicella Vaccinations)

PRACTICAL NURSING CURRICULUM

Once a student has met the criteria above, then he/she will follow the sequence of Practical Nursing Practice courses outlined below. After completing the 7 classes listed above, the program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 95 credit hours. Students may enter the Vidalia campus program Fall and Spring quarters (daytime only), Swainsboro campus program Winter and Summer quarters (daytime only). An evening program is offered on the Glennville campus.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**15**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1012*	Foundations of Mathematics** (OL)	5
PSY 1010*	Psychology (OL)	5
OCCUPATIONAL COURSES		**77**
AHS 1011*	Anatomy and Physiology (OL)	5
AHS 102*	Drug Calculation and Administration	3
AHS 103*	Nutrition & Diet Therapy	2
AHS 104*	Introduction to Health Care	3
AHS 109*	Medical Terminology (OL)	3
NPT 112*	Medical-Surgical Nursing I Practicum	7
NPT 113*	Medical-Surgical Nursing II Practicum	7
NPT 212*	Pediatric Practicum	2
NPT 213*	Obstetrical Practicum	3
NPT 215*	Leadership Practicum	2
NSG 110*	Nursing Fundamentals	10
NSG 112*	Medical-Surgical Nursing I	9
NSG 113*	Medical-Surgical Nursing II	9
NSG 212*	Pediatric Nursing	5

NSG 213*	Obstetrical Nursing	5
NSG 215*	Nursing Leadership (OL)	2
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
** MAT 1012, Foundations of Mathematics, is a requirement for this program. MAT 1012 contains competencies essential for this program, therefore, MAT 1013, Algebra, cannot be accepted for MAT 1012.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,718
Books/Supplies: $1,200
Licensure Exam: $240
ATI Testing Fees: $194
ATI Exam: $35.00
Mandatory NCLEX Review Class: $210
STC Practical Nursing pin: $65
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

SPECIAL PROGRAM FEATURES
The Georgia Board of Examiners for Licensed Practical Nurses (GBELPN) determines graduate eligibility to sit for the national licensure exam. The graduate is required to submit an extensive confidential application to the Board. The application includes information regarding prior felony convictions.

CLINICAL EDUCATION
Number of Clinical Sites: Approximately 40
General Location of the Clinical Sites:
Toombs, Montgomery, Tattnall, Candler, Emanuel, Jenkins, Johnson, and Treutlen counties. Please note some clinical sites may be located outside of the immediate service delivery area.
Special Requirements of the Clinical Sites:
Special requirements of the Georgia Board of Examiners for Licensed Practical Nurses as well as Clinical Sites include: a physical exam along with blood work, up-to-date immunization records, drug screen, and criminal background check are required in order to attend clinical. Successful completion and current American Heart Association Health Care Provider CPR status is also required.

Clinical Education Courses
Each nursing quarter requires successful completion of the designated theory class for that quarter before a student can attend the clinical part of the program. Clinicals are designed to give the student a real-life work experience of a Licensed Practical Nurse in a specific medical setting.

Clinical Education Courses include:		**Hours:**
NPT 110	Nursing Fundamentals	60
NPT 112	Medical-Surgical Nursing I Practicum	210
NPT 113	Medical-Surgical Nursing II Practicum	210
NPT 212	Pediatric Nursing Practicum	60
NPT 213	Obstetric Nursing Practicum	90

There are specific rules and guidelines that must be followed in order to successfully pass each clinical course. Clinical attendance is strictly enforced as mandated by the GBELPN. Any missed days of clinical must be made up.

Clinical Assignments
Clinicals usually begin at 6:30 a.m. (for the day program), but may be earlier or later depending on the individual clinical sites. Evening program clinical scheduling may vary depending upon each individual clinical site. Students are required to spend the time designated by the GBELPN in each clinical area. Students are responsible for their own transportation to and from the clinical site.

Progression
In order to continue in the nursing program, the student must:

- Maintain a grade of C or better in all required courses.
- Achieve a passing score on the required medication administration exams.
- Be acceptable by clinical agencies for clinical experiences. Students must demonstrate safe practice in care of clients and exercise appropriate judgment as beginning level practitioners.
- Maintain ability to meet essential functions for nursing.
- Maintain compliance with health policy and current health care provider CPR certification.

A student that has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on guidelines outlined in the readmission policy.
Withdrawal and/or a D or F in one or more nursing courses in a term is considered one unsuccessful attempt.

Readmission to the Practical Nursing Program
Based on space availability, readmission may be considered for the following:

- Students who withdraw with Withdraw Passing (WP) or Withdraw Failing (WF).
- Students who fail to complete a course with a grade of C or better.

Students can only be readmitted ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for readmission.
Students must request reinstatement within one year from the term of withdrawal or failure.
Any student requesting readmission must reapply to the Admissions office at least three months prior to the appropriate start date.
Students must submit to the Program Director:

- A letter requesting readmission that includes:
    - Last quarter and nursing program attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her nursing education.
- The college required documents for proof of current BLS CPR certification, immunizations, physical exam, criminal background check and drug screen.

Students applying for re-entry beyond the first quarter must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better

on the challenge exams and score 90 or better on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Reinstatement will be denied due to, but not limited to, any of the following circumstances:

- Grade point average is less than 2.0 from nursing occupational courses, with NSG/NPT prefixes, completed at the current institution;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive two critical incident reports;
- Students who did not maintain a work ethic grade of at least a 2 on the Final work ethics evaluation for all required nursing courses.
- Twelve months have elapsed since the student was enrolled in a nursing course;
- Student has been dismissed from the program

Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the nursing program.

In the event more than one student meets the requirements for re-admission, the following criteria will be utilized to determine the best candidate for re-admission:

- Interview: 33%
- Judgment/Comprehension score on the PSB: 33%
- GPA: 33%

Students may be eligible for academic forgiveness 5 years after last nursing course attempted and may apply for readmit to the first nursing course.

Transfer

The transfer policy applies only to students desiring to transfer between Technical College System of Georgia including college campus programs.

Any student requesting transfer must apply to the Admissions office at least three months prior to the appropriate start date.

Based on space availability, transfer may be considered for students meeting the following criteria. Students must:

- meet minimum admission standards for the nursing program.
- possess a minimum of a 2.5 cumulative GPA at time of transfer.
- possess a work ethic grade of at least a 2 on the Final work ethics evaluation for all required courses.
- be a student in good standing and eligible to return to the previous nursing program.
- provide a letter of recommendation from the Dean/Director/Instructor of the previous program.

Students must submit:

- The college required documents for proof of current BLS CPR certification, immunizations, physical exam, criminal background check and drug screen.

Students applying for transfer beyond the first quarter must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 90 or better on the pharmacology test. Students must successfully

complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Students can only be readmitted for transfer ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for transfer. Students will be accepted for transfer between college programs one time only.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

In the event more than one student meets the requirements for transfer, the following criteria will be utilized to determine the best candidate for transfer

- Interview: 33%
- Judgment/Comprehension score on the PSB: 33%
- GPA: 33%

VIDALIA CAMPUS
Radiologic Technology Diploma Program

The Radiologic Technology diploma program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology diploma, and have the qualifications of a radiographer.

EMPLOYMENT OPPORTUNITIES
Graduates of the Radiologic Technology program are prepared for responsible positions in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

LICENSURE/CERTIFICATION
To become Registered Technologists, graduates must pass the American Registry of Radiologic Technologists Examination.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Complete ISSA TCC with an overall 3.0 GPA;
- Take the PSB while enrolled in the 3rd Spring Quarter Classes of ISSA TCC;
- Score within the 30th percentile on the Health Occupations Aptitude Examination PSB;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	37
COMPASS	70	23	26	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

RADIOLOGIC TECHNOLOGY COMPETITIVE ADMISSION PROCESS
Admission to the Radiologic Technology program is a competitive selection process based primarily grade point average of the ISSA certificate program. Seats are awarded from the highest grade point average downward until the maximum enrollment of approximately twelve (12) students is reached.* In the case of a tie between candidates, the following criteria will be used to determine which candidate will be offered admission.

1. PSB scores

Note: The number of students accepted into the Radiologic Technology program is based on the standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT), which are based on the availability of the program's clinical education settings.

RADIOLOGIC TECHNOLOGY CURRICULUM

The standard curriculum for the Radiologic Technology program is designed for the quarter system. The diploma requires 121 credit hours to complete and can generally be completed in 7 quarters. Students may enter the program Fall quarter.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1013*	Algebraic Concepts (OL)	5
OCCUPATIONAL COURSES		**105**
AHS 104*	Introduction to Healthcare	3
AHS 1011*	Anatomy and Physiology(OL)	5
RAD 101*	Intro to Radiography	5
RAD 103*	Body, Trunk and Upper Extremity Procedures	3
RAD 106*	Lower Extremities and Spine	3
RAD 107*	Principles of Radiographic Exposure I	4
RAD 109*	Contrast Procedures	3
RAD 113*	Cranium Procedures	2
RAD 116*	Principles of Radiographic Exposure II	3
RAD 117*	Radiographic Imaging Equipment	4
RAD 119*	Radiographic Pathology and Medical Terminology	3
RAD 120*	Principles of Radiation Biology and Protection	5
RAD 123*	Radiographic Science	5
RAD 126*	Radiology Technology Review	4
RAD 132*	Clinical Radiography I	5
RAD 133*	Clinical Radiography II	7
RAD 134*	Clinical Radiography III	7
RAD 135*	Clinical Radiography IV	7
RAD 136*	Clinical Radiography V	7
RAD 137*	Clinical Radiography VI	10
RAD 138*	Clinical Radiology VII	10
ISS 132*	Clinical Practice	2
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $2,985
Books/Supplies: $1,225
Rad Tech Certification Exam: $150
Film Badge (Female): $350

Film Badge (Male): $175
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

SPECIAL PROGRAM FEATURES

Upon completion of the program, students will be eligible to sit for the Certification Exam given by the American Registry of Radiologic Technologists. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Be-cause of this policy, there may be an inability of the person with the conviction to work in the profession. The Radiologic Technology Program meets Georgia TCSG standards.

CLINICAL EDUCATION

Clinical Sites:
Area hospitals, private orthopedic offices, private imaging centers.
General Location of the Clinical Sites:
Toombs County and surrounding counties.

Practicum Assignments

Radiology students will rotate through the clinical affiliates on a quarterly basis. Clinical assignments are made during the first shift hours, Monday through Friday. Clinical assignment schedules will be distributed at the beginning of each quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. Students may be asked to travel up to one hour and thirty minutes from STC for clinical rotations. During clinical rotations, the student will be responsible for all transportation.

Readmission to the Radiologic Technology Program

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

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

Surgical Technology Diploma Program

The Surgical Technology diploma program prepares students for employment in a variety of positions in the surgical field. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

EMPLOYMENT OPPORTUNITIES
Graduates of the Surgical Technology program are prepared for responsible positions in hospitals, private clinics or other institutions requiring qualified professional personnel.

LICENSURE/CERTIFICATION
To become certified, Surgical Technology, graduates must pass a national certification examination by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

- If admission to program becomes competitive, entry to the program will be based on a GPA of 3.0 for core classes and 25% on the PSB exam;
- Complete core courses with an overall 3.0 GPA;
- Complete AHS 1011, AHS 104, and ENG 1010 prior to taking the PSB;
- Complete all core classes prior to Winter quarter.

SURGICAL TECHNOLOGY CURRICULUM
The standard curriculum for the Surgical Technology program is designed for the quarter system. The diploma requires 87 credit hours to complete and can generally be completed in 6 quarters. Students are admitted every Summer quarter for completion of core classes.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**15**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1012*	Foundations of Mathematics** (OL)	5
PSY 1010*	Psychology (OL)	5

OCCUPATIONAL COURSES		69
AHS 1011*	Anatomy and Physiology (OL)	5
AHS 104*	Introduction to Health Care	3
AHS 109*	Medical Terminology (OL)	3
SUR 101*	Introduction to Surgical Technology	6
SUR 102*	Principles of Surgical Technology	5
SUR 108*	Surgical Microbiology	3
SUR 109*	Surgical Patient Care	3
SUR 110*	Surgical Pharmacology	3
SUR 112*	Introductory Surgical Practicum	7
SUR 203*	Surgical Procedures I	6
SUR 204*	Surgical Procedures II	6
SUR 213*	Specialty Surgical Practicum	8
SUR 214*	Advanced Specialty Surgical Practicum	8
SUR 224*	Seminar in Surgical Technology	3
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
*** MAT 1012, Foundations of Mathematics, is a requirement for this program. MAT 1012 contains competencies essential for this program, therefore, MAT 1013, Algebra, cannot be accepted for MAT 1012.*
(OL) designation indicates course is available online in selected quarters.

Technical Standards for Health Sciences Education

The Health Sciences Division faculty have specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in Health Sciences programs and professional practice.

1. Ability to work in a clinical setting eight to ten twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,232
Books/Supplies: $1,100
Professional/Organization Dues: $55
National Certification Exam: $190
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

CLINICAL EDUCATION

Clinical Sites:
Hospitals within a two-hour radius. Includes: Meadows Regional Medical Center, Emanuel Medical Center, Fairview Park Hospital, VA Hospital - Dublin, Taylor Regional, Wayne Memorial, Appling Healthcare, Georgia Institute of Plastic Surgery, University Healthcare, and Coffee Regional Medical

Center, Dodge County Hospital, Candler County Hospital, Dorminey Medical Center, Liberty Medical Center, and Evans County Hospital.

Special Requirements of the Clinical Sites:

CPR Certification; drug screening; Hepatitis B vaccine; TB skin test; complete physical and dental exam. The student may have to attend the clinical site's orientation program prior to admission to the operating room.

General Location of the Clinical Sites:

Toombs and surrounding counties. Students may have to travel to a site that is a maximum of two hours from Toombs County in order to experience the required case loads necessary to graduate. Out of town expenses are to be paid by the student. This includes transportation and gas, hotel room and food.

Practicum Assignments

Surgical Technology students will rotate through the clinical affiliates as scheduled in the course sequence. The standard clinical case requirements that students must achieve is 125 cases in order to complete the program. These 125 cases are distributed among three levels of both core and specialty cases. A minimum of 35 cases must be performed independent of the preceptor or instructor.

SPECIAL PROGRAM FEATURES

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

Commission on Accreditation of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

(727) 210-2350

Students will be required to sit for the national certification examination given by the National Board of Surgical Technology and Surgical Assisting, (NBSTSA) prior to graduation. The NBSTSA has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the certifying examination. Because of this policy, there may be an inability of the person with a conviction to work in the profession. The Surgical Technology program and curriculum meets Georgia TCSG standards.

Surgical Technology Club

The Surgical Technology Club is open to all Surgical Technology student majors, including those taking their core classes at Southeastern Tech. The purpose of the Surgical Tech Club is to promote interest in careers in Surgical Technology and to provide members with opportunities to contribute to the health and well-being of the community through projects and programs.

Certified Nurse Aide Certificate Program

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.

EMPLOYMENT OPPORTUNITIES
Certified Nurse Aides primarily seek employment in long-term care facilities such as nursing homes, home health care agencies, and/or hospitals.

LICENSURE/CERTIFICATION
Students who successfully complete the coursework will be eligible to take the state exams to become Certified Nurses Aides.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	33	31	30	
COMPASS	49	13	18	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

CERTIFIED NURSE AIDE CURRICULUM
The standard curriculum for the Certified Nurse Aide program is designed for the quarter system. Entrance into the program may begin any quarter for daytime and every other quarter for night program. The program can usually be completed in 1 quarter during the daytime, but generally takes 2 quarters to complete at night. To graduate, students must earn 16 credit hours.

CURRICULUM OUTLINE	CREDITS
GENERAL CORE COURSES	**3**
EMP 1000* Interpersonal Relations and Professional Development (OL)	3
OCCUPATIONAL COURSES	**13**
AHS 109* Medical Terminology (OL)	3
CNA 100* Patient Care Fundamentals	8
CNS 108* Personal Nutrition	2

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)

Tuition/Fees: $704
Books: $280
Criminal Background Check: $25
(Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-353. Adverse information on criminal background checks does hinder an individual from participating in clinical and obtaining employment.)
Urine Screen: $25 to $35
N95 fit testing: $20
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.
State Standardized Written\Oral and Skills Exam: $107-$117

CLINICAL REQUIREMENTS

Students must complete 24 clinical hours. Attire for clinical is a uniform consisting of a navy blue shirt and pants or skirt, and white duty shoes.
Students must have the ability to assist in the transporting, moving, lifting and transferring of patients. Students must be able to life devices (weighing up to 50 lbs).
Students must provide documentation of TB skin testing and current immunizations to include Hepatitis B vaccination or sign declination form by the deadline determined by the course instructor. Students must also complete a criminal background check and urine screen prior to beginning CNA 100 clinicals. Instructor will provide forms and instructions at the beginning of CNA 100.

Emergency Medical Technician, Intermediate Certificate Program

The Emergency Medical Technician Intermediate certificate program provides students with the knowledge and skills necessary to succeed in the EMT profession. This certificate program will allow students to sit for the National Registry Exam for Emergency Medical Technician-Basic after completion of the clinical component in the third quarter. The remainder of the course allows students to prepare for the National Registry Exam for Emergency Medical Technician - Intermediate (EMT-I). Students can obtain these certifications upon successful completion of the courses and the successful completion of the registry exams. The EMT-B certification is the entry-level classification required for employment with ambulance services in the state of Georgia.

EMPLOYMENT OPPORTUNITIES

After successfully passing the certification exam, graduates from the Emergency Medical Technician (EMT) program are eligible for employment as entry level, pre-hospital care givers on ambulances in the State of Georgia. Other potential employment opportunities exist with hospital emergency rooms, health clinics, and industrial facilities.

LICENSURE/CERTIFICATION

Students who complete the program are eligible to sit for the national registry exam and become EMT-I's.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

Students with two quarters or greater lapse between program courses must pass a comprehensive written exam with a grade of 75% or better and pass a practical skills check-off.

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE CURRICULUM

The standard curriculum for the Emergency Medical Technician, Intermediate program is designed for the quarter system. Entrance is in the Fall quarter and classes are taught in the evenings only. The certificate requires 27 credit hours to complete the program and can generally be completed in 4 quarters.

CURRICULUM OUTLINE	CREDITS
OCCUPATIONAL COURSES	**27**
*EMS 1101 Introduction to the EMT Profession	4
*EMS 1103 Patient Assessment for the EMT	2

*EMS 1105	Airway Management for the EMT	2
*EMS 1107	Medical and Behavioral Emergencies for the EMT	3
*EMS 1109	Assessment and Management Across the Lifespan for the EMT	2
*EMS 1111	Trauma Emergencies and WMD Response	4
*EMS 1113	Clinical Applications for the EMT Basic	1
*EMS 1115	Practical Applications for the EMT-Basic	2
*EMS 1201	Pharmacology and Shock/Trauma for the EMT-Intermediate	3
*EMS 1203	Clinical Applications for the EMT-Intermediate I	1
*EMS 1205	Clinical Applications for the EMT-Intermediate II	1
*EMS 1207	Practical Applications for the EMT-Intermediate	2

"C" or higher is required for designated courses.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,701
Books/Supplies: $350
National Registry Board Fee: $100; plus site fee (approx $75)
State License Fee: $50
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

CLINICAL EDUCATION
Number of Clinical Sites: 1
(Southeastern Tech reserves the right to add additional sites as needed.)
General Location of the Clinical Sites:
Toombs County.
Special Requirements of the Clinical Sites:
CPR Certification and Hepatitis B vaccine; based on clinical site requirements.

Health Care Assistant Certificate Program

The purpose of the Health Care Assistant (HCA) technical certificate of credit is to prepare graduates to enter the workforce in a variety of health careers including medical coding and phlebotomy technician. The concentrations offered build upon a common core of general education and Health Sciences courses. Students also have the option to complete more than one concentration in order to compete for positions with employers who are seeking multi-skilled health care assistants.

Medical Coding

Medical coders review patient medical records and use codes to identify specific outpatient and inpatient procedures and services for billing private and public insurance companies. In addition to identifying the procedure or service performed, the assigned codes determine how much the healthcare provider will be reimbursed by Medicare, Medicaid and private and public insurance companies. It's critical that the proper codes are used as mistakes can delay payment. Furthermore, the codes must adhere to insurance requirements and federal regulations.

EMPLOYMENT OPPORTUNITIES

Medical coders are employed in a variety of settings, including: hospitals, doctor's offices, clinics, outpatient care centers, family practices, nursing homes, and group practices.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

HCA, MEDICAL CODING CURRICULUM

The standard curriculum for the HCA, Medical Coding option is designed for the quarter system. Students may enter the HCA, Medical Coding option quarterly. The Medical Coding option generally takes 4 quarters to complete. To graduate, students must earn a minimum of 49 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**15**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1012*	Foundations of Mathematics (OL)	5
PSY 1010*	Psychology (OL)	5
OCCUPATIONAL COURSES		**31**
AHS 1011*	Anatomy and Physiology(OL)	5

AHS 104*	Introduction to Healthcare	3
AHS 109*	Medical Terminology (OL)	3
MAS 112*	Human Diseases (OL)	5
MAS 151*	ICD-9 Coding I	3
MAS 152*	ICD-9 Coding II	3
MAS 153*	Physicians' Procedural Coding	3
BUS 1130**	Document Processing (OL)	6
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.

** a time writing is required for this class and if speed is not met an additional class (BUS 1100) will be required.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $2,538
Books/Supplies: $800

Health Care Assistant Certificate Program

Phlebotomy Technician
The Phlebotomy Technician program trains students to obtain blood samples from an artery or vein as ordered by a medical doctor, or other licensed healthcare practitioner for screening and diagnostic evaluation in a lab. Phlebotomists also perform other tasks as required, such as urine collection, specimen processing, sample testing, and analysis reports. Their main goal is to maintain the sample's integrity, practice universal precautions, and deliver excellent services to the community.

EMPLOYMENT OPPORTUNITIES
Phlebotomist are employed in a variety of medical facilities, including: hospitals, laboratories, blood banks, and physicians offices.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

HCA, PHLEBOTOMY CURRICULUM
The standard curriculum for the HCA, Phlebotomy option is designed for the quarter system. The program is offered on the Vidalia, Swainsboro, and Glennville campuses. The Phlebotomy option generally takes 4 quarters to complete. To graduate, students must earn a minimum of 44 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**15**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1012*	Foundations of Mathematics (OL)	5
PSY 1010*	Psychology (OL)	5
OCCUPATIONAL COURSES		**26**
AHS 1011*	Anatomy and Physiology(OL)	5
AHS 104*	Introduction to Healthcare	3
AHS 109*	Medical Terminology (OL)	3
PHL 103**	Introduction to Venipuncture†	4
PHL 105**	Clinical Practice	8
MAS xxx*	Approved Electives to choose from see below:	3

MAS 101	Legal Aspects of the Medical Office – 3 credits	
or		
MAS 112	Human Diseases – 5 credits	
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
*** Prior to a student enrolling in either PHL 103 or PHL 105 all prerequisites as described in the course information section of catalog must be met. Any exceptions would have to be approved by the Dean of Health Sciences. The link provided below will take you to this section of catalog:*
http://www.southeasterntech.edu/2010-11_catalog/courseinformation.asp
(OL) designation indicates course is available online in selected quarters.
†Students with one quarter or greater lapse after completion of PHL 103 must re-take PHL 103 prior to enrolling in PHL 105.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,592
Books/Supplies: $900
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

CLINICAL REQUIREMENTS
Students must complete a total of 240 clinical hours within PHL 105. Students must obtain 50 venipunctures and 5 fingersticks from their approved clinical site. Students will be responsible for securing the clinical sites with assistance from the instructor. Prior to beginning practicum courses, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Students will be required to have a drug screen and background check before attending a clinical site. Forms will be provided by the instructor.

HEALTH CARE SCIENCE PHLEBOTOMY OPTION FOR DEGREE PROGRAMS

The purpose of the Health Care Science option - Phlebotomy for degree programs is to earn credits to prepare students for entry into an associate degree program while obtaining credits toward a technical certificate in phlebotomy. The Phlebotomy Technician program trains students to obtain blood samples from an artery or vein as ordered by a medical doctor, or other licensed healthcare practitioner for screening and diagnostic evaluation in a lab. Phlebotomists also perform other tasks as required, such as urine collection, specimen processing, sample testing, and analysis reports. Their main goal is to maintain the sample's integrity, practice universal precautions, and deliver excellent services to the community. Upon completion of this certificate, students will be eligible to apply for entry into the Clinical Lab Technology degree program or the Dental Hygiene degree program. The concentration offered builds upon a common core of general education and Health Sciences core courses. Graduates will be prepared to enter the workforce in a variety of health careers.

EMPLOYMENT OPPORTUNITIES

Phlebotomists are employed in a variety of medical facilities, including: hospitals, laboratories, blood banks, and physicians offices.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements for certificate option:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	
GAHSGT	235	235		

PHLEBOTOMY CURRICULUM

The standard curriculum for the Health Care Science Phlebotomy option is designed for the quarter system. Students may enter the PHL-103 Introduction to Venipuncture course during Fall and Spring quarters, Vidalia campus, and Winter and Summer quarters, Glennville campus. The Phlebotomy option generally takes 4 quarters to complete. To graduate, students must earn a minimum of 58 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**28**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5

SCT 100*	Introduction to Microcomputers(OL)	3
SPC 1101*	Public Speaking (OL)	5
SCIENCE COURSES		**15**
BIO 2113*	Anatomy and Physiology I	5
BIO 2114*	Anatomy and Physiology II	5
CHM 1111*	Chemistry I	5
OCCUPATIONAL COURSES		**15**
AHS 104*	Introduction to Healthcare	3
PHL 103**	Introduction to Venipuncture†	4
PHL 105**	Clinical Practice	8

"C" or higher is required for designated courses.
*** Prior to a student enrolling in either PHL 103 or PHL 105 all prerequisites as described in the course information section of catalog must be met. Any exceptions would have to be approved by the Dean of Health Sciences. The link provided below will take you to this section of catalog:*
http://www.southeasterntech.edu/2010-11_catalog/courseinformation.asp
(OL) designation indicates course is available online in selected quarters.
†Students with one quarter or greater lapse after completion of PHL 103 must re-take PHL 103 prior to enrolling in PHL 105.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,770
Books/Supplies: $1,200
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

CLINICAL REQUIREMENTS
Students must complete a total of 240 clinical hours within PHL 105. Students must obtain 50 venipunctures and 5 finger sticks from their approved clinical site. Students will be responsible for securing the clinical sites with assistance from the instructor. Prior to beginning practicum courses, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, and all required immunizations, including Hepatitis B. Students who refuse Hepatitis B vaccination must sign a declination form and be aware that clinical sites may refuse to accept them. Students will be required to have a drug screen and background check before attending a clinical site. Forms will be provided by the instructor.

Imaging Science Services Assistant Certificate

The Imaging Science Services Assistant Program is a three (3) quarter sequence of courses that prepares students for positions in Radiologic Imaging Departments and related business and industry. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, and job retention. The program emphasizes a coordination of academic and clinical instruction necessary for successful employment. Graduates will be able to perform a variety of duties to assist the medical and technical staff in activities centered around the completion of Radiographic procedures. These duties include film processing, basic patient care, patient transportation and transfer, film file library, and front office procedures including scheduling patient interaction, data entry and procedure completion documentation.

EMPLOYMENT OPPORTUNITIES
Graduates of the ISSA TCC program are prepared for responsible positions in hospitals, private clinics, doctors' offices, and other institutions requiring qualified professional personnel.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	37
COMPASS	70	23	26	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

IMAGING SCIENCE SERVICES ASSISTANT CURRICULUM
The standard curriculum for the Imaging Science Services Assistant program is designed for the quarter system. To graduate, students must earn a minimum of 44 quarter credit hours. The program generally takes 3 quarters to complete. Students may enter the ISSA Certificate program any quarter, but Summer quarter is recommended.

Students will be admitted to the certificate program as a prerequisite for the Radiologic Technology Program. The following courses will be taken first and the GPA will be calculated from these courses.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1013*	Algebraic Concepts (OL)	5
OCCUPATIONAL COURSES		**28**
AHS 1011*	Anatomy and Physiology(OL)	5
AHS 104*	Introduction to Healthcare	3

AHS 109*	Medical Terminology (OL)	3
BUS 1240*	Office Procedures	5
RAD 101*	Intro to Radiography	5
RAD 123*	Radiographic Science	5
ISS 132*	Clinical Practice	2
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
¹ ISS 132 cannot be retaken if the student receives a "D" in the course.
(OL) designation indicates course is available online in selected quarters.
Students must complete all courses in the certificate program with a grade of "C" or better and must maintain a cumulative 3.0 grade point average in order to be eligible to advance to the Radiologic Technology diploma program. Also, students wanting to progress into the Radiologic Technology Diploma Program must pass the PSB examination for Schools of Health Occupations within the 30th percentile. Three attempts are allowed on the PSB examination.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,187
Books/Supplies: $900
Radiation Dosimeter (Female): $90
Radiation Dosimeter (Male): $45
Refer to General Health Sciences Basic Clinical Requirements and Costs at
www.southeasterntech.edu/2010-11_catalog/healthsciences/healthsciences.asp.

CLINICAL EDUCATION
Clinical Sites:
Area hospitals, private orthopedic offices, private imaging centers.
General Location of the Clinical Sites:
Toombs County and surrounding counties.
Clinical Assignments
Clinical assignments are made during the first shift hours, Monday through Friday. Clinical assignment schedules will be distributed at the beginning of each quarter. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule. Students may be asked to travel up to one hour and thirty minutes from STC for clinical rotations. During the clinical rotations, the student will be responsible for all transportation.
Physical and Mental Requirements of the ISSA Program
According to the nature of the work required in the ISSA TCC program at Southeastern Technical College, the student must be able to:

1. Ability to work in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*
2. Ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.*
3. Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.*
4. Ability to lift devices (weighing up to 50 pounds).

5. Ability to communicate clearly, to monitor and instruct patients before, during, and after procedures. (Documented by satisfactory completion of general education requirements).
6. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.*
7. Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion. (Documented by meeting program admission status)

* Documented by physical exam.

Medical Administrative Technician Certificate Program

The Medical Administrative Technician 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.

EMPLOYMENT OPPORTUNITIES

Program completers are qualified to obtain entry level administrative medical assisting positions in the Health care industry or continue into the Medical Assisting Diploma to obtain more advanced skills.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MEDICAL ADMINISTRATIVE TECHNICIAN CURRICULUM

The standard curriculum for the Medical Administrative Technician program is designed for the quarter system. Students may enter the program quarterly. The program can usually be completed in 3 quarters. To graduate, students must earn 43 credit hours.

CURRICULUM OUTLINE		CREDITS
CERTIFICATE COURSES		**43**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
*ENG 1010	English	5
*MAT 1012	General Mathematics	5
*PSY 1010	Basic Psychology (OL)	5
*SCT 100	Introduction to Microcomputers (OL)	3
*AHS 101	Anatomy & Physiology (OL)	5
*AHS 104	Introduction to Health Care	3
*AHS 109	Medical Terminology for Allied Health Sciences (OL)	3
*BUS 1130	Document Processing	6
*MAS 101	Legal Aspects of the Medical Office	3
*MAS 106	Medical Office Procedures	5

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $1,290.26

Business Technologies

Southeastern Tech's Business Technologies programs are designed to prepare the student for entry-level positions in business, industry, and government. Responding to the needs of the growing business community, the Business Technologies degree, diploma and certificate programs combine academic theory with practical training using state-of-the-art equipment.

As with all Southeastern Tech programs, students interested in Business Technologies programs should consult the Admissions Office to discuss program admission requirements and entry dates.

General Education Core Competencies

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

STC has identified the following general education core competencies that graduates will attain.

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.
- The ability to utilize basic computer skills.

Beginning Summer Quarter 2009, all new students who are pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component; students who transfer credit for the General Education core; and students enrolled prior to the merger who take all or part of the General Education core after July 1, 2009, will be required to pass the General Education Competency Exams prior to graduation.

Capstone Courses

An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit assessment, they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

For any questions regarding STC's capstone courses, please see your program advisor.

Accounting Associate of Applied Science Degree Program

The Accounting Associate Degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting Associate of Applied Science Degree.

EMPLOYMENT OPPORTUNITIES

Graduates of the accounting degree obtain such jobs as accounts receivable clerk, accounts payable clerk, general ledger clerk, and payroll clerk.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

ACCOUNTING DEGREE CURRICULUM

The standard curriculum for the Accounting degree program is designed for the quarter system. Students are accepted into the Accounting degree program quarterly. Full time degree students beginning fall or spring quarter can complete the degree within approximately six quarters. To graduate, students must earn a minimum of 98 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**30**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
SPC 1101*	Public Speaking (OL)	5
XXX*	Gen Ed Degree Elective	5
OCCUPATIONAL COURSES		**65**
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 Applications	3
ACC 1151*	Individual Tax Accounting	5
ACC 1152*	Payroll Accounting	5
BUS 1130*	Document Processing (OL)	6
ACC XXX	Accounting Electives	10
-AND-		
XXXxxx*	Advisor Approved Specific Occupational-Guided Electives	15
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
If a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,600
Books/Supplies: $2,500

Business Administrative Technology Associate of Applied Science Degree Program

The Business Administrative Technology degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of 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 retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

EMPLOYMENT OPPORTUNITIES

The Business Administrative Technology degree program is designed to produce graduates who are prepared for employment in a variety of positions in administrative and business fields.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

BUSINESS ADMINISTRATIVE TECHNOLOGY CURRICULUM

The standard curriculum for the Business Administrative Technology degree program is designed for the quarter system. Students may enter the Business Administrative Technology degree program quarterly. The degree program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 95 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**25**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
SPC 1101*	Public Speaking (OL)	5
OCCUPATIONAL COURSES		**67**

ACC 1101*	Principles of Accounting I	6
ACC 1102*	Principles of Accounting II (OL)	6
BUS 1130*	Document Processing (OL)	6
BUS 1150*	Database Applications (OL)	3
BUS 1240*	Office Procedures (OL)	5
BUS 1140*	Word Processing (OL)	5
BUS 2210*	Applied Office Procedures	5
BUS 1120*	Business Document Proofreading & Editing	3
BUS 1170*	Electronic Communication Applications	5
BUS 2110*	Adv. Word Processing (OL)	5
BUS 2120*	Spreadsheet Applications (OL)	3
BUS 2150*	Presentation Applications (OL)	3
XXX xxx*	Electives	12
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $3,000

CIS Internet Specialist—Web Site Design

The Computer Information Systems – CIS Computer Support Specialist, CIS Networking Specialist, and CIS Internet Specialist - Web Site Design associate degree programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science degree in their area of study and are qualified for employment as computer support specialists, networking specialists, and/or web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems associate degree graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems associate degree programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

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CIS INTERNET SPECIALIST--WEB SITE DESIGN CURRICULUM

The standard curriculum for the CIS Internet Specialist—Web Site Design degree program is designed for the quarter system. Students may enter any of the Computer Information Systems degree programs quarterly. The CIS Internet Specialist—Web Site Design degree program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 102 credit hours for the Internet Specialist—Web Site Design degree.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**30**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
ENG 1105*	Technical Communications	5
-OR-		
SPC 1101*	Public Speaking (OL)	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
XXX*	Gen Ed Degree Elective (ECO 1101 or SOC 1101)	5
OCCUPATIONAL COURSES		**69**
CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 1140*	Networking Fundamentals (OL)	6
-OR-		
CIS 2321*	Intro to LAN and WAN (OL)	6
CIS 2202*	XHTML Fundamentals (OL)	5
CIS 2211*	Web Site Design Tools (OL)	6
CIS 1104*	Web Graphics Using Adobe Photoshop (OL)	4
CIS 1123*	Web Graphics and Animation Using Macromedia Flash (OL)	6
CIS 2231*	Design Methodology (OL)	6
CIS 2261*	JavaScript Fundamentals (OL)	4
CIS 2102*	Advanced Web Graphics with Multimedia Using Adobe Premiere (OL)	6
-OR-		
CIS 2105*	Advanced Web Graphics and Animation Using Macromedia Flash (OL)	6
-OR-		
CIS 2005*	Advanced Web Graphics Using Adobe Photoshop (OL)	6
CIS 2281*	Database Connectivity (OL)	6
CIS xxxx*	Operating Systems Elective (OL) (CIS103 or CIS2149)	6
CIS xxxx*	Web Programming Course Elective (CIS1106, CIS1107, CIS1109, CIS1110, CIS1111, CIS2191, CIS2291, CIS1151)	4
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/Supplies: $2,500

Computer Information Systems Associate of Applied Science Degree Program

CIS Computer Support Specialist

The Computer Information Systems – CIS Computer Support Specialist, CIS Networking Specialist, and CIS Internet Specialist - Web Site Design associate degree programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science degree in their area of study and are qualified for employment as computer support specialists, networking specialists, and/or web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems associate degree graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems associate degree programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

CIS COMPUTER SUPPORT SPECIALIST CURRICULUM

The standard curriculum for the CIS Computer Support Specialist degree program is designed for the quarter system. Students may enter any of the Computer Information Systems degree programs quarterly. The CIS Computer Support Specialist degree program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 110 credit hours for the Computer Support Specialist degree.

CURRICULUM OUTLINE	CREDITS
GENERAL CORE COURSES	**30**
COL 1000* College Survival Strategies (Institutional Credit Only)	(3)

ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
ENG 1105*	Technical Communications	5
-OR-		
SPC 1101*	Public Speaking (OL)	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
XXX*	Gen Ed Degree Elective (ECO 1101 or SOC1101)	5
OCCUPATIONAL COURSES		**77**
CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 122*	Microcomputer Installation and Maintenance (OL)	7
CIS 127*	Comprehensive Word Processing and Presentation Graphics (OL)	6
CIS 1140*	Networking Fundamentals (OL)	6
-OR-		
CIS 2321*	Introduction to LAN and WAN (OL)	6
CIS 2228*	Comprehensive Spreadsheet Techniques (OL)	6
CIS 2229*	Comprehensive Database Techniques (OL)	6
CIS xxx*	Computer Programming Language (OL) (CIS157, CIS252, CIS2161, CIS255, CIS2511)	7
CIS xxxx*	Operating Systems Elective (OL) (CIS103 or CIS2149)	6
XXX xxx	Occupationally Related Electives	23
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/Supplies: $2,375

Computer Information Systems Associate of Applied Science Degree Program

CIS Networking Specialist

The Computer Information Systems – CIS Computer Support Specialist, CIS Networking Specialist, and CIS Internet Specialist - Web Site Design associate degree programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive an Associate of Applied Science degree in their area of study and are qualified for employment as computer support specialists, networking specialists, and/or web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems associate degree graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems associate degree programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

CIS NETWORKING SPECIALIST CURRICULUM

The standard curriculum for the CIS Networking Specialist degree program is designed for the quarter system. Students may enter any of the Computer Information Systems degree programs quarterly. The CIS Networking Specialist degree program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 102 credit hours for the Networking Specialist degree.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**30**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG	Composition and Rhetoric (OL)	5

1101*		
ENG 2130*	American Literature	5
ENG 1105*	Technical Communications	5
-OR-		
SPC 1101*	Public Speaking (OL)	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
XXX*	Gen Ed Degree Elective (ECO 1101 or SOC1101)	5
OCCUPATIONAL COURSES		**69**
CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 122*	Microcomputer Installation and Maintenance (OL)	7
CIS 1140*	Networking Fundamentals (OL)	6
-OR-		
CIS 2321*	Introduction to LAN and WAN (OL)	6
CIS xxx*	Computer Programming Language (OL) (CIS157, CIS252, CIS2161, CIS255, CIS2511)	7
CIS xxxx*	Operating Systems Elective (OL) (CIS103 or CIS2149)	6
XXX xxx	Occupationally Related Electives	9
Microsoft Track		**24 hours**
CIS 2149*	Implementing Win Professional (OL)	6
CIS 2150*	Implementing Win Server (OL)	6
CIS 2153*	Implementing Win Network Infrastructure (OL)	6
CIS xxx	Networking Elective	6
-OR-		
CISCO Track *(CIS 2321 must be completed)*		**24 hours**
CIS 276*	Advanced Routers and Switches	6
CIS 277*	WAN Design	6
CIS xxx*	Networking Elective	6
CIS 2322	Introduction to WANs and Routing	6
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/Supplies: $2,375

Management And Supervisory Development Associate of Applied Science Degree Program

The Management and Supervisory Development associate degree program prepares experienced workers for entry into management and supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluations, and employee counseling and disciplinary action. Graduates of the program receive a Management and Supervisory Development Associate of Applied Science degree, with an option of a specialization in one of five areas.

EMPLOYMENT OPPORTUNITIES

Management and Supervisory Development students have a wide variety of jobs to select from such as: small business management, retail management, management trainees, supervisory trainees, and entrepreneurship opportunities.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

MANAGEMENT AND SUPERVISORY DEVELOPMENT CURRICULUM

The standard curriculum for the Management and Supervisory Development degree program is designed for the quarter system. Students may enter the Management and Supervisory Development degree program quarterly. Most courses are offered online. The core classes can be taken during the day or at night. The program generally takes 7-8 quarters to complete. To graduate, students must earn a minimum of 106 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**30**
COL 1000	College Survival Strategies (Institutional Credit Only)	(3)
ECO 1101*	Principles of Economics (OL)	5
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
SPC 1101*	Public Speaking (OL)	5

OCCUPATIONAL COURSES		**53**
ACC 1101*	Principles of Accounting I	6
-OR-		
MSD 109*	Managerial Accounting And Finance	(5)
MSD 100*	Management Principles (OL)	5
-OR-		
MKT 101*	Principles of Management (OL)	(5)
MSD 101*	Organizational Behavior (OL)	5
MSD 102*	Employment Law (OL)	5
MSD 103*	Leadership (OL)	5
MSD 104*	Human Resource Management (OL)	5
MSD 106*	Performance Management (OL)	5
MSD 113*	Business Ethics (OL)	5
MSD 114*	Management Communication Technologies (OL)	5
MSD 210*	Team Project (OL)	5
MSD 220*	Management Occupation Based Instruction I (OL)	3
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

SPECIALIZATION AREA
Choose one of the following specializations:

GENERAL MANAGEMENT		**20**
MSD xxx*	Electives (OL)	20
HUMAN RESOURCE MANAGEMENT		**20**
MSD 105*	Labor Management Relations (OL)	5
MSD 107*	Employee Training and Development (OL)	5
MSD 205*	Service Sector Management (OL)	5
-OR-		
MSD 206*	Project Management (OL)	(5)
**XXX xxx*	Elective	5
OPERATIONS MANAGEMENT		**20**
MSD 107*	Employee Training and Development (OL)	5
MSD 202*	Production/Operation Management (OL)	5
MSD 206*	Project Management (OL)	5
**XXX xxx*	Elective	5
SERVICE SECTOR MANAGEMENT		**20**
MSD 107*	Employee Training and Development (OL)	5
MSD 115*	Retail Management (OL)	5
MSD 205*	Service Sector Management (OL)	5
**XXX xxx*	Elective	5
SMALL BUSINESS MANAGEMENT		**20**
MSD 115*	Retail Management (OL)	5

MSD 116*	Business Plan Development (OL)	5
MSD 117*	Small Business Management (OL)	5
**XXX xxx*	Elective	5

"C" or higher is required for designated courses
*** Electives must be chosen with the approval of the program advisor.*
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/Supplies: $2,990

Marketing Management Associate of Applied Science Degree Program

The Marketing Management associate degree program prepares students for employment in a variety of positions in today's marketing and management fields. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Program graduates receive a Marketing Management Associate of Applied Science degree.

EMPLOYMENT OPPORTUNITIES

Marketing Management graduates have a wide variety of jobs to select from such as: small business management, entrepreneurship, retail management, visual merchandisers, advertising through radio, newspaper, or TV, gift shops, sales representatives, advertising coordinators, customer service representatives, retail buyers, entry-level banking, finance company representatives, and direct marketing.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management degree program is designed for the quarter system. Students may enter the Marketing Management degree program quarterly. The program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 98 credit hours.

CURRICULUM OUTLINE	CREDITS
GENERAL CORE COURSES	**30**
COL 1000 College Survival Strategies (Institutional Credit Only)	(3)
ECO 1101* Principles of Economics (OL)	5
ENG 1101* Composition and Rhetoric (OL)	5
ENG 2130* American Literature	5
MAT 1111* College Algebra (OL)	5
PSY 1101* Introduction to Psychology (OL)	5

SPC 1101*	Public Speaking (OL)	5
OCCUPATIONAL COURSES		**65**
ACC 1101*	Principles of Accounting I	6
MKT 100*	Introduction to Marketing (OL)	5
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 109*	Visual Merchandising (OL)	4
-OR-		
MKT 232*	Advanced Selling (OL)	4
MKT 110*	Entrepreneurship (OL)	8
MKT 122*	Buying and Merchandise Management (OL)	5
-OR-		
MKT 228*	Advanced Marketing (OL)	5
MKT 130*	Marketing and Administration OBI I	3
MKT 131*	Marketing and Administration OBI II	3
XXX xxx*	TCSG courses are acceptable for full credit toward the xxxxxx elective hours for this Associate Degree	12
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/Supplies: $2,450

Accounting Diploma Program

The Accounting program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma.

EMPLOYMENT OPPORTUNITIES
Graduates of the accounting program obtain such jobs as accounts receivable clerk, accounting assistant, accounting clerk, accounting technician, bookkeeper, data entry clerk, office manager, accounts payable clerk, and payroll clerk

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

ACCOUNTING CURRICULUM
The standard curriculum for the Accounting diploma program is designed for the quarter system. Students are accepted into the accounting program quarterly. Full time diploma students beginning fall or spring quarter can complete the degree within four quarters. To graduate, students must earn a minimum of 71 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
ENG 1012*	Fundamentals of English II (OL)	5
MAT 1011*	Business Mathematics	5
OCCUPATIONAL COURSES		**50**
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 Applications	3
ACC 1151*	Individual Tax Accounting	5
ACC 1152*	Payroll Accounting	5
BUS 1130*	Document Processing (OL)	6
XXX xxx*	Advisor Approved Program Electives	10
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
If a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,200
Books/Supplies: $1,700

Business Administrative Technology Diploma Program

The Business Administrative Technology program 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. Graduates of the program receive a Business Administrative Technology diploma with a specialty in either Business Administrative Assistant or Medical Administrative Assistant.

EMPLOYMENT OPPORTUNITIES
The Business Administrative Technology program is designed to produce graduates who are prepared for employment as secretaries and administrative assistants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION CURRICULUM
The standard curriculum for the Business Administrative Technology program is designed for the quarter system. Students may enter the Business Administrative Technology program quarterly. The program generally takes 4-5 quarters to complete. To graduate, students must earn a minimum of 74 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
ENG 1012*	Fundamentals of English II (OL)	5
MAT 1011*	Business Mathematics	5
OCCUPATIONAL COURSES		**53**
ACC 1101*	Principles of Accounting I	6
BUS 1130*	Document Processing (OL)	6
BUS 1240*	Office Procedures (OL)	5

BUS 1140*	Word Processing (OL)	5
BUS 2210*	Applied Office Procedures	5
BUS 1120*	Business Document Proofreading and Editing	3
BUS 1170*	Electronic Communication Applications	5
BUS 2120*	Spreadsheet Applications (OL)	3
BUS 2150*	Presentation Applications (OL)	3
XXX xxx*	Electives	12
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,000
Books/Supplies: $2,000

Business Administrative Technology Diploma Program

The Business Administrative Technology program 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. Graduates of the program receive a Business Administrative Technology diploma with a specialty in either Business Administrative Assistant or Medical Administrative Assistant.

EMPLOYMENT OPPORTUNITIES
The Business Administrative Technology program is designed to produce graduates who are prepared for employment as secretaries and administrative assistants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION CURRICULUM
The standard curriculum for the Business Administrative Technology Medical Administrative Assistant Specialization is designed for the quarter system. Students may enter the program quarterly. The program generally takes 4-5 quarters to complete. To graduate, students must earn a minimum of 76 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
ENG 1012*	Fundamentals of English II (OL)	5
MAT 1011*	Business Mathematics	5
OCCUPATIONAL COURSES		**55**
ACC 1101*	Principles of Accounting I	6
AHS 1011*	Anatomy and Physiology (OL)	5
AHS 109*	Medical Terminology (OL)	3

BUS 1130*	Document Processing (OL)	6
BUS 1140*	Word Processing (OL)	5
BUS 1120*	Business Document Proofreading and Editing	3
BUS 2340*	Medical Administrative Procedures (OL)	5
BUS 2370*	Medical Office Billing/Coding/Insurance (OL)	5
MAS 112*	Human Diseases (OL)	5
XXXxxx*	Electives	12
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
Note: Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective.
For BUS 2340, students will be unable to transfer credit from another school or take the course as a transient student due to exit exam requirements for this course. Students will be required to take the course at Southeastern Tech along with the required exit exam.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,000
Books/Supplies: $2,000

CIS Internet Specialist—Web Site Design

The Computer Information Systems—Computer Support Specialist, Networking Specialist, and Internet Specialist—Web Site Design diploma programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of English, mathematics, and interpersonal relations and professional development, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking, and web site design. Program graduates receive a diploma in their area of study and are qualified for employment as computer support specialists, networking specialists, and web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems diploma graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems diploma programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	37
COMPASS	70	23	26	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

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INTERNET SPECIALIST--WEB SITE DESIGN CURRICULUM

The standard curriculum for the Internet Specialist—Web Site Design diploma program is designed for the quarter system. Students may enter the diploma program quarterly. The Internet Specialist—Web Site Design diploma program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 90 credit hours for the Internet Specialist—Web Site Design diploma

CURRICULUM OUTLINE	CREDITS
GENERAL CORE COURSES	**18**

COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
ENG 1012*	Fundamentals of English II (OL)	5
MAT 1013*	Algebraic Concepts (OL)	5
-OR-		
MAT 1011*	Business Math	5

OCCUPATIONAL COURSES   **69**

CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 1140*	Networking Fundamentals (OL)	6
-OR-		
CIS 2321*	Introduction to LAN and WAN (OL)	6
CIS 2202*	XHTML Fundamentals (OL)	5
CIS 2211*	Web Site Design Tools (OL)	6
CIS 1104*	Web Graphics Using Adobe Photoshop (OL)	4
CIS 1123*	Web Graphics and Animation Using Macromedia Flash (OL)	6
CIS 2231*	Design Methodology (OL)	6
CIS 2261*	JavaScript Fundamentals (OL)	4
CIS 2102*	Advanced Web Graphics and Multimedia Using Adobe Premiere (OL)	6
-OR-		
CIS 2105*	Advanced Web Graphics and Animation Using Macromedia Flash (OL)	6
-OR-		
CIS 2005*	Advanced Web Graphics Using Adobe Photoshop (OL)	6
CIS 2281*	Database Connectivity (OL)	6
CIS xxxx*	Operating Systems Elective (OL) (CIS103 or CIS2149)	6
CIS xxxx*	Web Programming Course Elective (OL) (CIS1106, CIS1107, CIS1109, CIS1110, CIS1111, CIS2191, CIS2291, CIS1151)	4

FUNDAMENTAL OCCUPATIONAL COURSES   **3**

SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $2,250

Computer Information Systems Diploma Program

CIS Computer Support Specialist

The Computer Information Systems—Computer Support Specialist, Networking Specialist, and Internet Specialist—Web Site Design diploma programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of English, mathematics, and interpersonal relations and professional development, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking, and web site design. Program graduates receive a diploma in their area of study and are qualified for employment as computer support specialists, networking specialists, and web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems diploma graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems diploma programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	37
COMPASS	70	23	26	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

COMPUTER SUPPORT SPECIALIST CURRICULUM

The standard curriculum for the Computer Support Specialist diploma program is designed for the quarter system. Students may enter the diploma program quarterly. The Computer Support Specialist diploma program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 90 credit hours for the Computer Support Specialist diploma.

CURRICULUM OUTLINE	CREDITS
GENERAL CORE COURSES	**18**
COL 1000* College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000* Interpersonal Relations and Professional Development (OL)	3
ENG 1010* Fundamentals of English I (OL)	5

ENG 1012*	Fundamentals of English II (OL)	5
MAT 1013*	Algebraic Concepts (OL)	5
-OR-		
MAT 1011*	Business Math	5
OCCUPATIONAL COURSES		**69**
CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 122*	Microcomputer Installation and Maintenance (OL)	7
CIS 127*	Comprehensive Word Processing and Presentation Graphics (OL)	6
CIS 1140*	Networking Fundamentals (OL)	6
-OR-		
CIS 2321*	Intro to LAN and WAN (OL)	6
CIS 2228*	Comprehensive Spreadsheet Techniques (OL)	6
CIS 2229*	Comprehensive Database Techniques (OL)	6
CIS xxx*	Computer Programming Language (OL) (CIS157, CIS252, CIS2161, CIS255, CIS2511)	7
CIS xxxx*	Operating Systems Elective (OL) (CIS103 or CIS2149)	6
XXX xxx	Occupationally Related Elective	15
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $2,125

Computer Information Systems Diploma Program

CIS Networking Specialist

The Computer Information Systems—Computer Support Specialist, Networking Specialist, and Internet Specialist—Web Site Design diploma programs are designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of English, mathematics, and interpersonal relations and professional development, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking, and web site design. Program graduates receive a diploma in their area of study and are qualified for employment as computer support specialists, networking specialists, and web site designers.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems diploma graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems diploma programs provide the knowledge and skills for students interested in various information technology certifications.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	37
COMPASS	70	23	26	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

NETWORKING SPECIALIST CURRICULUM

The standard curriculum for the Networking Specialist diploma program is designed for the quarter system. Students may enter the diploma program quarterly. The Networking Specialist diploma program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 90 credit hours for the Networking Specialist diploma.

CURRICULUM OUTLINE	CREDITS
GENERAL CORE COURSES	**18**
COL 1000* College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000* Interpersonal Relations and Professional Development (OL)	3
ENG 1010* Fundamentals of English I (OL)	5

ENG 1012*	Fundamentals of English II (OL)	5
MAT 1013*	Algebraic Concepts	5
-OR-		
MAT 1011*	Business Math	5
OCCUPATIONAL COURSES		**69**
CIS 105*	Program Design and Development (OL)	5
CIS 106*	Computer Concepts (OL)	5
CIS 122*	Microcomputer Installation and Maintenance (OL)	7
CIS 1140*	Networking Fundamentals (OL)	6
-OR-		
CIS 2321*	Intro to LAN and WAN (OL)	6
CIS xxxx*	Operating Systems Elective (OL) (CIS103 or CIS2149)	6
CIS xxx*	Computer Programming Language (OL) (CIS157, CIS252, CIS2161, CIS255, CIS2511)	7
XXX xxx	Occupationally Related Elective	9
Microsoft Track		**24 hours**
CIS 2149*	Implementing Win Professional (OL)	6
CIS 2150*	Implementing Win Server (OL)	6
CIS 2153*	Implementing Win Network Infrastructure (OL)	6
CIS xxx	Networking Elective	6
-OR-		
CISCO Track *(CIS 2321 must be completed)*		**24 hours**
CIS 276*	Advanced Routers and Switches	6
CIS 277*	WAN Design	6
CIS xxx*	Networking Elective	6
CIS 2322	Introduction to WANs and Routing	6
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/Supplies: $2,125

Management And Supervisory Development Diploma Program

The Management and Supervisory Development program prepares students for entry into management and supervisory positions or trainee positions in a variety of businesses and industries. It is an excellent educational opportunity for a current employee that may want to prepare for a career in a supervisory or management position in the future. Many students or employees want to enhance or upgrade their training that may already be employed as managers and supervisors in the workforce. Today the supervisory position is one of the most important managerial levels in any organization. The MSD program helps with dilemmas that face supervisors daily trying to reconcile the differences between the goals of the company, the expectations of customers, and the needs of employees as an individual and as part of the company organization.

The goal of managers and supervisors is to create profitable customer relationships by delivering superior value, service, and ideas to customers in a competitive marketplace and to develop professional attitudes and knowledge required to achieve superior work performance by employees in the organization. Diversity, technological advances, social and ethical responsibilities and changing customer values are major challenges facing management today that are studied, researched and discussed in class. Students are challenged to learn, link, and apply management concepts in their journey to success that will be used in realistic work situations. Real situations facing real companies are explored with a balance of skills, creativity, attitudes, knowledge, discussion, work ethics, professionalism, and use of the Internet to help prepare current and potential managers and supervisors for the fast pace, changing business conditions, customer expectations, employee demands, and changing technology.

EMPLOYMENT OPPORTUNITIES

Management and Supervisory Development students have a wide variety of jobs to select from such as: small business management, retail management, management trainees, supervisory trainees, and entrepreneurship opportunities.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MANAGEMENT AND SUPERVISORY DEVELOPMENT CURRICULUM

The standard curriculum for the Management and Supervisory Development diploma program is designed for the quarter system. Students may enter the Management and Supervisory Development diploma program quarterly. Most courses are offered online. The core classes can be taken during the day or at night. The program generally takes 5-7 quarters to complete. To graduate, students must earn a minimum of 89 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
ENG 1012*	Fundamentals of English II (OL)	5
MAT 1011*	Business Math	5
OCCUPATIONAL COURSES		**68**
ACC 1101*	Principles of Accounting I	6
-OR-		
MSD 109*	Managerial Accounting and Finance (OL)	5
MSD 100*	Management Principles (OL)	5
-OR-		
MKT 101*	Principles of Management (OL)	5
MSD 101*	Organizational Behavior (OL)	5
MSD 102*	Employment Law (OL)	5
MSD 103*	Leadership (OL)	5
MSD 104*	Human Resource Management (OL)	5
MSD 106*	Performance Management (OL)	5
MSD 112*	Introduction to Business and Economics (OL)	5
-OR-		
MKT 104*	Principles of Economics (OL)	5
MSD 113*	Business Ethics (OL)	5
MSD 114	Management Communication Technology (OL)	5
MSD 210*	Team Project (OL)	5
MSD 220*	Management Occupation Based Instruction I	3
**MSD xxx*	Electives (OL)	10
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses
** Electives must be chosen with the approval of the program advisor.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $2,265
Books/Supplies: $1,600

ADMINISTRATION SPECIALIZATION

The Marketing Management program has 3 specializations (Retail Management, Entrepreneurship, and Marketing Administration) that prepare students for a variety of exciting jobs. The goal of Marketing is to create profitable customer relationships by delivering superior value, services, satisfaction, and ideas to customers in a competitive marketplace. The Internet, globalization, diversity, technological advances, social and ethical responsibilities, and changing customer values are major challenges facing companies today that are studied, researched, and discussed in class. Students are challenged to learn, link, and apply marketing concepts in their journey to success that will be used in realistic work situations. Real situations facing real companies are explored with a balance of discussion, creativity and knowledge.

EMPLOYMENT OPPORTUNITIES

Marketing Management graduates have a wide variety of jobs to select from such as: small business management, entrepreneurship, retail management, visual merchandisers, advertising through radio, newspaper, or TV, gift shops, sales representatives, advertising coordinators, customer service representatives, retail buyers, entry-level banking, finance company representatives, and direct marketing.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the quarter system. Students may enter the program quarterly. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 85 or 88 credit hours depending upon specialization.

MARKETING ADMINISTRATION SPECIALIZATION

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5

ENG 1012*	Fundamentals of English II (OL)	5
MAT 1011*	Business Math	5
OCCUPATIONAL COURSES		**64**
ACC 1101*	Principles of Accounting	6
MKT 100*	Introduction to Marketing (OL)	5
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
MKT 104*	Principles of Economics (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 109*	Visual Merchandising (OL)	4
-OR-		
MKT 232*	Advanced Selling	4
MKT 110*	Entrepreneurship (OL)	8
MKT 122*	Buying and Merchandise Management (OL)	5
-OR-		
MKT 228*	Advanced Marketing	5
MKT 130*	Marketing Administration OBI I	3
MKT 131*	Marketing Administration OBI II	3
XXX xxx*	Electives	6
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $2,290

Marketing Management Diploma Program

ENTREPRENEURSHIP SPECIALIZATION

The Marketing Management program has 3 specializations (Retail Management, Entrepreneurship, and Marketing Administration) that prepare students for a variety of exciting jobs. The goal of Marketing is to create profitable customer relationships by delivering superior value, services, satisfaction, and ideas to customers in a competitive marketplace. The Internet, globalization, diversity, technological advances, social and ethical responsibilities, and changing customer values are major challenges facing companies today that are studied, researched, and discussed in class. Students are challenged to learn, link, and apply marketing concepts in their journey to success that will be used in realistic work situations. Real situations facing real companies are explored with a balance of discussion, creativity and knowledge.

EMPLOYMENT OPPORTUNITIES

Marketing Management graduates have a wide variety of jobs to select from such as: small business management, entrepreneurship, retail management, visual merchandisers, advertising through radio, newspaper, or TV, gift shops, sales representatives, advertising coordinators, customer service representatives, retail buyers, entry-level banking, finance company representatives, and direct marketing.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the quarter system. Students may enter the program quarterly. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 85 or 88 credit hours depending upon specialization.

ENTREPRENEURSHIP SPECIALIZATION

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5

ENG 1012*	Fundamentals of English II (OL)	5
MAT 1011*	Business Math	5
OCCUPATIONAL COURSES		**67**
ACC 1101*	Principles of Accounting I	6
ACC 1102*	Principles of Accounting II	6
MKT 100*	Introduction to Marketing (OL)	5
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
MKT 104*	Principles of Economics (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 110*	Entrepreneurship (OL)	8
MKT 122*	Buying and Merchandise Management (OL)	5
-OR-		
MKT 228*	Advanced Marketing	5
MKT 123*	Small Business Management (OL)	5
MKT 134*	Entrepreneurship OBI I	3
MKT 135*	Entrepreneurship OBI II	3
XXX xxx*	Electives	2
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $2,290

RETAIL SPECIALIZATION

The Marketing Management program has 3 specializations (Retail Management, Entrepreneurship, and Marketing Administration) that prepare students for a variety of exciting jobs. The goal of Marketing is to create profitable customer relationships by delivering superior value, services, satisfaction, and ideas to customers in a competitive marketplace. The Internet, globalization, diversity, technological advances, social and ethical responsibilities, and changing customer values are major challenges facing companies today that are studied, researched, and discussed in class. Students are challenged to learn, link, and apply marketing concepts in their journey to success that will be used in realistic work situations. Real situations facing real companies are explored with a balance of discussion, creativity and knowledge.

EMPLOYMENT OPPORTUNITIES

Marketing Management graduates have a wide variety of jobs to select from such as: small business management, entrepreneurship, retail management, visual merchandisers, advertising through radio, newspaper, or TV, gift shops, sales representatives, advertising coordinators, customer service representatives, retail buyers, entry-level banking, finance company representatives, and direct marketing.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the quarter system. Students may enter the program quarterly. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 85 or 88 credit hours depending upon specialization.

RETAIL MANAGEMENT SPECIALIZATION

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5

ENG 1012*	Fundamentals of English II (OL)	5
MAT 1011*	Business Math	5
OCCUPATIONAL COURSES		**64**
ACC 1101*	Principles of Accounting	6
MKT 100*	Introduction to Marketing (OL)	5
MKT 101*	Principles of Management (OL)	5
MKT 103*	Business Law (OL)	5
MKT 104*	Principles of Economics (OL)	5
MKT 106*	Fundamentals of Selling (OL)	5
MKT 108*	Advertising (OL)	4
MKT 109*	Visual Merchandising (OL)	4
-OR-		
MKT 232*	Advanced Selling	4
MKT 122*	Buying and Merchandise Management (OL)	5
-OR-		
MKT 228*	Advanced Marketing	5
MKT 125*	Retail Operations Management (OL)	5
MKT 136*	Retail Operations Management OBI I	3
MKT 137*	Retail Operations Management OBI II	3
XXX xxx*	Electives	9
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $2,290

ADMINISTRATIVE SUPPORT ASSISTANT

The Administrative Support Assistant certificate program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

EMPLOYMENT OPPORTUNITIES

The Administrative Support Assistant certificate program prepares students for employment in many different types of office environments with emphasis placed on computers, office procedures, word processing, and accounting.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

ADMINISTRATIVE SUPPORT ASSISTANT CURRICULUM

The standard curriculum for the Administrative Support Assistant certificate program is designed for the quarter system. Students may enter the program quarterly. The certificate generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 31 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**28**
ACC 1101*	Principles of Accounting I	6
BUS 1130*	Document Processing (OL)	6
BUS 1240*	Office Procedures (OL)	5
BUS 1140*	Word Processing (OL)	5
XXX xxx*	Electives	6
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $600

Cisco Network Specialist

The purpose of the Cisco Network Specialist TCC program is to prepare students for careers in networking using a sequence of specific courses. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes preparation for the Cisco Certified Networking Associate (CCNA) exam. Students are introduced to such topics as the OSI model, router configuration, multiple protocols, Local Area Networks (LAN), Switching, WANS, and internetworking as a whole. Program completers receive a Cisco Network Specialist certificate.

EMPLOYMENT OPPORTUNITIES

Cisco Network Specialist certificate graduates are employable in a variety of entry level positions in networking related occupations. Graduates will be able to build, maintain, and troubleshoot computer networks, and connect these networks to other networks and the Internet.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

CISCO NETWORK SPECIALIST CURRICULUM

The standard curriculum for the Cisco Network Specialist certificate program is designed for the quarter system. Students may enter the program quarterly. The Cisco Network Specialist certificate program can be completed within 4 quarters. To graduate, students must earn a minimum of 24 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**24**
CIS 2321*	Introduction to LAN and WAN (OL)	6
CIS 2322*	Introduction to WANs and Routing (OL)	6
CIS 276*	Advanced Routers and Switches	6
CIS 277*	WAN Design	6

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,512
Books/Supplies $500

VIDALIA CAMPUS
CompTIA A+ Certified Preparation

The CompTIA A+ Certified Preparation certificate program has been designed to provide experienced computer users with the skills and knowledge necessary to pass the CompTIA A+ Certified Professional certificate exams.

EMPLOYMENT OPPORTUNITIES
CompTIA A+ Certified Preparation certificate graduates are capable of obtaining employment in the area of computer hardware and software sales, and computer service and technical support.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

CURRICULUM
The standard curriculum for the CompTIA A+ Certified Preparation certificate is designed for the quarter system. Students may enter the program quarterly. The CompTIA A+ Certified Preparation Certificate program generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 16 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**13**
CIS xxx	Operating Systems Course (CIS103 or CIS2149)	6
CIS 122*	Microcomputer Installation and Maintenance (OL)	7
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $936
Books/Supplies: $375

GENERAL OFFICE ASSISTANT

The General Office Assistant certificate program prepares individuals for positions in business office administration.

EMPLOYMENT OPPORTUNITIES

The General Office Assistant certificate program prepares students for entry-level employment in many different types of office environments with emphasis placed on word processing, keyboarding, and office procedures.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

GENERAL OFFICE ASSISTANT CURRICULUM

The standard curriculum for the General Office Assistant certificate program is designed for the quarter system. Students may enter the program quarterly. The certificate generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 22 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**19**
BUS 1130*	Document Processing (OL)	6
BUS 1240*	Office Procedures (OL)	5
BUS 1140*	Word Processing (OL)	5
XXX xxx*	Electives	3
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $600

SWAINSBORO CAMPUS
Help Desk Assistant

The Basic Technical Support Specialist certificate program provides students with basic computer knowledge and skills. The certificate emphasizes computer history, terminology, hardware installation and maintenance, communications and networking and Microsoft Windows.

EMPLOYMENT OPPORTUNITIES

Help Desk Assistant certificate graduates are employable in a variety of entry level positions in helpdesk and technical support positions. Graduates will be able to provide users with helpdesk and technical support, and maintain and troubleshoot hardware and software.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT				
ACT				
CPE				
GAHSGT	235	235		

HELP DESK ASSISTANT CERTIFICATE CURRICULUM

The standard curriculum for the Help Desk Assistant certificate program is designed for the quarter system. Students may enter the program any quarter. The Help Desk Assistant certificate program can be completed within 2 quarters. To graduate, students must earn a minimum of 21 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**18**
CIS 106*	Computer Concepts	5
CIS 122*	Microcomputer Installation and Maintenance	7
CIS 1131*	Help Desk Concepts	6
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $717
Books/Supplies: $150

VIDALIA CAMPUS
Human Resource Management Specialist Certificate

This certificate serves as a concentrated study emphasizing the knowledge needed by human resource managers.

EMPLOYMENT OPPORTUNITIES

Human Resource Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, human resource specialist, management trainees, and supervisory trainees.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

HUMAN RESOURCE MANAGEMENT SPECIALIST CURRICULUM

The standard curriculum for the Human Resource Management Specialist certificate program is designed for the quarter system. Students may enter the program quarterly. The Human Resource Management Specialist certificate takes approximately 2-4 quarters to complete. To graduate, students must earn a minimum of 35 hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**35**
MSD 101*	Organizational Behavior (OL)	5
MSD 102*	Employment Law (OL)	5
-OR-		
MSD 105*	Labor Management Relation (OL)	(5)
MSD 104*	Human Resource Management(OL)	5
MSD 106*	Performance Management (OL)	5
MSD 107*	Employee Training & Development (OL)	5
MSD 114*	Management Communications Technologies (OL)	5
MSD xxx*	Elective (OL)	5

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $2,214
Books/Supplies $1,050

VIDALIA CAMPUS
Internet Specialist Web Site Designer Certificate Program

The Internet Specialist Web Site Designer certificate program has been designed to provide individuals with the skills and knowledge necessary for developing internet web sites.

EMPLOYMENT OPPORTUNITIES
Internet Specialist Web Site Designer certificate graduates are capable of obtaining employment in the area of internet web site design.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

INTERNET SPECIALIST WEB SITE DESIGNER CURRICULUM
The standard curriculum for the Internet Specialist Web Site Designer certificate is designed for the quarter system. Students may enter the Internet Specialist Web Site Designer certificate program quarterly. The program generally takes 5-7 quarters to complete. To graduate, students must earn a minimum of 37 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**37**
CIS 2202*	XHTML Fundamentals (OL)	5
CIS 2281*	Database Connectivity (OL)	6
CIS 2261*	JavaScript Fundamentals (OL)	4
CIS 2211*	Web Site Design Tools (OL)	6
CIS 1104*	Web Graphics Using Adobe Photoshop (OL)	4
CIS 1123*	Web Graphics & Animation using Adobe Flash (OL)	6
CIS 2231*	Web Site Methodology (OL)	6

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,565
Books/Supplies: $875

Internet Specialist Web Site Designer Assistant

The purpose of the Internet Specialist Web Site Designer Assistant Technical Certificate of Credit is to provide students with the requisite skills needed to maintain Web site information. Program completers will have the basic skills required to view and edit web pages using HTML, Dreamweaver, JavaScript, and Photoshop. Other Web Page technologies such as security and administration will be discussed as well.

EMPLOYMENT OPPORTUNITIES

Graduates will be able to obtain employment in the areas of web site design and web site maintenance. This can be contract work for private individuals and/or businesses.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

INTERNET SPECIALIST WEB SITE DESIGNER ASSISTANT CURRICULUM

The standard curriculum for the Internet Specialist Web Site Designer Assistant certificate is designed for the quarter system. Students may enter the certificate program quarterly. The Internet Specialist Web Site Designer Assistant program generally takes 3-5 quarters to complete. To graduate, students must earn a minimum of 19 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**19**
CIS 2202*	XHTML Fundamentals (OL)	5
CIS 2261*	JavaScript Fundamentals (OL)	4
CIS 2211*	Web Site Design Tools (OL)	6
CIS 1104*	Web Graphics using Adobe Photoshop (OL)	4

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $600

VIDALIA CAMPUS
Management/Leadership Specialist Certificate

This certificate serves as an expanded overview in the field of management.

EMPLOYMENT OPPORTUNITIES

Management/Leadership Specialist graduates have a wide variety of jobs to select from such as: small business management, management trainees, and supervisory trainees.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MANAGEMENT/LEADERSHIP SPECIALIST CURRICULUM

The standard curriculum for the Management/Leadership Specialist certificate program is designed for the quarter system. Students may enter the program quarterly. The Management/Leadership Specialist certificate takes approximately 2-4 quarters to complete. To graduate, students must earn a minimum of 33 hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**30**
MSD 100*	Management Principles (OL)	5
MSD 102*	Employment Law(OL)	5
-OR-		
MSD 105*	Labor Management Relations (OL)	(5)
MSD 103*	Leadership (OL)	5
MSD 106*	Performance Management (OL)	5
MSD 107*	Employee Training & Development (OL)	5
MSD xxx*	Elective (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $2,214
Books/Supplies $1050

VIDALIA CAMPUS
MEDICAL OFFICE ASSISTANT

The Medical Office Assistant certificate program is designed to provide educational opportunities to individuals that will enable them to obtain knowledge and skills necessary to secure employment in a medical environment.

EMPLOYMENT OPPORTUNITIES
The Medical Office Assistant certificate program prepares students for entry-level employment as a receptionist in a physician's office, hospital, clinic, or other related areas.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MEDICAL OFFICE ASSISTANT CURRICULUM
The standard curriculum for the Medical Office Assistant certificate program is designed for the quarter system. Students may enter the program quarterly. The certificate generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 28 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**5**
ENG 1010*	Fundamentals of English I	5
OCCUPATIONAL COURSES		**20**
COL 1000	College Survival Strategies (Institutional Credit Only)	(3)
AHS 109*	Medical Terminology (OL)	3
BUS 1130*	Document Processing (OL)	6
BUS 2340*	Medical Administrative Procedures (OL)	5
XXX xxx*	Electives	6
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $600

MICROSOFT EXCEL APPLICATION USER

The Microsoft Excel Application User prepares students to be end users of Microsoft Excel. The program emphasizes Microsoft Excel operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation.

EMPLOYMENT OPPORTUNITIES
The Microsoft Excel Application User certificate program prepares students for entry-level employment in the data entry/spreadsheet field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT				
ACT				
CPE				
GAHSGT	235	235		

MICROSOFT EXCEL APPLICATION USER
The standard curriculum for the Microsoft Excel Application User certificate program is designed for the quarter system. Students may enter the program quarterly. The certificate generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 19 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**5**
MAT 1011*	Business Mathematics	5
OCCUPATIONAL COURSES		**11**
COL 1000*	College Survival Strategies (**Institutional Credit Only**)	(3)
BUS 2120*	Spreadsheet Applications [OL]	3
XXX	Elective	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $760
Books/Supplies: $380

MICROSOFT OFFICE APPLICATIONS PROFESSIONAL

The Microsoft Office Applications Professional certificate program is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

EMPLOYMENT OPPORTUNITIES

The Microsoft Office Applications Professional certificate program prepares students for employment in many different types of office environments with emphasis placed on word processing, spreadsheet, database, and presentation applications.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

MICROSOFT OFFICE APPLICATIONS PROFESSIONAL CURRICULUM

The standard curriculum for the Microsoft Office Applications Professional certificate program is designed for the quarter system. Students may enter the program quarterly. The certificate generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 22 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**19**
BUS 1150*	Database Applications (OL)	3
BUS 1140*	Word Processing (OL)	5
BUS 2120*	Spreadsheet Applications (OL)	3
BUS 2150*	Presentation Applications (OL)	3
XXX xxx*	Electives	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $600

MICROSOFT WORD APPLICATION PROFESSIONAL

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.

EMPLOYMENT OPPORTUNITIES
The Microsoft Word Application Professional certificate program prepares students for entry-level employment in the data entry/word processing field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT				
ACT				
CPE				
GAHSGT	235	235		

MICROSOFT WORD APPLICATION PROFESSIONAL
The standard curriculum for the Microsoft Word Application Professional certificate program is designed for the quarter system. Students may enter the program quarterly. The certificate generally takes 3 quarters to complete. To graduate, students must earn a minimum of 19 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**16**
BUS 1130*	Document Processing	6
BUS 1140*	Word Processing	5
BUS 2110*	Advanced Word Processing	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
*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.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $850
Books/Supplies: $380

VIDALIA CAMPUS
Network Administrator Certificate Program

The Network Administrator certificate program is designed to teach students to implement, manage, and troubleshoot existing network and system environments based on the Microsoft Windows 2000/2003 and Windows .NET Server platforms. Implementation responsibilities include installing and configuring parts of the systems. Management responsibilities include administering and supporting the systems. Graduates will receive an Network Administrator certificate of credit and will be prepared to seek MCSA certification. The MCSA certification provides employers with a means to identify qualified individuals who have the appropriate skills set to do the job successfully.

EMPLOYMENT OPPORTUNITIES
The Network Administrator TCC will introduce and prepare students to the skills needed to function as a Microsoft Certified Systems Administrator in a networking environment where one will be qualified to manage, support, and troubleshoot the ongoing needs of a Microsoft Windows® server-based operating environment or related environments. It will also provide an alternate career path for IT professionals, who prefer practical hands-on implementation experience. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. This program will prepare students for the Microsoft Certified Systems Administrator (MCSA) certification exams.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

NETWORK ADMINISTRATOR CURRICULUM
The standard curriculum for the Network Administrator certificate program is designed for the quarter system. Students may enter program quarterly. The Network Administrator certificate program generally takes 5-7 quarters to complete. To graduate, students must earn a minimum of 45 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**42**
CIS 106*	Computer Concepts (OL)	5
CIS xxx	Operating Systems Course (CIS103 or CIS2149)	6
CIS 122*	Microcomputer Installation and Maintenance (OL)	7
CIS 1140*	Networking Fundamentals (OL)	6

-OR-

CIS 2321*	Introduction to LAN & WAN (OL)	6
CIS 2149*	Implementing Win Professional (OL)	6
CIS 2150*	Implementing Microsoft Win Server (OL)	6
CIS xxxx	Elective	6
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,052
Books/Supplies: $1,000

SWAINSBORO CAMPUS
PAYROLL ACCOUNTING SPECIALIST

The Payroll Accounting Specialist certificate program provides students with entry-level accounting skills. The certificate emphasizes principles of accounting, computerized accounting, principles of payroll accounting, and basic computer skills.

EMPLOYMENT OPPORTUNITIES
The Payroll Accounting Specialist certificate program prepares students for entry-level employment in the accounting field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	300	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

PAYROLL ACCOUNTING SPECIALIST
The standard curriculum for the Payroll Accounting Specialist certificate program is designed for the quarter system. Students may enter the program quarterly. The certificate generally takes 2-3 quarters to complete. To graduate, students must earn a minimum of 23 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**23**
ACC 1101*	Principles of Accounting I	6
ACC 1102 *	Principles of Accounting II	6
ACC 1104*	Computerized Accounting	3
ACC 1152*	Payroll Accounting	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $480

VIDALIA CAMPUS
Small Business Management Specialist

This certificate is designed to emphasize management skills needed when either starting or managing a small business.

EMPLOYMENT OPPORTUNITIES
Small Business Management Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, management trainees, and supervisory trainees.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

SMALL BUSINESS MANAGEMENT SPECIALIST CURRICULUM
The standard curriculum for the Small Business Specialist certificate program is designed for the quarter system. Students may enter the program quarterly. The Small Business Specialist certificate takes approximately 2-4 quarters to complete. To graduate, students must earn a minimum of 33 hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**30**
MSD 102*	Employment Law (OL)	5
-OR-		
MSD 105*	Labor Management Relations (OL)	(5)
MSD 106*	Performance Management (OL)	5
MSD 109*	Managerial Accounting (OL)	5
-OR-		
ACC 1101*	Principles of Accounting I	(6)
MSD 115*	Retail Management (OL)	5
MSD 117*	Small Business Management (OL)	5
MSD xxx*	Elective (OL)	5
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,863
Books/Supplies $1,000

Supervisor/Manager Specialist

This certificate serves as an introduction to the basic of supervision and/or management.

EMPLOYMENT OPPORTUNITIES
Supervisor/Manager Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, management trainees, and supervisory trainees.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

SUPERVISOR/MANAGER SPECIALIST CURRICULUM
The standard curriculum for the Supervisor/Manager Specialist certificate program is designed for the quarter system. Students may enter the program quarterly. The Supervisor/Manager Specialist certificate takes approximately 2-4 quarters to complete. To graduate, students must earn a minimum of 20 hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**20**
MSD 100*	Management Principles (OL)	5
-OR-		
MKT 101*	Principles of Management (OL)	(5)
MSD 102*	Employment Law (OL)	5
-OR-		
MSD 105*	Labor Management Relations (OL)	5
MSD 103*	Leadership (OL)	5
MSD 104*	Human Resource Management (OL)	5

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,242
Books/Supplies $600

The purpose of this certificate is to prepare students for positions in business that require written and oral communication skills along with the technical proficiency to translate technical information to various audiences and in various formats.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		25	21	
CPE	75	75	79	
GAHSGT	235	235		

TECHNICAL COMMUNICATIONS CURRICULUM

CURRICULUM OUTLINE		CREDITS
COL 1000	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101	Composition and Rhetoric (OL)	5
MAT 1111	College Algebra (OL)	5
SCT 100	Introduction to Microcomputers (OL)	3
Social Sciences*		**5-10**
PSY 1101	Introduction to Psychology (OL)	5
-OR-		
SOC 1101	Introduction to Sociology	5
Humanities*		**5-10**
ENG 2130	American Literature	5
Specified General Core Courses**		**10-20**
SPC 1101	Public Speaking (OL)	5
ENG 1105	Technical Communications	5
ECO 1101	Principles of Economics (OL)	5
MAT 1113	Pre-Calculus	5
PSY 1101	Introduction to Psychology (OL)	5
-OR-		
SOC 1101	Introduction to Sociology	5
Occupational/Technical Courses ****		**10-20**
BUS 1130	Document Processing (OL)	6

BUS 1150	Database Applications (OL)	3
BUS 1140	Word Processing (OL)	5
BUS 1120	Business Document Proofreading and Editing	3
BUS 1170	Electronic Communication Applications	5
BUS 2110	Advanced Word Processing (OL)	5
BUS 2120	Spreadsheet Applications (OL)	3
BUS 2150	Presentation Applications (OL)	3
CIS 106	Computer Concepts (OL)	5
CIS 127	Comprehensive Word Processing & Presentation Graphics (OL)	6
CIS 1104	Web Graphics Using Adobe Photoshop	4
CIS 2228	Comprehensive Spreadsheet Techniques (OL)	6

Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUS 1130, BUS 1100 must be taken as a required elective
* *"C" or higher is required for designated courses.*
(OL) designation indicates course is available online in selected quarters.
**** Not to exceed 15 total hours from these two categories.*
***** Not to exceed 30 total credit hours from these two categories*
Prerequisites for courses must be in place before enrolling in specific courses.

VIDALIA CAMPUS
Technical Management Specialist

This certificate is designed to allow integration of management knowledge and other areas of technical training.

EMPLOYMENT OPPORTUNITIES
Technical Management Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, management trainees, and supervisory trainees.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

TECHNICAL MANAGEMENT SPECIALIST CURRICULUM
The standard curriculum for the Technical Management Specialist certificate program is designed for the quarter system. Students may enter the program quarterly. The Technical Management Specialist certificate takes approximately 3-5 quarters to complete. To graduate, students must earn a minimum of 40 hours.

CURRICULUM OUTLINE	CREDITS
OCCUPATIONAL COURSES	**40**
MSD 100* Management Principles	5
-OR-	
MKT 101 Principles of Management	(5)
MSD 102 Employment Law	5
-OR-	
MKT 103 Legal Environment	(5)
-OR-	
MSD 105 Labor Management Relations	(5)
MSD 104 Human Resource Management	5
MSD xxx Elective	5
XXX xxx Technical Electives from the technical area to be approved by the advisor	17
FUNDAMENTAL OCCUPATIONAL COURSES	**3**
SCT 100* Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $2,484
Books/Supplies $1,300

Industrial and Environmental Technologies

Rapid advancements in the Industrial Technologies areas make the need for current education and training essential. Southeastern Tech's Industrial Technologies programs combine classroom study and practical training emphasizing skill development, related technical knowledge, and general education.
Southeastern Tech offers a wide selection of degrees, diplomas and certificates. These programs are offered on both a full-time and part-time basis.

General Education Core Competencies
The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.
STC has identified the following general education core competencies that graduates will attain.

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.
- The ability to utilize basic computer skills.

Beginning Summer Quarter 2009, all new students who are pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component; students who transfer credit for the General Education core; and students enrolled prior to the merger who take all or part of the General Education core after July 1, 2009, will be required to pass the General Education Competency Exams prior to graduation.

Capstone Courses
An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit assessment, they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.
In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.
For any questions regarding STC's capstone courses, please see your program advisor.

VIDALIA CAMPUS
Electronics Technology Associate of Applied Science Degree Program

The Electronics Technology Associate degree program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronics Technology Associate of Applied Science Degree, which qualifies them as electronics technicians with a specialization in computer electronics or industrial electronics.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

ELECTRONICS TECHNOLOGY CURRICULUM

The standard curriculum for the Electronics Technology Associate of Applied Science degree program is designed for the quarter system. Students may enter the program quarterly. The program generally takes 8 quarters to complete. To graduate, students must earn a minimum of 102 credit hours for either the computer electronics option or for the industrial electronics option.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**30**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
ENG 1105*	Technical Communications	5
MAT 1111*	College Algebra (OL)	5
MAT 1113*	Pre-Calculus	5
PSY 1101*	Introduction to Psychology (OL)	5
OCCUPATIONAL COURSES		**44**
ELC 104*	Soldering Technology (OL)	2
ELC 108*	Direct Current Circuits II (OL)	4

ELC 110*	Alternating Current Circuits II (OL)	4
ELC 115*	Solid State Devices II (OL)	4
ELC 117*	Linear Integrated Circuits (OL)	4
ELC 118*	Digital Electronics I (OL)	4
ELC 119*	Digital Electronics II (OL)	4
ELC 120*	Microprocessors Fundamentals (OL)	4
IFC 100*	Industrial Safety (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4
IFC 102*	Alternating Current Circuits I (OL)	4
IFC 103*	Solid State Devices I (OL)	4
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

SPECIALIZATION AREA

Choose one of the following specializations:

COMPUTER ELECTRONICS		**25+**
ELC 217*	Computer Hardware (OL)	7
ELC 218*	Operating System Technologies (OL)	7
ELC 219*	Networking (OL)	4
ELC 286*	CompTIA A+ Certification (OL)	5
XXX xxx*	Technical Electives	2+
INDUSTRIAL ELECTRONICS		**25**
ELC 211*	Process Controls (OL)	6
ELC 212*	Motor Controls (OL)	6
ELC 213*	Programmable Controllers (OL)	5
ELC 214*	Mechanical Devices	3
ELC 215*	Fluid Power	3
ELC 216*	Robotics	2

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $4,104
Books/Supplies: $2,100

SWAINSBORO CAMPUS
Forest Technology Associate of Applied Science Degree Program

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 saw timber 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.

EMPLOYMENT OPPORTUNITIES
Forest Technology students have a wide variety of jobs to select from including the Georgia Forestry Commission, Department of Natural Resources, timber dealers, chemical companies, tree nurseries, satellite system companies (GPS), pole and saw timber mills, and private consultants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

FOREST TECHNOLOGY CURRICULUM
The standard curriculum for the Forest Technology degree program is designed for the quarter system. Students may enter the Forest Technology degree program quarterly. The program generally takes 6 or more quarters to complete. To graduate, students must earn a minimum of 98 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**30**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
SPC 1101*	Public Speaking (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
MAT 1111*	College Algebra (OL)	5
ECO 1101*	Principles of Economics	5
OCCUPATIONAL COURSES		**65**
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 Measurement I	4
FOR 127*	Introduction to Forest Measurement	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
FOR 158*	(ELECTIVE) Wildlife Management	4
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $2,286

Air Conditioning Technology Diploma Program

The Air Conditioning Technology program is a planned sequence of courses designed to prepare students for careers in the HVAC industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. In addition, graduates are to be competent in the specific areas of air conditioning principles, troubleshooting air conditioning systems, and electric heating systems.

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Technology program is in-tended to produce graduates who are prepared for employment as air conditioning technicians.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript prior to completion of program;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

AIR CONDITIONING TECHNOLOGY CURRICULUM

The standard curriculum for the Air Conditioning Technology diploma program is designed for the quarter system. Students may enter the program quarterly. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 85 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1012*	Foundation of Mathematics (OL)	5
OCCUPATIONAL COURSES		**69**
ACT 100*	Refrigeration Fundamentals	4
ACT 101*	Principles and Practices of Refrigeration	7
ACT 102*	Refrigeration Systems Components	7
ACT 103*	Electricity for Air Conditioning	7
ACT 104*	Electric Motors	4

ACT 105*	Electrical Components	5
ACT 106*	Electrical Control Systems and Installation	4
ACT 107*	Air Conditioning Principles	8
ACT 108*	Air Conditioning Systems and Installation	3
ACT 109*	Troubleshooting Air Conditioning Systems	7
ACT 110*	Gas Heating Systems	5
ACT 111*	Heating Pumps and Related Systems	6
IFC 100*	Industrial Safety (OL)	2
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

*_"C" or higher is required for designated courses._
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,687
Books/Supplies: $1,045

Electrical Construction and Maintenance Diploma Program

The Electrical Construction and Maintenance program prepares students as entry-level technicians in residential and commercial wiring. Students may earn a diploma entitled Industrial Electrical Technology by attending an additional 2 quarters.

EMPLOYMENT OPPORTUNITIES
Students completing the Electrical Construction and Maintenance program should be able to find employment with electrical contractors, industrial plants, most state agencies, and power companies.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

ELECTRICAL CONSTRUCTION AND MAINTENANCE CURRICULUM
The standard curriculum for the Electrical Construction and Maintenance program is designed for the quarter system. Students may enter the program quarterly. The program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 72 credit hours. The Industrial Electrical Technology (IET) diploma program generally takes 2 additional quarters to complete. To graduate, students must earn a minimum of 88 credit hours. To complete the IET diploma, a student must first complete all of the Electrical Construction and Maintenance courses.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1012*	Foundation of Mathematics (OL)	5
OCCUPATIONAL COURSES		**56**
ELT 106*	Electrical Prints, Schematics and Symbols (OL)	4
ELT 107*	Commercial Wiring I	5
ELT 108*	Commercial Wiring II	5
ELT 109*	Commercial Wiring III	5
ELT 111*	Single-Phase and Three-Phase Motors	5
ELT 112*	Variable Speed Controls	3

ELT 118*	Electrical Controls	5
ELT 119*	Electricity Principles II (OL)	4
ELT 120*	Residential Wiring I	5
ELT 121*	Residential Wiring II	6
IFC 100*	Industrial Safety Procedures (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4
XXX xxx	Elective	3
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3
INDUSTRIAL ELECTRICAL TECHNOLOGY		**16**
ELT 116*	Transformers	4
ELT 117*	NEC Industrial Applications	4
ELT 122*	Industrial PLC's	6
XXX xxx*	Technical Electives	5

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

EC&M PROGRAM COSTS ONLY
(Costs are estimates and are subject to change.)
Tuition/Fees: $3,564
Books/Supplies: $1,500
Tools: $300

I.E.T. PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $828
Books/Supplies: $500

VIDALIA CAMPUS
Electronics Fundamentals Diploma Program

The Electronics Fundamentals diploma program is a sequence of courses designed to prepare students for entry-level positions as electronic technicians. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronic theory and practical applications necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations.

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Electronic Fundamentals diploma, which prepares them for entry-level positions in the electronics field and qualifies them for admission into the Electronics Technology diploma and degree programs. Continuation into the Electronics Technology program is recommended and encouraged.

PROGRAM DELIVERY METHOD

The Electronics Fundamentals diploma program is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	39	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

ELECTRONICS FUNDAMENTALS CURRICULUM

The standard curriculum for the Electronics Fundamental diploma program is designed for the quarter system. Students may enter the program quarterly. The program generally takes 5 quarters to complete. To graduate, students must earn a minimum of 65 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1013*	Algebraic Concepts (OL)	5
MAT 1017*	Trigonometry	5

OCCUPATIONAL COURSES		44
ELC 104*	Soldering Technology (OL)	2
ELC 108*	Direct Current Circuits II (OL)	4
ELC 110*	Alternating Current Circuits II (OL)	4
ELC 115*	Solid State Devices II (OL)	4
ELC 117*	Linear Integrated Circuits (OL)	4
ELC 118*	Digital Electronics I (OL)	4
ELC 119*	Digital Electronics II (OL)	4
ELC 120*	Microprocessors Fundamentals (OL)	4
IFC 100*	Industrial Safety (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4
IFC 102*	Alternating Current Circuits I (OL)	4
IFC 103*	Solid State Devices I (OL)	4
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,565
Books/Supplies: $1,240

VIDALIA CAMPUS
Electronics Technology Diploma Program

The Electronics Technology diploma program is a sequence of courses designed to prepare students for entry-level positions as electronic technicians. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronic theory and practical applications necessary for successful employment. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations.

EMPLOYMENT OPPORTUNITIES
Program graduates receive an Electronic Technology diploma, which qualifies them as an electronics technician with a specialization in computer electronics, or industrial electronics.

PROGRAM DELIVERY METHOD
The Electronics Technology diploma program is available through on-campus classes at Southeastern Technical College's Vidalia campus and through the World Wide Web with the Georgia Virtual Technical College.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	37
COMPASS	70	23	26	28
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

ELECTRONICS TECHNOLOGY CURRICULUM
The standard curriculum for the Electronics Technology diploma program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program generally takes 7 quarters to complete. The program requires completion of the 65 credit hours in the Electronics Fundamentals diploma plus an additional 25 credit hours in one of the specialization areas. There is to be a minimum total of 90 credit hours to receive the Electronics Technology diploma.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**18**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I (OL)	5
MAT 1013*	Algebraic Concepts (OL)	5
MAT 1017*	Trigonometry	5

OCCUPATIONAL COURSES		**44**
ELC 104*	Soldering Technology (OL)	2
ELC 108*	Direct Current Circuits II (OL)	4
ELC 110*	Alternating Current Circuits II (OL)	4
ELC 115*	Solid State Devices II (OL)	4
ELC 117*	Linear Integrated Circuits (OL)	4
ELC 118*	Digital Electronics I (OL)	4
ELC 119*	Digital Electronics II (OL)	4
ELC 120*	Microprocessors Fundamentals (OL)	4
IFC 100*	Industrial Safety (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4
IFC 102*	Alternating Current Circuits I (OL)	4
IFC 103*	Solid State Devices I (OL)	4
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

SPECIALIZATION AREA

Choose one of the following specializations:

COMPUTER ELECTRONICS		**25+**
ELC 217*	Computer Hardware (OL)	7
ELC 218*	Operating System Technologies (OL)	7
ELC 219*	Networking (OL)	4
ELC 286*	CompTIA A+ Certification (OL)	5
XXX xxx*	Technical Electives	2+
INDUSTRIAL ELECTRONICS		**25**
ELC 211*	Process Controls (OL)	6
ELC 212*	Motor Controls (OL)	6
ELC 213*	Programmable Controllers (OL)	5
ELC 214*	Mechanical Devices	3
ELC 215*	Fluid Power	3
ELC 216*	Robotics	2

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/Supplies: $1,720

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.

EMPLOYMENT OPPORTUNITIES

Fish and Game Management students have a wide variety of state agency jobs to select from such as: park ranger, park naturalist, conservation ranger, wildlife and fisheries technician, and campground manager. Private and self employment opportunities also exist such as: wildlife consulting, habit and fish pond management, and nuisance wildlife control.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	79	
GAHSGT	235	235		

FISH AND GAME MANAGEMENT CURRICULUM

The standard curriculum for the Fish and Game Management diploma program is designed for the quarter system. Students may enter the Fish and Game Management diploma program quarterly. The program generally takes 5 or more quarters to complete. To graduate, students must earn a minimum of 87 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	English	5
MAT 1012*	General Mathematics	5
EMP 1000	Interpersonal Relations & Professional Development (OL)	3
OCCUPATIONAL COURSES		**71**
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
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $2,052
Books/Supplies: $1,977

SWAINSBORO CAMPUS
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.

EMPLOYMENT OPPORTUNITIES
Forest Technology students have a wide variety of jobs to select from including the Georgia Forestry Commission, Department of Natural Resources, timber dealers, chemical companies, tree nurseries, satellite system companies (GPS), pole and saw timber mills, and private consultants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

FOREST TECHNOLOGY CURRICULUM
The standard curriculum for the Forest Technology diploma program is designed for the quarter system. Students may enter the Forest Technology degree program quarterly. The program generally takes 5 or more quarters to complete. To graduate, students must earn a minimum of 81 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000	College Survival Strategies (Institutional Credit Only)	(3)
MAT 1012*	General Mathematics	5
ENG 1010*	English	5
EMP 1000*	Interpersonal Relations & Professional Development (OL)	3
OCCUPATIONAL COURSES		**65**
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 Measurement I	4
FOR 127*	Introduction to Forest Measurement	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
FOR 158*	(ELECTIVE) Wildlife Management	4
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,052
Books/Supplies: $2,418

Welding & Joining Technology Diploma Program

The Welding and Joining Technology Diploma program is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Competencies achieved in the study of welding and joining meet the qualification criteria for national welding and joining code standards.

EMPLOYMENT OPPORTUNITIES

The Welding and Joining Technology Diploma Program is intended to prepare graduates for entry-level jobs as welding construction workers or pipe welders throughout the USA.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

WELDING & JOINING TECHNOLOGY DIPLOMA CURRICULUM

The standard curriculum for the Welding & Joining Technology diploma program is designed for the quarter system. Students may enter the program quarterly. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 75 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000	Interpersonal Relations and Professional Development (OL)	3
ENG 1010	English (OL)	5
MAT 1012	Foundations of Mathematics (OL)	5
OCCUPATIONAL COURSES		**59**
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxy-fuel Cutting	4
WLD 103	Blueprint Reading I	3
WLD 104	Shielded Metal Arc Welding I	6
WLD 105	Shielded Metal Arc Welding II	6
WLD 106	Shielded Metal Arc Welding III	6
WLD 107	Shielded Metal Arc Welding IV	6
WLD 108	Blueprint Reading II	3

WLD 109	Gas Metal Arc Welding	6
WLD 110	Gas Tungsten Arc Welding	4
WLD 112	Preparation for Industrial Qualification	4
XXX xxx	Program Electives	(5)
FUNDAMENTAL OCCUPATIONAL COURSES		**3**

SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,024
Books/Supplies: $1,045

VIDALIA CAMPUS
Air Conditioning Technician Assistant Certificate Program

The Air Conditioning Technician Assistant program has been designed to prepare students for employment as air conditioning technician's assistants.

EMPLOYMENT OPPORTUNITIES
Program graduates receive an Air Conditioning Technician Assistant Technical certificate of credit, which prepares the graduate for entry-level positions in the air conditioning repair field

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

AIR CONDITIONING TECHNICIAN CURRICULUM
The standard curriculum for the Air Conditioning Technician Assistant certificate program is designed for the quarter system. Students may enter the program quarterly. The program may be completed in 2-3 quarters. To graduate, students must earn a minimum of 18 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**18**
ACT 100*	Refrigeration Fundamentals	4
ACT 101*	Principles and Practices Refrigeration	7
ACT 102*	Refrigeration Systems Components	7

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $990
Books/Supplies: $340

Commercial Truck Driving Certificate Program

The Commercial Truck Driving (CTD) program provides training for those individuals seeking a Commercial Driver's License. In addition to classroom instruction, students receive commercial truck driving training on site and on the road. The CTD certificate program is a 7-10 week course of study depending upon internship(s). Students completing the certificate coursework will have valuable knowledge and experience in commercial truck driving which will better qualify them for employment in the fast growing trucking industry. Day classes meet 8 a.m. to 4:30 p.m. Mondays through Thursdays. Night classes meet from 5:30-10:30 with 2 Saturdays from 8 a.m. to 5 p.m.

EMPLOYMENT OPPORTUNITIES

Opportunities exist for graduates of the program to go into local and over-the-road commercial truck driving positions.

ADMISSIONS CRITERIA

- Submit a completed application and application fee
- Be at least 18 years of age;
- Have a valid Georgia Driver's License;
- Provide a 7-year Motor Vehicle Report that shows no more than 8 points or 3 moving violations in the last 3 years and no DUI in last 7 years;
- Pass a D.O.T. physical*; (*Not required until all other criteria has been met.)
- Pass NIDA 5 drug screening*;
- Meet any applicable Federal Standards;
- Applicants must comply with Federal requirements as set forth in the Federal Motor Carrier Safety Regulations;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	29	29	29	
COMPASS	40	11	17	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

COMMERCIAL TRUCK DRIVING CURRICULUM

The standard curriculum for the Commercial Truck Driving program is designed for the quarter system. The program admits new students every quarter. The program can be completed in 7-10 weeks. To graduate, students must earn a minimum of 15 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**15**
CTD 101*	Fundaments of Commercial Truck Driving	5
CTD 102*	Basic Operations	5
CTD 103*	Advanced Operations	5

* *"C" or higher is required for designated courses.*

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,951
Books/Supplies: $150
D.O.T. Physical: $70
N.I.D.A. 5 Drug Test: $50
Driver's License Permit: $45
Final Driving Test: $50
For qualifying applicants, H.O.P.E. pays the $3,951 of tuition/fees and $100 of book costs.

SWAINSBORO CAMPUS
Commercial Wiring Certificate Program

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

EMPLOYMENT OPPORTUNITIES
Program graduates receive an Commercial Wiring Technical certificate of credit, which prepares the graduate for entry-level positions in the electrical and commercial construction field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

COMMERCIAL WIRING CURRICULUM
Students may enter the program quarterly. The program may be completed in 2-3 quarters. To graduate, students must earn a minimum of 33 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**33**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations & Professional Development (OL)	3
MAT 1012*	General Mathematics (OL)	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	4

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $690

SWAINSBORO CAMPUS
Electrical Contracting Technician Certificate Program

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.

EMPLOYMENT OPPORTUNITIES
Program graduates receive an Electrical Contracting Technician Technical certificate of credit, which prepares the graduate for entry-level positions in the residential and commercial electrical industries.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

ELECTRICAL CONTRACTING TECHNICIAN CURRICULUM
The standard curriculum for the Electrical Contracting Technician certificate program is designed for the quarter system. Students may enter the program quarterly. The program may be completed in 4 quarters. To graduate, students must earn a minimum of 53 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**53**
IFC 100*	Industrial Safety Procedures (OL)	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 Controls	5
ELT 119*	Electricity Principles	4
ELT 120*	Residential Wiring I	5
ELT 121*	Residential Wiring II	6

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $2,052
Books/Supplies: $690

SWAINSBORO CAMPUS
Electrical Systems Assistant Certificate Program

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.

EMPLOYMENT OPPORTUNITIES
Program graduates receive an Electrical Systems Assistant Technical certificate of credit, which prepares the graduate for entry-level positions as an electrical technician.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

ELECTRICAL SYSTEMS ASSISTANT CURRICULUM
Students may enter the program quarterly. The program may be completed in 2 quarters. To graduate, students must earn a minimum of 15 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**15**
MAT 1012*	General Mathematics (OL)	5
IFC 100*	Industrial Safety Procedures (OL)	2
IFC 101*	Direct Current Circuits I	4
ELT 119*	Electricity Principles	4

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,026
Books/Supplies: $490

Flat Shielded Metal Arc Welder Certificate Program

The Flat Shielded Metal Arc Welder (SMAW) Technical certificate program prepares an individual for employment within the welding and fabrication industry as well as similar working environments where SMAW applications are required.

EMPLOYMENT OPPORTUNITIES
The demand for trained welders is great, with many well paying job opportunities available upon program completion.

LICENSURE
There is no specific licensure that applies to either welding program. However, graduates of this program would be better prepared to qualify for select industry certifications and those employers conduct.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	33	32	31	
COMPASS	47	14	19	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

FLAT SHIELDED METAL ARC WELDING CURRICULUM
The standard curriculum for the Shielded Metal ARC Welding (SMAW) certificate program is designed for the quarter system. Students are encouraged to begin the program in the Fall quarter to maximize their progress toward completion. However, students may begin the program any quarter. The program generally takes 2 quarters to complete. To graduate, students must earn a minimum of 16 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**16**
WLD 100*	Introduction to Welding	6
WLD 101*	Oxyfuel Cutting	4
WLD 104*	Shielded Metal ARC Welding I-Flat Position	6

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $703
Books/Supplies: $135

Flux Cored Arc Welding Certificate Program

The Flux Cored ARC Welding (FCAW) Technical certificate program prepares an individual for employment within the welding and fabrication industry as well as similar working environments where FCAW applications are required.

EMPLOYMENT OPPORTUNITIES
The demand for trained welders is great, with many well paying job opportunities available upon program completion.

LICENSURE
There is no specific licensure that applies to either welding program. However, graduates of this program would be better prepared to qualify for select industry certifications and those employers conduct.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	33	32	31	
COMPASS	47	14	19	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

FLUX CORED ARC WELDING CURRICULUM
The standard curriculum for the Flux Cored ARC Welding (FCAW) certificate program is designed for the quarter system. Students are encouraged to begin the program in the Fall quarter to maximize their progress toward completion. However, students may begin the program any quarter. The program generally takes 3 quarters to complete. To graduate, students must earn a minimum of 18 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**18**
WLD 100*	Introduction to Welding	6
WLD 101*	Oxyfuel Cutting	4
WLD 103*	Blueprint Reading	3
WLD 153*	Flux Cored Arc Welding	5

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $810
Books/Supplies: $325

SWAINSBORO CAMPUS
Forest Technician Assistant Certificate Program

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.

EMPLOYMENT OPPORTUNITIES
Program graduates receive an Forest Technician Assistant Technical certificate of credit, which prepares the graduate for entry-level positions in the forestry field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

FOREST TECHNICIAN ASSISTANT CURRICULUM
The standard curriculum for the Forest Technician Assistant certificate program is designed for the quarter system. Students may enter the program quarterly. The program may be completed in 2 quarters. To graduate, students must earn a minimum of 26 credit hours.

CURRICULUM OUTLINE		CREDITS
COURSES REQUIRED		**23**
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	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,026
Books/Supplies: $550

Gas Metal Arc Welder Fabricator Certificate Program

The Gas Metal Arc Welding (GMAW) Technical certificate program prepares an individual for employment within the welding and fabrication industry as well as similar working environments where GMAW applications are required.

EMPLOYMENT OPPORTUNITIES
The demand for trained welders is great, with many well paying job opportunities available upon program completion.

LICENSURE
There is no specific licensure that applies to either welding program. However, graduates of this program would be better prepared to qualify for select industry certifications and those employers conduct.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	33	32	31	
COMPASS	47	14	19	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

GAS METAL ARC WELDING CURRICULUM
The standard curriculum for the Gas Metal Arc Welding (GMAW) certificate program is designed for the quarter system. Students are encouraged to begin the program in the Fall quarter to maximize their progress toward completion. However, students may begin the program any quarter. The program generally takes 3 quarters to complete. To graduate, students must earn a minimum of 19 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**19**
WLD 100*	Introduction to Welding	6
WLD 101*	Oxyfuel Cutting	4
WLD 109*	Gas Metal Arc Welding	6
Elective	Choose a 3 hour elective (WLD 103 Blueprint Reading)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $846
Books/Supplies: $325

Gas Tungsten Arc Welding Certificate Program

The Gas Tungsten Arc Welding (GTAW) Technical certificate program prepares an individual for employment within the welding and fabrication industry as well as similar working environments where GTAW applications are required.

EMPLOYMENT OPPORTUNITIES
The demand for trained welders is great, with many well paying job opportunities available upon program completion.

LICENSURE
There is no specific licensure that applies to either welding program. However, graduates of this program would be better prepared to qualify for select industry certifications and those employers conduct.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	33	32	31	
COMPASS	47	14	19	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

GAS TUNGSTEN ARC WELDING CURRICULUM
The standard curriculum for the Gas Tungsten Arc Welding (GTAW) certificate program is designed for the quarter system. Students are encouraged to begin the program in the Fall quarter to maximize their progress toward completion. However, students may begin the program any quarter. The program generally takes 3 quarters to complete. To graduate, students must earn a minimum of 17 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**17**
WLD 100*	Introduction to Welding	6
WLD 101*	Oxyfuel Cutting	4
WLD 110*	Gas Tungsten Arc Welding	4
Elective	Choose a 3 hour elective (WLD 103 Blueprint Reading)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $774
Books/Supplies: $325

SWAINSBORO CAMPUS
Overhead Shielded Metal Arc Welder Certificate Program

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.

EMPLOYMENT OPPORTUNITIES
The demand for trained welders is great, with many well paying job opportunities available upon program completion.

LICENSURE
There is no specific licensure that applies to either welding program. However, graduates of this program would be better prepared to qualify for select industry certifications and those employers conduct.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	33	32	31	
COMPASS	47	14	19	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	

OVERHEAD SHIELDED METAL ARC WELDER CURRICULUM
The standard curriculum for the Shielded Metal Arc Welding (SMAW) certificate program is designed for the quarter system. Students may only begin the program upon completion of the Flat Shielded Metal Arc Welder Certificate The program generally takes 2 quarters to complete. To graduate, students must earn a minimum of 18 credit hours.

CURRICULUM OUTLINE	CREDITS
OCCUPATIONAL COURSES	**18**
WLD 105* Shielded Metal ARC Welding II-Horizontal Position	6
WLD 106* Shielded Metal ARC Welding III-Vertical Position	6
WLD 107* Shielded Metal ARC Welding IV-Overhead Position	6

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,026
Books/Supplies: $425

Residential Wiring Technician Certificate Program

The Residential Wiring Technician program has been designed to prepare the student for employment as a residential wiring assistant.

EMPLOYMENT OPPORTUNITIES

Program graduates receive a Residential Wiring Technician Technical certificate of credit, which prepares the graduate for entry-level positions in the residential wiring field.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

RESIDENTIAL WIRING TECHNICIAN CURRICULUM

The standard curriculum for the Residential Wiring Technician certificate program is designed for the quarter system. Students may enter the program during Fall and Spring quarters. The program may be completed in 2-3 quarters. To graduate, students must earn a minimum of 30 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**5**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
MAT 1012*	Foundations of Mathematics (OL)	5
OCCUPATIONAL COURSES		**25**
ELT 106*	Electrical Prints and Schematics (OL)	4
ELT 119*	Electricity Principles II (OL)	4
ELT 120*	Residential Wiring I	5
ELT 121*	Residential Wiring II	6
IFC 100*	Industrial Safety (OL)	2
IFC 101*	Direct Current Circuits I (OL)	4

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,525
Books/Supplies: $750
Tools: $300

SWAINSBORO CAMPUS
Wildlife Management Assistant Certificate Program

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.

EMPLOYMENT OPPORTUNITIES
Program graduates receive an Wildlife Management Assistant Technical certificate of credit, which prepares the graduate for employment as a Wildlife Management Assistant.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	35	33	31	
COMPASS	60	15	19	
SAT				
ACT				
CPE				

WILDLIFE MANAGEMENT ASSISTANT CURRICULUM
The standard curriculum for the Wildlife Management Assistant certificate program is designed for the quarter system. Students may enter the program quarterly. The program may be completed in 2 quarters. To graduate, students must earn a minimum of 16 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**16**
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

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,220
Books/Supplies: $490

Human Services

Southeastern Tech is sensitive to the need for qualified persons in the human services field. There are degree, diploma, and certificate programs geared to prepare students for such opportunities. These programs combine classroom instruction, laboratory practice, and practicum experience to assure that students obtain the most current skills required for their chosen profession. Students interested in Human Services programs may obtain admission requirements from the Admissions Office. Additional information concerning course offerings, entrance dates, and program costs is also available.

General Education Core Competencies

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

STC has identified the following general education core competencies that graduates will attain.

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.
- The ability to utilize basic computer skills.

Beginning Summer Quarter 2009, all new students who are pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component; students who transfer credit for the General Education core; and students enrolled prior to the merger who take all or part of the General Education core after July 1, 2009, will be required to pass the General Education Competency Exams prior to graduation.

Capstone Courses

An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit assessment, they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

For any questions regarding STC's capstone courses, please see your program advisor.

Criminal Justice Technology Associate of Applied Science Degree Program

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

EMPLOYMENT OPPORTUNITIES
Entry-level positions in corrections, security, investigation, and police administration.
NOTE: PURSUANT TO STATE LAW, A CONVICTION FOR A FELONY OR MULTIPLE MISDEMEANOR OFFENSES COULD RESULT IN EXCLUSION FROM EMPLOYMENT IN THE CRIMINAL JUSTICE FIELD

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

CRIMINAL JUSTICE TECHNOLOGY CURRICULUM
The standard curriculum for the Criminal Justice Technology AAS degree program is designed for the quarter system. Students are accepted into the program quarterly. The program generally takes 8 quarters to complete. To graduate, students must earn a minimum of 98 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**30**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ECO 1101*	Principles of Economics (OL)	5
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5
SPC 1101*	Public Speaking (OL)	5
OCCUPATIONAL COURSES		**65**
CRJ 101*	Introduction to Criminal Justice (OL)	5

CRJ 103*	Corrections (OL)	5
CRJ 104*	Principles of Law Enforcement (OL)	5
CRJ 105*	Criminal Procedures (OL)	5
CRJ 168*	Criminal Law (OL)	5
CRJ 202*	Constitutional Law (OL)	5
CRJ 207*	Juvenile Justice (OL)	5
CRJ 209*	Criminal Justice Practicum/Internship	5
CRJ 212*	Ethics in Criminal Justice (OL)	5
XXX xxx*	Occupationally Related Elective (OL)	20
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $4,104
Books/Supplies: $1,700

Early Childhood Care and Education Associate of Applied Science Degree Program

The Early Childhood Care and Education (ECCE) Associate of Applied Science (AAS) degree program is a sequence of courses designed to prepare students for careers in child care and related fields such as child care centers, family day care homes, group child care, Head Start programs, preschool programs, Georgia Pre-K centers, before and after school programs, and in-home care. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and educational theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education AAS degree and are qualified to be either an early childhood care and education program manager or paraprofessional.

The Early Childhood Care and Education AAS degree is a program with a planned sequence designed to be completed in consecutive quarters. The ECCE program adheres to the Technical College System of Georgia Program Standards utilizing off-campus, community-based internship sites, or on-campus laboratory preparation in the Child Care Center located at the Swainsboro campus. Students must have their own reliable transportation when traveling to off-campus internship sites.

EMPLOYMENT OPPORTUNITIES

Child care centers, family care homes, group child care homes, headstart programs, preschool programs, before and after school programs, and in-home care provide employment opportunities for graduates of the Early Childhood Care and Education Program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	42	35	42
COMPASS	79	62	26	37
SAT		480	440	
ACT		21	20	
CPE	75	75	79	

EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the quarter system. Students are accepted into the program quarterly. The program generally takes 7 quarters to complete. To graduate, students must earn a minimum of 110 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**30**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1101*	Composition and Rhetoric (OL)	5
ENG 2130*	American Literature	5
MAT 1111*	College Algebra (OL)	5
PSY 1101*	Introduction to Psychology (OL)	5

SOC 1101*	Introduction to Sociology	5
SPC 1101*	Public Speaking (OL)	5

OCCUPATIONAL COURSES		**64**
ECE 1010*	Introduction to Early Childhood Care and Education	5
ECE 1030*	Human Growth and Development I	5
ECE 1050*	Health, Safety, and Nutrition	5
ECE 1012*	Curriculum Development	3
ECE 1013*	Art for Children	3
ECE 1014*	Music and Movement	3
ECE 2115*	Language Arts and Literature	5
ECE 2116*	Math and Science	5
ECE 1021*	Early Childhood Care and Education Practicum I	3
ECE 1022*	Early Childhood Care and Education Practicum II	3
-OR-		
ECE xxx	Elective	3-5
ECE 2010*	Exceptionalities	5
ECE 2020*	Social Issues and Family Involvement	5
ECE 2240*	Early Childhood Care and Education Internship	12

FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

SPECIALIZATION AREA

Choose one of the following specializations:

PARAPROFESSIONAL		**15**
ECE 2030*	Human Growth and Development II	5
ECE 2110*	Methods and Materials	5
ECE 2120*	Professional Practices	5

PROGRAM MANAGEMENT		**15**
ECE 2170*	Program Administration	5
ECE 2210*	Facility Management	5
ECE 2220*	Personnel Management	5

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
Note: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Evidence of a current satisfactory criminal record background check at student's expense is required by midterm of the student's first quarter at Southeastern Tech. Students will not be registered for second quarter classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,591
Books/Supplies: $1,800
Lab Jacket: (Optional-on the Vidalia Campus)
Criminal Background Check: $10 to $15-Vidalia Campus; $5 Swainsboro Campus

Liability Insurance: $12 per year

Hepatitis B Vaccination (Optional): Approximately $260

Note—Some internship/practicum sites may require students to get the Hepatitis B Vaccination. Students are responsible for the cost of the vaccine if it is required.

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 are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

EMPLOYMENT OPPORTUNITIES

A licensed cosmetologist may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, makeup artist, electrolysis, manufacturer representative, cosmetic chemist, free-lance writer of beauty articles, hair colorist, salon owner, salon chain owner, salon manager, retail specialist, competition champion, platform artist, administrator, board member, or educational specialist. Cosmetology offers limitless opportunities in a rapidly growing industry.

LICENSURE

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. The test is both a practical evaluation requiring a minimum of 70% accuracy and a written evaluation, which also requires a minimum of 70%. Southeastern Tech requires a cosmetology graduate to test and pass the exam within a 2 year period of graduation or successful completion of a refresher course is required for documentation to apply for the exam.

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

COSMETOLOGY REFRESHER

Purpose

The purpose of the Cosmetology Refresher is to prepare TCSG Cosmetology graduates who have never taken the state board exam or those graduates who have taken it and have not passed. If a graduate does not pass the exam within the 2 year period following graduation, then the graduate will

fall under the warranty and can take the refresher courses at no cost. Those students who have never taken the exam will be required to pay tuition and fees.

Curriculum

The curriculum for the Cosmetology Refresher will be the following:

COS 108 Permanent Waving and Relaxing

COS 109 Hair Color

COS 110 Skin, Scalp, and Hair

COS 111 Styling

COS 112 Manicuring and Pedicuring

Any student needing the Cosmetology Refresher will be required to meet with the Dean of Health Sciences and Human Services, who will make the determination as to whether the warranty policy applies.

COSMETOLOGY CURRICULUM

The standard curriculum for the Cosmetology program is designed for the quarter system. A new cosmetology class begins Fall and Spring quarters. New students enrolling Winter or Summer quarters are encouraged to register for general essential core courses in preparation for the next beginning cosmetology class. The program generally takes 5 quarters to complete. To graduate, students must earn a minimum of 82 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I	5
MAT 1012*	Foundations of Mathematics	5
OCCUPATIONAL COURSES		**66**
COS 100*	Introduction to Cosmetology Theory	5
COS 101*	Introduction to Permanent Waving and Relaxing	4
COS 103*	Basic Creative Treatment of Hair, Scalp, and Skin	3
COS 105*	Introduction to Shampooing and Styling	4
COS 106*	Introduction to Haircutting	3
COS 107*	Advanced Haircutting	2
COS 108*	Permanent Waving and Relaxing	3
COS 109*	Hair Color	6
COS 110*	Skin, Scalp, and Hair	3
COS 111*	Styling	3
COS 112*	Manicuring and 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
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.

Students enrolled in COS 100 must have a passing grade at mid-term or they will be withdrawn from all of their first quarter Cosmetology classes. Additionally, if it is evident that a failing grade is going to

be made in any Cosmetology course during any quarter at Southeastern Tech, the student must withdraw from all Cosmetology courses currently registered for, and repeat those courses the next time they are offered.

If necessary, Cosmetology students can change from one campus program to the other only once during their enrollment in the Cosmetology program at Southeastern Tech.

(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,565
Books: $660
Kit/Supplies: $1200
Uniform/Lab Coat/Shoes: $175
Field Trips/Hair Shows: $70
Licensure/Certification Exam: $139
Hepatitis B Vaccination (Optional): Approximately $260
TB Test: $40
Liability Insurance: $12

SPECIAL PROGRAM FEATURES
The Georgia State Board of Cosmetology requires completion of 1500 hours of specific theory and lab skills; therefore, attendance is vital. There are no excused absences. The student is expected to be on time for class and labs.

Students who desire to work in a salon while attending school must obtain an Apprentice License and work under a Master Cosmetologist who has been licensed for a minimum of 36 months. The salon should be a full-service salon. Hours obtained under this apprenticeship are not applicable to the required school hours.

Criminal Justice Technology Diploma Program

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology 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 corrections, security, investigative, and police administration fields.

EMPLOYMENT OPPORTUNITIES
Entry-level positions in corrections, security, investigation and police administration fields.
NOTE: PURSUANT TO STATE LAW, A CONVICTION FOR A FELONY OR MULTIPLE MISDEMEANOR OFFENSES COULD RESULT IN EXCLUSION FROM EMPLOYMENT IN THE CRIMINAL JUSTICE FIELD

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

CRIMINAL JUSTICE TECHNOLOGY CURRICULUM
The standard curriculum for the Criminal Justice Technology diploma program is designed for the quarter system. Students are accepted into the program every quarter for general education courses and every Fall and Spring quarters for program courses. The program generally takes 6 quarters to complete. To graduate, students must earn a minimum of 73 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**15**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
ENG 1010*	Fundamentals of English I	5
MAT 1012*	Foundations of Mathematics (OL)	5
PSY 1010*	Psychology (OL)	5
OCCUPATIONAL COURSES		**55**
CRJ 101*	Introduction to Criminal Justice (OL)	5
CRJ 103*	Corrections (OL)	5
CRJ 104*	Principles of Law Enforcement (OL)	5

CRJ 105*	Criminal Procedures (OL)	5
CRJ 168*	Criminal Law (OL)	5
CRJ 202*	Constitutional Law (OL)	5
CRJ 207*	Juvenile Justice (OL)	5
CRJ 209*	Criminal Justice Practicum/Internship	5
CRJ 212*	Ethics in Criminal Justice (OL)	5
XXX xxx*	Occupationally Related Elective (OL)	10
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $3,078
Books/Supplies: $1,300

Early Childhood Care and Education Diploma Program

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for careers in child care and related fields such as child care centers, family day care homes, group child care, Head Start programs, preschool programs, Georgia Pre-K centers, before and after school programs, and in-home care. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and educational theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and are qualified to be an early childhood care and education provider.

The Early Childhood Care and Education diploma is a program with a planned sequence designed to be completed in consecutive quarters. The ECCE program adheres to the Technical College System of Georgia Program Standards utilizing off-campus, community-based internship sites, or on-campus laboratory preparation in the Child Care Center located at the Swainsboro campus. Students must have their own reliable transportation when traveling to off-campus internship sites.

EMPLOYMENT OPPORTUNITIES

Child care centers, family care homes, group child care homes, headstart programs, preschool programs, before and after school programs, and in-home care provide employment opportunities for graduates of the Early Childhood Care and Education Program.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT		430	400	
ACT		18	16	
CPE	75	75	75	
GAHSGT	235	235		

EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the quarter system. Students are accepted into the program quarterly. Students can enter any quarter and begin the core classes. The program generally takes 4 quarters to complete. To graduate, students must earn a minimum of 73 credit hours.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		**13**
COL 1000*	College Survival Strategies (Institutional Credit Only)	(3)
EMP 1000*	Interpersonal Relations and Professional Development (OL)	3
ENG 1010*	Fundamentals of English I	5
MAT 1012*	Foundations of Mathematics	5
OCCUPATIONAL COURSES		**57**

ECE 1010*	Introduction to Early Childhood Care and Education	5
ECE 1030*	Human Growth and Development I	5
ECE 1050*	Health, Safety, and Nutrition	5
ECE 1012*	Curriculum Development	3
ECE 1013*	Art for Children	3
ECE 1014*	Music and Movement	3
ECE 2115*	Language Arts and Literature	5
ECE 2116*	Math and Science	5
ECE 1021*	Early Childhood Care and Education Practicum I	3
ECE 1022*	Early Childhood Care and Education Practicum II	3
-OR-		
ECE xxx*	Elective	3-5
ECE 2020*	Social Issues and Family Involvement	5
ECE 2240*	Early Childhood Care and Education Internship	12
FUNDAMENTAL OCCUPATIONAL COURSES		**3**
SCT 100*	Introduction to Microcomputers (OL)	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.
Note: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Evidence of a current satisfactory criminal record background check at student's expense is required by midterm of the student's first quarter at Southeastern Tech. Students will not be registered for second quarter classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $2,052
Books/Supplies: $1,100
Lab Jacket: (Optional)
Criminal Background Check: $10 to $15-Vidalia Campus; $5 Swainsboro Campus
Hepatitis B Vaccination (Optional): Approximately $260
Note—Some internship/practicum sites may require students to get the Hepatitis B Vaccination.
Students are responsible for the cost of the vaccine if it is required.

The Child Care certificate program 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.

EMPLOYMENT OPPORTUNITIES

The Child Care Assisting certificate program prepares students for employment as entry-level child care assistants.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT				
ACT				
CPE				
GAHSGT	235	235		

CHILD CARE ASSISTING CURRICULUM

The standard curriculum for the Child Care Assisting certificate program is designed for the quarter system. The certificate generally takes 2 quarters to complete. To graduate, students must earn a minimum of 21 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**21**
ECE 1010*	Introduction to Early Childhood Care and Education	5
ECE 1030*	Human Growth and Development I	5
ECE 1050*	Health, Safety, and Nutrition	5
ECE 1013*	Art for Children	3
ECE 1014*	Music and Movement	3

* "C" or higher is required for designated courses.*
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,026
Books/Supplies: $600
Note: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Evidence of a current satisfactory criminal record

background check at student's expense is required by midterm of the student's first quarter at Southeastern Tech. Students will not be registered for second quarter classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.

CHILD DEVELOPMENT ASSOCIATE

The Child Development Associate certificate program is designed to meet the training needs of persons already working in the field of early care and education. Persons enrolling in this program must have 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.

EMPLOYMENT OPPORTUNITIES

The Child Development Associate certificate program prepares students to attain the CDA credential, which is recognized nationally by Head Start and in Georgia for working in State Pre K programs.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT				
ACT				
CPE				
GAHSGT	235	235		

CHILD DEVELOPMENT ASSOCIATE CURRICULUM

The standard curriculum for the Child Development Associate certificate program is designed for the quarter system. The certificate generally takes 2 quarters to complete. To graduate, students must earn a minimum of 19 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**19**
ECE 1010*	Introduction to Early Childhood Care and Education (OL)	5
ECE 1030*	Human Growth and Development I (OL)	5
ECE 1050*	Health, Safety, and Nutrition (OL)	5
ECE 1025*	Professionalism through CDA Certificate Preparation (OL)	2
ECE 1026*	CDA Certificate Assessment (OL)	2

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: $1,026
Books/Supplies: $300
Note: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Evidence of a current satisfactory criminal record background check at student's expense is required by midterm of the student's first quarter at Southeastern Tech. Students will not be registered for second quarter classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.

SWAINSBORO CAMPUS
EARLY CHILDHOOD PROGRAM ADMINISTRATION

The purpose of the Early Childhood Program Administration Technical Certificate program is to provide the necessary skills to administer and manage a child-care business anywhere in Georgia, and to provide a career path for people working in the field who wish to move into administration.

EMPLOYMENT OPPORTUNITIES

The Early Childhood Program Administration certificate provides the student with the basic knowledge and skills needed to obtain employment as a childcare center owner, director, or administrator.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 21 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- All applicants must have postsecondary credentials, a Child Development Associate (CDA) credential, or approval of the department chair;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT				
ACT				
CPE				
GAHSGT	235	235		

EARLY CHILDHOOD PROGRAM ADMINISTRATION CURRICULUM

The standard curriculum for the Early Childhood Program Administration certificate program is designed for the quarter system. The certificate generally takes 1 quarter to complete. To graduate, students must earn a minimum of 15 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**15**
ECE 2170*	Program Administration (OL)	5
ECE 2210*	Facility Management (OL)	5
ECE 2220*	Personnel Management (OL)	5

* "C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $513
Books/Supplies: $150
Note: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Evidence of a current satisfactory criminal record background check at student's expense is required by midterm of the student's first quarter at

Southeastern Tech. Students will not be registered for second quarter classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.

SWAINSBORO CAMPUS
FAMILY CHILD CARE PROVIDER

The Family Child Care Provider certificate program 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.

EMPLOYMENT OPPORTUNITIES

The purpose of this technical certificate is to provide a solid Early Childhood Care and Education foundation of knowledge, skills, attitudes, and techniques that will improve the quality of care for children who are cared for by family child care providers, and to provide guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT				
ACT				
CPE				
GAHSGT	235	235		

FAMILY CHILD CARE PROVIDER CURRICULUM

The standard curriculum for the Family Child Care Provider certificate program is designed for the quarter system. The certificate generally takes 2 quarters to complete. To graduate, students must earn a minimum of 25 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**25**
ECE 1010*	Introduction to Early Childhood Care and Education	5
ECE 1030*	Human Growth and Development I	5
ECE 1050*	Health, Safety, and Nutrition	5
ECE 2142*	Family Childcare Program Management	5
ECE 2144*	Family Childcare Business Management	5

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,026
Books/Supplies: $350

Note: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Evidence of a current satisfactory criminal record background check at student's expense is required by midterm of the student's first quarter at Southeastern Tech. Students will not be registered for second quarter classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.

LAW ENFORCEMENT TECHNICIAN

The Law Enforcement Technician Certificate program is a sequence of courses that prepares students for a career in Criminal Justice. Learning opportunities develop academic, professional, and occupational knowledge and skills required for job acquisition and advancement in the Criminal Justice field. The program examines the emergence, progress, and problems of the Criminal Justice system in the United States. It examines the principles of organization, administration, and the duties of local and state law enforcement agencies with emphasis on police departments. It provides an overview of all phases of the American correctional system and practices, and introduces the substantive law of major crimes against persons and property.

EMPLOYMENT OPPORTUNITIES
The Law Enforcement Technician certificate program prepares students for employment in local law enforcement agencies.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	35	35	
COMPASS	70	23	26	
SAT				
ACT				
CPE				
GAHSGT	235	235		

LAW ENFORCEMENT TECHNICIAN
The standard curriculum for the Law Enforcement Technician certificate program is designed for the quarter system. Students may enter the program quarterly. The certificate generally takes 3 quarters to complete. To graduate, students must earn a minimum of 20 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**20**
CRJ 101*	Introduction to Criminal Justice Technology (OL)	5
CRJ 103*	Corrections (OL)	5
CRJ 104*	Principles of Law Enforcement (OL)	5
CRJ 105*	Introduction to Criminal Procedures (OL)	5

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS
(Costs are estimates and are subject to change.)
Tuition/Fees: $1,539
Books/Supplies: $400

The Shampoo Technician certificate program 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.

EMPLOYMENT OPPORTUNITIES

Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as Shampoo Technicians in a cosmetology salon.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	33	32	29	
COMPASS	49	15	17	
SAT				
ACT				
CPE				

SHAMPOO TECHNICIAN

The standard curriculum for the Shampoo Technician certificate program is designed for the quarter system. The certificate generally takes 2 quarters to complete. To graduate, students must earn a minimum of 19 credit hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		**19**
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 XX*	Elective	3

"C" or higher is required for designated courses.
(OL) designation indicates course is available online in selected quarters.

PROGRAM COSTS

(Costs are estimates and are subject to change.)
Tuition/Fees: $1,434
Books/Supplies: $1,000