

# Southeastern Technical College

## 2013 – 2014 Catalog

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# Introduction and General Information

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## **DISCLAIMER**

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

## **TCSG GUARANTEE/WARRANTY STATEMENT**

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

## **GUARANTEE/WARRANTY**

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of the Technical College System of Georgia 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.

### **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, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and 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 person has been designated to handle inquiries regarding the nondiscrimination policies:

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](mailto:bdotson@southeasterntech.edu)  
 Title VI - Title IX - EEOC Officer  
 COLLEGE COORDINATOR  
 Denise Powell, Vice President  
 Administrative Services  
 Office 138C Phone: 912-538-3162  
[dpowell@southeasterntech.edu](mailto:dpowell@southeasterntech.edu)

<b>CAMPUS CONTACT</b>		
	<b>SWAINSBORO</b>	<b>VIDALIA</b>
ADA/504	Jan Brantley	Helen Thomas
EQUITY	Jan Brantley	Helen Thomas
OCR	Jan Brantley	Helen Thomas
EEOC	Blythe Wilcox	Blythe Wilcox
TITLE VI	Blythe Wilcox	Blythe Wilcox
TITLE IX	Blythe Wilcox	Blythe Wilcox

Jan Brantley, Special Needs Specialist  
 Building 1 Office 1208 Phone: 478-289-2274  
[jbrantley@southeasterntech.edu](mailto:jbrantley@southeasterntech.edu)

Helen Thomas, Special Needs Specialist  
 Office 108 Phone: 912-538-3126  
[hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)

Blythe Wilcox, Director of Human Resources  
 Office 138B Phone: 912-538-3147  
[bwilcox@southeasterntech.edu](mailto:bwilcox@southeasterntech.edu)

## CALENDAR OF EVENTS

### FALL SEMESTER, 2013

Aug. 15	Late Registration and Drop/Add
Aug. 15	New Student Orientation
Aug. 19	Semester Begins
Sept. 2	Holiday
Oct. 14	Midterm
Oct. 28 - Nov.7	Advisement for Returning Students
Nov. 11 - 26	Advisement for New Students
Nov. 27 - 28	Holiday
Dec. 5	Semester Ends
Dec. 12	Schedule Change and Open Registration

### SPRING SEMESTER, 2014

Jan. 6	New Student Orientation
Jan. 6	Late Registration and Drop/Add
Jan. 7	Semester Begins
Jan. 20	Holiday
Mar. 3	Midterm
Mar. 17 - 27	Advisement for Returning Students
Apr. 7 - 17	Advisement for New Students
Apr. 29	Semester Ends
May 6	Schedule Change and Open Registration
May 13	Vidalia Spring Graduation
May 15	Swainsboro Spring Graduation

### SUMMER SEMESTER, 2014

May 20	New Student Orientation
May 20	Late Registration and Drop/Add
May 21	Semester Begins
May 26	Holiday
June 24	Midterm
June 30 - July 3	Holidays
July 7 - 10	Advisement for Returning Students
July 14 - 17	Advisement for New Students
July 30	Semester Ends
Aug. 6	Schedule Change and Open Registration

**Note:** *Dates are tentative and subject to change.*

## **ACADEMIC YEAR**

Southeastern Tech operates on a three semester system, with a Fall Semester (August-December), Spring Semester (January-April), and Summer Semester (May-July).

## **SEMESTER SCHEDULES**

A listing of the classes to be taught each semester, including the days and times, is published prior to the beginning of each semester. Semester class schedules are available online at [www.southeasterntech.edu](http://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. Notifications will be posted on the STC website, STC Facebook page, and STC Twitter page.

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 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](http://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 Nurse Aide program is approved by the State of Georgia. The Georgia Department of Community Health (DCH) designates Alliant/GMCF to ensure approved Nurse Aide Training Programs are in compliance with the Code of Federal Regulations as stated in 42CFR483.150-158 and with State guidelines. Alliant/GMCF, 1455 Lincoln Parkway East, Suite 800, Atlanta, Georgia 30346. 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 \(www.caahep.org\)](http://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
- 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.aspx>
- Emergency Medical Technician graduates are eligible to sit for the National Registry EMT Exam, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.  
[www.nremt.org](http://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](http://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](http://www.nremt.org)



- 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](http://www.nremt.org)
- The Emergency Services Education program is approved by the Georgia Department of Community Health, Office of EMS and Trauma. The Paramedicine program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) (CAAHEP) upon the recommendation of the [Committee on Accreditation for Educational Programs for the Emergency Medical Services Profession](#). (CoAEMSP) Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-235. Committee on Accreditation of Educational Programs for the EMS Professions, 8301 Lakeview Pkwy, Suite 111-312, Rowlett, TX 75088.
- 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](http://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](http://www.caahep.org) ARC-ST - [www.arcst.org](http://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](http://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](http://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 United 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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## 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, genetic information, veteran status, 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.

## VERIFICATION OF LAWFUL PRESENCE

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID from:
  - Alabama: Issued after August 1, 2000
  - Florida: Issued after January 1, 2000 AND have a gold star in the upper right hand corner
  - South Carolina: Issued after November 1, 2008
  - Tennessee: Issued after May 29, 2004
  
  - Any State: Any valid driver's license or ID card with this gold star  in the upper right hand corner.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

## ADMISSION PROCEDURES

1. Submit a completed application and the \$25.00 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.)

*\*Southeastern Technical College only accepts high school diplomas from secondary schools accredited by one of the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted. The following agencies are approved: Regional accrediting agencies (Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools/Council on Accreditation and School Improvement, Northwest Accreditation Commission, Western Association of Schools and Colleges, Southern Association of Colleges and Schools/Council on Accreditation and School Improvement), Georgia Accrediting Commission, Georgia Association of Christian Schools, Alabama Independent School Association, Association of Christian Schools International, Georgia Private School Accreditation Council, Accrediting Commission for Independent Study (note: ACIS merged with the Georgia Accrediting Commission in 2005), Southern Association of Independent Schools, Florida Association of Christian Colleges and Schools, Florida Council of Independent Schools, Florida Council of Private Schools, National Council for Private School Accreditation (NCPA), North American Christian School Accrediting Agency (NACSAA), 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:** Commercial Truck Driving is the only program that does 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.

### **-Degrees-**

- Accounting
- Associate of Science in Nursing (Vidalia)
- Business Administrative Technology
- Business Management (Vidalia Campus)
- C.I.S. Computer Support Specialist
- C.I.S. Internet Specialist/Web Site Design (Vidalia Campus)
- 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)
- Marketing Management (Vidalia Campus)
- Radiologic Technology (Vidalia Campus)

### **-Diplomas-**

- Accounting
- Air Conditioning Technology (Vidalia Campus)
- Automotive Technology (Vidalia Campus)
- Business Administrative Technology
- Business Management (Vidalia Campus)
- C.I.S. Computer Support Specialist
- C.I.S. Internet Specialist/Web Site Design (Vidalia Campus)
- C.I.S. Networking Specialist
- Cosmetology
- Criminal Justice Technology
- Early Childhood Care and Education
- Electrical Construction Technology
- Electronics Fundamentals (Vidalia Campus)
- Electronics Technology (Vidalia Campus)
- EMS Professions (Vidalia Campus)
- Fish and Wildlife Management (Swainsboro Campus)
- Forest Technology (Swainsboro Campus)
- Industrial Electrical Technology (Effective Fall 2014)
- Marketing Management (Vidalia Campus)
- Medical Assisting
- Paramedicine (Vidalia Campus)
- Pharmacy Technology (Vidalia Campus)
- Practical Nursing
- Surgical Technology (Vidalia Campus)
- Welding and Joining Technology

### **–Technical Certificates of Credit–**

- Administrative Support Assistant
- Advanced Emergency Medical Technician (AEMT) (Vidalia Campus)
- Advanced Shielded Metal Arc Welder
- Air Conditioning Technician Assistant (Vidalia Campus)
- Automotive Chassis Technician Specialist (Vidalia Campus)
- Automotive Climate Control Technician (Vidalia Campus)
- Automotive Electrical/Electronic Systems Technician (Vidalia Campus)
- Automotive Engine Performance Technician (Vidalia Campus)
- Automotive Engine Repair Technician (Vidalia Campus)
- Automotive Transmission/Transaxle Tech Specialist (Vidalia Campus)
- Basic Shielded Metal Arc Welder
- Child Development Associate Preparation
- Cisco Network Specialist
- Commercial Wiring
- CompTIA A+ Certified Preparation
- Computerized Accounting Specialist
- Early Childhood Care and Education Basics
- Early Childhood Program Administration (Swainsboro Campus)
- Electrical Contracting Technician
- Electrical Systems Assistant (Swainsboro Campus)
- Emergency Medical Technician (EMT) (Vidalia Campus)
- Entrepreneurship
- Flux Cored Arc Welder
- Forest Technician Assistant (Swainsboro Campus)
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Health Care Assistant (HCA):
  - HCA—Health Care Technician
  - HCA—Medical Coding
  - HCA—Phlebotomy
- Health Care Science (HCS):
  - Associate of Science in Nursing
  - Clinical Laboratory Technology
  - Dental Hygiene
  - Phlebotomy
  - Radiologic Technology
- Help Desk Specialist
- Human Resource Management Specialist (Vidalia Campus)
- Internet Specialist Web Site Developer (Vidalia Campus)
- Introduction to Criminal Justice
- Management/Leadership Specialist (Vidalia Campus)
- Marketing Specialist
- Medical Administrative Technician
- Medical Front Office Assistant (Vidalia Campus)
- Microsoft Excel Application Professional
- Microsoft Network Administrator
- Microsoft Office Applications Professional
- Microsoft Word Application Professional (Swainsboro Campus)
- Nurse Aide
- Office Accounting Specialist

- Payroll Accounting Specialist
- Residential Wiring Technician
- Retail Merchandise Manager
- Shampoo Technician (Swainsboro Campus)
- Supervisor/Management Specialist (Vidalia Campus)
- Technical Management Specialist (Vidalia Campus)
- Wildlife Management Assistant (Swainsboro Campus)

**–Technical Certificates of Credit–**

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

- Commercial Truck Driving

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 located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a Certificate of Attendance form from the local superintendent’s office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

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

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

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 the Surgical Technology program. See program admission requirements for more information on the required scores. 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. PSB scores are valid for 60 months.
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 or ACT), 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 - Reading	17	13
ACT - Verbal	16	12
ACT - Math	19	17
English/Language Arts section of GA High School Graduation Test		235

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education 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 and are transferable to any TCSG college.

## **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 College's Assessment Center or with one of Southeastern Technical College's Adult Education centers. A reassessment fee of \$15 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.

## **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 two 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.
- 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 semester 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 100% 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: 40%
- Judgment/Comprehension score on the PSB/TEAS: 20%
- GPA: 40%

### **Radiologic Technology Transfer Students**

Applicants to Southeastern Tech who have been previously enrolled at a postsecondary institution and desire entrance into Radiologic Technology 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 student'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](http://www.gvtc.org)) and pay any fees to the host college.

Note: A first semester student or a previous student who has not attended within the past 12 months will not be allowed to be a transient student. Also, 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 Connection (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 Connection (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](http://www.gvtc.org);
- Print the application, sign it, and mail to STC with a non-refundable \$25.00 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;
- For transient students only, present the appropriate transient correspondence to the host school;
- Be at least 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 semester 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 semester 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 semesterly 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.

## COMPETITIVE ADMISSION PROGRAMS

Admission into any of STC's competitive admission programs is a competitive process with specific admission requirements for each program. Please see the program sections of each of these programs for specific details regarding enrollment.

## 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 the 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 program with a grade of "C" or better 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, each of the students will be required to sit for the PSB exam. The criteria for selection is the PSB 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 COSM prefix.

### Learning Support Status

Applicants who score below the provisional cut scores in English, math and reading are referred to Adult Education. Students 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 (Non-credential seeking)

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 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.

- Will not be eligible for any financial aid.

### **Transient Status**

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

### **HIGH SCHOOL INITIATIVES**

STC's High School Initiatives program provides seamless educational opportunities for Candler, Emanuel, Jenkins, Johnson, Montgomery, Tattall, 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 semester's work that the student successfully completes at Southeastern Tech, credits are earned towards high school graduation. Credit is also earned at Southeastern Tech.; (Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1-2 semester hours = .5 unit, 3-5 semester hours = 1 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 with 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 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; and Natural Sciences - biology and chemistry.
- The registrar will not award transfer credit for learning support coursework or other institutional courses such as College orientation courses taken at other colleges. 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 transfer credit is recorded as TRA, TRB, or TRC on the STC transcript and is not included in the calculation of the semester, cumulative, or graduation grade point averages. The third letter indicates the grade earned in the course. 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.
- Students may 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.

### **Experiential Learning**

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) or the official catalog of the Community College of the Air Force or some similar document. The experiential learning will be evaluated by the program instructor along with the registrar to determine the course competencies. Credit will be given on the basis of individual evaluation. Course information must be present on the Armed Forces transcript. Credible military experience must closely correspond to course(s) in the Southeastern Tech curriculum in content and competencies. The time limit specified in the transfer credit section also applies to experiential learning.

### **Professional Certification**

Credit may be awarded for educational/training courses in the areas of Early Childhood Care and Education, Emergency Medical Technician, and Criminal Justice when the professional certification is equivalent to the course competencies. The certification must be up to date and require the demonstration of knowledge or skills comparable to those attained by students who have completed the college course. The student must present evidence of course completion in the form of a transcript, official certificate of completion or other official documentation. A student wishing to receive such credit must complete a Request for Transfer Credit form.

### **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. No fee is charged to take the exemption exam to validate credit from high school. Students can receive advanced credit for up to 50% of the program hours of an articulated diploma program. Secondary students must matriculate within 2 years after high school graduation, unless dictated by program standards. 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 or by statewide faculty groups 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 to 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 semester or in subsequent semesters.
- 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:**

- ENGL 1010
- MATH 1012
- COMP 1000
- BUSN 1440

### **STANDARDIZED EXAM CREDIT**

Southeastern Technical College will award credit based on nationally normed exams including, but not limited to, the following:

CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.

International Baccalaureate Credit- Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.

Advanced Placement Examinations - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

## 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.

## GENERAL EDUCATION CORE COMPETENCIES

All transfer students pursuing a degree, a diploma or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

Students who transfer credit for COMP 1000 from another institution will be given two chances to pass the Southeastern Technical College Exit Exam. If the student does not pass the exam, he/she will be required to re-take COMP 1000.

## 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 semester. This should be done through the Admissions Office. Students who have been dismissed because of unsatisfactory academic progress may be readmitted after one semester 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 semesters 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 program requirements section. 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 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 program will be allowed to repeat the program one time only.

Readmission to the program will be granted on a competitive and space-available basis. Students may not transfer CLT courses from other colleges into the CLT program.

**Readmission to the Pharmacy Technology Program**

Students dropped/withdrawn from any Pharmacy Technology course or students who have made a grade less than a "C" in any Pharmacy Technology course will not be allowed to remain in the Pharmacy Technology program. However, based on space availability, readmission may be considered for the following:

- Students dropped/withdrawn from any Pharmacy Technology course for attendance (i.e., maternity, health related, family illness, personal difficulties)
- Students who fail to complete a course with a grade of "C" or better.

Students may only be readmitted once to any pharmacy technology course. Any student dropped/withdrawn or that failed to complete any pharmacy technology course(s) with a grade of "C" or better more than once will not be considered for readmission.

Students must request reinstatement within 12 months from the term of withdrawal or failure.

Readmission to the Pharmacy Technology program is not guaranteed. Selection for reinstatement is based on the current admission criteria for the program class that the student is seeking readmission into and space availability. Readmission will be denied due to, but not limited to, any of the following circumstances:

- Failure to meet the current admission criteria for the program class that the student is seeking readmission into ;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive one Level 1 infractions or two Level 2 infractions;
- 12 months or more have elapsed since the student was enrolled in a pharmacy technology course;
- Student has been dismissed from the program for disciplinary reasons and/or for violations of the Pharmacy Technology Program policies.

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

1. Take a comprehensive written exam on all previous pharmacy competencies 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.

OR

- Students may choose to repeat all previous courses

*Note: If students have previously repeated any course, they may not choose to repeat all previous courses due to students only being allowed to repeat a course once.*

All Pharmacy Technology practicum courses (PHAR 1050 and PHAR 2070) must be repeated regardless of whether the course was passed or failed by the student previously.

Students may be eligible for academic forgiveness 2 years after their last pharmacy technology course was attempted and may apply for readmission to start the program from the beginning.

### **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 two months prior to the appropriate start date.

Students must submit to the Program Director:

- A letter requesting readmission that includes:
  - Last semester 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 semester 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 100% 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, those with PNSG prefixes, completed at the current institution;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive two critical incident reports;
- 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: 40%
- Judgment/Comprehension score on the PSB/TEAS: 20%
- GPA: 40%

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., 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 semester 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 program requirements section. 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/semester.

### **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 – whereas all criteria is met for admission to the college and selective admission procedures for program admission.

- Readmission to the program will be granted on a space available basis, whereas all criteria is met for admission to the college and selective program admission.
- 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 SURG 1010 – Introduction to Surgical Technology and complete all competency skills during the lab portion of the program.
- SURG 1010 – Introduction to Surgical Technology is only offered Spring Semester each year, therefore the student, depending upon when they left the program, may have to wait multiple semesters for readmission.
- If the student passed SURG 1020, SURG 1080, SURG 1100, SURG 2030, SURG 2040, SURG 2240 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 (SURG 2110, SURG 2120, SURG 2130, and SURG 2140) 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 consecutive months preceding the first day of classes of the school term for which the student is seeking in-state tuition. 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 United States court-appointed legal guardian has been a legal resident of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. If 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, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
- 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 of educational reciprocity with the United States.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

# Registration

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## **REGISTRATION ELIGIBILITY**

Students who have received an official letter of acceptance to the college 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 by the final payment deadline date listed on the school calendar.

If for any reason your financial aid balance is reduced and you owe fees for a current/previous semester, all monies owed to the college must be paid before a subsequent registration. If you are already registered for classes for a subsequent term, your classes will be removed unless the monies are paid to the college.

## **FULL-TIME STUDENT STATUS**

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

## **MAXIMUM HOURS**

Students may register for a maximum of 16 credit hours per semester. A student who registers for more than the maximum credit hours must obtain special approval from the Dean of Academic Affairs for the program area in which they are enrolled.

## **DROP/ADD PROCEDURES**

Students may add a class during the first three days of the semester. In order to add a class, the student must see their advisor and obtain a Registration Access Number. The student will then add the class via Banner Web.

If a student adds a class after the first day of the semester, any class time missed up until the day he/she is added is counted toward the 10% a student can miss for the semester. 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 3rd day of the semester. Student will be given 3 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 semester** 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. Students may drop courses via Banner Web. If a student attends a class during the first three days of the semester but wishes to drop the class before the third day and avoid penalty, the student must do the following:

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 semester.

The **first 3 days of the semester** means: the first day of classes for the semester 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 semester or later) must be dropped within the first 3 instructional days of the semester.

On the 4th instructional day of the semester, 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 of the 3rd instructional day of the semester.

## WITHDRAWAL POLICY

A student may withdraw from one or more courses after the drop period through the end of the last day of the semester. A student dropping a course after the third day of the semester, but by the midpoint of the semester, will receive a grade of "W". A student who drops after the midpoint day of the semester 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 semester.

**NOTE:** *Students who stop attending a class but who do not complete a Withdrawal Form and submit it to the Office of 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. 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

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## 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.

## VERIFICATION OF LAWFUL PRESENCE

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID from:
  - Alabama: Issued after August 1, 2000
  - Florida: Issued after January 1, 2000 AND have a gold star in the upper right hand corner
  - South Carolina: Issued after November 1, 2008
  - Tennessee: Issued after May 29, 2004
  
  - Any State: Any valid driver's license or ID card with this gold star  in the upper right hand corner.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

## GEORGIA STUDENTS

Students who are classified as Georgia Students under TCSG's residence policies and procedures will be charged the rate of tuition set for in-state students by TCSG.

## **OUT OF STATE STUDENTS**

Students who are classified as Out of State students under TCSCG's residence policies and procedures will be charged a rate of tuition twice that charged for students who are classified as Georgia Students.

Under no circumstances shall Out of State students be charged tuition or fees lower than the fees charged Georgia Students. All fees, other than tuition, shall be at the same rate for all students.

Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia Student desiring to enroll in the college.

## **NON-CITIZEN STUDENTS**

Non-Citizen Students shall not be classified as Georgia Students for tuition purposes unless lawfully present in this state and there is evidence to warrant consideration of that classification. They are to be charged a rate of tuition four times that charged for students who are classified as Georgia Students.

Lawful permanent residents, refugees, asylees, or other Eligible Non-Citizens as defined by federal regulations may be extended the same consideration as citizens of the United States in determining whether they qualify as Georgia Students. Students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are NOT eligible to qualify as Georgia Students for tuition purposes.

All fees, other than tuition, shall be at the same rate for all students.

Non-Citizen Students shall be enrolled in the college on a space available basis and shall not displace any Georgia Student desiring to enroll in the college.

## **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.

No person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

Lawful permanent residents, refugees, asylees, or other Eligible Non-Citizens as defined by federal regulations may be extended the same consideration as citizens of the United States in determining whether they qualify as Georgia Students.

## **WAIVER OF STUDENT TUITION AND FEES**

For transient students enrolled in more than one Technical College during the same term, only the home Technical College shall charge the instructional support and technology fee. If the transient student is not attending the home college, the college that the student registered at first will charge the fee. The student is responsible for providing proof of payment to the remaining colleges in which they are registered. In this case, the home college will not charge the fee. All other Transient Students shall pay the instructional support and technology fee.

## **EXEMPTION OF TUITION AND FEES**

Upon request, Georgia Students sixty-two (62) years of age or older who are otherwise qualified may attend technical colleges, for credit courses only, without charge or payment of the standard tuition rate on a space available basis.

Students who are enrolled solely in courses offered online and / or who, in the judgment of the president, otherwise do not utilize campus facilities shall not be charged the student activity fee.

Tuition and fees for all dually enrolled or jointly enrolled high school students or dually enrolled adult education students, up to the amount not covered by HOPE, may be exempted. If a college utilizes this option, it must apply to all dually or jointly enrolled high school students or dually enrolled adult education students attending the college for the time frame the exemption applies.

### TUITION AND FEES

All tuition and fees are payable at registration for each term. 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.

#### Southeastern Technical College Fees

INSTRUCTIONAL FEE	\$50.00
TECHNOLOGY FEE	\$105.00
REGISTRATION FEE	\$50.00
STUDENT ACTIVITY FEE	\$35.00
ACCIDENT INSURANCE	\$4.00
<b>TOTAL FEES:</b>	<b>\$244.00</b>

#### Southeastern Technical College Tuition and Fee Charges

Credit Hours	Tuition	Tuition & Fees	Out-of-State Tuition & Fees
1	\$85.00	\$329.00	\$414.00
2	\$170.00	\$414.00	\$584.00
3	\$255.00	\$499.00	\$754.00
4	\$340.00	\$584.00	\$924.00
5	\$425.00	\$669.00	\$1,094.00
6	\$510.00	\$754.00	\$1,264.00
7	\$595.00	\$839.00	\$1,434.00
8	\$680.00	\$924.00	\$1,604.00
9	\$765.00	\$1,009.00	\$1,774.00
10	\$850.00	\$1,094.00	\$1,944.00
11	\$935.00	\$1,179.00	\$2,114.00
12	\$1,020.00	\$1,264.00	\$2,284.00
13	\$1,105.00	\$1,349.00	\$2,454.00
14	\$1,190.00	\$1,434.00	\$2,624.00
15	\$1,275.00	\$1,519.00	\$2,794.00

**Southeastern Technical College Fees for Commercial Truck Driving**

INSTRUCTIONAL FEE	\$50.00
TECHNOLOGY FEE	\$105.00
REGISTRATION FEE	\$50.00
STUDENT ACTIVITY FEE	\$35.00
ACCIDENT INSURANCE	\$4.00
FUEL SURCHARGE	\$185.00
<b>TOTAL FEES:</b>	<b>\$429.00</b>

**Tuition and Fee Charges for Commercial Truck Driving**

<b>Special Tuition Course – Commercial Truck Driving</b>			
<b>Credit Hours</b>	<b>Tuition</b>	<b>Tuition &amp; Fees</b>	<b>Out-of-State Tuition &amp; Fees</b>
1	\$125.00	\$554.00	\$679.00
2	\$250.00	\$679.00	\$929.00
3	\$375.00	\$804.00	\$1,179.00
4	\$500.00	\$929.00	\$1,429.00
5	\$625.00	\$1,054.00	\$1,679.00
6	\$750.00	\$1,179.00	\$1,929.00
7	\$875.00	\$1,304.00	\$2,179.00
8	\$1,000.00	\$1,429.00	\$2,429.00
9	\$1,125.00	\$1,554.00	\$2,679.00
10	\$1,250.00	\$1,679.00	\$2,929.00
11	\$1,375.00	\$1,804.00	\$3,179.00
12	\$1,500.00	\$1,929.00	\$3,429.00
13	\$1,625.00	\$2,054.00	\$3,679.00
14	\$1,750.00	\$2,179.00	\$3,929.00
15	\$1,875.00	\$2,304.00	\$4,179.00

**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.

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

**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 \$25.00. 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 Southeastern Technical College Bookstore.

**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 \$8 each.

**Late Fee**

A late fee of \$45 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 and wishes to participate in the graduation ceremony. This fee covers the cost of the credential, cover and cap and gown ensemble. Graduating students who do not wish to participate in the graduation 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 program who have met all other admissions requirements are scheduled for additional testing. The additional test is the Test of Essential Academic Skills (TEAS). Students are charged a fee of \$45.00 to defray the cost of the purchasing, administration and grading of the test. **There is a \$50.00 re-test fee.**

**Health Occupations Exam Fee**



Applicants for the Surgical Technology program who have met the necessary requirements are scheduled for additional testing. The additional test is the PSB Health Occupations Exam. 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/internship 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; and Dental Hygiene 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 term;
- 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 term. 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 term until the delinquency is resolved. The student will not be issued 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 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](mailto:Financial-Aid@southeasterntech.edu)

#### **Financial Aid Staff**

Mitchell J. Fagler  
Executive Director of Student Affairs/Financial Aid  
(478) 289-2272  
[mfagler@southeasterntech.edu](mailto:mfagler@southeasterntech.edu)

Rosemerry Wilson  
Financial Aid Technician

(478) 289-2268  
[rwilson@southeasterntech.edu](mailto:rwilson@southeasterntech.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](mailto:Financial-Aid@southeasterntech.edu)

#### **Financial Aid Staff**

Rebecca Ethredge  
Assistant Director of Financial Aid  
(912) 538-3107  
[rethredge@southeasterntech.edu](mailto:rethredge@southeasterntech.edu)

Nicole Roberts  
Financial Aid Specialist  
(912)538-3226  
[nroberts@southeasterntech.edu](mailto:nroberts@southeasterntech.edu)

Melanie Walker  
Financial Aid Specialist  
Veteran's Officer  
(912) 538-3127  
[mwalker@southeasterntech.edu](mailto:mwalker@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), Georgia HOPE Scholarship/Grant, HOPE for Students who complete a GED, Federal Work Study (FWS), and Private Student Loans, 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**

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.

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 2013 - 2014 are:**

Fall Semester 2013	April 15, 2013
Winter Semester 2014	November 1, 2013
Summer Semester 2014	March 1, 2014

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.

**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, 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](http://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](http://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;
- Student's IRS Tax Transcript;
- Spouse's IRS Tax Transcript;
- Parent's IRS Tax Transcript;
- 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 marital status (divorce decree if applicable)

### **FUND DISBURSEMENT**

Charges for tuition and fees will automatically be deducted from the student's Financial Aid Award each term. 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**

#### **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.

The Pell Grant is not available to students who are accepted as Special Admit or those who are concurrently attending two or more colleges as a regular student. Beginning with the 2012-13 school year, Pell-eligible students can receive the Pell Grant for 12 full semesters, or the equivalent. Once a student has exceeded the 12 semester maximum, Pell eligibility will end. The calculation includes all PELL received in the student's lifetime.

For the purposes of PELL, Southeastern Technical College operates on a Standard Academic Year of three semesters. The annual PELL award (currently \$5,645) is divided over the Fall (\$1,882), Spring (\$1,882) and Summer Semesters (\$1,881). Enrollment status determines the amount of PELL funds earned each semester:

Credit Hours	Enrollment Status	Amount of Semester PELL earned
1-5	Less than half-time	25%
6-8	Half-time	50%
9-11	Three-quarter time	75%
12 or more	Full-time	100%

PELL is available to students enrolled in the college's degrees and diploma programs and the following Pell-eligible certificate programs:

- Administrative Support Assistant
- Automotive Chassis Technician Specialist
- Automotive Engine Performance Technician
- Automotive Transmission/Transaxle Tech Specialist
- Cisco Network Specialist
- Commercial Wiring
- Electrical Contracting Technician
- Emergency Medical Technician
- Health Care Assistant
- Health Care Science
- Help Desk Specialist
- Human Resource Management Specialist
- Internet Specialist Web Site Developer
- Management and Leadership Specialist
- Medical Administrative Technician
- Microsoft Office Application Professional
- Payroll Accounting Specialist
- Residential Wiring Technician
- Small Business Management Specialist
- Technical Management Specialist

More information is available at <http://studentaid.ed.gov/types/grants-scholarships/pell>.

Apply Online at <http://www.fafsa.ed.gov/> (Federal School Code is 030665).

### Student Loans

Southeastern Technical College does not participate in the Federal Student Loan programs (Direct or Parent Plus). Students who need additional funds beyond what they qualify for in federal student aid or students who are not eligible for federal student aid may wish to apply for a private (alternative) education loan.

A private education loan cannot exceed a student's cost of attendance when added to all the student's other financial aid. Southeastern Technical College does not endorse or support any specific lender or student loan program/product. Students and/or parents who find they must apply for a private education loan should contact their bank, credit union, or other private lending institution to ascertain if they provide private (alternative) education loans. Students may also conduct an internet search for "private student loans." We strongly recommend you compare interest rates, loan fees, and repayment plans before applying for any loan.

The Truth in Lending Act (TILA) and the Higher Education Act of 1965, as amended (HEA), require a lender to obtain a self-certification signed by the private loan applicant before disbursing a private education loan. The lender may provide the applicant the self-certification form.

All loan funds are contractual agreements between the borrower (student) and the loan holder (lender).

Application instructions are available on the Southeastern Technical College Loan Page.

### **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 term 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 term. 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 \$400 per term or \$1200 per year.

More information is available at <http://studentaid.ed.gov/types/grants-scholarships/fseog>.

Apply Online at <http://www.fafsa.ed.gov/> (Federal School Code is 030665).

### **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 term 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, Private Student Loans, HOPE Grant awards, Veterans educational benefits, scholarships, WIA benefits, Department of Labor benefits, and FSEOG awards;
- Those the College makes available to its students; or
- Those the Director of Financial Aid knows about.

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

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

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

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

1. Once registered for class, interested students should stop by the 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.

More information is available at: <http://studentaid.ed.gov/types/work-study>.

To apply, contact the Career Services Office.

## **STATE STUDENT AID PROGRAMS AVAILABLE**

### **Zell Miller Scholarship**



The Zell Miller Scholarship is a state funded award which will pay 100% of the cost of tuition. Students graduating from an eligible Georgia high school with a grade point average of 3.7 (determined by GSFC) and having a SAT score of 1200 (critical reading and math) or ACT score of at least 26 may apply for the Zell Miller Scholarship. Zell Miller Scholarship pays 100% of current academic year standard tuition amount. Students who entered college as a freshman between July 1, 2007, and June 30, 2011, may be eligible as a recipient at the sophomore, junior, or senior levels. The Zell Miller Scholarship will also be awarded to the top two graduates from each high school (must still meet HOPE Scholarship eligibility requirements excluding the SAT/ACT test score and the 3.7 high school GPA). Recipients must maintain a 3.3 grade point average for all check points (30/60/90 semester hour check points).

If the student's GPA falls below 3.3, but is at least a 3.0, the student would be eligible for the HOPE Scholarship. If a student loses eligibility for any reason, they may regain eligibility one time if they re-qualify at one of the checkpoints. This provision takes into account prior eligibility status.

If a student had lost eligibility in the past and has since regained it, another loss of eligibility would be permanent.

More information is available at:

[https://secure.gacollege411.org/Financial\\_Aid\\_Planning/Scholarships/Zell\\_Miller\\_Scholarship/Zell\\_Miller\\_Scholarship\\_Program\\_Overview.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/Scholarships/Zell_Miller_Scholarship/Zell_Miller_Scholarship_Program_Overview.aspx).

Apply online at: <https://secure.gacollege411.org/>

Instructions for completing the online application is available at: <http://www.southeasterntech.edu/pdf/GSFAPPS.pdf>

### **Georgia HOPE Scholarship**

This scholarship is funded by the Georgia lottery. The HOPE Scholarship covers a portion of tuition for students seeking a degree at a technical college or university. Effective Fall Semester, the HOPE Scholarship does not cover fees or provide a book allowance. The student must be a 1993 or later high school graduate with a 3.0 GPA in a college preparatory track or a 3.2 GPA in a technical curriculum track to be eligible for the HOPE Scholarship. A nontraditional student may qualify for the HOPE scholarship after completing 30 semester hours in the diploma program and maintain a 3.0 GPA. Grade point averages are recalculated at 30, 60, and 90 semester hours at which time the student must maintain a 3.0 GPA to retain the HOPE Scholarship. The student must be Georgia resident and not be in default of a student loan. Also, effective Fall Semester, students who graduated from high school over seven years ago will not be eligible for the HOPE Scholarship unless they were previously awarded as of June 30, 2011.

More information is available at:

[https://secure.gacollege411.org/Financial\\_Aid\\_Planning/HOPE\\_Program/Georgia\\_s\\_HOPE\\_Scholarship\\_Program\\_Overview.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/HOPE_Program/Georgia_s_HOPE_Scholarship_Program_Overview.aspx).

Apply online at <https://secure.gacollege411.org/>.

Instructions for completing the online application are available at: <http://www.southeasterntech.edu/pdf/GSFAPPS.pdf>.

### **Georgia HOPE Grant**

The HOPE Grant is a state-funded award which will pay a portion of tuition costs. 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. Students must have a 2.0 GPA after attempting 30 semester HOPE paid credit hours. At Southeastern Tech, a diploma, as well as a certificate-seeking student is eligible to receive this grant.

More information is available at:

[https://secure.gacollege411.org/Financial\\_Aid\\_Planning/HOPE\\_Program/Georgia\\_s\\_HOPE\\_Grant\\_Program.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/HOPE_Program/Georgia_s_HOPE_Grant_Program.aspx).

Apply online at: <https://secure.gacollege411.org/>.

Instructions for completing the online application are available at: <http://www.southeastern.edu/pdf/GSFAPPS.pdf>.

### HOPE Payments Amounts

**For the 2013-2014 Aid Year, the HOPE Grant and HOPE Scholarship payment amount is \$62.57 per credit hour up to a maximum of 15 credit hours. The following charts represent the payment breakdown and student responsibility portions for the year:**

HOPE Payment Chart

Credit Hours	Tuition	Fee Charges	Total Charges	HOPE Will Cover	Student Responsibility
1	\$85.00	\$244.00	\$329.00	\$62.57	\$266.43
2	\$170.00	\$244.00	\$414.00	\$125.14	\$288.86
3	\$255.00	\$244.00	\$499.00	\$187.71	\$311.29
4	\$340.00	\$244.00	\$584.00	\$250.28	\$333.72
5	\$425.00	\$244.00	\$669.00	\$312.85	\$356.15
6	\$510.00	\$244.00	\$754.00	\$375.42	\$378.58
7	\$595.00	\$244.00	\$839.00	\$437.99	\$401.01
8	\$680.00	\$244.00	\$924.00	\$500.56	\$423.44
9	\$765.00	\$244.00	\$1,009.00	\$563.13	\$445.87
10	\$850.00	\$244.00	\$1,094.00	\$625.70	\$468.30
11	\$935.00	\$244.00	\$1,179.00	\$688.27	\$490.73
12	\$1,020.00	\$244.00	\$1,264.00	\$750.84	\$513.16
13	\$1,105.00	\$244.00	\$1,349.00	\$813.41	\$535.59
14	\$1,190.00	\$244.00	\$1,434.00	\$875.98	\$558.02
15	\$1,275.00	\$244.00	\$1,519.00	\$938.55	\$580.45

The student responsibility portion will automatically be deducted from any PELL or Loan amounts on a student's account prior to determining book amounts and Title IV refunds.

### HOPE Strategic Industries Workforce Development Grant

Students enrolled in the Commercial Truck Driving Certificate, Early Childhood Care and Education Diploma and Licensed Practical Nursing Diploma and are receiving a HOPE Grant award for a term are also eligible for a SIWDG award for that term. High school students participating in Dual Credit Enrollment are not eligible for the SIWDG award.

A student's SIWDG award is a fixed amount per term based upon the student's program of study and number of hours of Enrollment.

<b>Program of Study</b>	<b>Enrolled Hours</b>	<b>Award Amount</b>
Commercial Truck Driving	9 or more	\$1000.00
Early Childhood Care/Education	9 or more	\$ 500.00
Practical Nursing	9 or more	\$ 500.00
Early Childhood Care/Education	8 or less	\$ 250.00
Practical Nursing	8 or less	\$ 250.00

A student receiving a SIWDG award for commercial truck driving is only eligible to receive the award for one term.

A student who meets all eligibility requirements of the HOPE GED Grant, the HOPE Grant and the SIWDG is also eligible to receive full payment from all programs for the same school term up to the student's Cost of Attendance.

### **HOPE GED Grant**

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 term 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 term 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.

More information is available at:

[https://secure.gacollege411.org/Financial\\_Aid\\_Planning/HOPE\\_Program/Georgia\\_s\\_HOPE\\_GED\\_Grant.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/HOPE_Program/Georgia_s_HOPE_GED_Grant.aspx).

Apply online at: <https://secure.gacollege411.org/>.

Instructions for completing the online application are available at: <http://www.southeasterntech.edu/pdf/GSFAPPS.pdf>.

### **Georgia HERO Scholarship 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.

More information is available at:

[https://secure.gacollege411.org/Financial\\_Aid\\_Planning/Scholarships/Grants\\_and\\_Scholarships/Georgia\\_s\\_HERO\\_Scholarship\\_Program.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/Scholarships/Grants_and_Scholarships/Georgia_s_HERO_Scholarship_Program.aspx).

Apply online at: [https://www.gsfc.org/MAIN/PUBLISHING/PDF/2005/HERO\\_APP.PDF](https://www.gsfc.org/MAIN/PUBLISHING/PDF/2005/HERO_APP.PDF).

### **Accel Program**

The Accel program is for students at eligible high schools that wish to take college level coursework for credit toward both high school and college graduation requirements. Eligible students must meet certain criteria. The program is offered during the fall and spring terms of the school year.

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.

More information is available at:

[https://secure.gacollege411.org/Financial\\_Aid\\_Planning/Scholarships/Grants\\_and\\_Scholarships/Accel\\_Program.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/Scholarships/Grants_and_Scholarships/Accel_Program.aspx).

To apply, contact your high school counselor.

## **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.

## **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](http://www.sss.gov) for more information.

## **FINANCIAL AID REFUND POLICIES**

A refund is money due a student or financial aid source when a student has withdrawn or dropped a class. Two refund policies are in effect at 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 term will receive 100% of tuition charges refunded for each course dropped. Students who withdraw/drop after the 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 term. 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 term 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 term 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

According to federal regulations, students must maintain Satisfactory Academic Progress in their course of study to continue receiving Federal Title IV financial aid. Federal Title IV financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS).

Any state administered financial aid programs (i.e. HOPE Grant, HOPE Scholarship, HERO, Public Safety Memorial Grant, and Law Enforcement Personnel) follow the same requirements.

Satisfactory Academic Progress includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid. It is the responsibility of the student to be aware of Satisfactory Academic Progress standards and their respective status.

### Qualitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain a minimum cumulative GPA of 2.0. The cumulative grade point average will be used to determine academic standing for financial aid. The cumulative GPA includes grades of A, B, C, D, F, and WF. Grades of I, W, and WP do not affect the GPA. The cumulative GPA, which is determined by the Registrar's Office processes, will be checked at the end of each term for Satisfactory Academic Progress. **The student on good academic standing will remain eligible.**

### Quantitative

Regulations allow a student to maintain financial aid eligibility for attempting credit hours that are within 150% of the credit hours required to receive a degree, diploma or certificate. In order to meet this quantitative standard, students must complete and pass (earn) 67% of all courses attempted, inclusive of all transfer credits. Courses earned include grades of A, B, C, D, or S. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, I, S, U or IP were given. The 67% criteria will be checked at the end of each term.

If a student has not maintained a cumulative 2.0 and/or has not completed 67% of the cumulative attempted hours at the time Satisfactory Academic Progress is checked, the student is placed on **Financial Aid Warning**. During the Financial Aid Warning period, the student may continue to receive financial aid for one term only. If, at the end of that term, the student

has raised his/her cumulative GPA to at least a 2.0 and a 67% cumulative completion rate, the student is placed in **Good Standing**. If the student is still not making Satisfactory Academic Progress by the end of that term, the student's financial aid will be suspended.

### **Appeals**

Any student on Satisfactory Academic Progress Suspension may appeal to the Financial Aid Appeals Committee. An appeal for reinstatement must be based on specific extenuating circumstances. Examples may include but are not limited to health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstances must be submitted. Documentation may include one or more of the following: signed statement from a physician on letterhead, death certificate or newspaper obituary, signed statement from employer on letterhead, etc. The appeal form and procedures may be obtained on the STC website under "Admissions", "Financial Aid", and then "Forms".

The deadline for submitting the appeal for reinstatement of financial aid eligibility is the *10 Days from the date the student is notified of Suspension*. The student will be placed on **Financial Aid Probation** for the following term if the appeal is granted. Financial Aid Probation is good for one term only. The student is expected to be making Satisfactory Academic Progress at the end of that term; or be successfully following an academic plan designed to ensure the student will be able to meet Satisfactory Academic Progress by a specific point in time. The academic plan is developed by the Vice President of Student Affairs or his designee. If a student fails to raise his/her cumulative GPA to at least a 2.0 and achieve a 67% cumulative completion rate following the Probationary term, the student's aid will again be suspended.

Appeals are reviewed by the Financial Aid Appeals Committee. The decision of the Financial Aid Appeals Committee is final and cannot be appealed further. Students will be notified of the decision of the Financial Aid Appeals Committee in writing.

### **A student may only appeal Satisfactory Academic Progress Suspension twice.**

To regain eligibility for financial aid, a student must meet the required standards.

### **Determining Maximum Time Frame:**

Maximum time frame is  $150\% \times$  total number of hours required to complete their program of study. Ex., if a student is an Accounting major, and the requirements listing in the catalog require 123 credit hours to complete this program, then a total of 123 hours is required for the program of study  $\times 150\% = 185$  attempted credit hours. The maximum number of hours is therefore 185 attempted hours for this student.

### **Determining Minimum Completion Ratio of 67% attempted hours earned:**

Divide the cumulative number of hours the student has successfully completed by the number of hours the student has attempted.

### **Audit Courses**

Students are not eligible to receive financial aid for audit courses. Audited courses are not included in the number of hours attempted or earned for Satisfactory Academic Progress determination. Students do not receive a grade in audited classes.

### **Transfer Credit**

Transfer credit will be included in the cumulative GPA when determining eligibility for financial aid. If no credits transferred in, then Satisfactory Academic Progress will be evaluated solely on work at STC. Transfer credits must also be included when determining progress toward the maximum time frame allowed.

### **Incomplete Courses**

Any course with 'I' is counted in hours attempted (quantitative). When an 'I' is changed to an actual grade, the course will be considered completed (qualitative).

### **Withdrawals**



Any course with a 'W', 'WP', or 'WF' is considered as hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters due to the 67% quantitative standard for Satisfactory Academic Progress.

**Repeating Courses**

Repeated courses are included in the qualitative and quantitative calculation. Students may repeat each course only once for Title IV purposes.

*This Satisfactory Academic Progress Policy is effective beginning the 2011-2012 academic year and supersedes any previous regulation.*

**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 semester. Orientation is held prior to the first day of each semester. 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.

## **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 Special Needs Coordinator prior to their first semester 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 semester are not guaranteed to be available by the first day of class for that semester.

For more information, visit the STC website.

## **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
- Single Parents

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.

## **CAREER SERVICES**

The Career Services Office offers assistance to graduates and students who are seeking work related to their field of study. Every semester, 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 credit 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**

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA") AND APPLICANT RECORDS

##### A. Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

- i. The right to inspect and review the student's education records within forty-five days after the day that TCSG or the technical college receives the request for access. Requests for access to records should be submitted to the registrar listing the records the student wishes to inspect. The registrar will make arrangements for the student to review the requested records.
- ii. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the Registrar.

If the college decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.

- iii. The right to provide written consent before the college discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that the college may make without consent is located in Section "C".

The technical college may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff or outside personnel performing work usually performed by college personnel; a person serving on TCSG or the college's board; a person employed by or under contract to TCSG or the college to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or the college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or college official in performing his or her tasks; or a contractor, consultant, volunteer or other party to whom TCSG or the college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.

- iv. The right to file a complaint with the United States Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

B. Annual Notice of Directory Information Contents

"Directory Information" is information not generally considered harmful or an invasion of privacy if disclosed. Effective fall semester 2012, the college has designated the following information as "Directory Information"

- i. Full name of student
- ii. Address(es)
- iii. Telephone number(s)
- iv. County of residence
- v. Email address(es)
- vi. Major and field(s) of study
- vii. Degrees and awards including nature and date received
- viii. Dates of attendance
- ix. School or division of enrollment
- x. Enrollment status (i.e., full or part-time, undergraduate, graduate)
- xi. Name of institution last attended

- xii. Participation in official sports and activities
- xiii. Height and weight of athletic team members
- xiv. Photograph(s)

Students who wish to prohibit the release of directory information should file a written notification at the registrar's office.

#### C. Disclosures of Personally Identifiable Information Without Consent

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. For additional information on these categories, see TCSG Procedure for Student Records. A postsecondary institution may disclose personally identifiable information without obtaining prior written consent of the student:

- i) To TCSG and technical college officials who have a legitimate educational interest in the records.
- ii) To officials of another school, upon request, in which a student seeks or intends to enroll.
- iii) Subject to 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 of the United States for law enforcement purposes, or state and local educational authorities.
- iv) College or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
  - determine eligibility for the aid;
  - determine the amount of the aid;
  - determine the conditions for the aid; or
  - enforce the terms and conditions of the aid
- v) 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.
- vi) 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 was conducted.

vii) Accrediting organizations in order to carry out their accrediting functions.

viii) 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.

ix) 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.

x) 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 the College receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified.

xi) 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.

xii) To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).

xiii) Information the college has designated as "directory information," unless a hold has been placed upon release of the information by the student.

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

xv) The 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/](http://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, an 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.

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### Types, Locations and Custodians Of Education Records

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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.

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 478-289-2251. We accept check, cash, credit or debit cards.

Transcripts are processed within four business days from the date of the request and are sent electronically whenever possible. (A transcript can be requested on demand at a cost of \$25 per transcript. This service may not be available during registration times or if the computer system is down. If a transcript is requested on demand, the fee of \$25 must be paid before the transcript is issued. The first free transcript does not apply.) If you are a currently enrolled student and wish to have your current semester grades on the transcript, please be sure to mark the block to hold the transcript until current semester 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](http://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 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. Replacement ID's may be obtained by contacting the Student Affairs Department. 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 three weeks, and may be renewed two 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 Ebsco eBook collection and

thousands of periodicals online through Georgia Library Learning Online (GALILEO). Equipment at each of the library facilities includes personal computers, photocopiers, scanners and a 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.

### **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 semester for using HOPE, PELL, and Third Party grants & scholarships. The bookstore accepts cash, check, Visa, MasterCard & Discover. The bookstore schedules textbook buybacks each semester for each campus during finals week. Please see our website or contact the bookstore directly at [bookstore@southeasterntech.edu](mailto: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 in a Disabled Area—without a GA disabled decal or tag—could result in a fine up to \$100.00 and/or towing and/or loss of parking privileges. Proper decal or tag must be displayed; and
- Any other violations of county and state laws.

### **Parking Violations Fines**

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

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

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

Parking tickets should be brought to the Student Affairs receptionist in the Administrative Building immediately. Tickets should be cleared during the semester 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 semester 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 ACTIVITIES & 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
- International Association of Administrative Professionals (IAAP)
- National Technical Honor Society
- Phi Beta Lambda
- Radiologic Technology Club
- SkillsUSA
- Student Leadership Council
- Student Member of the American Dental Hygienists' Association (SADHA)
- Surgical Tech 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.

### **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.

### **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.

### **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.

### **PRESIDENT'S LIST**

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

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

Special Note: A grade of "C" or higher is required in order for a student to receive credit for any course taken at STC.

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
WF	Withdrawn failing	Computed in GPA as an F
W	Withdrawn	Not computed in GPA
WP	Withdrawn Passing	Not computed in GPA
EX	Exemption Credit	Not computed in GPA
TRA	Transfer Credit	Not computed in GPA
TRB	Transfer Credit	Not computed in GPA
TRC	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 semester. If the required make-up work is not completed by midterm of the subsequent semester, 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 semester 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.

**"TRA"—Transfer**

The grade "TRA" 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. The "A" indicates the grade earned in the course.

**"TRB"—Transfer**

The grade "TRB" 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. The "B" indicates the grade earned in the course.

**"TRC"—Transfer**

The grade "TRC" 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. The "C" indicates the grade earned in the course.

**"IP"—In-Progress**

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

**"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"—Withdraw**

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 semester shall receive no grades for applicable courses.

Institutional Course Grades		
A*	(90-100)	Excellent
B*	(80-89)	Good
C*	(70-79)	Satisfactory
D*	(60-69)	Poor
F*	(0-59)	Failing
WF*	Withdrawn Failing	

Institutional grades (learning support and COLL 1000) are not calculated in GPA. For learning support, a student must pass all assessments required for their program of study in order to complete the learning support classes. Degree level learning support grades will not be used in the calculation of GPA for the purpose of determining eligibility for the HOPE scholarship. However, if the course was taken prior to fall semester 2011, the grade will be used in the calculation.

Students must also receive a grade of "C" or better in COLL 1000 in order to complete the course. Students must have completed the COLL 1000 in order to graduate.

#### **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 semester. Under this option the student's record will reflect no enrollment for the semester. 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 semester. 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 semesters following the semester 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	4	=	16	
B	3	x	2	=	6	
C	2	x	3	=	6	
D	1	x	4	=	4	
F/WF	0	x	2	=	0	
			<b>15</b>	<b>/</b>	<b>32</b>	<b>= 2.13</b>

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. (The rule includes all courses taken whether on the Southeastern Technical College campus or those taken at a prior institution.) 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.

### COURSEWORK TIME LIMIT

Due to the rapid changes in technology and technical information, previous program specific courses taken at Southeastern Technical College will be considered for credit if they have been completed within the last 60 months. Exceptions to this policy will be determined by the advisor and the appropriate dean verifying that the student has the skills required for the course. For example, a student who has been working in the field of the occupational courses may be granted credit for these courses. Credit is considered without restriction for courses in academic disciplines such as English, math, and psychology.

## 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

Students who transfer credit for COMP 1000 from another institution will be given two chances to pass the Southeastern Technical College Exit Exam. If the student does not pass the exam, he/she will be required to re-take COMP 1000.

Students who complete a diploma program and later enter the degree program will not be required to re-take the competency exams if their initial scores were high enough to meet degree requirements.

## ONLINE PROCTORED EXAMS

In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event (a major exam, assignment, or presentation). The event will count a minimum of 20% of the course grade, and will be reflected as such on the course syllabus.

The proctored event will be administered on the instructor's home campus and will be monitored by the instructor or another STC employee. Students must attend the proctored session as scheduled on the Lesson Plan/Course Calendar for the online course. Students living further than 75 miles from campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Students arranging off-campus proctoring will take the event on the same day it is originally scheduled. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events should be completed prior to the last two weeks of the semester. Students failing to complete the proctored event will be issued a WF by the instructor.

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

## INSTITUTIONAL REQUIREMENT

Beginning Summer semester, 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 Success and Survival Skills, during their first semester.

College Success and Survival Skills (COLL 1000) is a 2 credit hour institutional course that is required for all new students, students who have transferred from other colleges (both TCSG colleges and BOR colleges), and students who have had a 1-year break in enrollment.

## **WORK ETHICS**

Southeastern Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. These traits will be integrated into the program standards of each program curriculum and evaluated in at least one course in the program thereby allowing each program to make work ethics a relevant and meaningful part of the curriculum.

The courses with a work ethics component will assess a student's knowledge of these ten traits. It will be noted on each course syllabus, which contains a work ethics module that the work ethics assessment will count as 5% of the course grade. If a student passes the work ethics assessment in his/her program with a C or better, he/she will receive a work ethics seal on their transcript.

## **ACADEMIC PROBATION**

Students will be placed on academic probation if their semester grade point average is less than 2.0. Students on academic probation who attain a semester grade point average of 2.0 or higher for their semester 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 semester 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 semester. Students who return after being on academic suspension for one semester 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 semester.

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 Academic Affairs by the third week of the semester following the issuance of the grade. The student's appeal must be written, signed and dated. The appropriate Dean 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;
3. If the student is not satisfied with the decision of the Dean of Academic Affairs, 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 May. 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 semester 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 as well as certain 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.

All students (transfer students and new students as well as former students who have had a break in enrollment of one year) are required to complete COLL 1000 (College Success and Survival Skills) in order to graduate. This class is designed to be taken the first semester of enrollment.

Southeastern Technical College verifies its graduates have attained general education and program competencies by requiring successful completion of certain general education and program assessments. For students completing requirement for a degree program, the following exams and scores are required:

WorkKeys Applied Mathematics	Score of 5 or higher
WorkKeys Locating Information	Score of 4 or higher
WorkKeys Reading for Information	Score of 5 or higher
General Education Writing Competency Exam	Score of 2 or higher
COMP 1000 Comprehensive Exam	Score of 70% or higher

For students completing requirements for a diploma or certificate (only certificates which include a general education course requirement), the following exams and scores are required:

WorkKeys Applied Mathematics	Score of 3 or higher
WorkKeys Locating Information	Score of 3 or higher
WorkKeys Reading for Information	Score of 3 or higher
Compass E-Write	Score of 5 or higher
COMP 1000 Comprehensive Exam	Score of 70% or higher

Students should see their advisor to schedule these tests. Degrees, diplomas or certificates will not be awarded until all testing is completed and required scores met.

Southeastern Technical College ensures its graduates are ready for the workforce by requiring 100% of its diploma and degree graduates to be Georgia Work Ready Certified.

A student must earn a high school diploma or GED before being considered eligible for graduation from all degree, diploma, and certificate programs. (The only exception to this rule is Commercial Truck Driving.) Students will not receive a degree, diploma or certificate until all financial accounts are clear.

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.

### **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 will be required to achieve minimum scores necessary to exit the learning support modules that constitute their learning pathway in order to progress into the credit courses for their major.

## **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 and Marketing 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 semester 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 semester 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: Forestry, Fish and Wildlife Management, and Dental Hygiene.

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, except for Cosmetology, 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 PREFIXES

<a href="#">ACCT</a>	<a href="#">CTDL</a>	<a href="#">MGMT</a>
<a href="#">AIRC</a>	<a href="#">DHYG</a>	<a href="#">MKTG</a>
<a href="#">ALHS</a>	<a href="#">ECCE</a>	<a href="#">NAST</a>
<a href="#">ALMA</a>	<a href="#">ECON</a>	<a href="#">PHAR</a>
<a href="#">AUTI</a>	<a href="#">ELCR</a>	<a href="#">PHLT</a>
<a href="#">BIOL</a>	<a href="#">ELTR</a>	<a href="#">PNSG</a>
<a href="#">BUSN</a>	<a href="#">EMPL</a>	<a href="#">PSYC</a>
<a href="#">CHEM</a>	<a href="#">EMSP</a>	<a href="#">RADT</a>
<a href="#">CIST</a>	<a href="#">ENGL</a>	<a href="#">READ</a>
<a href="#">CLBT</a>	<a href="#">FORS</a>	<a href="#">RNSG</a>
<a href="#">COLL</a>	<a href="#">FWMT</a>	<a href="#">SOCL</a>
<a href="#">COMP</a>	<a href="#">IDFC</a>	<a href="#">SPCH</a>
<a href="#">COSM</a>	<a href="#">MAST</a>	<a href="#">SURG</a>
<a href="#">CRIJ</a>	<a href="#">MATH</a>	<a href="#">WELD</a>

## COURSE NUMBERS

Course designations consist of a four-letter prefix, a number, and the title of the course (e.g., ACCT 1100 - Financial Accounting I). The four-letter prefix indicates the subject.

## COURSE HOURS AND CREDIT HOURS

Following the course title the course credit hours and minutes are indicated.

(Institutional credit is designated for learning support courses 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.

## CO-REQUISITES

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

## COURSE SCHEDULE

Not all of the courses in the following list are taught each semester. Course schedules are published prior to each semester 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" or 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)

*(Prerequisites: 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 1105 - Financial Accounting II** (4 credit hours, 3750 minutes)

*(Prerequisites: 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 1110 - Managerial Accounting** (3 credit hours, 3000 minutes)

*(Prerequisites: 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)

*(Prerequisites: 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)

*(Prerequisites: 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)

*(Prerequisites: 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)

*(Prerequisites: 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, and analyzing and journalizing payroll transactions.

**ACCT 2100 - Accounting Internship I** (4 credit hours, 9000 minutes)

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

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written

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

**ACCT 2105 - Accounting Internship II** (8 credit hours, 18000 minutes)

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

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

**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)

*(Prerequisites: 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, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

**ACCT 2130 - Integrated Accounting Management Systems** (3 credit hours, 3000 minutes)

*(Prerequisites: ACCT 1105, ACCT 1115, ACCT 1120)*

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

**ACCT 2140 - Legal Environment of Business** (3 credit hours, 2250 minutes)

*(Prerequisites: 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)

*(Prerequisites: 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.

**AIRC 1005 - Refrigeration Fundamentals** (4 credit hours, 4500 minutes)

*(Prerequisites: Provisional Admission)*

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an

introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

**AIRC 1010 - Refrigeration Principles and Practices** (4 credit hours, 4500 minutes)

*(Prerequisites: Provisional Admission)*

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

**AIRC 1020 - Refrigeration Systems Components** (4 credit hours, 4500 minutes)

*(Prerequisites: Provisional Admission)*

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

**AIRC 1030 - HVACR Electrical Fundamentals** (4 credit hours, 4500 minutes)

*(Prerequisites: Provisional Admission)*

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

**AIRC 1040 - HVACR Electrical Motors** (4 credit hours, 4500 minutes)

*(Prerequisites: AIRC 1030)*

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

**AIRC 1050 - HVACR Electrical Components and Controls** (4 credit hours, 4500 minutes)

*(Prerequisites: None)*

*(Co-requisites: AIRC 1030)*

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

**AIRC 1060 - Air Conditioning Systems Application and Installation** (4 credit hours, 4500 minutes)

*(Prerequisites: None)*

*(Co-requisites: AIRC 1010, AIRC 1030)*

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

**AIRC 1070 - Gas Heat** (4 credit hours, 4500 minutes)

*(Prerequisites: AIRC 1030)*

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

**AIRC 1080 - Heat Pumps and Related Systems** (4 credit hours, 4500 minutes)

*(Prerequisites: AIRC 1010, 1030)*

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

**AIRC 1090 - Troubleshooting Air Conditioning Systems** (4 credit hours, 4500 minutes)

*(Prerequisites: AIRC 1010, 1030)*

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

**ALHS 1011 - Anatomy and Physiology** (5 credit hours, 3750 minutes)

*(Prerequisites: Regular Admission)*

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.

**ALHS 1040 - Introduction to Health Care** (3 credit hours, 3750 minutes)

*(Prerequisites: Provisional Admission)*

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

**ALHS 1060 - Diet and Nutrition for Allied Health Sciences** (2 credit hours, 1500 minutes)

*(Prerequisites: Program Admission)*

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

**ALHS 1090 - Medical Terminology for Allied Health Sciences** (2 credit hours, 1500 minutes)

*(Prerequisites: 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, and terminology related to the human anatomy.

**ALMA 1000 - Allied Health Math Applications** (3 credit hours, 2250 minutes)

*(Prerequisites: MATH 1012)*

*(Co-requisites: MATH 1111)*

Prepares students in understanding the application of mathematics in their health science program courses. The topics included are basic mathematics, medical terminology, mathematical conversions, weight and measurement applications used in health science programs. Additionally, problem solving strategies, basic principles of medication administration, and research in health science will be incorporated into the course competencies.

**AUTT 1010 - Automotive Technology Introduction** (2 credit hours, 2250 minutes)

*(Prerequisites: Provisional Admission)*

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

**AUTT 1020 - Automotive Electrical Systems** (7 credit hours, 12000 minutes)

*(Prerequisites: None)*

*(Co-requisites: AUTT 1010)*

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

**AUTT 1030 - Automotive Brake Systems** (4 credit hours, 5250 minutes)

*(Prerequisites: None)*

*(Co-requisites: AUTT 1010)*

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

**AUTT 1040 - Automotive Engine Performance** (7 credit hours, 11500 minutes)

*(Prerequisites: AUTT 1020)*

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

**AUTT 1050 - Automotive Suspension and Steering Systems** (4 credit hours, 6250 minutes)

*(Prerequisites: None)*

*(Co-requisites: AUTT 1010)*

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

**AUTT 1060 - Automotive Climate Control Systems** (5 credit hours, 5500 minutes)

*(Prerequisites: AUTT 1020)*

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

**AUTT 2010 - Automotive Engine Repair** (4 credit hours, 8750 minutes)

*(Prerequisites: None)*

*(Co-requisites: AUTT 1010)*

This course introduces the students to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair, lubrication and cooling systems diagnosis and repair.

**AUTT 2020 - Automotive Manual Drive Train and Axles** (4 credit hours, 5050 minutes)

*(Prerequisites: None)*

*(Co-requisites: AUTT 1010)*

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive, drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

**AUTT 2030 - Automotive Automatic Transmissions and Transaxles** (5 credit hours, 6750 minutes)

*(Prerequisites: AUTT 1020)*

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

**AUTT 2100 - Automotive Alternative Fuel Vehicles** (4 credit hours, 3500 minutes)

*(Prerequisites: AUTT 1020)*

This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

**BIOL 1111 - Biology I** (3 credit hours, 2250 minutes)

*(Prerequisites: Regular Admission)*

*(Co-requisites: BIOL 1111L)*

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

**BIOL 1111L - Biology Lab I** (1 credit hour, 2250 minutes)

*(Prerequisites: Regular Admission)*

*(Co-requisites: BIOL 1111)*

Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

**BIOL 1112 - Biology II** (3 credit hours, 2250 minutes)

*(Prerequisites: BIOL 1111, BIOL 1111L)*

*(Co-requisites: BIOL 1112L)*

Provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

**BIOL 1112L - Biology Lab II** (1 credit hour, 2250 minutes)

*(Prerequisites: BIOL 1111, BIOL LAB 1111)*

*(Co-requisites: BIOL 1112)*

Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

**BIOL 2113 - Anatomy and Physiology I** (3 credit hours, 2250 minutes)

*(Prerequisites: Regular Admission)*

*(Co-requisites: BIOL 2113L, ENGL 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, integumentary system, skeletal system, muscular system, and nervous and sensory systems.



**BIOL 2113L - Anatomy and Physiology Lab I** (1 credit hour, 2250 minutes)

*(Prerequisites: Regular Admission)*

*(Co-requisites: BIOL 2113, ENGL 1101)*

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

**BIOL 2114 - Anatomy and Physiology II** (3 credit hours, 2250 minutes)

*(Prerequisites: BIOL 2113, BIOL 2113L)*

*(Co-requisites: BIOL 2114L)*

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2114L - Anatomy and Physiology Lab II** (1 credit hour, 2250 minutes)

*(Prerequisites: BIOL 2113, BIOL 2113L)*

*(Co-requisites: BIOL 2114)*

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2117 - Introductory Microbiology** (3 credit hours, 2250 minutes)

*(Prerequisites: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L)*

*(Co-requisites: BIOL 2117L)*

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

**BIOL 2117L - Introductory Microbiology Lab** (1 credit hour, 2250 minutes)

*(Prerequisites: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L)*

*(Co-requisites: BIOL 2117)*

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

**BUSN 1100 - Introduction to Keyboarding** (3 credit hours, 3750 minutes)

*(Prerequisites: 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 1190 - Digital Technologies in Business** (2 credit hours, 2250 minutes)

*(Prerequisites: COMP 1000)*

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

**BUSN 1220 - Telephone Training** (2 credit hours, 2250 minutes)

*(Prerequisites: 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)

*(Prerequisites: COMP 1000)*

Emphasizes essential skills required for the business office. Topics include office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

**BUSN 1250 - Records Management** (3 credit hours, 3000 minutes)

*(Prerequisites: 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)

*(Prerequisites: 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.

**BUSN 1310 - Introduction to Business Culture** (3 credit hours, 2250 minutes)

*(Prerequisites: 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)

*(Prerequisites: 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.

**BUSN 1330 - Personal Effectiveness** (3 credit hours, 2250 minutes)

*(Prerequisites: 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.

**BUSN 1340 - Customer Service Effectiveness** (3 credit hours, 3000 minutes)

*(Prerequisites: 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.

**BUSN 1400 - Word Processing Applications** (4 credit hours, 4500 minutes)

*(Prerequisites: 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.

**BUSN 1410 - Spreadsheet Concepts and Applications** (4 credit hours, 4500 minutes)

*(Prerequisites: 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.

**BUSN 1420 - Database Applications** (4 credit hours, 4500 minutes)

*(Prerequisites: 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.

**BUSN 1430 - Desktop Publishing and Presentation Applications** (4 credit hours, 4500 minutes)

*(Prerequisites: 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.

**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-requisites: 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 2160 - Electronic Mail Applications** (2 credit hours, 2250 minutes)

*(Prerequisites: 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-requisites: 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)

*(Prerequisites: 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)

*(Prerequisites: 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 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 1011, 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.

**CHEM 1211 - Chemistry I** (3 credit hours, 2250 minutes)

*(Prerequisites: MATH 1101 or MAT 1111)*

*(Co-requisites: CHEM 1211L)*

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, and stoichiometry and gas laws.

**CHEM 1211L - Chemistry Lab I** (1 credit hour, 2250 minutes)

*(Prerequisites: MATH 1101 OR MATH 1111)*

*(Co-requisites: CHEM 1211)*

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

**CHEM 1212 - Chemistry II** (3 credit hours, 2250 minutes)

*(Prerequisites: CHEM 1211 AND CHEM 1211L)*

*(Co-requisites: CHEM 1212L)*

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

**CHEM 1212L - Chemistry Lab II** (1 credit hour, 2250 minutes)

*(Prerequisites: CHEM 1211 AND CHEM 1211L)*

*(Co-requisites: CHEM 1212)*

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

**CIST 1001 - Computer Concepts** (4 credit hours, 4500 minutes)

*(Prerequisites: None)*

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

**CIST 1122 - Hardware Installation and Maintenance** (4 credit hours, 5250 minutes)

*(Prerequisites: Program Admission)*

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

**CIST 1130 - Operating Systems Concepts** (3 credit hours, 3750 minutes)

*(Prerequisites: None)*

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

**CIST 1220 - Structured Query Language (SQL)** (4 credit hours, 5250 minutes)

*(Prerequisites: CIST 1001)*

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Data retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

**CIST 1305 - Program Design and Development** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

**CIST 1401 - Computer Networking Fundamentals** (4 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

**CIST 1510 - Web Development I** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

**CIST 1520 - Scripting Technologies** (3 credit hours, 3000 minutes)

*(Prerequisites: CIST 1510)*

Students learn how to use the features and structure of a client side scripting language, explore the features on server side scripting and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

**CIST 1530 - Web Graphics I** (3 credit hours, 3000 minutes)

*(Prerequisites: Program Admission)*

Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

**CIST 1540 - Web Animation I** (3 credit hours, 3000 minutes)

*(Prerequisites: Program Admission)*

In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

**CIST 1601 - Information Security Fundamentals** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

**CIST 2120 - Supporting Application Software** (4 credit hours, 5250 minutes)

*(Prerequisites: COMP 1000)*

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

**CIST 2126 - Comprehensive Presentations and email Techniques** (3 credit hours, 3750 minutes)

*(Prerequisites: Program Admission)*

This course provides students with knowledge in PIM (Personal Information Management) and presentation software. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. Personal information manager topics include e-mail, calendar, task manager, contact manager, note taking, a journal and web browsing.

**CIST 2127 - Comprehensive Word Processing Techniques** (3 credit hours, 3750 minutes)

*(Prerequisites: None)*

This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

**CIST 2128 - Comprehensive Spreadsheet Techniques** (3 credit hours, 3750 minutes)

*(Prerequisites: None)*

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

**CIST 2129 - Comprehensive Database Techniques** (4 credit hours, 5250 minutes)

*(Prerequisites: None)*

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

**CIST 2130 - Desktop Support Concepts** (3 credit hours, 3750 minutes)

*(Prerequisites: None)*

This course is designed to give an overview to Desktop Support Management.

**CIST 2311 - Visual Basic I** (4 credit hours, 5250 minutes)

*(Prerequisites: CIST 1305)*

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

**CIST 2341 - C# Programming I** (4 credit hours, 5250 minutes)

*(Prerequisites: CIST 1305)*

This course is designed to teach the basic concepts and methods of object-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

**CIST 2351 - PHP Programming I** (4 credit hours, 5250 minutes)

*(Prerequisites: CIST 1305, CIST 1510)*

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

**CIST 2361 - C++ Programming I** (4 credit hours, 5250 minutes)

*(Prerequisites: CIST 1305)*

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

**CIST 2371 - Java Programming I** (4 credit hours, 5250 minutes)

*(Prerequisites: CIST 1305)*

This course is designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

**CIST 2381 - Mobile Application Development** (4 credit hours, 4500 minutes)

*(Prerequisites: CIST 1305)*

This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

**CIST 2411 - Microsoft Client** (4 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

**CIST 2412 - Microsoft Server Directory Services** (4 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

**CIST 2413 - Microsoft Server Infrastructure** (4 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft network infrastructure.

**CIST 2414 - Microsoft Server Administrator** (4 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

**CIST 2420 - Microsoft Exchange Server** (4 credit hours, 4500 minutes)

*(Prerequisites: CIST 2413, CIST 2414)*

Provides students with the knowledge and skills necessary to install, configure, manage, support and administer Microsoft Exchange Server.

**CIST 2441 - Cisco Networking for Home and Small Businesses** (4 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

**CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP** (4 credit hours, 4500 minutes)

*(Prerequisites: CIST 2441)*

This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

**CIST 2443 - Cisco Routing and Switching** (4 credit hours, 4500 minutes)

*(Prerequisites: CIST 2441)*

The students will be familiarized with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.



**CIST 2444 - Cisco Designing and Supporting Computer Networks** (4 credit hours, 4500 minutes)

*(Prerequisites: CIST 2442, CIST 2443)*

This course introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role laying exercises that students complete while developing their network upgrade proposals.

**CIST 2510 - Web Technologies** (3 credit hours, 3000 minutes)

*(Prerequisites: Program Admission)*

In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

**CIST 2531 - Web Graphics II** (3 credit hours, 3000 minutes)

*(Prerequisites: CIST 1530)*

Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

**CIST 2541 - Web Animation II** (3 credit hours, 3000 minutes)

*(Prerequisites: CIST 1540)*

In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.

**CIST 2550 - Web Development II** (3 credit hours, 3000 minutes)

*(Prerequisites: CIST 1220, CIST 1510, CIST 1520)*

Web Development II 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 PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

**CIST 2560 - Web Application Programming I** (4 credit hours, 4500 minutes)

*(Prerequisites: CIST 1305)*

CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

**CIST 2570 - Open Source Web Application Programming I** (4 credit hours, 4500 minutes)

*(Prerequisites: CIST 1305)*

CIST 2570 explores open source W3C programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Java, Perl, PHP, Python, or other open source web programming languages.

**CIST 2580 - Interactive and Social Apps Integration** (4 credit hours, 3950 minutes)

*(Prerequisites: CIST 1305)*

This course explores social and interactive web application technology and its effect on the business model. Topics include

interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

**CIST 2921 - IT Analysis, Design, and Project Management** (4 credit hours, 5250 minutes)

*(Prerequisites: None)*

IT Analysis, Design, and Project Management will provide a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

**CIST 2950 - Web Systems Project** (3 credit hours, 3750 minutes)

*(Prerequisites: Program Instructor Approval)*

CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

**CIST 2991 - CIST Internship I** (3 credit hours, 6750 minutes)

*(Prerequisites: None)*

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicum's, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST2992 (4 credit hours) and/or CIST2993 (5 credit hours).

**CLBT 1010 - Introduction to Clinical Laboratory Technology** (3 credit hours, 4500 minutes)

*(Prerequisites: 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; related lab math; quality control concepts; process improvement, documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or clinical setting.

**CLBT 1030 - Urinalysis/Body Fluids** (2 credit hours, 3000 minutes)

*(Prerequisites/Co-requisites: BIOL 2113, 2113L, CLBT 1010)*

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; related lab math; special urinalysis and related testing; body fluids tests; and safety and quality control.

**CLBT 1040 - Hematology/Coagulation** (5 credit hours - 6000 minutes)

*(Prerequisites/Co-requisites: ALHS 1090, BIOL 2113, 2113L, CLBT 1010)*

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, related lab math; correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical valves and blood cell dyscrasias, safety and quality control, and process improvement.

**CLBT 1050 - Serology/Immunology** (3 credit hours, 3700 minutes)

*(Prerequisites/Co-requisites: CLBT 1010)*

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the clinical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math; common serological techniques, safety and quality control, and process improvement.

**CLBT 1060 - Immunohematology** (5 credit hours, 6000 minutes)

*(Prerequisites: CLBT 1050)*

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, related lab math; pre-transfusion testing, management of disease states and transfusion reactions, safety, quality control, and process improvement.

**CLBT 1070 - Clinical Chemistry** (5 credit hours, 6000 minutes)

*(Prerequisites/Co-requisites: CLBT 1010, BIOL 2114, BIOL 2114L, CHEM 1212, CHEM 1212L)*

Develops concepts and techniques of clinical chemistry applicable to clinical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math; 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.

**CLBT 1080 - Microbiology** (6 credit hours, 7500 minutes)

*(Prerequisites: CLBT 1010)*

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; lab related math; clinical microbiology; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

**CLBT 2090 - Clinical Phlebotomy, Urinalysis, and Serology Practicum** (3 credit hours, 6750 minutes) (one week each Phlebotomy, Urinalysis and Serology)

*(Prerequisites: CLBT 1010, CLBT 1030, CLBT1050)*

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: 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.

**CLBT 2100 - Clinical Immunohematology Practicum** (4 credit hours, 9000 minutes)

*(Prerequisites: CLBT 1060)*

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.

**CLBT 2110 - Clinical Hematology/Coagulation Practicum** (4 credit hours, 9000 minutes)

*(Prerequisites: CLBT 1040)*

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.

**CLBT 2120 - Clinical Microbiology Practicum** (4 credit hours, 9000 minutes)

*(Prerequisites: CLBT 1080) -150 clinical hours*

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; 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.

**CLBT 2130 - Clinical Chemistry Practicum** (4 credit hours, 9000 minutes)

*(Prerequisites: CLBT 1070)*

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.

**CLBT 2200 - CLT Certification Review** (2 credit hour, 3000 minutes)

*(Prerequisites: CLBT 1030, CLBT 1040, CLBT 1050, CLBT 1060, CLBT 1070 and CLBT 1080)*

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, fundamental techniques, phlebotomy and specimen collection and processing, quality control concepts, computer applications, urinalysis and body fluids, hematology and coagulation, immunology and serology, include immunohematology, clinical chemistry, microbiology, parasitology, mycology, mycobacteriology and virology, and test taking skills.

**COLL 1000 - College Success and Survival Skills** (2 credit hours, 1500 minutes)

*(Prerequisites: None)*

This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration.

**COMP 1000 - Introduction to Computers** (3 credit hours, 3750 minutes)

*(Prerequisites: Provisional admission)*

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

**COSM 1000 - Introduction to Cosmetology Theory** (4 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

Introduces fundamental theory and practices in the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

**COSM 1010 - Chemical Texture Services** (3 credit hours, 4500 minutes)

*(Co-requisites: COSM 1000)*

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

**COSM 1020 - Hair Care & Treatment** (2 credit hours, 2250 minutes)

*(Co-requisites: COSM 1000)*

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

**COSM 1030 - Haircutting** (3 credit hours, 5250 minutes)

*(Co-requisites: COSM 1000)*

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety & decontamination precautions, hair design elements, cutting implements, head, hair & body analysis, and client consultation.

**COSM 1040 - Styling** (3 credit hours, 4500 minutes)

*(Co-requisites: COSM 1000)*

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikins. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs and safety precautions.

**COSM 1050 – Hair Color** (3 credit hours, 4500 minutes)

*(Co-requisites: COSM 1000)*

Introduces the theory & application of temporary, semi-permanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

**COSM 1060 - Fundamentals of Skin Care** (3 credit hours, 5250 minutes)

*(Co-requisites: COSM 1000)*

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

**COSM 1070 - Nail Care and Advanced Techniques** (3 credit hours, 5250 minutes)

*(Co-requisites: COSM 1000)*

Provides training in manicuring, pedicuring and advanced nail techniques. 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).

**COSM 1080 - Cosmetology Practicum I** (4 credit hours, 7500 minutes)

*(Prerequisites: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070)*

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/ pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**COSM 1090 - Cosmetology Practicum II** (4 credit hours, 7500 minutes)

*(Co-requisites: COSM 1080)*

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color ,

foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules & Regulations guidelines, and State Board foundation prep.

**COSM 1100 - Cosmetology Practicum III** (4 credit hours, 7500 minutes)

*(Co-requisites: COSM 1090)*

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**COSM 1110 - Cosmetology Practicum IV** (4 credit hours, 7500 minutes)

*(Co-requisites: COSM 1100)*

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; Hazardous Duty Standards Act compliance; and state licensure preparation.

**COSM 1120 - Salon Management** (3 credit hours, 2250 minutes)

*(Co-requisites: COSM 1000)*

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: Law requirements regarding employment, Tax payer education / Federal and state tax responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

**CRJU 1010 - Introduction to Criminal Justice** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Introduces the development and organization 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.

**CRJU 1021 - Private Security** (3 credit hours, 2250 minutes)

*(Prerequisites: 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.

**CRJU 1030 - Corrections** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

Provides an analysis 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.

**CRJU 1040 - Principles of Law Enforcement** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

This course examines the principles of organization, administration, and the duties of federal, state, and local law enforcement agencies. 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.

**CRJU 1054 - Police Officer Survival** (3 credit hours, 3000 minutes)

*(Prerequisites: none)*

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

**CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

This course provides an exploration of ethics and cultural perspective in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal professional ethics; and policymaking ethics. The presentation of cultural perspectives is 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.

**CRJU 1062 - Methods of Criminal Investigation** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used of investigating various crimes.

**CRJU 1068 - Criminal Law for Criminal Justice** (3 credit hours, 2250 minutes)

*(Prerequisites: Program Admission)*

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offences; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

**CRJU 2020 - Constitutional Law for Criminal Justice** (3 credit hours, 2250 minutes)

*(Prerequisites: Program Admission)*

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles of governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

**CRJU 2050 - Criminal Procedure** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate case law and court rulings that dictate criminal procedure of the state and federal level.

**CRJU 2070 - Juvenile Justice** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

**CRJU 2090 - Criminal Justice Practicum** (3 credit hours, 6750 minutes)

*(Prerequisites: Program admission)*

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory application.

**CRJU 2100 - Criminal Justice Externship** (3 credit hours, 6750 minutes)

*(Prerequisites: Program admission)*

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory application.

**CRJU 2201 - Criminal Courts** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts, participants of a trial, courtroom processes, and the post-conviction process.

**CTDL 1010 - Fundamentals of Commercial Driving** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

**CTDL 1020 - Combination Vehicle Basic Operation and Range Work** (2 credit hours, 2500 minutes)

*(Prerequisites: None)*

*(Co-requisites: CTDL 1010)*

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

**CTDL 1030 - Combination Vehicle Advanced Operations** (4 credit hours, 6250 minutes)

*(Prerequisites: None)*

*(Co-requisites: CTDL 1020)*

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

**DHYG 1000 - Tooth Anatomy and Root Morphology** (2 credit hours, 1500 minutes)

*(Prerequisites: 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.

**DHYG 1010 - Oral Embryology and Histology** (1 credit hour, 750 minutes)

*(Prerequisites: 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 the connective tissue,



histology of muscle tissue, histology of nerve tissue, histology of oral mucosa and orofacial structures, embryological development of the head and neck, tooth development, and development of tooth supporting structures.

**DHYG 1020 - Head and Neck Anatomy** (2 credit hours, 1500 minutes)

*(Prerequisites: Program admission)*

Focuses on anatomy of the 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, nervous system, blood supply of 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.

**DHYG 1030 - Dental Materials** (2 credit hours, 2250 minutes)

*(Prerequisites: 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 materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants, and implants.

**DHYG 1040 - Preclinical Dental Hygiene Lecture** (2 credit hours, 1500 minutes)

*(Prerequisites: Program admission)*

*(Co-requisites: DHYG 1050)*

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

**DHYG 1050 - Preclinical Dental Hygiene Lab** (2 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

*(Co-requisites: DHYG 1040)*

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

**DHYG 1070 - Radiology Lecture** (2 credit hours, 1500 minutes)

*(Prerequisites: Program admission)*

*(Co-requisites: DHYG 1020)*

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.

**DHYG 1090 - Radiology Lab** (1 credit hour, 1500 minutes)

*(Prerequisites: Program admission)*

*(Co-requisites: DHYG 1020)*

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.

**DHYG 1110 - Clinical Dental Hygiene I Lecture** (2 credit hour, 1500 minutes)

*(Prerequisites: DHYG 1040)*

*(Co-requisites: DHYG 1111)*

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

**DHYG 1111 - Clinical Dental Hygiene I Lab** (3 credit hours, 6750 minutes)

*(Prerequisites: DHYG 1050)*

*(Co-requisites: DHYG 1110)*

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

**DHYG 1206 - Pharmacology and Pain Control** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include: pharmaceutical referencing, legal and ethical considerations, drug effects, contraindications, drug related emergencies, dental related anesthesia, and pain control.

**DHYG 2010 - Clinical Dental Hygiene II Lecture** (2 credit hours, 1500 minutes)

*(Prerequisites: DHYG 1070, DHYG 1110)*

*(Co-requisites: DHYG 2020)*

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening, patient assessment, antimicrobial use, pulp vitality testing, treatment of hypersensitivity, whitening, implant care, tobacco cessation, pit and fissure sealants, scaling, debridement and rootplaning, ultrasonics and air polishing and dietary analysis.

**DHYG 2020 - Clinical Dental Hygiene II Lab** (2 credit hours, 4500 minutes)

*(Prerequisites: DHYG 1070, DHYG 1090, DHYG 1111)*

*(Co-requisites: DHYG 2010)*

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening, patient assessment, antimicrobial use, pulp vitality testing, treatment of hypersensitivity, whitening, implant care, tobacco cessation, pit and fissure sealants, scaling, debridement and root planning, ultrasonics and air polishing, dietary analysis, and applied techniques.

**DHYG 2050 - Oral Pathology** (3 credit hours, 2250 minutes)

*(Prerequisites: DHYG 1010, DHYG 1020)*

Introduces pathology as a specialty of dentistry and includes the 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 and biopsy procedures, inflammation, repair, and regeneration, soft tissue and dental anomalies, pathogenesis of caries and pulpal pathology, cysts and tumors of the head and neck, systemic conditions that affect the oral structures, infectious diseases, diseases of the salivary glands, diseases of bone, blood dyscrasias, vesiculo-erosive and autoimmune diseases, and genetic diseases and syndromes of the head and neck.

**DHYG 2070 - Community Dental Health** (3 credit hours, 3750 minutes)

*(Prerequisites: DHYG 1110)*

Provides students with a broad understanding of the healthcare 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, preventive counseling for groups, group oral health education, terminology, dental care systems, biostatistics, and concepts of dental research.

**DHYG 2080 - Clinical Dental Hygiene III Lecture** (2 credit hours, 1500 minutes)

*(Prerequisites: DHYG 2010)*

*(Co-requisites: DHYG 2090)*

Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

**DHYG 2090 - Clinical Dental Hygiene III Lab** (4 credit hours, 9000 minutes)

*(Prerequisites: DHYG 2020)*

*(Co-requisites: DHYG 2080)*

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

**DHYG 2110 - Biochemistry and Nutrition Fundamentals for the Dental Hygienist** (2 credit hours, 1500 minutes)

*(Prerequisites: Program admission)*

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.

**DHYG 2130 - Clinical Dental Hygiene IV Lecture** (2 credit hour, 1500 minutes)

*(Prerequisites: DHYG 2080)*

*(Co-requisites: DHYG 2140)*

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, ethics, dental hygiene practice settings, and dentistry and dental hygiene regulation.

**DHYG 2140 - Clinical Dental Hygiene IV Lab** (4 credit hours, 9000 minutes)

*(Prerequisites: DHYG 2090)*

*(Co-requisites: DHYG 2130)*

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

**DHYG 2200 - Periodontology** (3 credit hours, 2250 minutes)

*(Prerequisites: DHYG 1010)*

Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including, preventative, non-surgical, and surgical methods. Topics include: tissues of the periodontium, periodontal pathology, periodontal diseases, assessment and treatment planning, periodontal disease therapy, and periodontal emergencies.

**ECCE 1101 - Introduction to Early Childhood Care and Education** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include: historical perspectives, professionalism, guidance, developmentally appropriate practices; learning environment including all children), cultural diversity, and licensing accreditation and credentialing.

**ECCE 1103 - Child Growth and Development** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

**ECCE 1105 - Health, Safety, and Nutrition** (3 credit hours, 3000 minutes)

*(Prerequisites: Provisional admission)*

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

**ECCE 1112 - Curriculum Development** (3 credit hours, 3000 minutes)

*(Prerequisites: ECCE 1101, ECCE 1103)*

*(Co-requisites: ECCE 1101, ECCE 1103)*

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

**ECCE 1113 - Creative Activities for Children** (3 credit hours, 3000 minutes)

*(Prerequisites: Provisional admission)*

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

**ECCE 1121 - Early Childhood Care and Education Practicum I** (3 credit hours, 5250 minutes)

*(Prerequisites: ECCE 1105)*

*(Co-requisites: ECCE 1105)*

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. 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.

**ECCE 1125 - Professionalism through CDA Certificate Preparation** (2 credit hours, 1500 minutes)

*(Prerequisites: Provisional admission)*

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.

**ECCE 2115 - Language and Literacy** (3 credit hours, 3000 minutes)

*(Prerequisites: ECCE 1103)*

*(Co-requisites: ECCE 1103)*

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

**ECCE 2116 - Math and Science** (3 credit hours, 3000 minutes)

*(Prerequisites: ECCE 1103)*

*(Co-requisites: ECCE 1103)*

Presents the process of introducing science and math concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

**ECCE 2201 - Exceptionalities** (3 credit hours 2250 minutes)

*(Prerequisites: ECCE 1103)*

Provides for the development of knowledge and skills that will enable the student to understand individuals with special

needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources and programs that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

**ECCE 2202 - Social Issues and Family Involvement** (3 credit hours, 2250 minutes)

*(Prerequisites: 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.

**ECCE 2203 - Guidance and Classroom Management** (3 credit hours, 2250 minutes)

*(Prerequisites: ECCE 1103)*

*(Co-requisites: ECCE 1103)*

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

**ECCE 2240 - Early Childhood Care/Education Internship** (12 credit hours, 27000 minutes)

*(Prerequisites: ECCE 1101, ECCE 1103 and ECCE 1105)*

*(Co-requisites: ECCE 1105)*

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum 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.

**ECCE 2310 - Paraprofessional Methods and Materials** (3 credit hours, 2250 minutes)

*(Prerequisites: ECCE 1103)*

*(Co-requisites: ECCE 1103)*

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

**ECCE 2312 - Paraprofessional Roles and Practices** (3 credit hours, 2250 minutes)

*(Prerequisites: ECCE 1103)*

*(Co-requisites: ECCE 1103)*

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

**ECCE 2320 - Program Administration and Facility Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include: organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program equipment, and supplies management.

**ECCE 2322 - Personnel Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Provides training in personnel management. Topics include: staff records; communication; personnel policies; managing payroll, recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling, staff development; staff supervision; conflict resolution; and staff evaluation; ethical responsibilities to employees; and time and stress management.

**ECCE 2340 - Family Childcare Program Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission, ECCE 1103)*

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. 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.

**ECCE 2342 - Family Childcare Business Management** (3 credit hours, 2250 minutes)

*(Prerequisites: 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.

**ECON 1101 - Principles of Economics** (3 credit hours, 2250 minutes)

*(Prerequisites: Regular Admission)*

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

**ELCR 1005 - Soldering Technology** (1 credit hour, 1500 minutes)

*(Prerequisites: Provisional admission)*

Develops the ability to solder and de-solder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, de-soldering, anti-static grounding, and surface mount techniques.

**ELCR 1010 - Direct Current Circuits** (5 credit hours, 4500 minutes)

*(Prerequisites: Degree - MATH 1111, Diploma - MATH 1013)*

This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment, basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

**ELCR 1020 - Alternating Current Circuits** (7 credit hours, 6750 minutes)

*(Prerequisites: ELCR 1010)*

This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance and conductance, power factors, reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

**ELCR 1030 - Solid State Devices** (5 credit hours, 4500 minutes)

*(Prerequisites: ELCR 1020)*

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

**ELCR 1040 - Digital and Microprocessor Fundamentals** (5 credit hours, 5250 minutes)

*(Prerequisites: ELCR 1020)*

*(Co-requisites: ELCR 1030)*

This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

**ELCR 1060 - Linear Integrated Circuits** (3 credit hours, 3000 minutes)

*(Prerequisites: ELCR 1030)*

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

**ELCR 2110 - Process Control** (3 credit hours, 3750 minutes)

*(Prerequisites: ELCR 1030)*

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbols and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

**ELCR 2120 - Motor Controls** (3 credit hours, 3750 minutes)

*(Prerequisites: ELCR 1030)*

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

**ELCR 2130 - Programmable Controllers** (3 credit hours, 3750 minutes)

*(Prerequisites: ELCR 1030)*

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

**ELCR 2140 - Mechanical Devices** (2 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

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.

**ELCR 2150 - Fluid Power** (2 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

**ELCR 2160 - Advanced Microprocessors and Robotics** (3 credit hours, 3000 minutes)

*(Prerequisites: ELCR 2130, ELCR 2140, ELCR 2150)*

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

**ELCR 2170 - Computer Hardware** (5 credit hours, 5250 minutes)

*(Prerequisites: Program admission)*

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing

microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

**ELCR 2180 - Operating Systems Technologies** (5 credit hours, 5250 minutes)

*(Prerequisites: ELCR 2170)*

Provides an introduction to the fundamentals of Command Line Prompt and current/future Windows operating systems. Topics include operating system fundamentals, installation, configuration and upgrading, diagnosing and troubleshooting, and networks.

**ELCR 2190 - Networking I** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

Provides an introduction to networking technologies. Cover 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, network implementation, and network support.

**ELCR 2860 - CompTIA A+ Certification** (4 credit hours, 4000 minutes)

*(Prerequisites: ELCR 2170, ELCR 2180)*

Prepares the student for taking the CompTIA A+ examinations by reviewing the A+ Core and A+ Operating Systems objectives. Topics include A+ Core Hardware and A+ Operating System Technologies.

**ELTR 1020 - Electrical Systems Basics I** (3 credit hours, 3000 minutes)

*(Prerequisites: MATH 1012, IDFC 1011)*

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

**ELTR 1060 - Electrical Prints, Schematics, and Symbols** (2 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

**ELTR 1080 - Commercial Wiring I** (4 credit hours, 4500 minutes)

*(Prerequisites: None)*

*(Co-requisites: ELTR 1090)*

This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

**ELTR 1090 - Commercial Wiring II** (3 credit hours, 3750 minutes)

*(Prerequisites: None)*

*(Co-requisites: ELTR 1080)*

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

**ELTR 1110 - Electric Motors** (4 credit hours, 4200 minutes)

*(Prerequisites: None)*

*(Co-requisites: ELTR 1120, 1180)*

Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.



**ELTR 1120 - Variable Speed/Low Voltage Controls** (2 credit hours, 2650 minutes)

*(Prerequisites: None)*

*(Co-requisites: ELTR 1110, 1180)*

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

**ELTR 1180 - Electrical Controls** (4 credit hours, 4500 minutes)

*(Prerequisites: None)*

*(Co-requisites: ELTR 1110, ELTR 1120)*

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

**ELTR 1205 - Residential Wiring I** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

*(Co-requisites: ELTR 1210)*

Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).

**ELTR 1210 - Residential Wiring II** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

*(Co-requisites: ELTR 1205)*

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

**ELTR 1220 - Industrial PLC's** (4 credit hours, 4500 minutes)

*(Prerequisites: ELTR 1110, ELTR 1180)*

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and setup, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

**ELTR 1250 - Diagnostic Troubleshooting** (2 credit hours, 3600 minutes)

*(Prerequisites: ELTR 1180)*

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

**ELTR 1260 - Transformers** (3 credit hours, 3450 minutes)

*(Prerequisites: ELTR 1080, ELTR 1090)*

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.

**ELTR 1270 - National Electric Code Industrial Applications** (3 credit hours, 4200 minutes)

*(Prerequisites: ELTR 1080, 1090)*

Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation and systems design concepts equipment installation (600 volts or less) and safety precautions.

**EMPL 1000 - Interpersonal Relations and Professional Development** (2 credit hours, 1500 minutes)

*(Prerequisites: Provisional admission)*

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

**EMSP 1010 - Emergency Medical Responder** (4 credit hours - 4500 minutes)

*(Prerequisites: Program admission)*

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc.). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

**EMSP 1110 - Introduction to the EMT Profession** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

**EMSP 1120 - EMT Assessment/Airway Management and Pharmacology** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

**EMSP 1130 - Medical Emergencies for the EMT** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology;

Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

**EMSP 1140 - Special Patient Populations** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

**EMSP 1150 - Shock and Trauma for the EMT** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

**EMSP 1160 - Clinical and Practical Applications for the EMT** (1 credit hour, 2250 minutes)

*(Prerequisites: Program admission)*

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

**EMSP 1510 - Advanced Concepts for the AEMT** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

**EMSP 1520 - Advanced Patient Care for the AEMT** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; and Integration of Medical/Trauma Assessments.

**EMSP 1530 - Clinical Applications for the AEMT** (1 credit hour, 1500 minutes)

*(Prerequisites: Program admission)*

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

**EMSP 1540 - Clinical and Practical Applications for the AEMT** (3 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical

thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

**EMSP 2110 - Foundations of Paramedicine** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and Pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

**EMSP 2120 - Applications of Pathophysiology for Paramedics** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

**EMSP 2130 - Advanced Resuscitative Skills for Paramedics** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

**EMSP 2140 - Advanced Cardiovascular Concepts** (4 credit hours, 3750 minutes)

*(Prerequisites: Program admission)*

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

**EMSP 2310 - Therapeutic Modalities of Cardiovascular Care** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

**EMSP 2320 - Therapeutic Modalities of Medical Care** (5 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

**EMSP 2330 - Therapeutic Modalities of Trauma Care** (4 credit hours, 3750 minutes)

*(Prerequisites: Program admission)*

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early

intervention to prevent arrest.

This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi- System Trauma; and Assessment of Trauma Emergencies.

**EMSP 2340 - Therapeutic Modalities for Special Patient Populations** (4 credit hours, 3750 minutes)

*(Prerequisites: Program admission)*

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

**EMSP 2510 - Clinical Applications for the Paramedic - I** (2 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2520 - Clinical Applications for the Paramedic - II** (2 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2530 - Clinical Applications for the Paramedic - III** (2 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2540 - Clinical Applications for the Paramedic - IV** (1 credit hour, 2250 minutes)

*(Prerequisites: Program admission)*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2550 - Clinical Applications for the Paramedic - V** (1 credit hour, 2250 minutes)

*(Prerequisites: Program admission)*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2560 - Clinical Applications for the Paramedic - VI** (1 credit hour, 2250 minutes)

*(Prerequisites: Program admission)*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP

2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2570 - Clinical Applications for the Paramedic - VII** (1 credit hour, 2250 minutes)

*(Prerequisites: Program admission)*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2710 - Field Internship for the Paramedic** (2 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

**EMSP 2720 - Practical Applications for the Paramedic** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

**ENGL 0090 – Learning Support English** (3 institutional credit hours, 3750 minutes)

*(Prerequisites: None)*

This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.

**ENGL 1010 - Fundamentals of English I** (3 credit hours, 2250 minutes)

*(Prerequisites: ENGL 0097 OR Appropriate Placement Test Score AND READ 0097 OR Appropriate Placement Test Score)*

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

**ENGL 1012 - Fundamentals of English II** (3 credit hours, 2250 minutes)

*(Prerequisites: ENGL 1010)*

Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

**ENGL 1101 - Composition and Rhetoric** (3 credit hours, 2250 minutes)

*(Prerequisites: Appropriate English Placement Test Score AND Appropriate Reading Placement Test Score)*

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.

**ENGL 1102 - Literature and Composition** (3 credit hours, 2250 minutes)

*(Prerequisites: ENGL 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.

**ENGL 2130 - American Literature** (3 credit hours, 2250 minutes)

*(Prerequisites: ENGL 1101)*

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

**FORS 1010 - Introduction to Forestry and Natural Resources** (3 credit hours, 3000 minutes)

*(Prerequisites: Provisional admission)*

Introduces the fundamentals of forestry and natural resources. Topics include history of forestry, importance of forestry, forest safety, harvesting equipment, and natural resource careers.

**FORS 1020 - Soils & Hydrology** (3 credit hours, 3750 minutes)

*(Prerequisites: Provisional admission)*

Introduces the role of forest soils and hydrology in the forest ecosystem and the importance of forest soil properties as they relate to modern forestry practices. Topics include forest soil formation, forest soil properties and site productivity, soils and silvicultural recommendations, fertilization, soil hydrology, and erosion sedimentation.

**FORS 1030 - Dendrology** (3 credit hours, 5250 minutes)

*(Prerequisites: 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.

**FORS 1040 - Forest Protection** (3 credit hours, 3750 minutes)

*(Prerequisites: None)*

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.

**FORS 1160 - Forest Surveying and Mapping** (4 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

*(Co-requisites: MATH 1012 - Foundations of Mathematics)*

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, surveying, surveying and mapping methods, deed search and tract location.

**FORS 1210 - GPS/GIS Aerial Photography** (4 credit hours, 4500 minutes)

*(Prerequisites: FORS 1160, MATH 1012)*

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 global positioning systems (GPS), geographical information systems (GIS), area determination, developing maps, and aerial photography.

**FORS 1260 - Forest Measurements** (4 credit hours, 5250 minutes)

*(Prerequisites: Program admission)*

*(Co-requisites: MATH 1012)*

Emphasizes identification of primary and secondary forest products and their manufacturing processes and uses and fixed plot method of statistical sampling. Introduces the fundamental principles and practices of timber cruising. Topics include history of forest products manufacturing, raw forest resource identification, importance of forest measurements, forest measurement tools and equipment, forest measurement methods, and cruising and scaling methods.

**FORS 1310 - Silvics and Silviculture** (4 credit hours, 4500 minutes)

*(Prerequisites: Provisional admission)*

Provides an overview of the activities that are involved in regeneration and maintenance of forest stands. Topics include timber stand improvement methods, regeneration methods, and environmental impact of silvicultural practices.

**FORS 1410 - Forest Mensuration** (4 credit hours, 4500 minutes)

*(Prerequisites: FORS 1260)*

*(Co-requisites: MATH 1012)*

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, cruising methods, and volume determination.

**FORS 1580 - Wildlife Management** (3 credit hours, 3750 minutes)

*(Prerequisites: Provisional admission)*

Develops a basic understanding of the classification of animals and habitat. Emphasizes effects of forest management on wildlife. Topics include animal classification, adaptation, and evolution; population parameters; basic principles of game management; and managing the forest for wildlife.

**FORS 1600 - Forest Technology Internship** (3 credit hours, 6750 minutes)

*(Prerequisites: None)*

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.

**FORS 2460 - Forest Management** (6 credit hours, 6750 minutes)

*(Prerequisites: None)*

*(Co-requisites: FORS 1260, FORS 1310)*

Introduces the techniques of multiple-use forest resource management. Topics include multiple-use management, prescribed burning, site preparation methods, logging, forest management plan, land ownership, and timber marking.

**FWMT 1000 - Introduction to Wildlife Management** (3 credit hours, 3000 minutes)

*(Prerequisites: Provisional admission)*

This course introduces the principles of wildlife management, including basic terminology, safety and orientation, and employment. Topics include compass and mapping techniques, first aid and CPR training, hunter safety and boating safety, organizations and agencies, and careers in natural resource management.

**FWMT 1010 - Equipment Use** (3 credit hours, 3000 minutes)

*(Prerequisites: Provisional admission)*

This course provides an introduction to equipment operation, safety, and maintenance as well as firearm use and safety. Topics include tractor and ATV operation and maintenance, power boat operation, the use of hand tools and power tools including chain saws. Upon completion, students should be able to safely operate equipment and perform routine maintenance and repair required in a career in wildlife management.

**FWMT 1020 - Wildlife Policy and Law** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

This course includes laws, policies, and jurisdiction of natural resources. Topics include policy and law; game, non-game and endangered species; public relations and cultural aspects of natural resource management; and law enforcement procedures. Upon completion students should be able to describe and assess the influences of policies, laws, and society on natural resource management.

**FWMT 1030 - Terrestrial Ecology** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

This course introduces fundamental ecological principles with emphasis on climate and biomes, life history patterns,



populations, species interactions, biodiversity, basic statistics, and the longleaf pine ecosystem. Upon completion, students should understand basic ecological principles and also the ecology and management of longleaf pine forests.

**FWMT 1040 - Aquatic Ecology** (3 credit hours, 3750 minutes)

*(Prerequisites: None)*

This course introduces ecological concepts related to aquatic resources. Topics include the river basins of Georgia, water quality testing and monitoring, stream ecology, macro invertebrates, and conservation. Upon completion, students should have an understanding of aquatic ecology and demonstrate stream sampling techniques.

**FWMT 1050 - Ichthyology** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

This course introduces the freshwater fish species of North America with emphasis placed on the identification, biology, and ecology. Upon completion, students should be able to recognize the common freshwater fish of Georgia and demonstrate knowledge of their biology and ecology.

**FWMT 1060 - Ornithology** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

This course covers the biology, ecology, and management of birds of North America with emphasis placed on the study of waterfowl and upland game birds. Upon completion, students should understand the biology and ecology of game birds and explain management practices for sustainable harvest.

**FWMT 1070 - Mammology** (3 credit hours, 3750 minutes)

*(Prerequisites: Provisional admission)*

This course covers the taxonomy, biology, ecology, and management of game and non-game mammals. Topics include identification, biology and ecology, behavior, collection of age, sex, and reproduction data, and management. Upon completion students should be able to identify mammal species and demonstrate knowledge of their biology, ecology, and management.

**FWMT 2020 - Habitat Manipulation** (4 credit hours, 5250 minutes)

*(Prerequisites: Provisional admission)*

This is an applied course covering habitat management practices beneficial to wildlife. Emphasis is placed on methods for increasing quality food production and cover, and developing and executing management plans. Upon completion students should develop, interpret, and execute management plans to establish, maintain, and improve quality habitat.

**FWMT 2010 - Wildlife Management Techniques** (4 credit hours, 4500 minutes)

*(Prerequisites: Provisional admission)*

This course takes an applied approach in covering the methods commonly used in wildlife population management. Topics include identification, measurement of population parameters, wildlife damage management, collection of age, sex, and reproductive data, radio telemetry, and investigations into causes of mortality. Upon completion students should understand and administer common population management techniques.

**FWMT 2030 - Fish Pond Management** (3 credit hours, 3800 minutes)

*(Prerequisites: Provisional admission)*

This course covers the management of fish ponds. Emphasis is placed on the techniques used to maintain a healthy and productive pond for sport and recreation fishing. Upon completion students should be familiar with pond management techniques.

**IDFC 1007 - Industrial Safety Procedures** (2 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

**IDFC 1011 - Direct Current I** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

*(Co-requisites: MATH 1012)*

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.

**MAST 1010 - Legal and Ethical Concerns in the Medical Office** (2 credit hours, 1500 minutes)

*(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000)*

*(Co-requisites: MAST 1060, BUSN 1440)*

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.

**MAST 1030 - Pharmacology in the Medical Office** (4 credit hours, 3000 minutes)

*(Prerequisites: ALHS 101, ALHS 109, MATH 1012, ALHS 104)*

*(Co-requisites: MAST 1090, MAST 1110)*

Introduces medication therapy with emphasis on safety, classification of medications, their actions, side effects, medication and food interactions, and adverse reactions. Also introduces the basic concept of arithmetic used in the administration of medications. Topics include: introduction to pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

**MAST 1060 - Medical Office Procedures** (4 credit hours, 3750 minutes)

*(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000)*

*(Co-requisites: MAST 1010, BUSN 1440)*

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.

**MAST 1080 - Medical Assisting Skills I** (4 credit hours, 6750 minutes)

*(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000, BUSN 1440)*

*(Co-requisites: MAST 1100, 1120)*

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.

**MAST 1090 - Medical Assisting Skills II** (4 credit hours, 6750 minutes)

*(Prerequisites: MAST 1080)*

*(Co-requisites: MAST 1030, MAST 1110)*

Further 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.

**MAST 1100 - Medical Insurance Management** (2 credit hours, 3000 minutes)

*(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000, BUSN 1440)*

*(Co-requisites: MAST 1080, MAST 1120)*

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

**MAST 1110 - Administrative Practice Management** (3 credit hours, 4500 minutes)

*(Prerequisites: MAST 1100)*

*(Co-requisites: MAST 1030, MAST 1090)*

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.

**MAST 1120 - Human Pathological Conditions in the Medical Office** (3 credit hours, 2250 minutes)

*(Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090 ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, BUSN 1440)*

*(Co-requisites: MAST 1080, MAST 1100)*

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to diseases and diseases of body systems.

**MAST 1170 - Medical Assisting Externship** (6 credit hours, 13,500 minutes)

*(Prerequisites: Completion of all required coursework prior to externship/practicum, a 2.0 cumulative grade point average, no unresolved grades of "F" or "I" from previous courses, and good academic standing)*

*(Co-requisites: MAST 1180)*

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.

**MAST 1180 - Medical Assisting Seminar** (3 credit hours, 2250 minutes)

*(Prerequisites: Completion of all required courses except MAST 1170)*

*(Co-requisites: MAST 1170)*

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

**MAST 1510 - Medical Billing and Coding I** (2 credit hours, 2250 minutes)

*(Prerequisites: MAST 1530)*

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 formats, guidelines and conventions, and coding techniques.

**MAST 1520 - Medical Billing and Coding II** (3 credit hours, 3750 minutes)

*(Prerequisites: MAST 1510)*

Continues development of skills and knowledge presented in MAST 1510: Medical Billing and 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 in coding including fraud and abuse.

**MAST 1530 - Medical Procedural Coding** (2 credit hours, 2250 minutes)

*(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000)*

*(Co-requisites: MAST 112, BUSN 1440)*

Provides the 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.

**MATH 0090 Learning Support Mathematics** (3 institutional credit hours, 3750 minutes)

*(Prerequisites: None)*

This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percent, ratio-proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module.

**MATH 1011 - Business Math** (3 credit hours, 2250 minutes)

*(Prerequisites: MATH 0097 OR Appropriate arithmetic placement test score.)*

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.

**MATH 1012 - Foundations of Mathematics** (3 credit hours, 2250 minutes)

*(Prerequisites: MATH 0097 OR Appropriate arithmetic placement test score.)*

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.

**MATH 1013 - Algebraic Concepts** (3 credit hours, 2250 minutes)

*(Prerequisites: MATH 0098 OR Appropriate algebra placement test score.)*

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

**MATH 1017 - Trigonometry** (3 credit hours, 2250 minutes)

*(Prerequisites: MATH 1013)*

Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

**MATH 1101 - Mathematical Modeling** (3 credit hours, 2250 minutes)

*(Prerequisites: Appropriate algebra placement test score)*

Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

**MATH 1111 - College Algebra** (3 credit hours, 2250 minutes)

*(Prerequisites: Appropriate algebra placement test score)*

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

**MATH 1113 - Pre-Calculus** (3 credit hours, 2250 minutes)

*(Prerequisites: Regular Admission and MATH 1111)*

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.

**MGMT 1100 - Principles of Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by

technology changes, a more competitive and global marketplace, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the manager's job and work environment, building an effective organizational culture, leading, directing, and the application of authority, planning, decision-making, and problem-solving, human resource management, administrative management, organizing, and controlling.

**MGMT 1105 - Organizational Behavior** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

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

**MGMT 1110 - Employment Law** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, AT-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and National Labor Relations Act.

**MGMT 1115 - Leadership** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

This course 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.

**MGMT 1120 - Introduction to Business** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerical 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.

**MGMT 1125 - Business Ethics** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers, and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics, moral development and moral reasoning, 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.

**MGMT 1135 - Managerial Accounting and Finance** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who 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.

**MGMT 2115 - Human Resource Management** (3 credit hours, 2250 minutes)

*(Prerequisites: 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.

**MGMT 2120 - Labor Management Relations** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations; the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

**MGMT 2125 - Performance Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

**MGMT 2130 - Employee Training and Development** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design and deliver 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.

**MGMT 2135 - Management Communication Techniques** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

*(Co-requisites: COMP 1000)*

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Application, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Application for Business Problem Solving.

**MGMT 2145 - Business Plan Development** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Provides students with 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 features, development of marketing strategy, development of operations outline, and application of financial concepts.

**MGMT 2150 - Small Business Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

This course 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.

**MGMT 2200 - Production/Operations Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

This course provides the student with an intensive study of the overall field of production management. Topics include: role of production management/production managers, production systems, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

**MGMT 2205 - Service Sector Management** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

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.

**MGMT 2210 - Project Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning; definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between team and other organizations; critical path methodology; and total quality management.

**MGMT 2215 - Team Project** (3 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation.

**MKTG 1100 - Principles of Marketing** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

**MKTG 1130 - Business Regulations and Compliance** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

**MKTG 1160 - Professional Selling** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

**MKTG 1190 - Integrated Marketing Communications** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

**MKTG 1210 - Services Marketing** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

**MKTG 1270 - Visual Merchandising** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

**MKTG 1370 - Consumer Behavior** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

**MKTG 2000 - Global Marketing** (3 credit hours, 2250 minutes)

*(Prerequisites: MKTG 1100)*

This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international marketing entries, design an international marketing strategy, and career paths in international marketing.

**MKTG 2010 - Small Business Management** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

**MKTG 2060 - Marketing Channels** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

Emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.

**MKTG 2070 - Buying and Merchandising** (3 credit hours, 2250 minutes)

*(Prerequisites: None)*

Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.



**MKTG 2090 - Marketing Research** (3 credit hours, 2250 minutes)

*(Prerequisites: MKTG 1100)*

This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

**MKTG 2210 - Entrepreneurship** (6 credit hours, 4500 minutes)

*(Prerequisites: Program admission)*

This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include: planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

**MKTG 2270 - Retail Operations Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Program Admission or Program Instructor Approval)*

This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

**MKTG 2290 - Marketing Internship/Practicum** (3 credit hours, 6750 minutes)

*(Prerequisites: Program Instructor Approval)*

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

**MKTG 2300 - Marketing Management** (3 credit hours, 2250 minutes)

*(Prerequisites: Program Instructor Approval and MKTG 1100)*

This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

**NAST 1100 - Nurse Aide Fundamentals** (6 credit hours, 6750 minutes)

*(Prerequisites/Co-requisites: ALHS 1040, ALHS 1090, ALHS 1060)*

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patient's condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and hands-on skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

**PHAR 1000 - Pharmaceutical Calculations** (4 credit hours, 3000 minutes)

*(Prerequisites: All required General Education and Health Science Core Classes)*

Develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

**PHAR 1010 - Pharmacy Technology Fundamentals** (5 credit hours, 4500 minutes)

*(Prerequisites: Provisional admission)*

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, chemistry, orientation of the pharmacy technology field, ethics and laws, definitions and terms, and reference sources.

**PHAR 1020 - Principles of Dispensing Medications** (4 credit hours, 4500 minutes)

*(Prerequisites: PHAR 1000, PHAR 1010)*

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 lab.

**PHAR 1030 - Principles of Sterile Medication Preparation** (4 credit hours, 4500 minutes)

*(Prerequisites: PHAR 1000, PHAR 1010)*

Continues the development of student knowledge and skills in aseptic preparation and 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, USP 797 and quality control.

**PHAR 1040 - Pharmacology** (4 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

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.

**PHAR 1050 - Pharmacy Technology Practicum** (5 credit hours, 11250 minutes)

*(Prerequisites: PHAR 1000, PHAR 1010)*

Introduces students to the clinical environment and provides experiences with the skills necessary for the pharmacy technician. Topics include: dispensing and automation, storage and control, documentation, inventory, filing, extemporaneous compounding, durable medical equipment, customer service, inventory and billing, medication delivery, and other community pharmacy techniques.

**PHAR 2060 - Advanced Pharmacy Technology Principles** (3 credit hours, 3000 minutes)

*(Prerequisites: PHAR 1030, PHAR 1050)*

Presents the advanced concepts and principles needed in the pharmacy technology field and readiness for certification. Topics include: pharmaceutical side effects, controlled substances, physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, pharmacology and pharmaceutical calculations review.

**PHAR 2070 - Advanced Pharmacy Technology Practicum** (5 credit hours, 11250 minutes)

*(Prerequisites: PHAR 1030, PHAR 1050)*

Continues the development of knowledge and skills applicable to pharmacy technology practice through additional onsite practice. Topics include: institutional dispensing responsibilities, patient profiles, physician orders, controlled substances, aseptic technique and IV preparation, chemotherapy, pharmacy data systems, ophthalmic preparations, and other institutional/hospice/home health pharmacy techniques.

**PHLT 1030 - Introduction to Venipuncture** (3 credit hours, 3000 minutes)

*(Prerequisites: All program curriculum courses excluding PHLT 1050, no exceptions without approval of Dean of Health Sciences)*

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

**PHLT 1050 - Clinical Practice** (5 credit hours, 11250 minutes which equal 225 hours of clinical)

*(Prerequisites: All program curriculum courses including PHLT 1030, no exceptions without approval of Dean of Health Sciences)*

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in Venipuncture techniques. Topics

include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

**PNSG 2010 - Introduction to Pharmacology and Clinical Calculations** (2 credit hours, 3000 minutes)

*(Prerequisites: Program Admission)*

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

**PNSG 2030 - Nursing Fundamentals** (6 credit hours, 7500 minutes)

*(Prerequisites: Program Admission)*

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; 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; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

**PNSG 2035 - Nursing Fundamentals Clinical** (2 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking, physical assessment, nursing process, critical thinking, activities of daily living, documentation, client education, and standard precautions.

**PNSG 2210 - Medical Surgical Nursing I** (4 credit hours, 3000 minutes)

*(Prerequisites: Program Admission)*

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; preoperative care; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

**PNSG 2220 - Medical Surgical Nursing II** (4 credit hours, 3000 minutes)

*(Prerequisites: Program Admission)*

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

**PNSG 2230 - Medical Surgical Nursing III** (4 credit hours, 3000 minutes)

*(Prerequisites: Program Admission)*

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and the prevention of illness, care of the individual as a whole, mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

**PNSG 2240 - Medical Surgical Nursing IV** (4 credit hours, 3000 minutes)

*(Prerequisites: Program Admission)*

This fourth course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with

attention to special populations. Topics include: health management and maintenance and the prevention of illness, care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

**PNSG 2250 - Maternity Nursing** (3 credit hour, 2250 minutes)

*(Prerequisites: Program Admission)*

Focuses on clinical patient care aspects health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to obstetric clients, and the newborn; and standard precautions.

**PNSG 2255 - Maternity Nursing Clinical** (1 credit hour, 2250 minutes)

*(Prerequisites: Program Admission)*

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

**PNSG 2310 - Medical Surgical Nursing Clinical I** (2 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**PNSG 2320 - Medical Surgical Nursing Clinical II** (2 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**PNSG 2330 - Medical Surgical Nursing Clinical III** (2 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**PNSG 2340 - Medical Surgical Nursing Clinical IV** (2 credit hours, 4500 minutes)

*(Prerequisites: Program Admission)*

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**PNSG 2410 - Nursing Leadership** (1 credit hour, 750 minutes)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

**PNSG 2415 - Nursing Leadership Clinical** (2 credit hour, 4500 minutes)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

**PSYC 1010 - Basic Psychology** (3 credit hours, 2250 minutes)

*(Prerequisites: Provisional admission)*

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work, and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

**PSYC 1101 - Introductory Psychology** (3 credit hours, 2250 minutes)

*(Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)*

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

**PSYC 2103 – Human Development** (3 credit hours, 2250 minutes)

*(Prerequisites: PSYC 1101)*

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

**RADT 1010 - Introduction to Radiology** (4 credit hours, 3750 minutes)

*(Prerequisites: Program Admission)*

*(Co-requisites: RADT 1030, RADT 1320)*

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

**RADT 1030 - Radiographic Procedures I** (3 credits hours, 3750 minutes)

*(Prerequisites: Pre-requisites for diploma students are Program Admission, ALHS 1011. Prerequisites for degree students are Program Admission, BIOL 2114, and BIOL 2114L. RADT 1010 must be taken as either a pre-requisite or Co-requisites)*

*(Co-requisites: RADT 1010)*

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

**RADT 1060 - Radiographic Procedures II** (3 credit hours, 3750 minutes)

*(Prerequisites: RADT 1010, RADT 1030)*

*(Co-requisites: RADT 1330)*

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

**RADT 1070 - Principles of Imaging I** (6 credit hours, 5250 minutes)

*(Prerequisites: Pre-requisites for diploma students are Program Admission and MATH 1013. Prerequisites for degree students are Program Admission and MATH 1111)*

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

**RADT 1160 - Principles of Imaging II** (6 credit hours, 5250 minutes)

*(Prerequisites: RADT 1070)*

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed.

Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities.

**RADT 1200 - Principles of Radiation Biology and Protection** (3 credit hours, 2250 minutes)

*(Prerequisites: Program Admission)*

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

**RADT 1320 - Clinical Radiography I** (4 credit hours, 9000 minutes)

*(Prerequisites: RADT 1030)*

*(Co-requisites: RADT 1030)*

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

**RADT 1330 - Clinical Radiography II** (7 credit hours, 15750 minutes)

*(Prerequisites: RADT 1010, RADT 1030, RADT 1320)*

*(Co-requisites: RADT 1060)*

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RADT 2090 - Radiographic Procedures III** (2 credit hours, 3000 minutes)

*(Prerequisites: RADT 1060)*

*(Co-requisites: RADT 1330, RADT 2340)*

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.

**RADT 2190 - Radiographic Pathology** (2 credit hours, 1500 minutes)

*(Prerequisites: Pre-requisites for degree students are Program Admission, BIOL 2114 and BIOL 2114L. Pre-requisites for diploma students are Program Admission and ALHS 1011.)*

Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

**RADT 2260 - Radiologic Technology Review** (3 credit hours, 2250 minutes)

*(Prerequisites: RADT 1160, RADT 1200, RADT 2090, RADT 2350)*

*(Co-requisites: RADT 2360)*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy,

physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

**RADT 2340 - Clinical Radiography III** (6 credit hours, 13500 minutes)

*(Prerequisites: RADT 1330)*

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RADT 2350 - Clinical Radiography IV** (7 credit hours, 15750 minutes)

*(Prerequisites: RADT 1010, RADT 2090, RADT 2340)*

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RADT 2360 - Clinical Radiography V** (9 credit hours, 20250 minutes)

*(Prerequisites: RADT 2350)*

*(Co-requisites: RADT 2260)*

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures 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.

**READ 0090 - Learning Support Reading** (3 institutional credit hours, 3750)

*(Pre-requisites: None)*

This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills. Students progress at their own pace to master each module.

**RNSG 1000 - Foundations of Nursing** (7 credit hours, 9000 minutes)

*(Prerequisites: Program Admission, BIOL 2117/2117L, PSYC 2130)*

*(Co-requisites: RNSG 1010)*

This course introduces the student to the client, the role of the professional nurse, and the healthcare delivery system. The course prepares the student for subsequent nursing courses. Theoretical and historical content foundational to nursing practice is also introduced. The nursing process is taught as the framework to organize and deliver nursing care. Throughout the course, opportunities are provided to develop competencies necessary to meet the needs of individuals throughout the lifespan with an emphasis placed on developing critical thinking, caring, and fundamental nursing skills. Clinical and nursing skill opportunities are provided in the nursing laboratory and acute care settings. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

**RNSG 1010 – Pharmacological Concepts & Drug Calculation** (3 credit hours, 3000 minutes)

*(Prerequisites: Program Admission, BIOL 2117/2117L, PSYC 2130)*

*(Co-requisites: RNSG 1000)*

This course introduces the student to basic principles of pharmacology and the basic mathematical concepts utilized in calculating medication dosages for safe administration to patients throughout the lifespan. The concepts of legal



implications, pharmacokinetics, calculation of drug dosages, and medication preparation will be areas of focus. The student is also introduced to the role of the nurse in assessment, planning intervention, and evaluation of the patient receiving pharmacologic therapy.

**RNSG 1020 – Medical – Surgical Nursing I** (7 credit hours, 8250 minutes)

*(Prerequisites: Program Admission, RNSG 1000, RNSG 1010)*

*(Co-requisites: RNSG 1030)*

This course reinforces theory and fundamental nursing skills and introduces the student to the concepts of adult health nursing. The nursing process is used as a framework to organize content and deliver nursing care. Students use critical thinking as the basis for decision regarding planning, intervention and evaluation when caring for clients with medical-surgical disorders. Pharmacological principles are integrated throughout the course. Simulated laboratory and clinical settings provide an opportunity to develop competency in nursing skills and caring in nursing practice. Clinical opportunities are provided in a variety of medical- surgical settings. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

**RNSG 1030 – Maternal – Child Nursing** (6 credit hours, 7500 minutes)

*(Prerequisites: Program Admission, RNSG 1000, RNSG 1010)*

*(Co-requisites: RNSG 1020)*

This course focuses on the childbearing women, families, and the care of infants and children. Focus is placement on the nursing process, critical thinking, and caring in relation to concepts of child and family development from conception through adolescence, and common, recurring pediatric illnesses. Pharmacological principles are integrated in the course. The laboratory experiences focus on the assessment of the pregnant women, the newborn and application of growth and development principles. Clinical opportunities are provided in the community and acute care settings. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

**RNSG 2000 – Medical – Surgical Nursing II** (5 credit hours, 6750 minutes)

*(Prerequisites: Program Admission, RNSG 1000, RNSG 1010, RNSG 1020, RNSG 1030)*

*(Co-requisites: RNSG 2010)*

This course in medical-surgical nursing continues to build on previous medical- surgical content and is expanded to include higher level clinical decision-making, patient teaching, and coordination of care in the healthcare environment. Pharmacological principles are integrated throughout the course. Campus laboratory experiences allow the student to practice more complex psychomotor skills. Clinical experiences in the acute care facilities provide the students the opportunity to implement a more sophisticated knowledge base and skill level. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

**RNSG 2010 – Mental Health Nursing** (3 credit hours, 3750 minutes)

*(Prerequisites: RNSG 1000, RNSG 1010, RNSG 1020, RNSG 1030)*

*(Co-requisites: RNSG 2000)*

This course focuses on application of the nursing process to meet the needs of patients/ clients experiencing psychiatric or maladaptive behaviors. Emphasis is on integration of therapeutic communication and mental health assessment in the healthcare environment. Pharmacological principles are integrated. Clinical opportunities are provided in in-patient and outpatient mental health, long-term care, outpatient rehabilitation, as well as but not limited to home health, hospice, and public health settings. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

**RNSG 2020 – Medical – Surgical Nursing III/Transition to Practice** (8 credit hours, 12000 minutes)

*(Prerequisites: Program Admission, RNSG 1000, RNSG 1010, RNSG 1020, RNSG 1030, RNSG 2000, RNSG 2010)*

*(Co-requisites: RNSG 2030)*

This course builds on the didactic and clinical experiences learned in previous adult health courses, and introduces the student to the concepts of advanced medical-surgical disorders in the adult. In order to facilitate transition into the role of a professional nurse, the student will have the opportunity to develop independence in caring for groups of patients under the direction of faculty and a preceptor. In both simulated and clinical laboratory settings, the student applies the nursing process by demonstrating competency, caring, critical thinking, and decision-making skills for clients with complex illnesses. Pharmacological principles are taught as they relate to the illness. Clinical opportunities are provided in a variety of settings and preceptor experiences. Program exit competency exam will be taken. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

**RNSG 2030 – Trends & Issues in Nursing & Health Care** (2 credit hours, 1500 minutes)

*(Prerequisites: Program Admission, RNSG 1000, RNSG 1010, RNSG 1020, RNSG 1030, RNSG 2000, RNSG 2010)*

*(Co-requisites: RNSG 2020)*

This is a non-clinical course that will assist students in developing a broader perspective in nursing by exploring current professional nursing issues. The focus is on current trends and issues, work ethics, systems, and mechanisms of case management, effective delegation, nursing informatics, and competencies required for licensure as a professional nurse.

**SOCI 1101 - Introduction to Sociology** (3 credit hours, 2250 minutes)

*(Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Scores)*

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.

**SPCH 1101 - Public Speaking** (3 credit hours, 2250 minutes)

*(Prerequisites: Regular Admission OR ENGL 0098)*

Introduces the student to the fundamentals of oral communication. L Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

**SURG 1010 - Introduction to Surgical Technology** (8 credit hours, 10500 minutes)

*(Prerequisites: Program admission)*

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; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

**SURG 1020 - Principles of Surgical Technology** (7 credit hours, 8250 minutes)

*(Prerequisites: Program Admission)*

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

**SURG 1080 - Surgical Microbiology** (2 credit hours, 1500 minutes)

*(Prerequisites: Program Admission)*

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious process and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

**SURG 1100 - Surgical Pharmacology** (2 credit hours, 2250 minutes)

*(Prerequisites: Program admission)*

Introduces the fundamentals of intra-operative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intra-operative pharmacologic agents, and anesthesia fundamentals.

**SURG 2110 - Surgical Technology Clinical I** (3 credit hours, 6750 minutes)

*(Prerequisites: Program admission)*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

**SURG 2120 - Surgical Technology Clinical II** (3 credit hours, 6750 minutes)

*(Prerequisites: Program Admission)*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

**SURG 2030 - Surgical Procedures I** (4 credit hours, 3000 minutes)

*(Prerequisites: SURG 1010, SURG 1020)*

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopedic surgery. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

**SURG 2040 - Surgical Procedures II** (4 credit hours, 3000 minutes)

*(Prerequisites: SURG 2030)*

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

**SURG 2130 - Surgical Technology Clinical III** (3 credit hours, 6750 minutes)

*(Prerequisites: Program Admission)*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

**SURG 2140 - Surgical Technology Clinical IV** (3 credit hours, 6750 minutes)

*(Prerequisites: Program Admission)*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

**SURG 2240 - Seminar in Surgical Technology** (2 credit hours, 1500 minutes)

*(Prerequisites: Program Admission)*

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

**WELD 1000 - Introduction to Welding Technology** (3 credit hours, 3000 minutes)

*(Prerequisites: Program admission)*

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

**WELD 1010 - Oxyfuel Cutting** (3 credit hours, 3750 minutes)

*(Prerequisites: Program admission)*

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.

**WELD 1030 - Blueprint Reading for Welders** (3 credit hours, 3750 minutes)

*(Prerequisites: Program admission)*

Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include: basic lines; sketching; basic and sectional views; dimensions, notes, and specifications; isometrics; and detail and assembly of prints.

**WELD 1040 - Flat Shielded Metal Arc Welding** (4 credit hours, 5000 minutes)

*(Prerequisites: Program admission)*

Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices, fundamental SMAW theory, basic electrical

principles, SMAW machines and set up, electrode identification and selection, materials selection and preparation, and production of beads and joints in the flat position.

**WELD 1050 - Horizontal Shielded Metal Arc Welding** (4 credit hours, 5000 minutes)

*(Prerequisites: WELD 1040)*

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

**WELD 1060 - Vertical Shielded Metal Arc Welding** (4 credit hours, 5000 minutes)

*(Prerequisites: WELD 1040)*

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

**WELD 1070 - Overhead Shielded Metal Arc Welding** (4 credit hours, 5000 minutes)

*(Prerequisites: WELD 1040)*

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

**WELD 1090 - Gas Metal Arc Welding** (4 credit hours, 5000 minutes)

*(Prerequisites: Program admission)*

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

**WELD 1110 - Gas Tungsten Arc Welding** (4 credit hours, 5000 minutes)

*(Prerequisites: Program admission)*

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

**WELD 1120 - Preparation for Industrial Qualification** (3 credit hours, 4500 minutes)

*(Prerequisites: WELD 1000, 1010, 1030, 1040, 1050, 1060, 1070, 1090, 1110, 1153)*

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.

**WELD 1153 - Flux Cored Arc Welding** (4 credit hours, 5000 minutes)

*(Prerequisites: Program admission)*

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

# Code of Conduct

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## **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, genetic information, veteran status, 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 138C

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

## UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

### 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

- i. 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 an 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.
- m. 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.
- n. 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.
- o. 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.
- p. 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 shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.
    - 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**

- q. 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.
- r. 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.
- s. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.
- t. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.
- u. 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.
- v. The local investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.
- w. 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**

- x. 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.
- y. 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.
- z. 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).
- aa. 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**

- bb. 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.
- cc. 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

- dd. 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.
- ee. If the facts do support a finding of unlawful harassment/retaliation/discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.
- ff. If the facts do not support a finding of unlawful harassment/retaliation/discrimination, the matter will be closed.
- gg. 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, professionalism, 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. With this in mind, students should dress in an appropriate manner. Dress should reflect that normally worn in the occupation for which students are being trained. The following items or similar attire will not be allowed on the campuses:

Short or tight shorts	Short or tight dresses	Swimsuits
Tank/Halter tops	Tube tops	Pajamas
Bare midriiffs	Hats/caps in the buildings	Bare feet
Underwear above pants	Mini Skirts	Bed room shoes

Students shall not 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. Certain program areas may have additional dress codes due to safety or other requirements.

**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 not 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 facility; 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 of 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](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 Internet.

## **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:
  - Cheating, plagiarism, or other forms of academic dishonesty;
  - Furnishing false information to any Technical College official, faculty member or office;
  - Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification; or
  - Tampering with the election of any Technical College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Technical College activities, including its public-service functions on or off campus, or other authorized non-Technical College activities, when the act occurs on Technical College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the Technical College or property of a member of the Technical College community or other personal or public property.
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. STC is a tobacco free campus. No tobacco products are allowed on the grounds.
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. The student shall have 5 business days from the date contacted by the Student Disciplinary Officer or his/her designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Student Disciplinary Officer or his/her designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer or his/her designee will consider the available evidence without student input and make a determination.
- c. 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.
- d. 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. Notification will be sent to the student and the person(s) who initially filed the complaint.
  - 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.
2. After a determination that a student has violated the Student Code of conduct, the Student Disciplinary Officer or his/her designee may recommend the imposition of one of the following sanctions if appropriate. The Student Disciplinary Officer or his/her designee's recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in the section above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

- a. **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.
  - b. **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.
  - c. **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.
3. **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.
4. **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. Mediation may never be used in cases of alleged sexual misconduct.

**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. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Student Disciplinary Officer or his/her designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Judicial Body by the Student Disciplinary Officer or his/her designee. The student need not file a written notice of his or her desire to appear before the Judicial Body. The person filing the initial complaint shall also be given notification of the hearing.
3. 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.
4. If the student appeared before the Judicial Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the Student Disciplinary Officer or his/her designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.
6. If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Judicial Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
7. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee 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. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

#### **–Second Offense–**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

#### **–Third Offense–**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## **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 at least 90% of the scheduled instructional time. If the 10% of absences equals an amount less than a full class, the absence amount will be rounded down to the next full class period. Each syllabus will state the exact number of absences that will constitute a student being withdrawn from a course. 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 semester midterm. After the semester 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 semester. To receive credit for a course a student must attend at least 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 the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before midterm. After the semester midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than the required scheduled instructional time as stated on each course syllabus. 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 two contacts each week. A contact is considered as meaningful communication between the student and the instructor. This could include participating in weekly discussion boards, submitting an assignment for grading, taking a test, etc. The instructor for each course will further define what represents an acceptable contact for his/her class on the course syllabus.

An absence occurs when two contacts are not made during a week. For Fall and Spring semesters, when the third absence occurs, the student will be dropped from the course. For Summer semester, when the second absence occurs, 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 semester. 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 at least 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, submitting an assignment for grading, taking a test, etc. The instructor for each course will 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 60 percent of the time in the classroom and a minimum of once per week.

# Campus Security

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## STUDENT RIGHT-TO-KNOW CAMPUS SECURITY ACT OF 1990

### Statement of Compliance

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990, and as a service to its community, Southeastern Technical College makes available its completion and transfer rates to all current and prospective students as well as an annual campus crime report.

### Student-Right-to-Know

Beginning in Fall 2000, 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 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, first-time, full-time students who enrolled a specific Fall term, and for whom 150% of the normal time-to-completion has elapsed.

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 SRTK cohort is based only on a small percentage of the total STC student population of that time period (typically less than 15%).
- It consists only of students who entered STC:
  - First-time;
  - Full-time;
  - For that specific Fall 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 seven years have been 85.35% or more placed in field of study or related field of study.

## INFORMATION

### Where it can be found

- Tuition and Fees Charged to Full-time and Part-Time Students:  
Catalog
- Estimates of Costs Necessary for Books and Supplies:  
Catalog
- Additional Program Costs for Enrolled and Prospective Students:  
Catalog
- Refund Policy for the Return of Unearned Tuition and Fees and Other Refundable Costs:  
Catalog
- Requirements and Procedures for Officially Withdrawing from Southeastern Tech:  
Catalog
- Financial Aid Refund Policy:  
Catalog
- Current Degree Programs and other Educational and Training Programs:  
Catalog
- Instructional, Laboratory and other Physical Facilities related to our Academic Progress:  
Catalog



- Southeastern Tech Faculty and other Instructional Personnel:  
Catalog
- Names of Associations, Agencies, or Governmental Bodies that provide Accreditation, Approval, and Licensing:  
Catalog
- Procedures for Reviewing Documents which Describe Accreditation, Approval, and Licensing:  
Office of Institutional Effectiveness
- Special Facilities and Services Available to Disabled Students:  
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 policies and procedures.

Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime.

The safety of students, visitors, faculty and staff is a top priority of Southeastern 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 substances, weapons, and all other incidents requiring law enforcement assistance.

All local law enforcement agencies are linked to a statewide computer system (Georgia Crime Information Center) and a nationwide computer system (National Crime Information Center). Through these systems, crime suspect information and the serial numbers of all vehicles and office equipment stolen from the campus are rapidly reported nationwide.

## **SAFETY MEASURES**

The Maintenance Department of Southeastern 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 Southeastern 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 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 Safety 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](http://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 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:

Travis Akridge  
 Director of Safety and Security  
 478-299-3530  
[takridge@southeasterntech.edu](mailto:takridge@southeasterntech.edu)

<b>Category</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>On Campus</b>			
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
<i>Hate Crimes***</i>			
Occurrences of Hate Crimes	0	0	0
<i>Arrests/Referrals for Campus Disciplinary Action</i>			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0
<b>Category</b>			
<b>2010 2011 2012</b>			
<b>Non-Campus Buildings</b>			
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
<i>Hate Crimes***</i>			
Occurrences of Hate Crimes	0	0	0
<i>Arrests/Referrals for Campus Disciplinary Action</i>			

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Category</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
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**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
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*Arrests/Referrals for Campus Disciplinary Action*

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Category</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
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**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
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*Arrests/Referrals for Campus Disciplinary Action*

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

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.

### **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 Technical College may face penalties of prison terms and fines that are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year [921 U.S.C. sec. 845 (a)].

### **Student Sanctions**

1. Students indicted for possession or sale of illegal drugs, alcohol, and/or other mind-altering substances will be suspended from school, forfeit all claim to financial aid, and may be requested to repay all previously received financial aid;
2. If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and/or federal funds from the date of conviction;
3. The College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction;
4. Within 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, 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, 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 tiredness, or hyperactivity, impaired reflexes, brain damage, and, in some instances, addiction or death.

Alcohol, used abusively, will impair judgment, result in anxiety, feelings of guilt, depression and isolation. Prolonged use may cause liver and heart disease, cancer, and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.

**NOTE:** See chart on the following page for possible long-term effects of substance abuse.

### **Criminal Sanctions**

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts at the current Safe and Secure Web site detail federal penalties for drug trafficking and state sanctions for the unlawful possession or distribution of illicit drugs.

Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days to 2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days to 3 years and a minimum fine of \$5000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions includes 5 to 20 years in prison and a minimum fine of \$1000 for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for the first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk and be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

The use, possession, manufacture, distribution, dispensing, and trafficking of illegal drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of potential federal statutory maximum penalties.

However, precise federal sentencing is governed by the Federal Sentencing Guidelines. Please note that sentencing under these guidelines can result in penalties that are more severe than the federal statutory maximums and which are more severe than the penalties imposed under state law under certain circumstances.

**NOTE:** See chart below 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 semester. 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
Ogeechee Behavior Health	706-437-6863

SUBSTANCE	POSSIBLE LONG-TERM EFFECTS	DEPENDENCE POTENTIAL
Alcohol	Toxic psychosis, addiction, neurological and liver damage, fetal alcohol syndrome	Yes
Amphetamines <i>Uppers, Speed</i>	Loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis	Yes
Barbiturates <i>Barbs, Bluebirds, Blues</i>	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression	Yes
Cocaine and Cocaine Freebase <i>Coke, Crack</i>	Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury	Yes
Codeine	Addiction, constipation, loss of appetite, lethargy	Yes
Heroin <i>H, Junk, Smack</i>	Addiction, constipation, loss of appetite, lethargy	Yes
LSD	May intensify existing psychosis, panic reactions, can	Possible

Acid	interfere with psychological adjustment and social functioning, insomnia, hallucinations	
MDA, MMDA, MOMA, MDE <i>Ecstasy, xtc</i>	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating	Possible
Marijuana Cannabis <i>Pot, Grass, Dope, Weed, Joint</i>	Bronchitis, conjunctivitis, possible birth defects	Yes
Mescaline/Peyote Cactus <i>Mesc, Peyote</i>	May intensify existing psychosis, anxiety, lack of coordination, sweating, chills, and shivering	Possible
Methaqualone <i>Ludes</i>	Coma, convulsions	Yes
Morphine <i>M, Morph</i>	Addiction, constipation, loss of appetite	Yes
PCP <i>Crystal, Tea, Angel dust</i>	Psychotic behavior, violent acts, psychosis	Yes
Psilocybin <i>Magic mushrooms, Shrooms</i>	May intensify existing psychosis	Possible
Steroids <i>Roids, Juice</i>	Cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced sterility, stroke, hypertension, congestive heart failure, liver damage	Yes

SUBSTANCE	AMOUNT	POTENTIAL PENALTY – FIRST OFFENSE
Heroin	1 kg or more	Prison: Not less than 10 years, not more than life Fine: Up to \$4 million
Cocaine	5 kg or more	
Crack Cocaine	50 gm or more	
Methamphetamine	100 gm or more	
PCP	100 gm or more	
LSD	10 gm or more	
Marijuana	1,000 kg or more	
Heroin	100-999 gm	Prison: Not less than 5 years, not more than 40 years

Cocaine 500-4,999 gm Fine: Up to \$2 million

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

Barbiturates Any amount  
Prison: Up to 20 years, Not more than life if death or  
serious bodily injury results from use of the substance.

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

## Full-Time Faculty and Staff

Listed below are the full-time personnel of Southeastern Technical College. The year in parenthesis indicates the initial year of employment.

[A](#) - [B](#) - [C](#) - [D](#) - [E](#) - [F](#) - [G](#) - [H](#) - [I](#) - [J](#) - [K](#) - [L](#) - [M](#) - [N](#) - [O](#) - [P](#) - [Q](#) - [R](#) - [S](#) - [T](#) - [U](#) - [V](#) - [W](#) - [X](#) - [Y](#) - [Z](#)

### **Sadia Ajohda** (2012)

Biology Instructor

*M.S., Biology, Georgia Southern University*

*B.A., Biology & Psychology, Brewton Parker College*

### **Travis Akridge** (2005)

Director for Safety and Security

*M.S., Criminal Justice, Troy University*

*B.S., Justice Studies, Georgia Southern University*

### **Harvey Anders** (1999)

Maintenance Technician

*Diploma, Heating and Air Conditioning, Savannah Technical Institute*

*Diploma, Fire Science, University of Hawaii*

*EMT-I Certification*

*Advanced GA Police Officer Standards Training Certificate*

### **Martha Anders** (2013)

ASN Program Director/Instructor

*M.S.N., Clinical Nurse Specialist, Georgia Southern University*

*B.S.N., Armstrong State College*

*Diploma, Practical Nursing, Swainsboro Technical College*

### **Nancy Bailes** (1998)

GED Registrar/Test Administrator

### **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*

*American Heart Association First Aid and CPR Instructor*

*Certified in Interrelated Special Education*

### **Delores Beasley** (1999)

Adult Education Instructor

*B.S., Education, Georgia Southern University*

**Lucky Beasley (1997)**

Maintenance Technician/Receiving Clerk

**Renee Bell (2006)**

Payroll Specialist

*Associate Human Resource Professional, University of Georgia, the Georgia Certified Public Manager Program, and the Georgia Council of Personnel Administration*

*Basic Management Training, Georgia Department of Corrections*

*Employee Assistance Program, Basic Training, Georgia Department of Corrections*

**Shameka Bethea (2013)**

Child Enrichment Lead Teacher

*B.S., Child Development*

**Janene Betts (2003)**

Administrative Assistant to the Provost, Data Analyst

*B.B.A. Management, Georgia Southwestern State University*

*A.A. Business Administration and Economics, East Georgia College*

*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, Master Cosmetologist*

*Georgia State Board of Cosmetology, Licensed Cosmetology Instructor*

**John Bratcher (2010)**

Automotive Instructor

*ASE Certified Master Technician*

**Twan Broughan (2004)**

Administrative Assistant to the President  
*Certificate, Computer Application Specialist, Swainsboro Technical College*  
*B.A, Business Administration, Georgia Southern University*  
*A.A., Management, 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*

**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  
*B.S., Community Psychology and Psychological Services, Fairmont State College*  
*A.A., Child Development, Fairmont State College*  
*Middle Grades Teacher's Certification, Georgia Southern University*

**Teresa Coleman** (1996)

Vice President for Academic Affairs  
*M.S., Post-Secondary Education, Troy University*  
*B.B.A., Accounting, University of Georgia*

**Vicky Conner** (2007)

English Instructor  
*M.A., English, Georgia Southern University*  
*B.A., English, Brewton-Parker College*

**Cynthia Cook** (2008)

Adult Education Instructor  
*Web Page Fundamentals Certificate, Swainsboro Technical College*  
*B.A., Office Administration, Savannah State University*

**Jennifer Corner** (2009)

Practical Nursing Program Director/Instructor  
*B.S., Nursing, University of South Alabama*  
*BLS Instructor*

**Tony Criswell** (2006)

Electrical Construction 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*  
*American Heart BLS Instructor*  
*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*  
*Adult Numeracy Instruction*

**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*  
*National Center for Construction Education and Research (NCCER) – Certified Craft Instructor for Core Curriculum and Welding*

*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

*Diploma, Welding and Joining Technology, Swainsboro Technical College*

*CAD Specialist TCC, Southeastern Technical College*

*SMAW, FCAW, GMAW, TIG Welding Certifications*

*AWS CWE 1108002E Certified Welding Educator*

*AWS CWI 11080041 Certified Welding Inspector*

**Leah Dasher (2003)**

Librarian

*M.L.I.S., Valdosta State University*

*M.S.M.I.S., Strayer University*

*B.S. Business Administration, Brewton-Parker College*

**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

*M.Ed., Adult Education, University of Georgia*

*A.M.S., Radiologic Technology, Emory University*

*B.S.Ed., Recreation and Leisure Studies, University of Georgia*

**Jimmy Dupree (2006)**

Mathematics Instructor

*Ed.S., Mathematics/School Administration, Georgia Southern University*

*M.Ed., Mathematics/School Administration, Georgia Southern University*

*B.S., Mathematics, Georgia Southern University*

**Phillip Easterling (2006)**

Security Officer

*Criminal Justice Classes, Savannah State University*



**Rebecca Ethredge** (2007)

Assistant Director of Financial Aid

*B.S., Biology, Georgia Southern University*

**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*

**Paula Frost** (2012)

English Instructor

*M.Ed., Middle Grades Education, Georgia College & State University*

*B.A., English, Mercer University*

**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*

**Paul Graham** (2001)

Director of Information Technology

*M.S., Applied Computer Science, Columbus State University*

*B.S., Computer Science, 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 Technology Program Director/Instructor

*M.S., Electrical Engineering, Georgia Institute of Technology*

*B.E.T., Electrical Engineering Technology, Southern Technical Institute*

*ISCET - Associate Certified Electronics Technician - ESA*

**Sarah Gross (1999)**

Director of Facilities

*B.S., Furnishings & Interiors, University of Georgia*

*A.A.T., Drafting, Central Georgia Technical College*

*Building Operator Certification*

**Linda Hairr (2011)**

Cosmetology Instructor

*Cosmetology Diploma, Swainsboro Technical College*

*Licensed Master Cosmetologist, State Board of Cosmetology*

**Casandra Hardy (2001)**

Associate Registrar

*B.S., Social Science, Troy University*

*A.A.S., Business, East Georgia College*

*Business Office Technology Diploma, Southeastern Technical College*

**Ashley Harmon (2002)**

Online Academic Activities Coordinator\Marketing & Economics Instructor

*M.B.A., Economics, Georgia Southern University*

*B.B.A., Finance, Georgia Southern University*

**Bee Hart (2003)**

Mathematics Instructor

*Ed.D., Educational Administration, Georgia Southern University*

*M.S., Mathematics, Georgia Southern University*

*B.S., Chemistry, University of Georgia*

**Brad Hart (2005)**

Director of Enrollment Services

*M.Ed., Postsecondary Education, Troy University*

*B.S., Justice Studies, Georgia Southern University*

**Judy Hart** (1993)

Receptionist

*Diploma, Information and Office Technology, Southeastern Technical Institute*

**Angie Headley** (2007)

Practical Nursing Instructor

*B.S. Nursing, Georgia Southern University*

*A.S., Nursing, South Georgia College*

*Diploma, Practical Nursing, Swainsboro Technical College*

*BLS Instructor*

**Lance Helms** (2003)

Director of Career Services

*B.B.A., Finance, Georgia Southern University*

*A.B.A., Business Administration, East Georgia College*

**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)

Health Sciences Core Instructor

*B.S.N., Nursing, Regis University*

*A.S.N., Nursing, Middle Georgia College*

*P.N., Altamaha Technical College*

*BLS Instructor*

**Lauren Hofmann** (2010)

Purchasing Specialist

*B.B.A., Business Management, Georgia Southern University*

*Georgia Certified Purchasing Associate*

**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.D.N., Nursing, Augusta College*

*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*

**Inez Horton** (2001)

Admissions Secretary  
*Business Office Technology Diploma, Southeastern Technical College*

**Lindsey Howell** (2012)

Child Enrichment Lead Teacher  
*Certificate, Veterinary Assistant, Ogeechee Technical College*

**Vincent Jackson** (1995)

Director of Institutional Research and Planning  
*M.M.I.S., Expert and Decision Support Systems, Georgia College and State University*  
*B.B.A., Business Administration, Mercer University*  
*A.A., Business Administration, Brewton-Parker College*  
*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*

**Tommy Jenkins** (2001)

Training Center Manager  
*EMT Certificate, Swainsboro Technical*  
*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*  
*Graduate Certificate, Accounting, DeVry University*  
*B.B.A., Management/Entrepreneurship, Georgia Southern University*

A.A., East Georgia College  
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)

Accountant  
A.S., Business Administration, South University  
A.S., Accounting, South University

**Jim Jones** (2000)

Emergency Services Education Program Director/Instructor  
B.A.S., Paramedic Technology, Siena Heights University  
EMT Certificate, Southeastern Technical Institute  
Paramedic Certificate, Dodge County Hospital  
Georgia Office of EMS/Trauma, Licensed Paramedic  
National Registry of Emergency Medical Technicians, Certified Paramedic  
Georgia Department of Community Health, Licensed Level III Instructor  
National Registry of EMTs - Paramedic  
Advanced Cardiac Life Support Instructor  
Pediatric Advanced Life Support Instructor  
Basic Life Support Instructor  
Pre-Hospital Trauma Life Support Instructor

**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

**Kathy Klaric** (2013)

Associate of Science in Nursing Instructor  
M.N., Master in Nursing, University of South Carolina  
B.S.N., Bachelor of Science in Nursing, Pennsylvania State University  
Diploma, Registered Professional Nurse, Sharon General School of Nursing

**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.S., Fish and Game Management, Swainsboro Technical College*

*Diploma, Fish and Game Management, Swainsboro Technical College*

*AHA BLS Instructor*

*QDMA Deer Steward I*

*QDMA Deer Steward II*

*Honorary State FFA Degree*

*Department of Natural Resources Hunter Education Instructor*

*Department of Natural Resources Tree Stand Safety Instructor*

**Amanda Lively** (2000)

Assistant Registrar

*M.S., Clinical Psychology, Georgia Southern University*

*B.A., Psychology, Brewton-Parker College*

**Nolan Martin** (2010)

Criminal Justice Instructor

*Master of Public Administration, Georgia Southern University*

*B.S., Political Science, Georgia Southern College*

**Charlotte Mathews** (2007)

English Instructor

*M.Ed., English Education, Georgia Southern University*

*B.S., English Education, Georgia Southern University*

*B.A., Journalism, 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., Business Administration, 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.G.S., 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*

**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., Counseling/Psychology, Troy State University*

*B.S., Sociology, Georgia Southern University*

*A.S., Secretarial Science, 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*

*M.S.A., General Administration, Central Michigan University*

*B.S., Business Management, University of Maryland*

*Diploma, Microcomputer Specialist, Altamaha Technical Institute*

*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

*COPE Training*

*Lee Dubose School of Sales Graduate*

*Leader Tech International Graduate*

**Cindy Phillips (2007)**

Student Success 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

*A.A.T., Electronics, Southeastern Technical College*



**Denise Powell (1997)**

Vice President for Administrative Services  
*M.B.A. General Management, Troy University*  
*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*

**Kristy Pruitt (2013)**

English Instructor  
*Ed.D., Teacher Leadership, Walden University*  
*M.Ed., English, Wayland Baptist University*  
*B.S., Middle Grades Education – Language Arts and Science, Brewton-Parker College*  
*Georgia Teaching Certificate in the following areas: ESOL (K-12), Language Arts (4-8), Science (4-8), Educational Leadership*

**Karann Raines (2001)**

Criminal Justice Technology Instructor  
*M.Ed., Criminal Justice, Troy University*  
*B.S., Criminal Justice, 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)**

Financial Aid Specialist  
*B.B.A., Marketing, Georgia Southern University*

**Randy Robinson (2012)**

Electrical Systems Technology Instructor  
*B.S., Electrical/Electronics Engineering, Georgia Southern University*  
*A.S., Civil Engineering, Middle 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*

**Courtney Rowland** (2013)

Child Enrichment Lead Teacher  
*Associate Degree, Early Childhood*

**Krysta Rushing** (2007)

Director of Marketing & Public Relations  
*M.P.A., Public Administration, Georgia Southern University*  
*B.S., Justice Studies, Georgia Southern University*

**Susan Rustin** (1999)

Director of Economic Development  
*B.S., Business Administration, Troy University*  
*A.A.S., East Georgia College*  
*Business Office Technology Diploma, Southeastern Technical Institute*

**Les Salter** (2007)

Director of Accounting  
*M.B.A., Business Administration, Grand Canyon University*  
*M.S.L., Science Leadership, Grand Canyon University*  
*B.B.A., Business Administration, Brewton-Parker College*

**Gena Sapp** (2001)

Childcare Development Center Director/Instructor  
*M.Ed., Early Childhood Education, Georgia Southern University*  
*B.S., Family/Child Studies, Georgia Southern University*

**Deborah Smith** (2003)

Surgical Technology Instructor  
*A.S., Nursing, Augusta State University*  
*Certified Nurse Operating Room*  
*Legal Nurse Consultant, Kaplan University*  
*BLS Instructor*

**Kathryn Smith** (2009)

High School Coordinator  
*M.B.A., Business Administration, Georgia Southern University*  
*B.B.A., Finance, Georgia Southern University*

**Ola Smith** (2013)

AA Assistant to Dean  
*Diploma, Information & Office Technology, Swainsboro Technical Institute*

**Vicki Spivey** (1996)

Business Management Instructor  
*M.B.A., Business Administration, Strayer University*  
*M.Ed., Adult Education, Georgia Southern University*  
*B.B.A., Management, University of Georgia*

**David Standard** (2008)

Psychology Instructor  
*M.S., Psychology, Troy University*  
*B.A., Psychology, 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., English, University of Nevada*

**Dean Sumner (2004)**

Assistant Director of Information Technology  
*M.M.I.S., 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., Education Administration, Troy University*  
*B.S., Management, Troy University*  
*A.A.S., General Core Studies, 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., Management Information Systems, Georgia Southern University*

**John Thrift** (2008)

Forest Technology Instructor

*M.S., Forest Resources, Clemson University*

*B.S., Biology, Furman University*

**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

*B.S., Nursing, Georgia Southern University*

*A.S., Nursing, Middle Georgia College*

*Diploma, Practical Nursing, Heart of Georgia Technical College*

**Karen Vereen** (1999)

Registrar

*B.B.A., General Business, Georgia College*

*A.A., Business, East Georgia College*

**Melanie Walker** (2011)

Financial Aid Specialist

*M.B.A., Management, Strayer University*

*B.B.A., Management, Strayer University*

*A.A., Business Administration, Strayer University*

*A.A.B.A., Management, Strayer University*

*Diploma, Business Office Technology, Southeastern Technical College*

**Rosetta Walker** (2005)

Custodian

**Gail Ware** (1990)

Vice President for Institutional Effectiveness

Southern Association of Colleges & Schools/Commission on Colleges (SACS/COC) Liaison

*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  
AAS, CMA (AAMA)  
Medical Assisting Degree, Swainsboro Technical College

**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  
GA Teacher Certification-Business Education

**Blythe Wilcox** (2000)

Director of Human Resources and Auxiliary Services  
B.S., Business Administration, Presbyterian College  
Professional in Human Resources (PHR)  
Certified Customer Service Specialist

**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. Biology, 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*

**Heather Williams** (2010)

LPN Instructor

*B.S.N., Jacksonville University*

*AHA Instructor*

**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. Business Administration and Economics, East Georgia State College*

*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 912-538-3258.

### **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 478-289-2218.

# 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 for the GED exam  
GED online classes  
Computer Skills for Essay Writing  
English-As-A-Second-Language  
STAR Reading  
English Literacy/Civics Education

## **Eligibility for Enrollment**

Individuals sixteen and older are eligible to enroll in a state approved adult education program.

Sixteen and seventeen 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.
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)

## **Application Procedures for Under-Age**

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 grant enrollment based upon the receipt of the individual's application and the appropriate supporting documentation.

## GED TESTING

Testing for the GED, General Education Development Diploma is scheduled monthly on the Southeastern Technical College Economic Development Center campus in Vidalia, and the Swainsboro campus in Swainsboro. 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 \$160 for the complete battery of test (5) or \$32 per section. Sixteen and seventeen year olds may apply for special needs testing and be approved by the Office of Adult Education GED Testing in Atlanta. 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 forty (40) classroom hours prior to applying for GED Testing and score a minimum of 500 points on each of the five sections of the official GED practice test.

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

To register and pay for Pearson Vue computer-based GED testing, go to [www.GEDcomputer.com](http://www.GEDcomputer.com).

For additional information on enrolling in an adult education program or GED testing call Southeastern Technical College adult education office in Vidalia at 912-538-3167, or the Swainsboro campus at 478-289-2260 or call and come by the adult education center in your community:

### **Candler County Center**

Instructor: Delores Beasley  
25 West Daniel Street  
Metter, GA 30439  
912-685-5021

#### Hours:

Monday, 8:00 a.m. - 5:00 p.m.  
Tuesday, 8:00 a.m. - 7:30 p.m.  
Wednesday, 8:00 a.m. - 5:00 p.m.  
Thursday, 8:00 a.m. - 7:30 p.m.

### **Economic Development Center/Adult Education**

Instructor: Cynthia Cook and Kim Taylor  
100 A Brinson Road  
Vidalia, GA 30474  
912-538-3167

#### Hours:

Monday, 8:00 a.m. - 5:30 p.m.  
Tuesday, 8:00 a.m. - 8:00 p.m.  
Wednesday, 8:00 a.m. - 5:30 p.m.  
Thursday, 8:00 a.m. - 8:00 p.m.

### **Glennville Adult Education Center**

Instructor: Sara Mercer  
211 South Tillman Street  
Glennville, GA 30427  
912-654-5279

#### Hours:

Monday, 8:00 a.m. - 4:30 p.m.  
Tuesday, 8:00 a.m. - 7:30 p.m.  
Wednesday, 8:00 a.m. - 7:30 p.m.  
Thursday, 8:00 a.m. - 4:30 p.m.

**Goodwill**

Instructor: Cynthia Cook

105 Moore Street

Lyons, GA 30439

912-335-3961

Hours:

Monday and Wednesday, 1 – 3 p.m.

**Jenkins County Center**

Instructor: Elaine Williams

210 Hendrix Street

Millen, GA 30442

478-982-1303

Hours:

Monday, 7:00 a.m. - 7:00 p.m.

Tuesday, 7:00 a.m. - 4:30 p.m.

Wednesday, 7:00 a.m. - 5:30 p.m.

Thursday, 7:00 a.m. - 4:30 p.m.

**Johnson County Center**

Instructor: Kim Tanner

37 Georgia Avenue

Wrightsville, GA 31096

478-864-4908

Hours:

Monday, 8:00 a.m. - 5:00 p.m.

Tuesday, 8:00 a.m. - 5:00 p.m.

Wednesday, 8:00 a.m. - 5:00 p.m.

Thursday, 8:00 a.m. - 5:00 p.m.

**Johnson County/Adrian**

Instructor: Kim Tanner

105 Nora Avenue

Adrian, GA 31002

478-864-4908

Hours: Tuesday and Thursday, 3 - 7 p.m.

**Montgomery Learning Center**

Instructor: Rosalind Page

251 Richardson Street

Mount Vernon, GA 30445

912-583-2535

Hours:

Tuesday, 8:30 a.m. - 1:30 p.m.

Wednesday, 8:30 a.m. - 1:30 p.m.

Thursday, 8:00 a.m. - 1:30 p.m.

**Tattnall-Reidsville Adult Learning Center**

Instructor: Rosetta Summersett

123 Tattnall Street

Reidsville, GA. 30453

912-557-7769

Hours:

Monday, 8:00 a.m. - 8:00 p.m.

Tuesday, 8:00 a.m. - 5:30 p.m.

Wednesday, 8:00 a.m. - 8:00 p.m.

Thursday, 8:00 a.m. - 5:30 p.m.

**Treutlen County/Soperton Adult Education**

Instructor: Easter Meeks

678 Second Street

Soperton, GA 30457

Hours:

Monday, Tuesday, Thursday, 8:30 a.m. – 1 p.m.

**TRANSITION TO COLLEGE**

Research shows that one year of college-level credit plus a credential made the biggest difference or “tipping point” in the earnings after leaving college. (Prince and Jenkins, 2005)

**Eligibility**

Southeastern Technical College Office of Adult Education provides assistance to students enrolled in the adult education program to transition to post-secondary education once they take and pass their GED.

**Transition Workshops**

Transition specialists provide workshops in the adult education centers each semester. For information on the scheduled workshops call your local adult education center.

# Health Sciences

In this section ...

[Associate of Science in Nursing](#)

[Clinical Laboratory Technology Associate of Applied Science Degree Program](#)

[Dental Hygiene Associate of Applied Science Degree Program](#)

[Radiologic Technology Associate of Applied Science Degree Program](#)

[EMS Professions Diploma Program](#)

[Medical Assisting Diploma Program](#)

[Paramedicine Diploma Program](#)

[Pharmacy Technology Diploma Program](#)

[Practical Nursing Diploma Program](#)

[Surgical Technology Diploma Program](#)

[Advanced Emergency Medical Technician Certificate Program \(AEMT\)](#)

[Emergency Medical Technician Certificate Program \(EMT\)](#)

[Health Care Assistant Certificate Program](#)

[Health Care Science Certificate Program](#)

[Medical Administrative Technician Certificate Program](#)

[Nurse Aide Certificate Program](#)

## 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component 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)

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)

Forensic Drug Screening and Criminal Background Check conducted by PreCheck: approximately \$84.50

Respiratory N95 Mask Fitting: \$20

Cogent Background: \$52.90

AHA BLS CPR and FA certification (required and to remain current through out the programs): \$50.00

Annual Influenza vaccine: \$25.00

CPR Mask: \$9.00

**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.

### **Allied Health Math Applications – ALMA 1000 Requirement**

The ALMA 1000 course is an institutional non-credit course that will assist specific Health Science program students succeed in their chosen program of study. Beginning FALL 2013, ALMA 1000 is a requirement for all new students entering the College who are pursuing a specific Health Science program study track. Health Science students should consult their advisor and/or their Health Science program catalog listing for specific program admission requirements.

Students, who change from one Health Science program to another Health Science program or from a Non-Health Science Program track to a Health Science program track after SUMMER 2013, are required to take ALMA 1000. Students who transfer to the college for enrollment beginning FALL 2013 or later are required to take ALMA 1000 effective FALL 2013.

Health Science students who enrolled in the College prior to FALL 2013, who are not required to take ALMA 1000, may choose to enroll in the ALMA 1000 course. If a student who is not required to take ALMA 1000 chooses to enroll in the ALMA 1000 course, they will be required to pass the course with a "C" or higher to be eligible for admission into their specific Health Science program of study. Successful completion of ALMA 1000 with a "C" or better is required within three consecutive semesters (1 year) immediately prior to the students' specific program admission. \*

ALMA 1000 will not affect the student's Hope hours or be included in GPA calculation. Books, calculators, and My Math Lab computerized modules will be supplied at no cost to the students during the course.

*\* Pharmacy Technology students will be required to pass the course with a "B" or higher to be eligible for their program of study.*

### **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

### *Associate of Science in Nursing*

The Associate of Science in Nursing (ASN) program is designed to produce technically-advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of healthcare settings. The curriculum will provide the student with the necessary attitude, knowledge, and skills to practice competently and safely as a beginning nurse generalist in acute, long-term, and community healthcare settings.

The ASN Program consists of humanities, social sciences, and natural sciences courses as preparation for the nursing program. The curriculum combines general education and nursing education courses to provide the student with a foundation for scientific knowledge, interpersonal skills, cultural competence, critical thinking training, and ethical nursing care. Upon entrance into the program, students receive didactic and clinical components to meet requirements for successful completion of the Program. Clinical experiences are selected to provide the student with a broad range of learning opportunities.

**\* This program is pending approval by The Southern Association of Colleges and Schools Commission on Colleges (SAC SCOC), the accrediting body of Southeastern Technical College.**

**The Georgia Board of Nursing (GBON) granted initial Program approval in July 2013 with final Program approval pending graduation and licensing of first ASN class.**

### 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

Graduates will receive an Associate of Science Degree in Nursing. Program graduates, who meet and fulfill exit requirements, will be eligible to apply to the Georgia Board of Nursing to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

### PROGRAM CORE PERFORMANCE STANDARDS

The nursing curriculum leading to an Associate of Science requires students to engage in diverse complex, and specific experiences essential to the acquisition of essential nursing 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 Science in Nursing, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty, and other healthcare providers. 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, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law)." (STC Catalog and Handbook [ND], Statement of Non-discrimination). Please be informed that certain physical and mental abilities are essential to function as a student and a nurse generalist. The essential qualifications that students must demonstrate include but are not limited to the following:

- a. 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.
- b. 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 terms.

- c. Students must have **gross and fine motor skills** sufficient to lift and operate equipment and provide safe and effective nursing care. Students must assist or move patients from wheelchairs and/or beds, when necessary, 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.
- d. 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.
- e. Students must have the **physical mobility** necessary to move from place to place in small spaces as well as full range of motion.
- f. Students must have **physical endurance** that enables them to stay on task for a prolonged period while sitting, standing, or moving.
- g. Students must have the **visual and perceptual abilities** sufficient for observation and treatment of patients. Students must have the ability to discriminate between subtle changes in a patient clinically and be prompt and assertive actions to resolve problems.
- h. Students' **auditory ability and other sensory skills** must be sufficient to monitor and assess the health needs of patients as well as maintain patient safety.
- i. 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, integrity, honesty, responsibility, and tolerance. Students must be able to present a professional appearance, maintain personal health, and be emotionally stable.

These core performance standards are not intended to be a complete listing of nursing practice behaviors, but a sample of the types of abilities needed by the nursing student to meet program objectives and requirements. If for any reason the student cannot meet any of these core performance standards, please contact the Associate of Science in Nursing Program Director so that individual situations may be assessed.

## ADMISSIONS CRITERIA

- Submit a completed application & 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	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

- The student's grade point average (GPA) will be calculated based on the grade earned in all HCS courses required for the nursing curriculum; this will include transfer and repeated classes.
- The higher a student's GPA, the higher the students will rank in the competitive portion of the admission process.
- BIOL 2113/2113L, BIOL 2114/2114L, BIOL 2117/2117L, & COMP 1000 must be completed within the last five years.
- Scoring on the Test of Essential Academic Skills – V (TEAS) is utilized in the nursing entry process. An adjusted individual total score of 66% or greater on the TEAS will be needed to be considered for admission into the ASN Program.
- One class will be accepted into the ASN program each year, beginning Summer semester.
- Deadline for submission of all admission documents is May 8, 2014, in order to be considered for acceptance into the Summer semester 2014.
- Complete the courses (25 credit hours) listed below of the Health Care Science Degree – Associate of Science in Nursing option with a minimum grade of "C" in each course.

<b>Course</b>		<b>Hours</b>
		<b>25</b>
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1101	Mathematical Modeling	3
-OR-		
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
COMP 1000	Introduction to Computers	3

### **BLOODBORNE/AIR-BORNE PATHOGEN EXPOSURE**

Students are to adhere to Standard Precautions and OSHA blood borne pathogen standards. Standard precautions must be followed at all times. This includes safe handling and disposing of sharps and contaminated material, and adherence to agency exposure control policies including use of Personal Protective Equipment (PPEs) and timely reporting of exposure incidents.

The ASN 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. (See Southeastern Technical College Exposure control plan for more detailed information.)

## ASSOCIATE OF SCIENCE IN NURSING CURRICULUM

After completion of all core classes, including the completion of PSYC 2103 and BIOL 2117/2117L, students will begin the Nursing courses. The ASN courses consist of 41 credit hours and will span over four semesters. Fundamental nursing concepts and skills will be taught before moving into more advanced classes. The Program will end with a nursing capstone clinical course, Nursing Exit Exam, and leadership skill training. One class will be accepted into the ASN program each year, beginning Summer semester.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>25</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1101	Mathematical Modeling	3
-OR-		
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
COMP 1000	Introduction to Computers	3
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab 1	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
<b>GENERAL EDUCATION COURSES TAKEN AFTER ADMISSION INTO ASN</b>		<b>7</b>
PSYC 2103	Human Growth & Development	3
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
<b>OCCUPATIONAL COURSES</b>		<b>41</b>
RNSG 1000	Foundations of Nursing	7
RNSG 1010	Pharmacological Concepts & Drug Calculation	3
RNSG 1020	Medical – Surgical Nursing I	7
RNSG 1030	Maternal – Child Nursing	6
RNSG 2000	Medical – Surgical Nursing II	5
RNSG 2010	Mental Health Nursing	3
RNSG 2020	Medical-Surgical Nursing III/Transition to Practice	8
RNSG 2030	Trends & Issues in Nursing & Health Care	2

## PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$7,425

Books/Supplies: \$2,000

## **ADDITIONAL ASSOCIATE OF SCIENCE IN NURSING PROGRAM REQUIREMENTS**

- All students must be accepted into the Associate of Science in Nursing (ASN) Program before beginning the occupational courses (RNSG) required.
- Students are required to complete all health forms, which must be signed by a medical practitioner prior to clinical rotations. Students must keep all health requirements current throughout the duration of the ASN Program. The following forms will be required:
  - Verification of birth,
  - Medical history form & Medical Exam form,
  - Forensic Drug Screen & Criminal background check,
  - Affidavit of Non- drug dependency / felony conviction,
  - Hepatitis B consent or Declination form,
  - Immunization Forms: (Flu vaccination history, TB skin test, Tetanus, MMR, Varicella vaccinations), and
  - Copy of current, American Heart Association, CPR card.
- Students are expected to assume responsibility for their own health in the event of an illness, accident, or exposure to a communicable disease. Personal health insurance is strongly recommended prior to entry into the Program.
- Professional liability insurance is also required and must be paid individually by each student.
- Students must successfully complete an American Heart Association Cardiopulmonary Resuscitation (CPR) course and maintain certification throughout the duration of the ASN Program.
- BIOL 2117/2117L and PSYC 2103 must be passed with a grade of “C” or better to continue in the ASN Program.
- Students must maintain a grade of “C” or greater in all RNSG courses in order to remain in the Program. Students who are unsuccessful in more than one RNSG course are ineligible to remain in the Program and will be dismissed from the Program. RNSG courses may only be repeated once during the entire Program. (Refer to the readmission policy.) Students who fail a RNSG course must repeat the didactic and clinical component of the course and will have to wait until the next cohort before retaking the course.
- Students must uphold professional and ethical standards inherent to the profession of nursing.

## **PROGRAM PROGRESSION, READMISSION, AND TRANSFER**

### **Progression**

In order to continue in the nursing Program, the student must:

- Maintain a grade of C or better in all RNSG courses;
- Achieve a passing score (100%) 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 core functions for nursing; and
- Maintain compliance with health policy and current healthcare provider CPR certification.

A student who has an unsuccessful attempt in an ASN course (W, WP, WF, D, or F) cannot progress until the course is completed successfully. The student must repeat the didactic and clinical component of the course. 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 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, and
- Students can only be readmitted ONCE to any nursing course.

Students must request reinstatement within one year from the term of withdrawal or failure. If a student does not gain readmission after the first attempt, the student will have to reapply.

Any student requesting readmission must reapply to the Office of Admissions at least three months prior to the appropriate start date.

Students must submit a letter requesting readmission to the Program Director that includes the following:

- Last semester 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 Nursing Program 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 semester 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 the student's 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 Associate of Science in Nursing courses (BIOL 2117/2117L, PSYC 2103, RNSG courses) completed at the current institution,
- Refusal by clinical agencies to accept the student for clinical experiences,
- Students who receive two critical incident reports,
- Twelve months have elapsed since the student was enrolled in a nursing course, and
- 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 will count 30%,
- Course challenge competency evaluation for Associate of Science in Nursing courses previously completed will count 35%, and
- GPA will count 35%.

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

## **Transfer**

The ASN Program defines a transfer student as a student who has been enrolled in a nursing program at the ASN or BSN level for at least one semester at another college or university. Students must meet the admission requirements for STC and the ASN Program in order to be considered for admission as a transfer nursing student.

Any student requesting transfer must apply to the Office of Admissions 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 admission standards for the nursing Program,
- Possess a minimum of a 3.0 GPA in equivalent HCS/RNSG courses at time of transfer,
- Be a student in good standing and eligible to return to the previous nursing program, and
- Provide a letter of recommendation from the Dean/Director/Instructor of the previous program.

Students must submit 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 semester 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.

Any student who has had more than one unsuccessful attempt in any nursing course will not be considered for transfer.

Students will be accepted for transfer between college programs one time only.

Students must complete 25 percent of the Associate of Science in Nursing Program hours required for graduation at Southeastern Technical College.

Meeting minimal standards does not guarantee acceptance due to limited space availability.



## 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 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	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

- Prospective students seeking admission into the Clinical Laboratory Technology Associate of Applied Science (AAS) Degree Program will enroll in the Health Care Science Degree - Clinical Lab Tech option initially.
- Complete the courses (29 credit hours) listed below of the Health Care Science Degree - Clinical Lab Tech option with a minimum grade of "C" in each course and a cumulative GPA of 3.0. CHEM and BIOL courses must have been completed within 5 years.

<b>Course</b>		<b>Hours</b>
		<b>26</b>
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
SPCH 1101	Public Speaking	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
ALHS 1090	Medical Terminology	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
COMP 1000	Introduction to Computers	3

- Students are strongly encouraged to complete all general core and general science core courses along with the two occupational courses (ALHS 1090 and COMP 1000) prior to enrollment in CLBT 1010.

## CLINICAL LABORATORY TECHNOLOGY CURRICULUM

The standard curriculum for the Clinical Laboratory Technology (CLBT) program is designed for the semester 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 88 semester hours. The CLBT program takes 5 semesters to complete excluding core courses.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>25</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
SPCH 1101	Public Speaking	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
<b>GENERAL CORE SCIENCE COURSES</b>		<b>8</b>
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
<b>OCCUPATIONAL COURSES</b>		<b>55</b>
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
COMP 1000	Introduction to Computers	3
CLBT 1010	Introduction to Medical Laboratory Technology	3
CLBT 1030	Urinalysis/Body Fluids	2
CLBT 1040	Hematology/Coagulation	5
CLBT 1050	Serology and Immunology	3
CLBT 1060	Immunohematology	5
CLBT 1070	Clinical Chemistry	5
CLBT 1080	Microbiology	6
CLBT 2090	Clinical Phlebotomy/Urinalysis/Serology Practicum	3
CLBT 2100	Clinical Immunohematology Practicum	4
CLBT 2110	Clinical Hematology/Coagulation Practicum	4
CLBT 2120	Clinical Microbiology Practicum	4
CLBT 2130	Clinical Chemistry Practicum	4
CLBT 2200	Certification Review	2

*\*Special Note: 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.*

## **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$5,725

Books/Supplies: \$1,004

Uniforms: \$150

Liability Insurance: \$24

Physical: \$100

MMR Vaccination: \$64

TB Test (Two Step): \$40

Hepatitis B: \$264

Background Check and Drug Screen: \$84.50

CPR: \$35

Respiratory N95 Mask Fit: \$20

TDAP: \$50

Each student must have a current Basic Life Support CPR card from the American Heart Association.

### **Capstone Course**

The CLBT 2200 Certification Review 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 mock registry examination will not be able to graduate from the CLT Program and must apply for readmission.

## **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 CLBT 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 CLBT 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:**

### **Minutes:**

CLBT 2090 - Clinical Phlebotomy, Urinalysis, And Serology	6750
CLBT 2100 - Clinical Immunohematology	9000
CLBT 2110 - Clinical Hematology and Coagulation	9000
CLBT 2120 - Clinical Microbiology	9000
CLBT 2130 - Clinical Chemistry	9000

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 CLBT 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 CLBT Program, he/she may be dismissed from the program.

### **Program Progression Policy**

In order to continue in the CLBT program, the student must:

- Maintain a grade of C or better in all CLBT 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 CLBT 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 CLBT classroom/lab course,
- Maintain a C or better in each clinical rotation and
- Maintain an overall GPA of 2.0 for all CLBT classroom/lab courses required in the program.
- Pass the CLBT 2200 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 and developing radiographs; and applying fluoride and 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 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Attend a mandatory, scheduled dental hygiene program orientation presented by the Dental Hygiene faculty on Thursday, April 10, 2014 at 4:00 PM in Health Sciences Annex;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

- Prospective students seeking admission into the Dental Hygiene Associate of Applied Science (AAS) Degree Program will enroll in the **Health Care Science Certificate-Dental Hygiene (DHYG) option** initially.

- Complete the following courses (21 credit hours) with a minimum grade of "C" in each course and a cumulative GPA of 3.0. CHEM and BIOL courses must have been completed within 5 years.

Course		Hours
		<b>21</b>
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113 L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114 L	Anatomy and Physiology II Lab	1
PSYC 1101	Introductory Psychology	3
CHEM 1211	Chemistry I	3
CHEM 1211 L	Chemistry I Lab	1

- 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 May 8, 2014, in order to be considered for admission into Summer semester 2014.

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

### 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 DHYG course:

1. Complete physical and dental examinations, including copies of all immunization records to include TB skin test, Tdap 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 semester system. A student may begin taking core classes anytime during the year prior to the Summer 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 85 semester credit hours. Once the prerequisite core classes have been completed and acceptance has been granted into the program, the program is six semesters.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>24</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
SPCH 1101	Public Speaking	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
MATH 1111	College Algebra	3
CHEM 1211	Chemistry I	3
CHEM 1211 L	Chemistry I Lab	1
<b>GENERAL CORE SCIENCE COURSES</b>		<b>12</b>
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113 L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114 L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117 L	Introductory Microbiology Lab	1
<b>OCCUPATIONAL COURSES</b>		<b>49</b>
DHYG 1000	Tooth Anatomy & Root Morphology	2
DHYG 1010	Oral Embryology and Histology	1
DHYG 1020	Head & Neck Anatomy	2
DHYG 1030	Dental Materials	2
DHYG 1040	Preclinical Dental Hygiene Lecture	2
DHYG 1050	Preclinical Dental Hygiene Lab	2
DHYG 1070	Radiology Lecture	2
DHYG 1090	Radiology Lab	1
DHYG 1110	Clinical Dental Hygiene I Lecture	2
DHYG 1111	Clinical Dental Hygiene I Lab	3
DHYG 2010	Clinical Dental Hygiene II Lecture	2
DHYG 2020	Clinical Dental Hygiene II Lab	2
DHYG 2050	Oral Pathology	3
DHYG 1206	Pharmacology and Pain Control	3

DHYG 2070	Community Dental Health	3
DHYG 2080	Clinical Dental Hygiene III Lecture	2
DHYG 2090	Clinical Dental Hygiene III Lab	4
DHYG 2110	Biochemistry and Nutrition Fundamentals of the Dental Hygienist	2
DHYG 2130	Clinical Dental Hygiene IV Lecture	2
DHYG 2140	Clinical Dental Hygiene IV Lab	4
DHYG 2200	Periodontology	3

*Special Note: A grade of "C" or higher is required in any course in the Dental Hygiene program in order to remain in the program.*

**Credit Hours:** *Students are advised that if they are accepted into this program, some semesters do 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 semesters 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: \$8,736

Books/ Supplies: \$1,200 per semester

Dental Hygiene National Board Exam: \$390

CRDTS Examination: \$950

Supplies/site fee for clinical boards: \$150

Ultrasonic scaler rental fee for clinical boards: \$91

Georgia License Fee: \$50

Georgia Jurisprudence Exam Fee: \$25

Student American Dental Hygienist's Association membership: \$90

Instruments: \$2,100

Misc supplies: \$1,500

Dental Hygiene National Board Review Course: \$399

Loupes: \$1,000

## 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.

## VIDALIA CAMPUS

### Radiologic Technology Associate of Applied Science Degree Program

The Radiologic Technology associate degree 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 Associate of Applied Science degree, and have the qualifications of an entry-level radiographer, who will be eligible to take the national boards administered by the American Registry of Radiologic Technologists (ARRT) once all academic and clinical requirements are met.

#### 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.

*\*NOTE: Arrest or conviction of a misdemeanor (excluding minor traffic violations) 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.*

#### 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	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

- Prospective students seeking admission into the Radiologic Technology Associate of Applied Science (AAS) Certificate Program will enroll in the Health Care Science Degree - Radiologic Technology option initially.
- Complete the components listed below of the Health Care Science Certificate - Radiologic Technology curriculum with an overall 3.0 GPA; these courses (28 credit hours) must be completed with a minimum grade of "C" in each course and a cumulative GPA of 3.0. MATH, BIOL, and ALHS courses must have been completed within 5 years.

<b>Course</b>		<b>Hours</b>
		<b>30</b>
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
SPCH 1101	Public Speaking	3
<b>GENERAL CORE SCIENCE COURSES</b>		<b>8</b>
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
<b>OCCUPATIONAL COURSES</b>		<b>5</b>
COMP 1000	Introduction to Computers	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALMA 1000	Allied Health Math Applications (Institutional Only)	(3)

### **RADIOLOGIC TECHNOLOGY COMPETITIVE ADMISSION PROCESS**

Admission to the Radiologic Technology program is a competitive selection process based primarily on the grade point average of the Health Care Science certificate. The Radiography program admits students once per year at the beginning of Fall Semester. Prospective students may gain admission to the college initially as Health Care Science certificate in order to complete any learning support classes, required general core courses and general core science courses.

Students must have completed; ALMA 1000, COLL 1000, ENGL 1101, ENGL 2130, MATH 1111, PSYC 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ALHS 1090, COMP 1000, and SPCH 1101 to apply for the Radiologic Technology Degree Program. All applicants must submit a program application and all required documentation previously mentioned under Admission criteria to the admissions office by the end of spring semester to be considered for the fall selection of students.

Successful completion of ALMA 1000 with a "C" or better is required within three consecutive semesters (1 year) immediately prior to the students' specific program admission. \*

Radiologic Technology Program seats are awarded from the highest grade point average downward until the maximum enrollment of approximately twelve (12) students is reached.

*\*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 semester system. The degree occupational courses require 95 credit hours to complete and can generally be completed in 5 semesters. Students may enter the program fall semester. Please note that general core, general science core and two occupational courses (ALHS 1090 and COMP 1000) are completed in the Health Care Sciences - Radiologic Technology Option Certificate. Successful completion of ALMA 1000 with a "C" or better is required within three consecutive semesters (1 year) immediately prior to the students' specific program admission.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
PSCY 1101	Introductory Psychology	3
SPCH 1101	Public Speaking	3
<b>GENERAL CORE SCIENCE COURSES</b>		<b>8</b>
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113 L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114 L	Anatomy and Physiology II Lab	1
<b>OCCUPATIONAL COURSES</b>		<b>70</b>
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
COMP 1000	Introduction to Computers	3
RADT 1010	Intro to Radiography	4
RADT 1030	Radiographic Procedures I	3
RADT 1060	Radiographic Procedures II	3
RADT 1070	Principles of Imaging I	6
RADT 2090	Radiographic Procedures III	2
RADT 1160	Principles of Imaging II	6
RADT 2190	Radiographic Pathology	2
RADT 1200	Principles of Radiation Biology and Protection	3
RADT 2260	Radiology Technology Review	3
RADT 1320	Clinical Radiography I	4
RADT 1330	Clinical Radiography II	7
RADT 2340	Clinical Radiography III	6
RADT 2350	Clinical Radiography IV	7
RADT 2360	Clinical Radiography V	9

Special Note: A grade of "C" or higher is required in any course in Radiologic Technology in order to remain in the program.

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$9,783

Books/Supplies: \$1,000

Additional Fees: \$1,200

## LICENSURE

Upon completion of the program, students will be eligible to sit for the Certification Exam given by the American Registry of Radiologic Technologists. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with the conviction to work in the profession. The Radiologic Technology Program meets Georgia TCSCG standards.

## CLINICAL EDUCATION

### Clinical Sites:

Area hospitals, private orthopedic offices, private imaging centers.

### General Location of the Clinical Sites:

Toombs and surrounding counties.

## CLINICAL EDUCATION ASSIGNMENTS

Radiology students will rotate through the clinical affiliates every 7 weeks. Clinical assignments are made during the first shift hours, Monday through Friday. Clinical assignment schedules will be distributed at the beginning of each semester. 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., health related, family illness, and personal hardship), 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 semester 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 semester.



## **EMS Professions Diploma Program**

Students who complete the EMS Professions Diploma program will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT licensure examination and to apply for Georgia licensure as an AEMT.

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure exam, graduates from the Advanced Emergency Medical Technician (AEMT) program are eligible for employment as 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 AEMT'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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## EMS PROFESSIONS CURRICULUM

The standard curriculum for the EMS Professions program is designed for the semester system. Entrance is in the Fall semester and classes are taught in the evenings only with an online component. The diploma requires 44 credit hours to complete the program and can generally be completed in 4 semesters.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>8</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>36</b>
ALHS 1011	Anatomy and Physiology	2
ALHS 1090	Medical Terminology for Allied Health Sciences	5
COMP 1000	Introduction to Computers	3
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMTe	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

## PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$4,302

Books/Supplies: \$350

Licensure Exam (NREMT): \$260

Criminal Background and Drug Screen: \$84.50

Uniforms: \$150

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

## 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.

## 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MEDICAL ASSISTING CURRICULUM

The standard curriculum for the Medical Assisting program is designed for the semester system. A student may enter the program in the Fall semester on the Vidalia Campus and Spring semester on the Swainsboro Campus, once all core classes are completed (including BUSN 1440). To graduate, diploma-seeking students must earn a minimum of 63 semester credit hours. The program generally takes 6 semesters to complete.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012**	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>52</b>
ALHS 1011	Anatomy & Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
BUSN 1440	Document Production	4
MAST 1010	Legal Aspects of the Medical Office	2
MAST 1030+	Pharmacology in the Medical Office	4
MAST 1060	Medical Office Procedures	4
MAST 1080****	Medical Assisting Skills I	4
MAST 1090+	Medical Assisting Skills II	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Pathological Conditions in the Medical Office	3
MAST 1170*	Medical Assisting Externship	6
MAST 1180+	Medical Assisting Seminar	3
COMP 1000	Introduction to Computers	3

*Students with two semesters 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: MAST 1030, MAST 1080, and MAST 1090.*

*(\* Students with one semester or greater lapse before enrolling in MAST 1170, Medical Assisting Externship, must pass a comprehensive written exam with a grade of 75 or better and pass a clinical skills check-off.*

*(\*\*) MATH 1012, Foundations of Mathematics, is a requirement for this program. MATH 1012 contains competencies essential for this program; therefore, MATH 1013, Algebraic Concepts, cannot be accepted for MATH 1012.*

*\*\*\* BUSN 1440 - a timed writing is required for this class and if speed is not met an additional class (BUSN 1100) will be required.*

+ A drug calculations test is required in these courses (MAST 1030, MAST 1090, MAST 1118). 100% accuracy must be achieved in order to progress in these courses. Three opportunities are given to obtain 100% accuracy in each course. Failure to achieve 100% accuracy will result in withdrawal from the course. If the course has a co-requisite, the student will be withdrawn from that course, as well.

## **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$6,405

Books/Supplies: \$3,041

Uniform costs: up to \$300

Liability insurance: \$12

Physical Exam: \$100-150

MMR Vaccination: \$64

Varicella Vaccination: \$117

TB test (two-step TST/PPD): \$40

Tdap: \$50

Hep B series: \$264

Pre-Check (drug screen and background): \$84.50

N95 Mask fitting: \$20

BLS CPR/1st Aid: \$55

Influenza Vaccine: \$25

CPR Mask: \$9

\*\*\* Uniforms are required prior to completion of MAST 1090: approximately \$300

## **SPECIAL PROGRAM FEATURES**

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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:

- American Heart Association CPR and First Aid Certification
- Before completing MAST 1090 students must submit a medical exam stating that the student is in good health. This must include documentation of two-step tuberculin skin test (TST), 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
- N-95 Respirator

**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 15 hours a week in a supervised work setting, for a total of 225 hours. Students may not receive pay from the clinical site for externship hours. If the student misses more than 15 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the practicum 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**

### ***Paramedicine Diploma Program***

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedicine diploma 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/EMT-I 1985/AEMT levels to the paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians Paramedic licensure examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. The program is approved by the Georgia Department of Community Health, Office of EMS and Trauma.

The Southeastern Technical College Paramedicine program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure exam, graduates from the Paramedicine 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 successfully 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 and/or licensure as an: EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMTI to AEMT update course); EMT I/99; or AEMT
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		



## PARAMEDICINE CURRICULUM

The standard curriculum for the Paramedic Technology program is designed for the semester system. Students are admitted into the Paramedic Technology program every fall semester and courses are taught days only with an online component. The diploma requires 62 credit hours to complete and can generally be completed in 4 semesters.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>8</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>54</b>
COMP 1000	Introduction to Computers	3
ALHS 1011	Anatomy and Physiology	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2330	Therapeutic Modalities of Trauma Care	4
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic - I	2
EMSP 2520	Clinical Applications for the Paramedic - II	2
EMSP 2530	Clinical Applications for the Paramedic - III	2
EMSP 2540	Clinical Applications for the Paramedic - IV	1
EMSP 2550	Clinical Applications for the Paramedic - V	1
EMSP 2560	Clinical Applications for the Paramedic - VI	1
EMSP 2570	Clinical Applications for the Paramedic - VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3

## PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$6,076

Books/Supplies: \$350

Licensure Exam (NREMT): \$260

Criminal Background and Drug Screen: \$84.50

Uniforms: \$200

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

## **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.

## VIDALIA CAMPUS

### 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, and are also to be competent to perform basic occupational functions required of pharmacy technicians in various settings.

#### PROGRAM ACCREDITATION

The Pharmacy Technology program is accredited by the American Society of Health-System Pharmacists (ASHP) (<http://www.ashp.org/>):

American Society of Health-System Pharmacists  
7272 Wisconsin Avenue  
Bethesda, MD 20814  
(301) 657-3000

#### 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.

#### REGISTRATION/CERTIFICATION

All Pharmacy Technology program students will be required to register with the Georgia Board of Pharmacy prior to beginning their Practicum courses.

Pharmacy Technology program students are eligible to take the Pharmacy Technician Certification Exam (PTCE), which is a national certification exam offered by the Pharmacy Technician Certification Board. Certification is not a program graduation requirement.

\*NOTE: An arrest or conviction of a felony or misdemeanor (excluding minor traffic violations) crime could cause a student to be denied registration by the Georgia Board of Pharmacy. An arrest or conviction of a felony or misdemeanor (excluding minor traffic violations) crime could also cause a student to be ineligible to take the PTCE offered by the Pharmacy Technician Certification Board. Please contact each Board for more information.

#### ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age upon program entrance;
- Be at least 18 years of age upon graduation;
- 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	37	32	
COMPASS	70	32	26	
SAT	430		400	

ACT	13	12	17
GAHSGT	235	235	

- Complete the following courses with a grade of "B" or higher:
  - MATH 1012
  - ALMA 1000
- Complete the following courses (25 credit hours):
  - With a minimum grade of "B" required for MATH 1012 and ALMA 1000
  - With a minimum grade "C" in each remaining course
  - With a cumulative GPA of 2.5 (COLL 1000 is not included in the GPA requirement)
  - ALHS and COMP courses must have been completed within 5 years.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>13</b>
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
ALHS 1011	Anatomy and Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3

## PHARMACY TECHNOLOGY CURRICULUM

The standard curriculum for the Pharmacy Technology program is designed for the semester system. The diploma requires 56 credit hours to complete and can generally be completed in 5 semesters. Once all required prerequisite courses and requirements for program entrance are complete and students have been admitted into the program, the Pharmacy Technology program will take 3 semesters to complete. The Pharmacy Technology program admits students once per year at the beginning of Fall Semester.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000*	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012**	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>45</b>
ALMA 1000**	Allied Health Math Applications (Institutional Credit Only)	(3)
ALHS 1011	Anatomy and Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1020	Principles of Dispensing Medication	4
PHAR 1030	Principles of Sterile Medication Preparation	4
PHAR 1040	Pharmacy Technology Pharmacology	4
PHAR 1050	Pharmacy Technology Practicum	5
PHAR 2060	Advanced Pharmacy Technology Principles	3
PHAR 2070	Advanced Pharmacy Technology Practicum	5

\* COLL 1000 is not included toward 2.5 GPA requirement.

\*\* A minimum grade of "B" is a requirement for MATH 1012 and ALMA 1000.

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,405

Books/Supplies: \$650

State of Georgia Pharmacy Technician Registration: \$100

State of Georgia Pharmacy Technician Registration Renewal: \$60 (if applicable)

Cogent GAPS Background Check (Required for State of Georgia Pharmacy technician Registration): \$34

Forensic Drug Screening conducted by PreCheck: \$40

American Society of Health-System Pharmacists Pharmacy Technician Membership: \$69 (Not Required)

PTCB Pharmacy Technician Certification Exam: \$129 (Not Required)

## PRACTICUM EDUCATION

Practicum Sites include community pharmacies and institutional pharmacies and are generally located in or around the following counties:

- Appling
- Candler
- Emanuel
- Jenkins
- Johnson
- Montgomery
- Tattnall
- Toombs
- Treutlen

### Practicum Assignments

Pharmacy Technology students will be required to complete practicum assignments which will be given by the instructor at the beginning of the semester. Requirements include a minimum of 20-25 hours a week in a supervised setting, for a total of 225 hours in each practicum course. Students are not allowed to receive pay from the sites for these hours. Students are required to abide by the attendance policy for all practicum courses. Failure to do so will result in the student being withdrawn from the course and the program. Students are required to turn in weekly timesheets, and student evaluations will be conducted by both the program instructor and practicum site preceptor. The student is required to adhere to his/her practicum schedule at all times and a total of 450 hours is required to graduate. No personal adjustments can be made unless it is an extreme emergency. All students must know that traveling may be required for practicum rotations.

## READMISSION TO THE PHARMACY TECHNOLOGY PROGRAM

Students dropped/withdrawn from any Pharmacy Technology course or students who have made a grade less than a "C" in any Pharmacy Technology course will not be allowed to remain in the Pharmacy Technology program. However, based on space availability, readmission may be considered for the following:

- Students dropped/withdrawn from any Pharmacy Technology course for attendance (i.e., maternity, health related, family illness, personal difficulties)
- Students who fail to complete a course with a grade of "C" or better.

Students may only be readmitted once to any pharmacy technology course. Any student dropped/withdrawn or that failed to complete any pharmacy technology course(s) with a grade of "C" or better more than once will not be considered for readmission.

Students must request reinstatement within 12 months from the term of withdrawal or failure.

Readmission to the Pharmacy Technology program is not guaranteed. Selection for reinstatement is based on the current admission criteria for the program class that the student is seeking readmission into and space availability. Readmission will be denied due to, but not limited to, any of the following circumstances:

- Failure to meet the current admission criteria for the program class that the student is seeking readmission into ;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive one Level 1 infractions or two Level 2 infractions;
- 12 months or more have elapsed since the student was enrolled in a pharmacy technology course;

- Student has been dismissed from the program for disciplinary reasons and/or for violations of the Pharmacy Technology Program policies.

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

3. Take a comprehensive written exam on all previous pharmacy competencies that were completed and make a minimum score of 75 on all exams.
4. Properly demonstrate a variety of clinical skills check-offs from the previous pharmacy courses that were completed.

OR

- Students may choose to repeat all previous courses

*Note: If students have previously repeated any course, they may not choose to repeat all previous courses due to students only being allowed to repeat a course once.*

All Pharmacy Technology practicum courses (PHAR 1050 and PHAR 2070) must be repeated regardless of whether the course was passed or failed by the student previously.

Students may be eligible for academic forgiveness 2 years after their last pharmacy technology course was attempted and may apply for readmission to start the program from the beginning.

## Practical Nursing Diploma Program

The completion of the Health Care Assistant- Health Care Technician option is required for prospective students seeking admission into the Practical Nursing diploma program (*effective for students entering Spring 2014 Practical Nursing class*).  
\*See list of HCA-HCT classes below.

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 general core 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 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		



## \*HEALTH CARE ASSISTANT- HEALTH CARE TECHNICIAN

<b>CURRICULUM</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>21</b>
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
COMP 1000	Introduction to Computers	3
ALHS 1011	Anatomy and Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
*NAST 1100	Nurse Aide Fundamentals**	6

\*Prior to a student enrolling in NAST 1100 the following prerequisites must be met: all general core courses for the program along with the occupational courses COMP 1000 and ALHS 1011. In addition, the following co-requisites must be taken either prior to or along with NAST 1100 including: ALHS 1040, ALHS 1060, and ALHS 1090.

\* NAST 1100 is a State approved course which offers training to candidates that desire to become eligible for certification as a certified nurse aide.

### **Additional NAST 1100 Course Costs**

(Costs are estimates and are subject to change.)

- Criminal Background Check: \$5.00
- (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 Drug Screen: \$25 to \$35
- N95 fit testing: \$20
- Immunization costs based on number of immunizations needed
- State Standardized Written\Oral and Skills Exam: \$107-\$117
- Uniform Fee: varies
- Uniform Patch: \$5.00

### **NAST 1100 Course Requirements**

Students must adhere to the programs Code of Conduct while enrolled in the program including the testing for the Nurse Aide State competency examination. Failure to follow the Code of Conduct is immediate basis for dismissal from the program.

Students must also complete a criminal background check and urine Drug screen prior to beginning NAST 1100, Nurse Aide Fundamentals clinical.

*(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.)*

### **Special Clinical Requirements for NAST 1100**

- **To begin the clinical rotation, students must pass all skill demonstrations in the practice lab.**
- **Students must complete 24 clinical hours.**
- **An additional 21 hours of healthcare environment exposure will be required by all students. Locations and times will be determined at the discretion of the instructor.**
- 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 lift devices (weighing up to 50 lbs).
- Students must provide documentation of TB skin testing and current immunizations to include Hepatitis B vaccination.  
Students may choose to sign a declination form declining the Hepatitis B vaccine Series.
- Instructor will provide required forms and instructions at the beginning of NAST 1100.
- A deadline for completing all requirements will be determined by the course instructor and all documents must be submitted by that deadline or the student will not be allowed to go to the clinical sites.

### **\*\*Nurse Aide Certification (After completing the Health Care Technician Option)**

**OPTIONAL: Upon completion, students may complete the following to obtain certification.**

To become certified as a nurse aide, an individual must meet all conditions established by the Department of Community Health (DCH) for a State approved training program.

1. Complete a minimum of 85 hours in a State approved nurse aide training program, which includes classroom/lab hours and 24 hours of clinical training within a Nursing Home Facility clinical setting under a Georgia certified trainer.
2. Take the written/oral and skills competency examination after successful completion of the nurse aide training program and clinical rotation. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination.

The student will have three (3) attempts at passing the written/oral and skills competency examination within one year.

After the third unsuccessful attempt at passing the competency examination, the student must retake the nurse aide training program. Only when the student has passed the examination will his/her name be submitted for placement on the Georgia Nurse Aide Registry.

State of Georgia Nurse Aide Programs have an outside testing agency to administer the written/ oral and skills competency examination. The nurse aide candidate must receive the Georgia Nurse Aide Candidate Handbook which outlines testing requirements. [www.pearsonvue.com](http://www.pearsonvue.com).

## PRACTICAL NURSING ADMISSION

### 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.

Beginning Spring 2013, all students will take the TEAS admissions test for entry into the PN program. Students must achieve a benchmark score of at least 50% to be eligible for admission. Students are highly encouraged to complete MATH 1012, ALHS 1011 and ENGL 1010 prior to taking the TEAS test. It is the student's responsibility to contact the Admissions Office when these courses have been completed in order to schedule a time for testing. Students are allowed two attempts to score the minimum requirements on the TEAS test. Failure to meet the benchmark within two attempts will result in the student having to wait 5 years to retest.

Selection into the Practical Nursing program is a competitive process. All applicants who have met the minimum requirements will be eligible for admission.

- Completion of the Health Care Assistant Health Care Technician certificate of credit including NAST 1100;
- Current Nurse Aid Certificate obtained outside the TCSG system. Students may earn exemption credit for NAST 1100 through a course exemption exam. This exemption only applies to those students enrolled in the Health Care Assistant Health Care Technician track;

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, Tdap Vaccination, MMR Vaccinations, Varicella Vaccinations, Annual Flu Vaccine)

## 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 general core and occupational classes listed below, the program generally takes a minimum of 3 consecutive semester terms to complete. To graduate, students must earn a minimum of 73 semester credit hours. Students may enter the program in either Fall or Spring semesters on the Swainsboro or Vidalia campus (day classes only). Students may contact the admissions office for more information.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)**	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>PRE-NURSING ADMISSION OCCUPATIONAL COURSES</b>		<b>21</b>
ALHS 1011	Anatomy and Physiology	5
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)**	(3)
<b>PRACTICAL NURSING OCCUPATIONAL COURSES</b>		<b>41</b>
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4
PNSG 2310	Medical-Surgical Nursing Clinical I	2
PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2320	Medical-Surgical Nursing Clinical II	2
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2330	Medical-Surgical Nursing Clinical III	2
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2340	Medical-Surgical Nursing Clinical IV	2
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

\*\* Students who are transferring in from another college MUST take COLL 1000 and ALMA 1000 before admission into the nursing program.

\*\* ALHS 1011 must be taken in the traditional class setting and must be taken within one year or 3 semesters of starting the PN program. (This is effective for students entering Spring 2014 Practical Nursing Program).

The following courses will be considered as GPA calculation courses for nursing program placement:

ENGL	MATH	PSYC	COMP	ALHS	ALHS
1010	1012	1010	1000	1011	1060

The above classes in addition to COLL 1000 and ALMA 1000 must be completed before program eligibility. COLL 1000 should ideally be taken the first semester you are enrolled at STC and ALMA 1000 must be taken within the three consecutive semesters prior to program admission, but after completion of MATH 1012. ALMA 1000 will be a requirement for admission beginning Spring 2014.

**Special Note: A grade of "C" or higher is required in any course in Practical Nursing in order to remain in the program.**

### PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$7,255

Books/Supplies: \$716

Licensure Exam: \$240

ATI Testing Fees: \$278

ATI Comprehensive Exam: \$38.00

Mandatory NCLEX Review Class: \$250

STC Practical Nursing pin: \$15-\$65

Cogent Background: \$52.90

AHA BLS CPR and First Aid certification (which must remain current throughout the program): \$50.00

### 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 any prior arrests and felony convictions.

### CLINICAL EDUCATION

Number of Clinical Sites: Approximately 40

General Location of the Clinical Sites:

Toombs, Montgomery, Tattnall, Candler, Emanuel, Jenkins, Johnson, Treutlen, and Wheeler 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 semester requires successful completion of the designated theory class for that semester 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.

<b>Clinical Education Courses include:</b>		<b>Hours:</b>
PNSG 2035	Nursing Fundamentals Clinical	75
PNSG 2310	Medical-Surgical Nursing Clinical I	75
PNSG 2320	Medical-Surgical Nursing Clinical II	75
PNSG 2330	Medical-Surgical Nursing Clinical III	75
PNSG 2340	Medical-Surgical Nursing Clinical IV	75
PNSG 2255	Maternity Nursing Clinical	37.5
PNSG 2415	Nursing Leadership Clinical	75

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., but may be earlier or later depending on the individual clinical sites. 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 (100%) 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 two months prior to the appropriate start date.

Students must submit to the Program Director:

- A letter requesting readmission that includes:
  - Last semester 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 semester 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 100% 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, either PNSG prefixes completed at the current institution;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive one Level 1 infractions or two Level 2 infractions;
- 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: 40%
- Judgment/Comprehension score on the PSB/TEAS: 20%
- GPA: 40%

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 two 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.
- 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 semester 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 100% 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: 40%
- Judgment/Comprehension score on the PSB/TEAS: 20%
- GPA: 40%



## VIDALIA CAMPUS

### 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). This test is given prior to graduation.

#### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

- Students who meet the criteria shown above for admission to the College, may declare Surgical Technology as their major in any semester term;
- Admission to the Surgical Technology courses that begin with the prefix SURG, is accepted once a year for Spring semester. The following requirements must be completed prior to the semester of entry: Overall college GPA must be a minimum of a 2.5, this includes all basic skills courses such as ENGL 1010, MATH 1012, PSYC 1010 and the required COLL 1000. Occupational courses ALHS 1011 and ALHS 1090 requires a "B" final grade. You also must take the PSB Health Occupations Exam and score within the 25% for all categories.
- Successful completion of ALMA 1000.
- Surgical Technology has one yearly admission for occupational courses that begin spring semester.

## SURGICAL TECHNOLOGY CURRICULUM

The standard curriculum for the Surgical Technology program is designed for the semester system. The diploma requires 62 credit hours to complete and can generally be completed in 6 semesters. Students are admitted every spring semester (January) for completion of occupational courses.

CURRICULUM OUTLINE	CREDITS
<b>GENERAL CORE COURSES</b>	<b>14</b>
COLL 1000 College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010 Fundamentals of English I	3
MATH 1012* Foundations of Mathematics	3
PSYC 1010 Basic Psychology	3
COMP 1000 Introduction to Computers	3
<b>OCCUPATIONAL COURSES</b>	<b>48</b>
ALHS 1011** Anatomy and Physiology	5
ALHS 1090** Medical Terminology for Allied Health Sciences	2
ALMA 1000 Allied Health Math Applications (Institutional Credit Only)	(3)
SURG 1010 Introduction to Surgical Technology	8
SURG 1020 Principles of Surgical Technology	7
SURG 1080 Surgical Microbiology	2
SURG 1100 Surgical Pharmacology	2
SURG 2110 Surgical Technology Clinical I	3
SURG 2120 Surgical Technology Clinical II	3
SURG 2030 Surgical Procedures I	4
SURG 2040 Surgical Procedures II	4
SURG 2130 Surgical Technology Clinical III	3
SURG 2140 Surgical Technology IV	3
SURG 2240 Seminar in Surgical Technology	2

**Special Note:** A grade of "C" or higher is required in any course in Surgical Technology beginning with SURG 1010 and remaining SURG prefix courses in order to remain in the program.

\*MATH 1012, Foundations of Mathematics, is a requirement for this program. MATH 1012 contains competencies essential for this program, therefore, MATH 1013, Algebra, cannot be accepted for MATH 1012.

\*\* "B" or higher is required for designated courses.

## TECHNICAL STANDARDS FOR HEALTH SCIENCES EDUCATION

The Health Sciences Division faculty has 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.

- Ability to work and stand in a clinical setting 8, 10 and 12 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: \$6,490

Books/Supplies: \$1,000

Uniform Costs: up to \$300

Liability Insurance: \$24 per year (\$12 Spring semester and \$12 Summer semester)

Physical Exam: \$100-\$150

Baseline Eye Exam: \$100

Dental Exam: up to \$150

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

Influenza Vaccine: \$25

TB Test: \$40 (two-step PPD)

Tdap: \$50 (May be less if you qualify for a reduced rate)

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)

Forensic Drug Screening and Criminal Background Check conducted by PreCheck: approximately \$84.50

Respiratory N95 Mask Fitting: \$20

National Professional Dues: \$55

Certification Exam: \$190

American Heart Cardiopulmonary Life Support Certification: \$50 Mask Purchase: \$9

Miscellaneous Travel Expenses for Clinical travel: (Varies according to where you live and which site you will be assigned, this includes gas and lodging( sites can be a maximum of 2 hours from the Vidalia campus)) approximately \$500 up to \$1000

SPECIAL NOTE: Students accepted into a new cohort for Surgical Technology specific classes must be prepared to pay for PreCheck prior to the first day of class in January.

*Each student must have a current Basic Life Support CPR card from the American Heart Association. This will be at the students own expense.*

## CLINICAL EDUCATION

Clinical Sites

Hospitals and clinical sites are within a two-hour radius of the Vidalia Campus. Includes:

Meadows Regional Medical Center

Emanuel Medical Center

Fairview Park Hospital

VA Hospital – Dublin

Taylor Regional

Wayne Memorial

Appling Healthcare

Costal Empire Plastic Surgery

University Healthcare

Coffee Regional Medical Center

Dodge County Hospital

Candler County Hospital

Dorminey Medical Center

Liberty Medical Center

Dr Ronald Mosley, DMD

Washington County Hospital

Evans County Hospital

Special Requirements of the Clinical Sites:

CPR Certification; drug screening; Hepatitis B vaccine; Flu Vaccine, 2 step TB skin test; complete physical, baseline eye exam 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 distribution necessary to graduate. Out of town expenses are to be paid by the student. This includes transportation and gas, hotel room and food.

### **Clinical 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 120 cases in order to complete the program. These 120 cases are distributed among core and specialty cases. A minimum of 80 cases must be performed in the First Scrub Role.

### **SPECIAL PROGRAM FEATURES**

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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 and the national Association of Surgical Technology (AST) standards.

## ***Advanced Emergency Medical Technician Certificate Program (AEMT)***

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure exam, graduates from the Advanced Emergency Medical Technician (AEMT) program are eligible for employment as 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 AEMT'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;
- Submit proof of current certification or licensure, as an EMT or EMT-Basic.
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## ADVANCED EMERGENCY MEDICAL TECHNICIAN CURRICULUM

The standard curriculum for the Advanced Emergency Medical Technician program is designed for the semester system. Entrance is in the Fall semester and classes are taught in the evenings only with an online component. The certificate requires 10 credit hours to complete the program and can generally be completed in 1 semester.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>10</b>
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

### PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,094

Books/Supplies: \$200

Licensure Exam (NREMT): \$260

Criminal Background and Drug Screen: \$84.50

Uniforms: \$120

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

### 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.

## ***Emergency Medical Technician Certificate Program (EMT)***

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT.

### **EMPLOYMENT OPPORTUNITIES**

After successfully passing the licensure 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 successfully complete the program are eligible to sit for the national registry exam and become an EMT.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## EMERGENCY MEDICAL TECHNICIAN CURRICULUM

The standard curriculum for the Emergency Medical Technician program is designed for the semester system. Entrance is in the Fall semester and classes are taught in the evenings only with an online component. The certificate requires 16 credit hours to complete the program and can generally be completed in 2 semesters.

<b>CURRICULUM OUTLINE</b>	<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>	<b>16</b>
EMSP 1110 Introduction to the EMT Profession	3
EMSP 1120 EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130 Medical Emergencies for the EMT	3
EMSP 1140 Special Patient Populations	3
EMSP 1150 Shock and Trauma for the EMT	3
EMSP 1160 Clinical and Practical Applications for the EMT	1

## PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,848

Books/Supplies: \$200

Licensure Exam (NREMT): \$110

Criminal Background and Drug Screen: \$84.50

Uniforms: \$120

Liability Insurance: \$47.00 per fiscal year

Medical Screening Requirements (vaccines, etc.): \$450

## 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 Health Care Assistant (HCA) Technical Certificate of Credit (TCC) provides students with the general core courses and occupational courses that serve as a foundation for health science professions such as Health Care Technician, Medical Coding, and Phlebotomy. The general studies component develops students' written and oral communication skills and computational skills. The occupational courses provide students with a broad background in health science core courses. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

### **PROGRAM EXPENSES**

Expenses may vary depending upon the option students choose to pursue.

### **CAREER OPPORTUNITIES**

The program prepares students with classroom training and practice as well as the clinical experiences necessary to work in a variety of settings, including: hospitals, doctor's offices, clinics, outpatient care centers, family practices, nursing homes, and group practices or to pursue further education in health care.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## HEALTH CARE ASSISTANT CURRICULUM OUTLINE

The standard curriculum for the Health Care Assistant certificate is designed for the semester system. Students may enter the certificate program during any semester term. Minimum credit hours required for completion will vary depending upon option selected. See program options section for specific minimum semester credit hours required.

### Option One - HEALTH CARE TECHNICIAN

The Health Care Technician option is designed for prospective students seeking admission into the Practical Nursing diploma program.

CURRICULUM		CREDITS
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>21</b>
COMP 1000	Introduction to Computers	3
ALHS 1011	Anatomy and Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALMA 1000	Allied Health Math Applications (institutional Credit Only)	(3)
*NAST 1100	Nurse Aide Fundamentals**	6

\*Prior to a student enrolling in NAST 1100 the following prerequisites must be met: all general core courses for the program along with the occupational courses COMP 1000 and ALHS 1011. In addition, the following co-requisites must be taken either prior to or along with NAST 1100 including: ALHS 1040, ALHS 1060, and ALHS 1090.

\* NAST 1100 is a State approved course which offers training to candidates that desire to become eligible for certification as a certified nurse aide.

#### Additional NAST 1100 Course Costs

(Costs are estimates and are subject to change.)

- Criminal Background Check: \$25
- Urine Drug Screen: \$25 to \$35
- N95 fit testing: \$20
- State Standardized Written\Oral and Skills Exam: \$107-\$117

#### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,452

Books/Supplies: \$1,306

### **NAST 1100 Course Requirements**

Students must adhere to the programs Code of Conduct while enrolled in the program including the testing for the Nurse Aide State competency examination. Failure to follow the Code of Conduct is immediate basis for dismissal from the program.

Students must also complete a criminal background check and urine Drug screen prior to beginning NAST 1100, Nurse Aide Fundamentals clinical.

*(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.)*

### **Special Clinical Requirements for NAST 1100**

- **To begin the clinical rotation, students must pass all skill demonstrations in the practice lab.**
- **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 lift devices (weighing up to 50 lbs).
- Students must provide documentation of TB skin testing and current immunizations to include Hepatitis B vaccination.  
Students may choose to sign a declination form declining the Hepatitis B vaccine Series.
- Instructor will provide required forms and instructions at the beginning of NAST 1100.
- A deadline for completing all requirements will be determined by the course instructor and all documents must be submitted by that deadline or the student will not be allowed to go to the clinical sites.

### **\*\*Nurse Aide Certification (After completing the Health Care Technician Option)**

To become certified as a nurse aide an individual must meet all conditions established by the Department of Community Health (DCH) for a State approved training program.

1. Complete a minimum of 85 hours in a State approved nurse aide training program, which includes of classroom/lab hours and 24 hours of clinical training within a Nursing Home Facility clinical setting under a Georgia certified trainer.
2. Take the written/oral and skills competency examination. After successful completion of the nurse aide training program and clinical rotation. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination.

The student will have three (3) attempts at passing the written/oral and skills competency examination within one year. After the third attempt without passing the competency examination the student must re-take the nurse aide training program again. Once the student has passed the examination with the third attempt the student's name will be submitted for placement on the Georgia Nurse Aide Registry.

State of Georgia Nurse Aide Programs have an outside testing agency to administer the written/ oral and skills competency examination. The nurse aide candidate must receive the Georgia Nurse Aide Candidate Handbook which outlines testing requirements. [www.pearsonvue.com](http://www.pearsonvue.com).

## Option Two – MEDICAL CODING

CURRICULUM		CREDITS
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>27</b>
COMP 1000	Introduction to Computers	3
ALHS 1011	Anatomy and Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALMA 1000	Allied Health Math Applications (institutional Credit Only)	(3)
MAST 1120	Human Pathological Conditions in the Medical Office	3
MAST 1510	Medical Billing and Coding I	2
MAST 1520	Medical Billing and Coding II	3
MAST 1530	Medical Procedural Coding	2
*BUSN 1440	Document Production	4

\* A timed writing is required for this class and if speed is not met an additional class (BUSN 1100- Introduction to Keyboarding) will be required.

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,962

Books/Supplies: \$784

## Option Three - PHLEBOTOMY

CURRICULUM		CREDITS
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>21</b>
COMP 1000	Introduction to Computers	3
ALHS 1011	Anatomy and Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALMA 1000	Allied Health Math Applications (institutional Credit Only)	(3)
*PHLT 1030	Introduction to Venipuncture**†	3
*PHLT 1050	Clinical Practice**	5

Special Note Regarding PHLT 1030 and PHL 1050 - Due to the specific requirements in PHLT 1030 including urine and background screens and the identification of clinical sites for students by STC instructors, students may not transfer in PHLT 1030 and subsequently enroll in PHLT 1050.

\*Prior to a student enrolling in either PHLT 1030 or PHLT 1050, all prerequisites, which include all general and occupational courses for the program, must be met.

† Students with one semester term or greater lapse after the completion of PHLT 1030 must retake the course prior to enrolling in PHLT 1050.

\*\*Students are allowed a maximum of two attempts to successfully complete PHLT 1030 and/or PHLT 1050. Students may be eligible for academic forgiveness 3 years after last PHLT 1030 or PHLT 1050 courses are attempted and may apply for readmit to the first PHLT course.

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,452

Books/Supplies: \$1,106

Additional Fees: \$755

## Clinical Requirements for Phlebotomy Option

Students must complete a total of 200 clinical hours within PHLT 1050 in addition to once weekly class meetings. Students must obtain 50 venipunctures and 5 finger sticks from their approved clinical site. Instructors will be responsible for securing the clinical sites. Prior to completing the PLHT 1030 course, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, respiratory N95 mask fitting, 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 Certificate Program

The Health Care Science (HCS) Technical Certificate of Credit (TCC) provides students with the general education, supporting core, and major courses that serve as a foundation for further study in health science fields such as Clinical Laboratory Technology, Dental Hygiene, Radiologic Technology, and Phlebotomy. The general core component develops students' written and oral communication skills and computational skills. The professional core and major components provide students with a broad background in health science occupational courses. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

### CAREER OPPORTUNITIES

Graduates may be eligible for employment as paraprofessionals in health care settings (non-technical), or they are eligible to pursue further education in health care fields.

### PROGRAM EXPENSES

Expenses may vary depending upon the option students choose to pursue.

### ADMISSIONS CRITERIA

The admissions criteria shown below are consistent for all HCS options. See options for any additional admissions criteria which must be met.

- 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## HEALTH CARE SCIENCE CURRICULUM OUTLINE

The standard curriculum for the Health Care Science (HCS) certificate is designed for the semester system. Students may enter the certificate program during any semester term. Minimum credit hours required for completion will vary depending upon option selected. See program options section for specific minimum semester credit hours required. The general education courses listed below are common to each of the Health Care Science options:

### Option One- CLINICAL LABORATORY TECHNOLOGY

CURRICULUM		CREDITS
<b>GENERAL CORE COURSES</b>		<b>14</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
<b>GENERAL CORE SCIENCE COURSES</b>		<b>16</b>
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
<b>OCCUPATIONAL COURSES</b>		<b>5</b>
COMP 1000	Introduction to Computers	3
ALHS 1090	Medical Terminology	2
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,707

Books/Supplies: \$1,556

## Option Two- DENTAL HYGIENE

CURRICULUM		CREDITS
<b>GENERAL CORE COURSES</b>		<b>20</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
SPCH 1101	Public Speaking	3
SOCI 1101	Introduction to Sociology	3
<b>GENERAL CORE SCIENCE COURSES</b>		<b>12</b>
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1

**NOTE: ENGL 2130, SPCH 1101, AND SOCI 1101 are not required for competitive program admission and may be taken with Dental Hygiene Courses.**

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,452

Books/Supplies: \$1,805



### Option Three - PHLEBOTOMY

CURRICULUM		CREDITS
<b>GENERAL CORE COURSES</b>		<b>14</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
<b>GENERAL CORE SCIENCE COURSES</b>		<b>8</b>
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
<b>OCCUPATIONAL COURSES</b>		<b>14</b>
COMP 1000	Introduction to Computers	3
ALHS 1040	Introduction to Health Care	3
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
*PHLT 1030	Introduction to Venipuncture**†	3
*PHLT 1050	Clinical Practice**	5

Special Note Regarding PHLT 1030 and PHL 1050 - Due to the specific requirements in PHLT 1030 including urine and background screens and the identification of clinical sites for students by STC instructors, students may not transfer in PHLT 1030 and subsequently enroll in PHLT 1050.

\*Prior to a student enrolling in either PHLT 1030 or PHLT 1050, all prerequisites, which include all general and occupational courses for the program, must be met.

†Students with one semester term or greater lapse after the completion of PHLT 1030 must retake the course prior to enrolling in PHLT 1050.

\*\*Students are allowed a maximum of two attempts to successfully complete PHLT 1030 and/or PHLT 1050. Students may be eligible for academic forgiveness 3 years after last PHLT 1030 or PHLT 1050 courses are attempted and may apply for readmit to the first PHLT course.

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,792

Books/Supplies: \$1,462

### **CLINICAL REQUIREMENTS FOR PHLEBOTOMY OPTION**

Students must complete a total of 225 clinical hours within PHLT 1050 in addition to once weekly class meetings. Students must obtain 50 venipunctures and 5 finger sticks from their approved clinical site. Instructors will be responsible for securing the clinical sites. Prior to completing the PLHT 1030 course, students must submit a medical exam stating that the student is in good health. This must include documentation of TB skin testing, respiratory N95 mask fitting, 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.

## Option Four - RADIOLOGIC TECHNOLOGY

<b>CURRICULUM</b>	<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>	<b>17</b>
COLL 1000 College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101 Composition and Rhetoric	3
ENGL 2130 American Literature	3
MATH 1111 College Algebra	3
PSYC 1101 Introductory Psychology	3
SPCH 1101 Public Speaking	3
<b>GENERAL CORE SCIENCE COURSES</b>	<b>8</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1
<b>OCCUPATIONAL COURSES</b>	<b>5</b>
COMP 1000 Introduction to Computers	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
ALMA 1000 Allied Health Math Applications (Institutional Credit Only)	(3)

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,038

Books/Supplies: \$1,469

## Option Five – Associate of Science in Nursing Degree

<b>CURRICULUM</b>	<b>CREDITS</b>	
<b>GENERAL CORE COURSES</b>		
<b>17</b>		
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
-OR-		
MATH 1101	Mathematical Modeling	3
PSYC 1101	Introductory Psychology	3
COMP 1000	Introduction to Computers	3
<b>GENERAL CORE SCIENCE COURSES</b>		
<b>8</b>		
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
<b>OCCUPATIONAL COURSES</b>		
<b>7</b>		
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
PSYC 2103	Human Growth & Development	3
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,622

Books/Supplies: \$1,000

## **Medical Administrative Technician Certificate Program**

The Medical Administrative Technician Certificate is a three-semester 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MEDICAL ADMINISTRATIVE TECHNICIAN CURRICULUM

The standard curriculum for the Medical Administrative Technician program is designed for the semester system. Students may enter the program during any semester. The program can usually be completed in 3 semesters. To graduate, students must earn 34 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>CERTIFICATE COURSES</b>		<b>34</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
COMP1000	Introduction to Computers	3
ALHS 1011	Anatomy & Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
BUSN 1440	Document Production*	4
MAST 1010	Legal Aspects of the Medical Office	2
MAST 1060	Medical Office Procedures	4

\* A timed writing is required for this class and if speed is not met, an additional class (BUSN 1100) will be required.

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,622

Books/Supplies: \$1,622

## Nurse Aide Certificate Program

The Nurse Aide Technical Certificate of Credit is a State approved program which offers training to candidates that desire to become eligible for certification as a certified nurse aide. The program prepares students with classroom training and practice as well as the clinical experiences necessary to work in all health care facilities (e.g. nursing homes, hospitals, hospice, home health, etc.).

### EMPLOYMENT OPPORTUNITIES

Nurse aides, also known as nurse assistants, nursing assistants, certified nursing assistants, geriatric aides, unlicensed assistive personnel, orderlies, or hospital attendants, provide hands-on care and perform routine tasks under the supervision of nursing and medical staff. Specific tasks vary, with nurse aides handling many aspects of a patient's care. Nurse Aides primarily find employment in nursing homes, hospitals, hospice, home health agencies, etc.

### LICENSURE/CERTIFICATION

To be certified as a nurse aide an individual must meet all conditions established by the Department of Community Health (DCH) for a State approved training program.

1. Complete a minimum of 85 hours in a State approved nurse aide training program, which includes of classroom/lab hours and 24 hours of clinical training within a Nursing Home Facility clinical setting under a Georgia certified trainer.
2. Take the written/oral and skills competency examination. After successful completion of the nurse aide training program and clinical rotation. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination.

The student will have three (3) attempts at passing the written/oral and skills competency examination within one year. After the third attempt without passing the competency examination the student must re-take the nurse aide training program again. Once the student has passed the examination with the third attempt the student's name will be submitted for placement on the Georgia Nurse Aide Registry.

State of Georgia Nurse Aide Programs have an outside testing agency to administer the written/ oral and skills competency examination. The nurse aide candidate must receive the Georgia Nurse Aide Candidate Handbook outlines testing requirements. [www.pearsonvue.com](http://www.pearsonvue.com).

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## NURSE AIDE CURRICULUM

The standard curriculum for the Nurse Aide certificate program is designed for the semester system. The program can usually be completed in 1 semester during the daytime, but generally takes 2 semesters (terms) to complete at night. To graduate, students must earn 13 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>13</b>
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

## PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$1,349

Books/Supplies: \$521

Background Check: \$5.00

(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.)

Drug Screen: \$25.00

N95 Fit Testing: \$20.00

Liability Fee: \$12.00

PPD: \$20.00

Uniform Fee: (Varies)

Uniform Patch Fee: \$5.00

## PROGRAM REQUIREMENTS

Students must adhere to the programs Code of Conduct while enrolled in the program including the testing for the State competency examination.

- The Code of Conduct includes but is not limited to the following:
  1. Dress Code including student name tag identification;
  2. Appropriate interaction with instructors, coworkers, residents, etc.;
  3. No personal cell phone usage during class, lab or clinical rotation;
  4. Disruptive behavior or inappropriate language such as profanity or inappropriate discussion of personal problems during any phase of training and testing is not permitted;
  5. Display professionalism and self control in order to meet the demands of the duties as a nurse aide, instructor, program coordinator and director;
  6. Perform no task for which the trainee has not received training;
  7. Practice all safety precautions taught for each lab skill;
  8. Reporting appropriate information such as changes or problems in resident to instructor and/or supervisor;
  9. Follow HIPAA Guidelines; and
  10. Respond to emergencies.
- Failure to follow the Code of Conduct is immediate basis for dismissal from the program.



Students must also complete a criminal background check and urine screen prior to beginning Nurse Aide Fundamentals clinical.

- (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.)

### **SPECIAL CLINICAL REQUIREMENTS**

To begin the clinical rotation, students must pass **all** skill demonstrations in the practice lab.

Students must complete 24 clinical hours.

An additional 21 hours of healthcare environment exposure will be required by all students. Locations and times will be determined at the discretion of the instructor.

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 lift devices (weighing up to 50 lbs).

Students *must* provide documentation of TB skin testing and current immunizations to include Hepatitis B vaccination.

Students may choose to sign a declination form declining the Hepatitis B vaccine Series.

Instructor will provide required forms and instructions at the beginning of NAST 1100. A deadline for completing all requirements will be determined by the course instructor and all documents must be submitted by that deadline or the student will not be allowed to go to the clinical sites.

# Business Technologies

In this section ...

[Accounting Associate of Applied Science Degree Program](#)

[Business Administrative Technology Associate of Applied Science Degree Program](#)

[Business Management Associate of Applied Science Degree Program](#)

[Computer Information Systems Associate of Applied Science Degree Program – Computer Support Specialist](#)

[Computer Information Systems Associate of Applied Science Degree Program – Internet Specialist/Web Site Design](#)

[Computer Information Systems Associate of Applied Science Degree Program – Networking Specialist](#)

[Marketing Management Associate of Applied Science Degree Program](#)

[Accounting Diploma Program](#)

[Business Administrative Technology Diploma Program \(Business\)](#)

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[Computer Information Systems Diploma Program – Computer Support Specialist](#)

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[Marketing Management Diploma Program – Entrepreneurship Specialization](#)

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[Administrative Support Assistant](#)

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[CompTIA A+ Certified Preparation](#)

[Computerized Accounting Specialist](#)

[Entrepreneurship](#)

[Help Desk Specialist](#)

[Human Resource Management Specialist Certificate](#)

[Internet Specialist Web Site Developer](#)

[Management and Leadership Specialist Certificate](#)

[Marketing Specialist](#)

[Medical Front Office Assistant](#)

[Microsoft Excel Application Professional](#)

[Microsoft Network Administrator Certificate](#)

[Microsoft Office Applications Professional](#)

[Microsoft Word Application Professional](#)

[Office Accounting Specialist](#)

[Payroll Accounting Specialist](#)

[Retail Merchandise Manager](#)

[Supervisor/ Management Specialist Certificate](#)

[Technical Management Specialist Certificate](#)

## **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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component 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 today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Students obtaining an accounting associates degree will be able to enter the work force as accountants with the skills necessary to handle financial accounting tasks such as maintaining a set of books for business entities, account classifications, subsidiary record accounting, fixed and intangible assets, current and long-term liabilities, partnerships, corporations, long-term liabilities. They will also be able to handle managerial accounting tasks such as financial statement analysis, job costing, cost behavior and cost-volume-profit analysis budgets, capital investment analysis, accounting for payroll, using computerized accounting systems, using spreadsheets for accounting applications, and income tax preparation.

### EMPLOYMENT OPPORTUNITIES

Students obtaining an Accounting Degree will be able to enter the work force as accounting technicians with financial recordkeeping responsibilities. More experience can lead to jobs like accounts receivable or accounts payable clerk, payroll clerk or bookkeeper. Students will be able to assist in completing the full accounting cycle, payroll processing, individual income tax return preparation, application of professional ethics in the workplace, and utilize technological resources 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## ACCOUNTING DEGREE CURRICULUM

The standard curriculum for the Accounting degree program is designed for the semester system. Students are accepted into the Accounting degree program each semester. Full time degree students beginning fall semester can complete the degree within approximately five semesters. To graduate, students must earn a minimum of 66 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
PSYC 1101	Introductory Psychology	3
<u>Choose One:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>Choose One:</u>		
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
<b>OCCUPATIONAL COURSES</b>		<b>49</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1110	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
BUSN 1440	Document Production	4
ACCT xxxx	Accounting Electives	9
-AND-		
XXXX xxxx	TCSG courses are acceptable for full credit toward the elective hours for this Associate Degree.	9

*If a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.*

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,660

Books/Supplies: \$3,600

## ***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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## BUSINESS ADMINISTRATIVE TECHNOLOGY CURRICULUM

The standard curriculum for the Business Administrative Technology degree program is designed for the semester system. Students may enter the Business Administrative Technology degree program any semester. The degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 66 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE ONE:</u>		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
<u>CHOOSE ONE:</u>		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
<b>OCCUPATIONAL COURSES</b>		<b>49</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
BUSN 1420	Database Applications	4
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 2210	Applied Office Procedures	3
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 1190	Digital Technologies in Business	2
BUSN 2160	Electronic Mail Applications	2
MGMT 1100	Principles of Management	3
XXXX xxxx	Electives	6

Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,490

Books/Supplies: \$1,500



## ***Business Management Associate of Applied Science Degree Program***

The Business Management program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management or Human Resource Management.

According to the Occupational Outlook Handbook, many managers have a Bachelor's or Master's degree in Business Administration or some specialized field. Many organizations fill their top executive positions by promoting from lower levels as job openings arise. Even workers without a college degree may find themselves rising through the ranks over years of advancement in a company. Overall, the management field is growing, but the opportunities in the industry are increasingly more competitive.

The Business Management area offers degrees with specializations in General Management and Human Resource Management as well as diplomas with a General Specialization. These specialty areas combined with various general core courses determine the completion of the degree or diploma. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those individuals wishing to obtain a Bachelor of Science or a Bachelor of Arts in this dynamic career field.

A manager is one who supervises others, decides the daily priorities of the business or office, delegates projects, and coordinates teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence motivation, determination, and sound business judgment.

### **EMPLOYMENT OPPORTUNITIES**

Business Management students have a wide variety of jobs to select from such as: small business management, retail management, management trainees, supervisory trainees, and entrepreneurship opportunities. The Bureau of Labor Statistics forecasts a 10.57% increase in management, business, and financial occupations between 2008 and 2018. Job prospects are stronger in high-growth industries such as health services and with managers with experience in international economics and marketing who are able to work across national and cultural borders. Competition for jobs is keen.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## BUSINESS MANAGEMENT CURRICULUM

The standard curriculum for the Business Management degree program is designed for the semester system. Students may enter the Business Management degree program each semester. Most courses are offered online. The core classes can also be taken during the day or at night. The program generally takes 5-6 semesters to complete. To graduate, students must earn a minimum of 65-66 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>20</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ECON 1101	Principles of Economics	3
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
PSYC 1101	Introductory Psychology	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE ONE:</u>		
SPCH 1101	Public Speaking	3
SOCI 1101	Introduction to Sociology	3
<b>OCCUPATIONAL COURSES</b>		<b>33-34</b>
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Law	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 1125	Business Ethics	3
MGMT 2215	Team Project	3
<u>CHOOSE ONE:</u>		
ACCT 1100	Financial Accounting I	4
MGMT 1135	Managerial Accounting and Finance	3

## SPECIALIZATION AREA

Choose one of the following specializations:

### **GENERAL MANAGEMENT SPECIALIZATION** **12**

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MGMT xxxx	Elective	3
MGMT xxxx	Elective	3
MGMT xxxx	Elective	3
Guided xxxx	Elective	3

### **HUMAN RESOURCE MANAGEMENT SPECIALIZATION** **12**

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MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT xxxx	Elective	3

#### CHOOSE ONE:

MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3

*\*\* Electives must be chosen with the approval of the program advisor.*

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,989

Books/Supplies: \$3,500

## ***Computer Information Systems Associate of Applied Science Degree Program***

### **CIS - COMPUTER SUPPORT SPECIALIST**

The Computer Information Systems - Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialists.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## CIS - COMPUTER SUPPORT SPECIALIST CURRICULUM

The standard curriculum for the CIS Computer Support Specialist degree program is designed for the semester system. Students may enter any of the Computer Information Systems degree programs any semester. The CIS Computer Support Specialist degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 64-66 credit hours for the Computer Support Specialist degree.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE TWO:</u>		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
<b>OCCUPATIONAL COURSES</b>		<b>47-49</b>
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1122	Hardware Installation & Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, & Project Management (CAPSTONE COURSE)	4
CIST 1220	Structured Query Language (SQL)	4
CIST XXXX	Occupationally Related Electives	12
<u>CHOOSE ONE:</u>		
CIST 1130	Operating Systems Concepts	3
CIST 2411	Microsoft Client	4
<u>CHOOSE ONE:</u>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home and Small Businesses	4
<u>CHOOSE ONE:</u>		
CIST 2126	Comprehensive Presentations and Email Techniques	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2120	Supporting Application Software	4

## **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,405

Books/Supplies: \$3,790

## VIDALIA CAMPUS

### Computer Information Systems Associate of Applied Science Degree Program

#### CIS - INTERNET SPECIALIST/WEB SITE DESIGN

The Computer Information Systems - Internet Specialist Web Site Design program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists Web Site Designers.

#### EMPLOYMENT OPPORTUNITIES

Web Site Design Diploma graduates are capable of obtaining Web/Multimedia Management and Webmaster occupations. The program prepares individuals to develop and maintain web sites and to host web pages at one or a group of web sites, and to function as designated webmasters. Includes web page design and editing; information resources management; web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

#### 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	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## CIS INTERNET SPECIALIST/WEB SITE DESIGN CURRICULUM

The standard curriculum for the CIS Internet Specialist-Web Site Design degree program is designed for the semester system. Students may enter any of the Computer Information Systems degree programs any semester. The CIS Internet Specialist-Web Site Design degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 66 credit hours for the Internet Specialist-Web Site Design degree.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE TWO:</u>		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
<b>OCCUPATIONAL COURSES</b>		<b>42</b>
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
CIST 1540	Web Animation I	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity)	3
CIST 2921	IT Analysis, Design, & Project Management	4
<u>CHOOSE ONE:</u>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3



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**LANGUAGE ELECTIVES COURSES - (CHOOSE ONE) 4**

CIST 2311	Visual BASIC I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2580	Interactive & Social Apps Integration	4

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**WEB SITE DESIGN CAPSTONE COURSES - (CHOOSE ONE) 3**

CIST 2950	Web Systems Project Development	3
CIST 2991	CIST Internship I	3

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,830

Books/Supplies: \$4,148

## **Computer Information Systems Associate of Applied Science Degree Program**

### **CIS - NETWORKING SPECIALIST**

The Computer Information Systems - Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

### **EMPLOYMENT OPPORTUNITIES**

Networking Specialist graduates are capable of obtaining Computer Systems Networking and Telecommunications occupations. The program focuses on the design, implementation, and management of linked systems of computers, peripherals, and associated software to maximize efficiency and productivity, and that prepares individuals to function as network specialists and managers at various levels. Includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network and flow optimization; security; configuring; and troubleshooting.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## CIS NETWORKING SPECIALIST CURRICULUM

The standard curriculum for the CIS Networking Specialist degree program is designed for the semester system. Students may enter any of the Computer Information Systems degree programs any semester. The CIS Networking Specialist degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 68-69 credit hours for the Networking Specialist degree.

<b>CURRICULUM OUTLINE</b>	<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>	<b>17</b>
COLL 1000 College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101 Composition and Rhetoric	3
ENGL 2130 American Literature	3
<u>CHOOSE ONE:</u>	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
<u>CHOOSE TWO:</u>	
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
ECON 1101 Principles of Economics	3
SPCH 1101 Public Speaking	3
<b>OCCUPATIONAL COURSES</b>	<b>35-36</b>
COMP 1000 Introduction to Computers	3
CIST 1001 Computer Concepts	4
CIST 1601 Information Security Fundamentals	3
CIST 1122 Hardware Installation & Maintenance	4
CIST xxxx Occupationally Related Electives	14
<u>CHOOSE ONE:</u>	
CIST 1130 Operating Systems Concepts	3
CIST 2411 Microsoft Client	4
<u>CHOOSE ONE:</u>	
CIST 1401 Computer Networking Fundamentals	4
CIST 2441 Cisco Networking for Home & Small Businesses	4

<b>Microsoft Track</b>		<b>16</b>
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator (CAPSTONE COURSE)	4
<b>CISCO Discovery Track (CIST 2441 must be completed)</b>		<b>16</b>
CIST 2442	Cisco Working at a Small to Medium Business or ISP	4
CIST 2443	Cisco Routing and Switching	4
CIST 2444	Cisco Designing & Supporting Computer Networks (CAPSTONE COURSE)	4
CIST xxxx	Networking Elective	4

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,660

Books/Supplies: \$3,966

## VIDALIA CAMPUS

### Marketing Management Associate of Applied Science Degree Program

The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management 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. Graduates of the program receive a Marketing Management 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## MARKETING MANAGEMENT CURRICULUM

The standard curriculum for the Marketing Management degree program is designed for the semester system. Students may enter the Marketing Management degree program each semester. The program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 65 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<b>OCCUPATIONAL COURSES</b>		<b>48</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
MKTG 1160	Professional Selling	3
MKTG 1130	Business Regulations and Compliance	3
MGMT 1100	Principles of Management	3
MKTG 2300	Marketing Management	3
MKTG xxxx	Marketing Elective	3
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG xxxx	Marketing Elective	3
<u>CHOOSE ONE:</u>		
MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3
<u>CHOOSE ONE:</u>		
MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,305

Books/Supplies: \$3,000

## Accounting Diploma Program

The Accounting program is a sequence of courses designed to prepare students for today's technology-driven workplaces. 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

Students obtaining an Accounting Diploma will be able to enter the work force as accounting technicians with financial recordkeeping responsibilities. More experience can lead to jobs like accounts receivable or accounts payable clerk, payroll clerk or bookkeeper. Students will be able to assist in completing the full accounting cycle, payroll processing, individual income tax return preparation, application of professional ethics in the workplace, and utilize technological resources 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## ACCOUNTING CURRICULUM

The standard curriculum for the Accounting diploma program is designed for the semester system. Students are accepted into the accounting program each semester. Full time diploma students beginning fall semester can complete the diploma within four semesters. To graduate, students must earn a minimum of 44 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
<b>CHOOSE ONE:</b>		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>34</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
BUSN 1440	Document Production	4
ACCT 1110	Managerial Accounting	3
XXXX xxxx	Occupational Guided Elective	3

*If a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.*

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,546

Books/Supplies: \$1,750



## ***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 Business Administrative Technology 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 that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology Diploma with a specialization in one of the following: 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION CURRICULUM

The standard curriculum for the Business Administrative Technology program is designed for the semester system. Students may enter the Business Administrative Technology program any semester. The program generally takes 4 semesters to complete. To graduate, students must earn a minimum of 52 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
<u>CHOOSE ONE:</u>		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>42</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 2210	Applied Office Procedures	3
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 1190	Digital Technologies in Business	2
BUSN 2160	Electronic Mail Applications	2
XXXX xxxx	Electives	6

Note—Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,396

Books/Supplies: \$1,500

## ***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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION CURRICULUM

The standard curriculum for the Business Administrative Technology Medical Administrative Assistant Specialization is designed for the semester system. Students may enter the program any semester. The program generally takes 4 semesters to complete. To graduate, students must earn a minimum of 54 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
<u>CHOOSE ONE:</u>		
MATH 1011	Business Math	3
MATH 1012	Foundation of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>44</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ALHS 1011	Anatomy and Physiology	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1440	Document Production	4
BUSN 1400	Word Processing Applications	4
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2340	Medical Administrative Procedures	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
MAST 1120	Human Pathological Conditions in the Medical Office	3
XXXX xxxx	Electives	9

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,810

Books/Supplies: \$1,500

## ***Business Management Diploma Program***

The Business Management program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management diploma with a specialization in General Management.

According to the Occupational Outlook Handbook, many managers have a Bachelor's or Master's degree in Business Administration or some specialized field. Many organizations fill their top executives by promoting from lower levels as job openings arise. Even workers without a college degree may find themselves rising through the ranks over years of advancement in a company. Overall, the management field is growing, but the opportunities in the industry are increasingly more competitive.

The Business Management area offers a diploma with a specialization in General Management. This specialty area combined with general core courses determines the completion of the diploma. Opportunities for continual educational growth may be pursued in a degree at the technical college as well as the university level. Collegiate programs in the School of Business with a major in Management are available to those individuals wishing to obtain a Bachelor of Science or a Bachelor of Arts in this dynamic career field.

A manager is one who supervises others, decides the daily priorities of the business or office, delegates projects, and coordinates teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivation, determination, and sound business judgment.

### **EMPLOYMENT OPPORTUNITIES**

Business Management 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## BUSINESS MANAGEMENT CURRICULUM

The standard curriculum for the Business Management diploma program is designed for the semester system. Students may enter the Business Management diploma program each semester. Most courses are offered online. The core classes can be taken during the day or at night. The program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 49-50 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1011	Business Math	3
<b>OCCUPATIONAL COURSES</b>		<b>39-40</b>
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
XXXX xxxx	Guided Electives**	6
<u>CHOOSE ONE:</u>		
ACCT 1100	Financial Accounting I	4
MGMT 1135	Managerial Accounting and Finance	3
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Law	3
MKTG 1130	Business Regulations and Compliance	3

\*\* Electives must be chosen with the approval of the program advisor.

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,056

Books/Supplies: \$2,900

## Computer Information Systems Diploma Program

### CIS - Computer Support Specialist

The Computer Information Systems - Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialists.

### 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## CIS - COMPUTER SUPPORT SPECIALIST CURRICULUM

The standard curriculum for the Computer Support Specialist diploma program is designed for the semester system. Students may enter the diploma program any semester. The Computer Support Specialist diploma program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 57-59 credit hours for the Computer Support Specialist diploma.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>47-49</b>
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1122	Hardware Installation & Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, & Project Management (CAPSTONE COURSE)	4
CIST 1220	Structured Query Language (SQL)	4
CIST XXXX	Occupationally Related Electives	12
<u>CHOOSE ONE:</u>		
CIST 1130	Operating Systems Concepts	3
CIST 2411	Microsoft Client	4
<u>CHOOSE ONE:</u>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home & Small Businesses	4
<u>CHOOSE ONE:</u>		
CIST 2126	Comprehensive Presentations and Email Techniques	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2120	Supporting Application Software	4

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,640

Books/Supplies: \$2,550



## **VIDALIA CAMPUS**

### **Computer Information Systems Diploma Program**

#### **CIS - INTERNET SPECIALIST/WEB SITE DESIGN**

The Computer Information Systems - Internet Specialist Web Site Design program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists Web Site Designers.

#### **EMPLOYMENT OPPORTUNITIES**

Web Site Design Diploma graduates are capable of obtaining Web/Multimedia Management and Webmaster occupations. The program prepares individuals to develop and maintain web sites and to host web pages at one or a group of web sites, and to function as designated webmasters. Includes web page design and editing; information resources management; web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## CIS - INTERNET SPECIALIST-/WEB SITE DESIGN CURRICULUM

The standard curriculum for the Internet Specialist-Web Site Design diploma program is designed for the semester system. Students may enter the diploma program any semester. The Internet Specialist-Web Site Design diploma program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 56 credit hours for the Internet Specialist-Web Site Design diploma.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>46</b>
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
CIST 1540	Web Animation I	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity) CAPSTONE COURSE	3
CIST 2921	IT Analysis, Design, & Project Management	4
<u>CHOOSE ONE:</u>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3
<b>LANGUAGE ELECTIVES COURSES - (CHOOSE ONE)</b>		<b>4</b>
CIST 2311	Visual BASIC I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2580	Interactive & Social Apps Integration	4

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,980

Books/Supplies: \$3,390

## **Computer Information Systems Diploma Program**

### **CIS - NETWORKING SPECIALIST**

The Computer Information Systems - Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

### **EMPLOYMENT OPPORTUNITIES**

Networking Specialist graduates are capable of obtaining Computer Systems Networking and Telecommunications occupations. The program focuses on the design, implementation, and management of linked systems of computers, peripherals, and associated software to maximize efficiency and productivity, and that prepares individuals to function as network specialists and managers at various levels. Includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network and flow optimization; security; configuring; and troubleshooting.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## NETWORKING SPECIALIST CURRICULUM

The standard curriculum for the Networking Specialist diploma program is designed for the semester system. Students may enter the diploma program any semester. The Networking Specialist diploma program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 56-57 credit hours for the Networking Specialist diploma.

<b>CURRICULUM OUTLINE</b>	<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>	<b>10</b>
COLL 1000 College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000 Interpersonal Relations and Professional Development	2
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>	<b>30-31</b>
COMP 1000 Introduction to Computers	3
CIST 1001 Computer Concepts	4
CIST 1601 Information Security Fundamentals	3
CIST 1122 Hardware Installation & Maintenance	4
CIST xxxx Occupationally Related Electives	9
<b>CHOOSE ONE:</b>	
CIST 1130 Operating Systems Concepts	3
CIST 2411 Microsoft Client	4
<b>CHOOSE ONE:</b>	
CIST 1401 Computer Networking Fundamentals	4
CIST 2441 Cisco Networking for Home & Small Businesses	4
<b>Microsoft Track</b>	<b>16</b>
CIST 2411 Microsoft Client	4
CIST 2412 Microsoft Server Directory Services	4
CIST 2413 Microsoft Server Infrastructure	4
CIST 2414 Microsoft Server Administrator (CAPSTONE COURSE)	4
<b>CISCO Discovery Track (CIST 2441 must be completed)</b>	<b>16</b>
CIST 2442 Cisco Working at a Small to Medium Business or ISP	4
CIST 2443 Cisco Routing and Switching	4
CIST 2444 Cisco Designing & Supporting Computer Networks (CAPSTONE COURSE)	4
CIST xxx Networking Elective	4

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,725

Books/Supplies: \$3,468

## VIDALIA CAMPUS

### Marketing Management Diploma Program

#### ENTREPRENEURSHIP SPECIALIZATION

The Marketing Management program has 3 specializations (Marketing Management, Retail Management, and Entrepreneurship) that prepare students for a variety of exciting jobs. The goal of Marketing Management 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MARKETING MANAGEMENT ENTREPRENEURSHIP SPECIALIZATION CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the semester system. Students may enter the program each semester. The program generally takes 4 semesters to complete. To graduate, students must earn a minimum of 58 credit hours depending upon specialization.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
<u>CHOOSE ONE:</u>		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>36</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
MKTG 1160	Professional Selling	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 2300	Marketing Management	3
MKTG xxxx	Elective	3
MGMT 1100	Principles of Management	3
<u>CHOOSE ONE:</u>		
MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3
<b>ENTREPRENEURSHIP SPECIALIZATION COURSES</b>		<b>12</b>
MKTG 2210	Entrepreneurship	6
MKTG 2010	Small Business Management	3
<u>CHOOSE ONE:</u>		
MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,864

Books/Supplies: \$2,400

## VIDALIA CAMPUS

### Marketing Management Diploma Program

#### MARKETING MANAGEMENT SPECIALIZATION

The Marketing Management program has 3 specializations (Marketing Management, Retail Management, and Entrepreneurship) that prepare students for a variety of exciting jobs. The goal of Marketing Management 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		



## MARKETING MANAGEMENT SPECIALIZATION CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the semester system. Students may enter the program each semester. The program generally takes 4 semesters to complete. To graduate, students must earn a minimum of 58 credit hours depending upon specialization.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
<u>CHOOSE ONE:</u>		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>36</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
MKTG 1160	Professional Selling	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 2300	Marketing Management	3
MKTG xxxx	Elective	3
MGMT 1100	Principles of Management	3
<u>CHOOSE ONE:</u>		
MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3
<b>MARKETING MANAGEMENT SPECIALIZATION COURSES</b>		<b>12</b>
MKTG 2060	Marketing Channels	3
MKTG 1370	Consumer Behavior	3
MKTG xxxx	Marketing Elective	3
<u>CHOOSE ONE:</u>		
MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,864

Books/Supplies: \$2,400

## VIDALIA CAMPUS

### Marketing Management Diploma Program

#### RETAIL SPECIALIZATION

The Marketing Management program has 3 specializations (Marketing Management, Retail Management, and Entrepreneurship) that prepare students for a variety of exciting jobs. The goal of Marketing Management 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MARKETING MANAGEMENT RETAIL MANAGEMENT SPECIALIZATION CURRICULUM

The standard curriculum for the Marketing Management diploma program is designed for the semester system. Students may enter the program each semester. The program generally takes 4 semesters to complete. To graduate, students must earn a minimum of 58 credit hours depending upon specialization.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
<u>CHOOSE ONE:</u>		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>36</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
MKTG 1160	Professional Selling	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 2300	Marketing Management	3
MKTG xxxx	Elective	3
MGMT 1100	Principles of Management	3
<u>CHOOSE ONE:</u>		
MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3
<b>RETAIL SPECIALIZATION COURSES</b>		<b>12</b>
MKTG 1270	Visual Merchandising	3
MKTG 2070	Buying and Merchandising	3
MKTG 2270	Retail Operations Management	3
MKTG 1370	Consumer Behavior	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,864

Books/Supplies: \$2,400

## 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### ADMINISTRATIVE SUPPORT ASSISTANT CURRICULUM

The standard curriculum for the Administrative Support Assistant certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 1-2 semesters to complete. To graduate, students must earn a minimum of 20 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>20</b>
COMP 1000	Introduction to Computers	3
BUSN 1440	Document Production	4
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
XXXX xxxx	Electives	6

*Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.*

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,188

Books/Supplies: \$750

## 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### CISCO NETWORK SPECIALIST CURRICULUM

The standard curriculum for the Cisco Network Specialist certificate program is designed for the semester system. Students may enter the program during any semester when CIST 2441 is offered. The Cisco Network Specialist certificate program can be completed within 4 semesters. To graduate, students must earn a minimum of 16 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>16</b>
CIST 2441	Cisco Networking for Home and Small Businesses	4
CIST 2442	Cisco Working at a Small-to-Medium Business or ISP	4
CIST 2443	Cisco Routing and Switching	4
CIST 2444	Cisco Designing and Supporting Computer Networks	4

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,506

Books/Supplies: \$838

## CompTIA A+ Certified Preparation

The CompTIA A+ Certified Preparation technical certificate of credit program is designed to provide computer users with the basic entry-level skills working toward CompTia A+ certification.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### COMPTIA A+ CERTIFIED PREPARATION CURRICULUM

The standard curriculum for the CompTIA A+ Certified Preparation certificate is designed for the semester system. Students may enter the program any semester. The CompTIA A+ Certified Preparation Certificate program generally takes 2-3 semesters to complete. To graduate, students must earn a minimum of 10-11 credit hours.

#### CURRICULUM OUTLINE

#### CREDITS

#### OCCUPATIONAL COURSES

10-11

COMP 1000 Introduction to Computers 3

CIST 1122 Hardware Installation & Maintenance 4

#### CHOOSE ONE:

CIST 1130 Operating Systems Concepts 3

CIST 2411 Microsoft Client 4

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,752

Books/Supplies: \$761

## Computerized Accounting Specialist

The Computerized Accounting Specialist technical certificate provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. The certificate emphasizes principles of accounting, computerized accounting, spreadsheet fundamentals and basic computer skills.

### EMPLOYMENT OPPORTUNITIES

Students obtaining a computerized accounting specialist certificate will be able to enter the work force as accounting technicians with responsibilities such as computing, classifying, and recording numerical data utilizing accounting software, using computer systems to perform any combination of routine calculating, posting, and verifying duties, checking accuracy of calculations and posting pertaining to business transactions recorded by other workers.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### COMPUTERIZED ACCOUNTING SPECIALIST CURRICULUM

The standard curriculum for the Payroll Accounting Specialist certificate program is designed for the semester system. Students may enter the program each semester. For students beginning fall semester, the certificate generally takes 3 semesters to complete. To graduate, students must earn a minimum of 21 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>21</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT XXXX	Accounting Elective	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,517

Books/Supplies: \$800

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## VIDALIA CAMPUS

### Entrepreneurship

Offered at the Vidalia Campus, the Entrepreneurship certificate program prepares individuals to perform development, marketing and management functions associated with owning and operating a business.

### EMPLOYMENT OPPORTUNITIES

The Entrepreneurship certificate prepares students in organizing, operating, and assuring the risk for a business venture.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### ENTREPRENEURSHIP CURRICULUM

The standard curriculum for the Entrepreneurship certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 1-2 semesters to complete. To graduate, students must earn a minimum of 12 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>12</b>
MKTG 1130	Business Regulations and Compliance	3
MKTG 2210	Entrepreneurship	6
<u>CHOOSE ONE:</u>		
MKTG 2010	Small Business Management	3
MGMT 1100	Principles of Management	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,500

Books/Supplies: \$500



## ***Help Desk Specialist***

The Help Desk Specialist program teaches how to maintain and troubleshoot computer hardware and software and be a support person to handle calls from customers.

### **EMPLOYMENT OPPORTUNITIES**

Help Desk Assistant certificate graduates can obtain positions as help desk computer specialists and/or technical support specialists. The program focuses on computers, computing problems and solutions, and the design of computer systems and user interfaces.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## HELP DESK SPECIALIST CERTIFICATE CURRICULUM

The standard curriculum for the Help Desk Specialist certificate program is designed for the semester system. Students may enter the program any semester. The Help Desk Specialist certificate program can be completed within 2-3 semesters. To graduate, students must earn a minimum of 25-26 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>25-26</b>
COMP 1000	Introduction to Computers	3
CIST xxxx	Operating System Course (CIST1130 or CIST2411)	3
CIST 1122	Hardware Installation & Maintenance	4
CIST 1001	Computer Concepts	4
CIST 2130	Desktop Support Concepts	3
CIST xxxx	CIST Elective	4
<u>CHOOSE ONE:</u>		
CIST 1130	Operating Systems Concepts	3
CIST 2411	Microsoft Client	4
<u>CHOOSE ONE:</u>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home and Small Business	4

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,687

Books/Supplies: \$1,717

## VIDALIA CAMPUS

### Human Resource Management Specialist Certificate

The Human Resource Management Specialist Certificate prepares individuals to perform human resources functions in the HR Department in most companies. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Human Resources Management Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, human resources specialists coordinate the recruitment, hiring, and training of new employees as well as benefits administration and labor relations. Employment is expected to grow much faster than the average for all human resources, training, and labor relations managers and specialist occupations. College graduates and those who have earned certification should have the best job opportunities. Competition for these positions can be very competitive and management education can provide a competitive edge.

Students interested in continuing their education and advance their careers may continue their education at the technical college level in the Business Management program. Students may pursue an associate degree or diploma in Business Management. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those students wishing to obtain a Bachelor of Science or a Bachelor of Arts in their chosen field or industry.

Human resource personnel perform administrative activities related to hiring, training, benefits coordination, and labor relations for the organization. Supervisors and managers in this field require strong interpersonal skills. They must have clear and persuasive communication skills, analytical minds, and the skill to evaluate complex relationships among numerous factors. Dealing with people is an important part of the job.

#### 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. Among industries, firms involved in management, consulting, and employment services should offer many job opportunities, as businesses increasingly contract out human resources functions or hire human resources specialists on a temporary basis to deal with increasing costs and complexity of training and development programs. Demand for specialists also should increase in outsourcing firms that develop and administer complex employee benefits and compensation packages for other organizations.

#### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## HUMAN RESOURCE MANAGEMENT SPECIALIST CURRICULUM

The standard curriculum for the Human Resource Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Human Resource Management Specialist certificate takes approximately 2 semesters to complete. To graduate, students must earn a minimum of 18 hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>18</b>
MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training & Development	3
MGMT xxxx	Elective	3
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Law	3
MGMT 2120	Labor Management Relations	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,412

Books/Supplies: \$750

## VIDALIA CAMPUS

### Internet Specialist Web Site Developer

The curriculum in the Internet Specialist Web Site Developer TCC program prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, internet security, and mobile applications. Various software tools will be used throughout the curriculum including Microsoft Visual Studio, Adobe Web Suite and/or open source products, Program graduates earn a Computer Information Systems Technology/Internet Specialist -Web Site Developer TCC and will have the skills necessary for employment in the web design field or to work as a free-lance web designer. The purpose of this certificate is to provide training opportunities for persons already either already employed in the computer industry or have already been trained in a related computer area and wish to upgrade their skill with advanced courses and skills.

#### 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## INTERNET SPECIALIST WEB SITE DEVELOPER CURRICULUM

The standard curriculum for the Internet Specialist Web Site Developer certificate is designed for the semester system. Students may enter the certificate program any semester. The Internet Specialist Web Site Developer certificate generally takes 4 semesters to complete. To graduate, students must earn a minimum of 35 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>31</b>
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
CIST 1540	Web Animation I	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity)	3
<u>CHOOSE ONE:</u>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3
<b>LANGUAGE ELECTIVES COURSES - (CHOOSE ONE)</b>		<b>4</b>
CIST 2311	Visual BASIC I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2580	Interactive & Social Apps Integration	4

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,121

Books/Supplies: \$2,524

## VIDALIA CAMPUS

### Management and Leadership Specialist Certificate

The Management/Leadership Specialist Certificate prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Management/Leadership Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, job opportunities for Management/Leadership Specialist will grow as fast as the average. Keen competition is expected for jobs as the number of applicants greatly exceeds the number of job openings. College graduates and those who have earned certification should have the best job opportunities. Competition for these positions can be very competitive and management education can provide a competitive edge.

Students interested in continuing their education and advance their careers may continue their education at the technical college level in the Business Management program. Students may pursue an associate degree or diploma in Business Management. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those students wishing to obtain a Bachelor of Science or a Bachelor of Arts in their chosen field or industry.

Management/Leadership Specialists perform the managerial function for the organization. Supervisors are the first line of management between hourly employees and management. Leaders in this field require good interpersonal skills. They must have clear and persuasive communication skills, analytical minds, and the skill to evaluate complex relationships among numerous factors. Dealing with people is an important part of the job.

### 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. While the Bureau of Labor Statistics expects employment to grow as fast as the average, applicants with management experience along with a college degree in industrial engineering, management, or a related field, will enjoy the best job prospects.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MANAGEMENT/LEADERSHIP SPECIALIST CURRICULUM

The standard curriculum for the Management/Leadership Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Management/Leadership Specialist certificate takes approximately 2 semesters to complete. To graduate, students must earn a minimum of 18 hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>18</b>
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training & Development	3
COMP 1000	Introduction to Computers	3
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Law	3
MGMT 2120	Labor Management Relations	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,118

Books/Supplies: \$750



## Marketing Specialist

Offered at the Vidalia Campus, the Marketing Specialist certificate program prepares individuals to execute a company's marketing plans.

### EMPLOYMENT OPPORTUNITIES

The Marketing Specialist certificate program offers employment opportunities in manufacturing, wholesale, retail, and service 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### MARKETING SPECIALIST CURRICULUM

The standard curriculum for the Marketing Specialist certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 1-2 semesters to complete. To graduate, students must earn a minimum of 12 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>12</b>
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 1160	Professional Selling	3
MKTG xxxx	Marketing Elective	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,500

Books/Supplies: \$600

## **VIDALIA CAMPUS**

### **Medical Front Office Assistant**

The Medical Front Office Assistant Certificate is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MEDICAL FRONT OFFICE ASSISTANT CURRICULUM

The standard curriculum for the Medical Front Office Assistant certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 24 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>5</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
<b>OCCUPATIONAL COURSES</b>		<b>19</b>
COMP 1000	Introduction to Computers	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1440	Document Production	4
BUSN 2340	Medical Administrative Procedures	4
XXXX xxxx	Electives	6

Note—Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,772

Books/Supplies: \$750

## ***Microsoft Excel Application Professional***

The Microsoft Excel Application Professional 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 Professional 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MICROSOFT EXCEL APPLICATION PROFESSIONAL

The standard curriculum for the Microsoft Excel Application Professional certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 15 credit hours.

<b>CURRICULUM OUTLINE</b>	<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>	<b>5</b>
COLL 1000 College Success and Survival Skills (Institutional Credit Only)	2
<u>CHOOSE ONE:</u>	
MATH 1011 Business Math	3
MATH 1012 Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>	<b>10</b>
COMP 1000 Introduction to Computers	3
BUSN 1410 Spreadsheet Concepts and Applications	4
XXXX xxxx Elective	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,763

Books/Supplies: \$750

## Microsoft Network Administrator Certificate

The Microsoft Network Administrator certificate provides training in Microsoft networking. This certificate will prepare the students for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking Infrastructure. This certificate prepares the student to sit for the Microsoft Certified IP Professional (MCITP) networking exam. Hands-on labs provide students with real world simulations.

### EMPLOYMENT OPPORTUNITIES

Microsoft Network Administrator certificate graduates are employable in a variety of entry level positions in entry-level computer networking positions. Graduates will be able to provide users with networking support, and maintain and troubleshoot networks.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
CPE	235	235		

### MICROSOFT NETWORK ADMINISTRATOR CURRICULUM

The standard curriculum for the Microsoft Network Administrator Certificate program is designed for the semester system. Students may enter the program during any semester when CIST 2411 is offered. The certificate program generally takes 3-4 semesters to complete. To graduate, students must earn a minimum of 16 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>16</b>
CIST 2411	Microsoft Client	4
CIST 2412	Windows Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
<b>CHOOSE ONE:</b>		
CIST 2414	Microsoft Server Administrator	4
CIST 2420	Microsoft Exchange Server	4

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees:	\$2,506
Books/Supplies:	\$1,038

## Microsoft Office Applications Professional

The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### MICROSOFT OFFICE APPLICATIONS PROFESSIONAL CURRICULUM

The standard curriculum for the Microsoft Office Applications Professional certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 22 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>22</b>
COMP 1000	Introduction to Computers	3
BUSN 1420	Database Applications	4
BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
XXXX xxxx	Electives	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees:	\$2,602
Books/Supplies:	\$750

## SWAINSBORO CAMPUS

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

#### MICROSOFT WORD APPLICATION PROFESSIONAL

The standard curriculum for the Microsoft Word Application Professional certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 14 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>14</b>
COMP 1000	Introduction to Computers	3
BUSN 1440	Document Production	4
BUSN 1400	Word Processing Applications	4
XXXX xxxx	Electives	3

Note-Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

#### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,678

Books/Supplies: \$750



## Office Accounting Specialist

The Office Accounting Specialist technical certificate provides entry-level office accounting skills. The certificate emphasizes principles of accounting, computerized accounting, and basic computer skills.

### EMPLOYMENT OPPORTUNITIES

Students obtaining an office accounting certificate will be able to enter the work force as accounting technicians with responsibilities such as creating and maintaining financial accounting files or other records, setting up spreadsheets, and entering accounting data into computer systems, verifying statistical reports for accuracy and completeness, processing invoices and expense reports for payment, and ensuring all financial and accounting information is recorded correctly.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### OFFICE ACCOUNTING SPECIALIST CURRICULUM

The standard curriculum for the Office Accounting Specialist certificate program is designed for the semester system. Students may enter the program each semester. For students beginning fall semester, the certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 14 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>14</b>
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees:	\$1,678
Books/Supplies:	\$500

## Payroll Accounting Specialist

The Payroll Accounting Specialist certificate program provides entry-level payroll 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. Payroll and timekeeping clerks compile and post employee time and payroll data. They may compute and post wages and deductions and may prepare paychecks. They ensure that employees are paid on time and their paychecks are accurate.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### PAYROLL ACCOUNTING SPECIALIST

The standard curriculum for the Payroll Accounting Specialist certificate program is designed for the semester system. Students may enter the program each semester. For students beginning fall semester, the certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 17 credit hours.

#### CURRICULUM OUTLINE

#### CREDITS

#### OCCUPATIONAL COURSES

17

COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,933

Books/Supplies: \$650

## VIDALIA CAMPUS

### Retail Merchandise Manager

Offered at the Vidalia Campus, the Retail Merchandise Manager certificate is designed to prepare students to plan and supervise the purchase and marketing of merchandise in a broad area.

### EMPLOYMENT OPPORTUNITIES

The Retail Merchandise Manager certificate prepares students to become retail merchandise managers, merchandise buyers, and department store managers.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### RETAIL MERCHANDISE MANAGER CURRICULUM

The standard curriculum for the Retail Merchandise Manager certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 1-2 semesters to complete. To graduate, students must earn a minimum of 15 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>15</b>
MKTG 1370	Consumer Behavior	3
MKTG 1270	Visual Merchandising	3
MKTG 2070	Buying and Merchandising	3
MKTG 2270	Retail Operations Management	3
<u>CHOOSE ONE:</u>		
MKTG 1100	Principles of Management	3
MKTG 2010	Small Business Management	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,800

Books/Supplies: \$650

## VIDALIA CAMPUS

### Supervisor/ Management Specialist Certificate

The Supervisor/Manager Specialist Certificate prepares individuals to become supervisors in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Supervisor/Manager Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, job opportunities for Supervisor/Manager Specialist will grow as fast as the average. Keen competition is expected for jobs as the number of applicants greatly exceeds the number of job openings. College graduates and those who have earned certification should have the best job opportunities. Competition for these positions can be very competitive and management education can provide a competitive edge.

Students interested in continuing their education and advance their careers may continue their education at the technical college level in the Business Management program. Students may pursue an associate degree or diploma in Business Management. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those students wishing to obtain a Bachelor of Science or a Bachelor of Arts in their chosen field or industry.

Supervisor/Manager Specialists perform the managerial function for the organization. Supervisors are the first line of management between hourly employees and management. Supervisors and managers in this field require good interpersonal skills. They must have clear and persuasive communication skills, analytical minds, and the skill to evaluate complex relationships among numerous factors. Dealing with people is an important part of the job.

#### EMPLOYMENT OPPORTUNITIES

Supervisor/Management Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, management trainees, and supervisory trainees. While the Bureau of Labor Statistics expects employment to grow as fast as the average, applicants with management experience along with a college degree in industrial engineering, management, or a related field, will enjoy the best job prospects.

#### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## **SUPERVISOR/MANAGEMENT SPECIALIST CURRICULUM**

The standard curriculum for the Supervisor/ Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Supervisor/ Management Specialist certificate takes approximately 1-2 semesters to complete. To graduate, students must earn a minimum of 12 hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>12</b>
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Law	3
MGMT 2120	Labor Management Relations	3

## **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,412

Books/Supplies: \$500

## VIDALIA CAMPUS

### Technical Management Specialist Certificate

The Technical Management Specialist Certificate is designed to build upon a student's previously achieved TCC, Diploma or Associate Degree and add the management component to their education. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required to work in the student's current area of expertise. Graduates will receive a Technical Management Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, management candidates coordinate the people and equipment involved in the organizational processes. Many organizations fill their management positions by hiring from within and promoting from lower levels as job openings arise. Competition for these positions can be very competitive and management education can provide a competitive edge.

Students interested in continuing their education and advance their careers may continue their education at the technical college level in the Business Management program. Students may pursue an associate degree or diploma in Business Management. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those students wishing to obtain a Bachelor of Science or a Bachelor of Arts in their chosen field or industry.

A manager is one who supervises others, decides the daily priorities of the organization or office, delegates projects, and coordinates teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, and the skill to evaluate complex relationships among numerous factors. Managers also should exhibit personal qualities such as leadership, determination, motivation, self-confidence, and sound business judgment.

### 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. While the Bureau of Labor Statistics expects employment to be sustained, applicants with management experience along with a college degree in industrial engineering, management, or a related field, will enjoy the best job prospects.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## TECHNICAL MANAGEMENT SPECIALIST CURRICULUM

The standard curriculum for the Technical Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Technical Management Specialist certificate takes approximately 2 semesters to complete. To graduate, students must earn a minimum of 24 hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>24</b>
MGMT 1100	Principles of Management	3
COMP 1000	Introduction to Computers	3
MGMT 2115	Human Resource Management	3
MGMT xxxx	Occupational Guided Electives	12
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Law	3
MGMT 2120	Labor Management Relations	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,824

Books/Supplies: \$1,000

# Industrial and Environmental Technologies

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[Forest Technology Associate of Applied Science Degree Program](#)

[Air Conditioning Technology Diploma Program](#)

[Automotive Technology Diploma Program](#)

[Electrical Construction Technology Diploma Program](#)

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[Electronics Technology Diploma Program](#)

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[Advanced Shielded Metal Arc Welder Certificate Program](#)

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[Forest Technician Assistant Certificate Program](#)

[Gas Metal Arc Welder Certificate Program](#)

[Gas Tungsten Arc Welder Certificate Program](#)

[Residential Wiring Technician Certificate Program](#)

[Wildlife Management Assistant Certificate Program](#)



## 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component 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. Final exams for the four major electronics areas are the Electronics Systems Associate ESA-1 through ESA-4 exams.

#### 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. Graduates who have scored >75% on their four ESA exams will also receive their Associate CET license from the International Society of Certified Electronics Technicians (ISCET).

#### 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## ELECTRONICS TECHNOLOGY CURRICULUM

The standard curriculum for the Electronics Technology Associate of Applied Science degree program is designed for the semester system. Students may enter the program beginning any semester. The program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 62 credit hours for the industrial electronics option or a minimum of 64 credit hours for the computer electronics option.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL EDUCATION CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
MATH 1113	Pre-Calculus	3
PSYC 1101	Introductory Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>29</b>
COMP 1000	Introduction to Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	5
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3
<b>SPECIALIZATION AREA</b>		
Choose one of the following specializations:		
<b>COMPUTER ELECTRONICS</b>		<b>18</b>
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation & Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security	3
<b>INDUSTRIAL ELECTRONICS</b>		<b>16</b>
ELCR 2110	Process Controls	3
ELCR 2120	Motor Controls	3
ELCR 2130	Programmable Controllers	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
ELCR 2160	Advanced Microprocessors and Robotics	3

## **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,490

Books/Supplies: \$3,271

In addition to regular tuition /fees and book/supply costs for the program, there is a \$35 testing fee for each of the ESA-1 through ESA-4 certification exams for the four major electronics subject areas.

## 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## FOREST TECHNOLOGY CURRICULUM

The standard curriculum for the Forest Technology degree program is designed for the semester system. Students may enter the Forest Technology degree program each semester. The program generally takes 5 or more semesters to complete. To graduate, students must earn a minimum of 64 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
SPCH 1101	Public Speaking	3
PSYC 1101	Introductory Psychology	3
MATH 1111	College Algebra	3
<b>OCCUPATIONAL COURSES</b>		<b>44</b>
FORS 1010	Introduction to Forestry and Natural Resources	3
FORS 1020	Soils and Hydrology	3
FORS 1030	Dendrology	3
FORS 1040	Forest Protection	3
FORS 1160	Forest Surveying and Mapping	4
FORS 1210	GPS / GIS Aerial Photography	4
FORS 1260	Forest Measurements	4
FORS 1310	Silvics and Sliviculture	4
FORS 1410	Forest Mensuration	4
FORS 2460	Forest Management	6
XXXX xxxx	Guided Elective	3
<b>CHOOSE ONE:</b>		
FORS 1580	Wildlife Management	3
FORS 1600	Forest Technology Internship	3
<b>FUNDAMENTAL OCCUPATIONAL COURSES</b>		<b>3</b>
COMP 1000	Introduction to Computers	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,490

Books/Supplies: \$6,674

## VIDALIA CAMPUS

### Air Conditioning Technology Diploma Program

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

#### 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;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## AIR CONDITIONING TECHNOLOGY CURRICULUM

The standard curriculum for the Air Conditioning Technology diploma program is designed for the semester system. Students may enter the program in any semester. The program generally takes 3 semesters to complete. To graduate, students must earn a minimum of 53 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>43</b>
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVARC Electrical Motors	4
AIRC 1050	HVARC Electrical Components and Controls	4
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4
COMP 1000	Introduction to Computers	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,488

Books/Supplies: \$866



## VIDALIA CAMPUS

### *Automotive Technology Diploma Program*

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

#### **EMPLOYMENT OPPORTUNITIES**

The demand for entry level auto technicians is showing moderate growth. Job growth is predicted to be noticeably higher in the aftermarket and private sectors of the field than it will be in OEM dealerships. Automotive technicians work in a variety of different types of repair shops performing repairs and maintenance on vehicles for customers. Job openings will also be available in auto parts and accessories stores, fleet operations, collision repair shops, government operations, and small service stations.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## AUTOMOTIVE TECHNOLOGY CURRICULUM

The standard curriculum for the Automotive Technology Diploma Program is designed for the semester system. Students may enter the Automotive Technology program each semester. The program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 57 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000*	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
<b>OCCUPATIONAL COURSES</b>		<b>44</b>
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1040	Automotive Engine Performance	7
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5
AUTT 1060	Automotive Climate Control Systems	5
AUTT 2010	Automotive Engine Repair	6
<b>FUNDAMENTAL OCCUPATIONAL COURSES</b>		<b>3</b>
COMP 1000	Introduction to Computers	3

\* "C" or higher is required for designated courses.

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,651

Books/Supplies: \$1,000

## ***Electrical Construction Technology Diploma Program***

The Electrical Construction Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential and commercial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Construction Technology.

### **EMPLOYMENT OPPORTUNITIES**

Students completing the Electrical Construction Technology program should be able to find employment with electrical contractors, 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## ELECTRICAL CONSTRUCTION TECHNOLOGY CURRICULUM

The standard curriculum for the Electrical Construction Technology program is designed for the semester system. Students may enter the program in any semester. The program generally takes 3 semesters to complete. To graduate, students must earn a minimum of 45 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
		<b>45</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>35</b>
COMP 1000	Introduction to Computers	3
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current Circuits I	3
ELTR 1020	Electrical Systems Basics I	3
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
XXXX xxxx	Elective	4

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,800

Books/Supplies: \$1,749

## 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. Final exams for the four major electronics areas are the Electronics Systems Associate ESA-1 through ESA-4 exams.

#### 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. Graduates who have scored >75% on their four ESA exams will also receive their Associate CET license from the International Society of Certified Electronics Technicians (ISCET).

#### 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 Connection.

#### 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37		36
COMPASS	70	32		28
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## ELECTRONICS FUNDAMENTALS CURRICULUM

The standard curriculum for the Electronics Fundamental diploma program is designed for the semester system. Students may enter the program beginning any semester. The program generally takes 3 semesters to complete. To graduate, students must earn a minimum of 42 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>13</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
MATH 1017	Trigonometry	3
<b>OCCUPATIONAL COURSES</b>		<b>29</b>
COMP 1000	Introduction to Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	5
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,354

Books/Supplies: \$1,995

In addition to regular tuition/fees and book/supply costs for the program, there is a \$35 testing fee for each of the ESA-1 through ESA-4 certification exams for the four major electronics subject areas.

## 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. Final exams for the four major electronics areas are the Electronics Systems Associate ESA-1 through ESA-4 exams.

#### **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. Graduates who have scored >75% on their four ESA exams will also receive their Associate CET license from the International Society of Certified Electronics Technicians (ISCET).

#### **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 Connection.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37		36
COMPASS	70	32		28
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## ELECTRONICS TECHNOLOGY CURRICULUM

The standard curriculum for the Electronics Technology diploma program is designed for the semester system. Students may enter the program beginning any semester. The program generally takes 4 semesters to complete. The program requires completion of the 42 credit hours in the Electronics Fundamentals diploma plus an additional 16 to 18 credit hours in one of the specialization areas. To graduate, students must earn a minimum of 58 credit hours for the industrial electronics option or a minimum of 60 credit hours for the computer electronics option.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>13</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
MATH 1017	Trigonometry	3
<b>OCCUPATIONAL COURSES</b>		<b>29</b>
COMP 1000	Introduction to Computers	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	5
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital and Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3

## SPECIALIZATION AREA

Choose one of the following specializations:

<b>COMPUTER ELECTRONICS</b>		<b>18</b>
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation & Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security	3
<b>INDUSTRIAL ELECTRONICS</b>		<b>16</b>
ELCR 2110	Process Controls	3
ELCR 2120	Motor Controls	3
ELCR 2130	Programmable Controllers	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
ELCR 2160	Advanced Microprocessors and Robotics	3



**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,080

Books/Supplies: \$2,836

## SWAINSBORO CAMPUS

### *Fish and Wildlife Management Diploma Program*

The Fish and Wildlife Management Diploma Program is a sequence of courses that prepares students for careers as wildlife technicians. The Fish & Wildlife Program prepares individuals to conserve and manage wilderness areas and the flora, marine and aquatic life therein, and manage wildlife reservations and zoological/aquarium facilities for recreational, commercial, and ecological purposes. Includes instruction in wildlife biology, marine/aquatic biology, environmental science, freshwater and saltwater ecosystems, natural resources management and policy, outdoor recreation and parks management, the design and operation of natural and artificial wildlife habitats, applicable law and regulations, and related administrative and communications skills.

### EMPLOYMENT OPPORTUNITIES

Fish and Wildlife 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## FISH AND WILDLIFE MANAGEMENT CURRICULUM

The standard curriculum for the Fish and Wildlife Management diploma program is designed for the semester system. Students may enter the Fish and Wildlife Management diploma program each semester. The program generally takes 3 or more semesters to complete. To graduate, students must earn a minimum of 42 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
<b>OCCUPATIONAL COURSES</b>		<b>32</b>
FWMT 1000	Introduction to Wildlife Management	3
FWMT 1010	Equipment Use	3
FWMT 1070	Mammology	3
FWMT 2010	Wildlife Management Techniques	4
FWMT 2020	Habitat Manipulation	4
FWMT 2030	Fish Pond Management	3
FORS 1030	Dendrology	3
XXXX xxxx	Guideline Electives	6
COMP 1000	Introduction to Computers	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,078

Books/Supplies: \$1,464

## 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## FOREST TECHNOLOGY CURRICULUM

The standard curriculum for the Forest Technology diploma program is designed for the semester system. Students may enter the Forest Technology degree program every semester. The program generally takes 4 or more semesters to complete. To graduate, students must earn a minimum of 54 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Professional Development	2
<b>OCCUPATIONAL COURSES</b>		<b>41</b>
FORS 1010	Introduction to Forestry and Natural Resources	3
FORS 1020	Soils and Hydrology	3
FORS 1030	Dendrology	3
FORS 1040	Forest Protection	3
FORS 1160	Forest Surveying and Mapping	4
FORS 1210	GPS/GIS Aerial Photography	4
FORS 1260	Forest Measurements	4
FORS 1310	Silvics and Sliviculture	4
FORS 1410	Forest Mensuration	4
FORS 2460	Forest Management	6
<u>CHOOSE ONE:</u>		
FORS 1580	Wildlife Management	3
FORS 1600	Forest Technology Internship	3
<b>FUNDAMENTAL OCCUPATIONAL COURSES</b>		<b>3</b>
COMP 1000	Introduction to Computers	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,178

Books/Supplies: \$5,628

## ***Industrial Electrical Technology Diploma Program Effective Fall 2014***

The Industrial Electrical Technology program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Industrial Electrical Technology diploma.

### **EMPLOYMENT OPPORTUNITIES**

Students completing the Industrial Electrical Technology 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## INDUSTRIAL ELECTRICAL TECHNOLOGY CURRICULUM

The standard curriculum for the Industrial Electrical Technology program is designed for the semester system. Students may enter the program in any semester. The program generally takes 3 to 4 semesters to complete. To graduate, students must earn a minimum of 45 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>35</b>
COMP 1000	Introduction to Computers	3
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current Circuits I	3
ELTR 1020	Electrical Systems Basics I	3
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLC's	4
ELTR 1270	NEC Industrial Applications	4
XXXX xxxx	Elective	2

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,800

Books/Supplies: \$1,749

## ***Welding & Joining Technology Diploma Program***

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

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		



## WELDING & JOINING TECHNOLOGY DIPLOMA CURRICULUM

The standard curriculum for the Welding & Joining Technology diploma program is designed for the semester system. Students may enter the program in any semester. The program generally takes 3 semesters to complete. To graduate, students must earn a minimum of 53 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Professional Development	2
<b>OCCUPATIONAL COURSES</b>		<b>43</b>
WELD 1000	Introduction to Welding Technology	3
WELD 1010	Oxyfuel Cutting	3
WELD 1030	Blueprint Reading	3
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	3
WELD 1153	Flux Cored Arc Welding (Elective)	4
COMP 1000	Introduction to Computers	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,024

Books/Supplies: \$1,045

## Advanced Shielded Metal Arc Welder Certificate Program

The Advanced Shielded Metal Arc Welder Certificate is a 2 semester program. The certificate provides the student with basic knowledge and skills to obtain employment as an Advanced Shielded Metal Arc Welder. The certificate emphasizes horizontal, vertical, and overhead welding techniques. Completion of the Basic 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;
- 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### ADVANCED SHIELDED METAL ARC WELDER CURRICULUM

The standard curriculum for the Advanced Shielded Metal Arc Welding (SMAW) certificate program is designed for the semester system. Students may only begin the program upon completion of the Basic Shielded Metal Arc Welder Certificate. The program generally takes 2 semesters to complete. To graduate, students must earn a minimum of 12 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>12</b>
WELD 1050	Shielded Metal ARC Welding II-Horizontal Position	4
WELD 1060	Shielded Metal ARC Welding III-Vertical Position	4
WELD 1070	Shielded Metal ARC Welding IV-Overhead Position	4

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,026  
Books/Supplies: \$4,425

## VIDALIA CAMPUS

### Air Conditioning Technician Assistant Certificate Program

The Air Conditioning Technician (also known as Refrigeration Technician) Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

#### EMPLOYMENT OPPORTUNITIES

With much faster than average job growth and numerous expected retirements, air conditioning, and refrigeration mechanics and installers should have excellent employment 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

#### AIR CONDITIONING TECHNICIAN CURRICULUM

The standard curriculum for the Air Conditioning Technician Assistant certificate program is designed for the semester system. Students may enter the program in any given semester, in which these classes are offered. The program may be completed in 1-2 semester. To graduate, students must earn a minimum of 12 credit hours.

#### CURRICULUM OUTLINE

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>12</b>
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Principles and Practices Refrigeration	4
AIRC 1020	Refrigeration Systems Components	4

#### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,216

Books/Supplies: \$180

## VIDALIA CAMPUS

### Automotive Chassis Technician Specialist Certificate Program

The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

#### EMPLOYMENT OPPORTUNITIES

Graduates receive an Automotive Chassis Technician Specialist certificate which prepares them for jobs as entry level auto technicians. Automotive technicians work in a variety of different types of repair shops performing repairs and maintenance on vehicles for customers. Repairs often involve the technician using a variety of tools and specialized equipment. In recent times computerized diagnostic equipment is used in virtually all facets of the repair process. Technicians are often paid an hourly wage, but their repair work is billed out by the repair. This system, called flat rate, enables most experienced technicians to bill out more work or time than they actually have on the clock. As a result, technicians can make a much greater annual wage than their hourly rate would indicate.

#### PROGRAM DELIVERY METHOD

The Automotive Chassis Technician Specialist certificate program uses a variety of instructional methods ranging from lecture to demonstration to hands on learning opportunities in a new State of the Art Automotive Technology facility. The use of modern technology from use of computer programs to simulators is available to enhance student learning.

#### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## **AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST CURRICULUM**

The standard curriculum for Automotive Chassis Technician Specialist certificate program is designed for the semester system. Students may enter the program in any semester term in which any of the four required courses are offered. The program may usually be completed in 1- 2 semester terms. To graduate, students must earn a minimum of 17 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>17</b>
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,933

Books/Supplies: \$500

## VIDALIA CAMPUS

### Automotive Climate Control Technician Certificate Program

The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

#### EMPLOYMENT OPPORTUNITIES

Graduates receive an Automotive Climate Control Technician certificate which prepares them for jobs as entry level auto technicians. Automotive technicians work in a variety of different types of repair shops performing repairs and maintenance on vehicles for customers. Repairs often involve the technician using a variety of tools and specialized equipment. In recent times computerized diagnostic equipment is used in virtually all facets of the repair process. Technicians are often paid an hourly wage, but their repair work is billed out by the repair. This system, called flat rate, enables most experienced technicians to bill out more work or time than they actually have on the clock. As a result, technicians can make a much greater annual wage than their hourly rate would indicate.

#### PROGRAM DELIVERY METHOD

The Automotive Climate Control Technician certificate program uses a variety of instructional methods ranging from lecture to demonstration to hands on learning opportunities in a new State of the Art Automotive Technology facility. The use of modern technology from use of computer programs to simulators is available to enhance student learning.

#### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## **AUTOMOTIVE CLIMATE CONTROL TECHNICIAN CURRICULUM**

The standard curriculum for Automotive Climate Control Technician certificate program is designed for the semester system. Students may enter the program in any semester term in which any of the three required courses are offered. The program may be completed in as little as 1 semester and no more than 2 semesters to complete. To graduate, students must earn a minimum of 14 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>14</b>
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1060	Automotive Climate Control Systems	5

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,434

Books/Supplies: \$500

## VIDALIA CAMPUS

### ***Automotive Electrical/Electronic Systems Technician Certificate Program***

The Auto Electrical/Electrical Systems Technician certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

#### **EMPLOYMENT OPPORTUNITIES**

Graduates receive an Auto Electrical/Electronic Systems Technician certificate which prepares them for jobs as entry level auto technicians. Automotive technicians work in a variety of different types of repair shops performing repairs and maintenance on vehicles for customers. Repairs often involve the technician using a variety of tools and specialized equipment. In recent times computerized diagnostic equipment is used in virtually all facets of the repair process. Technicians are often paid an hourly wage, but their repair work is billed out by the repair. This system, called flat rate, enables most experienced technicians to bill out more work or time than they actually have on the clock. As a result, technicians can make a much greater annual wage than their hourly rate would indicate.

#### **PROGRAM DELIVERY METHOD**

The Auto Electrical/Electronic Systems Technician certificate program uses a variety of instructional methods ranging from lecture to demonstration to hands on learning opportunities in a new State of the Art Automotive Technology facility. The use of modern technology from use of computer programs to simulators is available to enhance student learning.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		



## **AUTO ELECTRICAL/ELECTRONIC SYSTEMS CURRICULUM**

The standard curriculum for Auto Electrical/Electronic Systems Technician certificate program is designed for the semester system. Students may enter the program in any semester term in which either one or both of the required courses are offered. The program generally takes 1 semester to complete. To graduate, students must earn a minimum of 9 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>9</b>
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7

## **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,009

Books/Supplies: \$500

## VIDALIA CAMPUS

### **Automotive Engine Performance Technician Certificate Program**

The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronics diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

#### **EMPLOYMENT OPPORTUNITIES**

Graduates receive an Automotive Engine Performance Technician certificate which prepares them for jobs as entry level auto technicians. Automotive technicians work in a variety of different types of repair shops performing repairs and maintenance on vehicles for customers. Repairs often involve the technician using a variety of tools and specialized equipment. In recent times computerized diagnostic equipment is used in virtually all facets of the repair process. Technicians are often paid an hourly wage, but their repair work is billed out by the repair. This system, called flat rate, enables most experienced technicians to bill out more work or time than they actually have on the clock. As a result, technicians can make a much greater annual wage than their hourly rate would indicate.

#### **PROGRAM DELIVERY METHOD**

The Automotive Engine Performance Technician certificate program uses a variety of instructional methods ranging from lecture to demonstration to hands on learning opportunities in a new State of the Art Automotive Technology facility. The use of modern technology from use of computer programs to simulators is available to enhance student learning.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## **AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN CURRICULUM**

The standard curriculum for Automotive Engine Performance Technician certificate program is designed for the semester system. Students may enter the program in any semester term in which any of the three required courses are offered. The program may be completed in as little as 1 semester and no more than 2 semesters to complete. To graduate, students must earn a minimum of 16 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>16</b>
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1040	Automotive Engine Performance	7

## **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,848

Books/Supplies: \$500

## VIDALIA CAMPUS

### **Automotive Engine Repair Technician Certificate Program**

The Automotive Engine Repair Technician certificate program provides the student with entry level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

#### **EMPLOYMENT OPPORTUNITIES**

Graduates receive an Automotive Engine Repair Technician certificate which prepares them for jobs as entry level auto technicians. Automotive technicians work in a variety of different types of repair shops performing repairs and maintenance on vehicles for customers. Repairs often involve the technician using a variety of tools and specialized equipment. In recent times computerized diagnostic equipment is used in virtually all facets of the repair process. Technicians are often paid an hourly wage, but their repair work is billed out by the repair. This system, called flat rate, enables most experienced technicians to bill out more work or time than they actually have on the clock. As a result, technicians can make a much greater annual wage than their hourly rate would indicate.

#### **PROGRAM DELIVERY METHOD**

The Automotive Engine Repair Technician certificate program uses a variety of instructional methods ranging from lecture to demonstration to hands on learning opportunities in a new State of the Art Automotive Technology facility. The use of modern technology from use of computer programs to simulators is available to enhance student learning.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## **AUTOMOTIVE ENGINE REPAIR TECHNICIAN CURRICULUM**

The standard curriculum for Automotive Engine Repair Technician certificate program is designed for the semester system. Students may enter the program in any semester term in which any of the three required courses are offered. The program may be completed in as little as 1 semester and no more than 2 semesters to complete. To graduate, students must earn a minimum of 15 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>15</b>
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2010	Automotive Engine Repair	6

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,519

Books/Supplies: \$500

## VIDALIA CAMPUS

### Automotive Transmission/Transaxle Tech Specialist Certificate Program

The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

#### EMPLOYMENT OPPORTUNITIES

Graduates receive an Automotive Transmission/Transaxle Tech Specialist certificate which prepares them for jobs as entry level auto technicians. Automotive technicians work in a variety of different types of repair shops performing repairs and maintenance on vehicles for customers. Repairs often involve the technician using a variety of tools and specialized equipment. In recent times computerized diagnostic equipment is used in virtually all facets of the repair process. Technicians are often paid an hourly wage, but their repair work is billed out by the repair. This system, called flat rate, enables most experienced technicians to bill out more work or time than they actually have on the clock. As a result, technicians can make a much greater annual wage than their hourly rate would indicate.

#### PROGRAM DELIVERY METHOD

The Automotive Transmission/Transaxle Tech Specialist certificate program uses a variety of instructional methods ranging from lecture to demonstration to hands on learning opportunities in a new State of the Art Automotive Technology facility. The use of modern technology from use of computer programs to simulators is available to enhance student learning.

#### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## **AUTOMOTIVE TRANSMISSION/TRANSAXLE TECH SPECIALIST CURRICULUM**

The standard curriculum for Automotive Transmission/Transaxle Tech Specialist certificate program is designed for the semester system. Students may enter the program in any semester term in which any of the four required courses are offered. While the program may be completed in as little as 1 semester, it generally takes 2 semesters to complete. To graduate, students must earn a minimum of 18 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>18</b>
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,018

Books/Supplies: \$500

## Basic Shielded Metal Arc Welder Certificate Program

The Basic 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 pro-gram 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;
- 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### BASIC SHIELDED METAL ARC WELDER CURRICULUM

The standard curriculum for the Basic Shielded Metal ARC Welder certificate program is designed for the semester system. Students are encouraged to begin the program in the fall semester to maximize their progress toward completion. However, students may begin the program any semester. The program generally takes 1 semester to complete if students begin during fall semester. To graduate, students must earn a minimum of 10 semester hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>10</b>
WELD 1000	Introduction to Welding	3
WELD 1010	Oxyfuel Cutting	3
WELD 1040	Shielded Metal ARC Welding I-Flat Position	4

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees:	\$703
Books/Supplies:	\$135



## Commercial Truck Driving Certificate Program

The Commercial Truck Driving (CTD) certificate program provides basic training in the principles and skills of commercial truck operations. The program provides training for those individuals seeking a Commercial Driver's License. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. 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. 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	29	32	29	
COMPASS	46	15	17	
SAT	430		400	
ACT	13	12	16	
GAHSGT	235	235		

## COMMERCIAL TRUCK DRIVING CURRICULUM

The standard curriculum for the Commercial Truck Driving (CTD) program includes 3 semester courses taught sequentially. Although the college operates on the semester system, due to the nature of the coursework, the CTD program will offer classes 4 times during the school year, enabling 4 cohorts of students each year. The program will therefore admit new students four times a year. The program can be completed in 7-10 weeks. To graduate, students must earn a minimum of 9 semester credit hours. Starting and ending dates may be found by contacting Student Affairs or the program instructor.

<b>CURRICULUM OUTLINE</b>	<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>	<b>9</b>
CTDL 1010    Fundamentals of Commercial Truck Driving	3
CTDL 1020    Combination Vehicle Basic Operation and Range Work	2
CTDL 1030    Combination Vehicle Advanced Operations	4

## PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$2,256

7-year MVR: \$8

D.O.T. Physical: \$90

N.I.D.A. 5 Drug Test: \$50

Driver's License Permit: \$45

Final Driving Test: \$50

Commercial Driver's License: \$20

## Commercial Wiring Certificate Program

The Commercial Wiring Technical Certificate of Credit provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting.

### EMPLOYMENT OPPORTUNITIES

Program graduates receive a 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### COMMERCIAL WIRING CURRICULUM

Students may enter the program in any semester. The certificate may be completed in 1-2 semesters. To graduate, students must earn a minimum of 18 credit hours.

#### CURRICULUM OUTLINE

#### CREDITS

#### OCCUPATIONAL COURSES

**18**

IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
ELTR 1020	Electrical Systems Basics I	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,824

Books/Supplies: \$727

## ***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. 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## ELECTRICAL CONTRACTING TECHNICIAN CURRICULUM

The standard curriculum for the Electrical Contracting Technician certificate program is designed for the semester system. Students may enter the program in any semester term. The program may be completed in 3-4 semesters. To graduate, students must earn a minimum of 26 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>26</b>
IDFC 1011	Direct Current Circuits I	3
ELTR 1020	Electrical Systems Basics I	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,648

Books/Supplies: \$1,249

## SWAINSBORO CAMPUS

### Electrical Systems Assistant Certificate Program

The Electrical Systems Assistant Certificate will provide students the occupational knowledge and skills necessary for the entry-level employment as an electrician.

#### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

#### ELECTRICAL SYSTEMS ASSISTANT CURRICULUM

Students may enter the program in any semester term. The program may be completed in 1 semester. To graduate, students must earn a minimum of 13 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>13</b>
COLL 1000	College Success and Survival Skills (For Institutional Credit Only)	2
MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current Circuits I	3
ELTR 1020	Electrical Systems Basics I	3

#### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,349

Books/Supplies: \$3,600

## Flux Cored Arc Welder Certificate Program

The Flux Cored ARC Welder (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;
- 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### FLUX CORED ARC WELDER CURRICULUM

The standard curriculum for the Flux Cored ARC Welder (FCAW) certificate program is designed for the semester system. Students are encouraged to begin the program in the Fall semester to maximize their progress toward completion. However, students may begin the program any semester. The program generally takes 2 semesters to complete. To graduate, students must earn a minimum of 13 semester hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>13</b>
WELD 1000	Introduction to Welding	3
WELD 1010	Oxyfuel Cutting	3
WELD 1153	Flux Cored Arc Welding	4
WELD 1030	Blueprint Reading	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,349

Books/Supplies: \$325

## Forest Technician Assistant Certificate Program

The Forest Technician Assistant technical certificate of credit provides skills necessary for program completers to obtain entry-level employment in the area of forestry. Topics include safety, dendrology, product identification and utilization, surveying and mapping, and forest measurements.

### EMPLOYMENT OPPORTUNITIES

Program graduates will be able to assist Foresters to manage forested lands for economic, recreational, and conservation purposes. They may also inventory the type, amount, and location of standing timber, appraise the timber's worth, negotiate the purchase, and draw up contracts for procurement. Graduates may also determine how to conserve wildlife habitats, creek beds, water quality, soil stability, and how best to comply with environmental regulations. In addition, graduates may devise plans for planting and growing new trees, monitor trees for healthy growth, determine the best time for harvesting, and develop forest management plans for public and privately owned forested lands.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### FOREST TECHNICIAN ASSISTANT CURRICULUM

The standard curriculum for the Forest Technician Assistant certificate program is designed for the semester system. Students may enter the program in any semester term. The program may be completed in 1-2 semesters. To graduate, students must earn a minimum of 14 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>COURSES REQUIRED</b>		<b>14</b>
FORS 1010	Introduction to Forestry and Natural Resources	3
FORS 1030	Dendrology	3
FORS 1260	Forest Measurements	4
FORS 1160	Forest Surveying and Mapping	4

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,434

Books/Supplies: \$2,032



## Gas Metal Arc Welder Certificate Program

The Gas Metal Arc Welder 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;
- 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### GAS METAL ARC WELDER CURRICULUM

The standard curriculum for the Gas Metal Arc Welder certificate program is designed for the semester system. Students are encouraged to begin the program in the Fall semester to maximize their progress toward completion. However, students may begin the program any semester. The program generally takes 1 semester to complete. To graduate, students must earn a minimum of 13 semester hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>13</b>
WELD 1000	Introduction to Welding	3
WELD 1010	Oxyfuel Cutting	3
WELD 1090	Gas Metal Arc Welding	4
WELD 1030	Blueprint Reading	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,349

Books/Supplies: \$325

## Gas Tungsten Arc Welder Certificate Program

The Gas Tungsten Arc Welder (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;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### GAS TUNGSTEN ARC WELDER CURRICULUM

The standard curriculum for the Gas Tungsten Arc Welder (GTAW) certificate program is designed for the semester system. Students are encouraged to begin the program in the Fall semester to maximize their progress toward completion. However, students may begin the program any semester. The program generally takes 1 semester to complete. To graduate, students must earn a minimum of 13 semester hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>13</b>
WELD 1000	Introduction to Welding	3
WELD 1010	Oxyfuel Cutting	3
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1030	Blueprint Reading	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,349

Books/Supplies: \$325

## Residential Wiring Technician Certificate Program

The Residential Wiring Technical Certificate of Credit prepares students for employment in the construction industry as qualified residential wiring technicians.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### RESIDENTIAL WIRING TECHNICIAN CURRICULUM

The standard curriculum for the Residential Wiring Technician certificate program is designed for the semester system. Students may enter the program in any semester term. The program may be completed in 1-2 semesters. To graduate, students must earn a minimum of 19 credit hours.

#### CURRICULUM OUTLINE

#### CREDITS

		19
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current Circuits I	3
ELTR 1020	Electrical Systems Basics 1	3
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,848

Books/Supplies: \$631

## SWAINSBORO CAMPUS

### Wildlife Management Assistant Certificate Program

The Wildlife Management Assistant Certificate is for Fish and Wildlife 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, nutrition and plant identification. In addition, this certificate emphasizes the importance of wildlife policy and law.

### EMPLOYMENT OPPORTUNITIES

The Wildlife Management Assistant certificate is a sequence of courses that prepares students for careers as wildlife technician assistants. The program will provide students knowledge and skills needed to obtain employment as assistants in state and national parks, game and preserve assistants, and campground managers.

### 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### WILDLIFE MANAGEMENT ASSISTANT CURRICULUM

The standard curriculum for the Wildlife Management Assistant certificate program is designed for the semester system. Students may enter the program each semester. The program may be completed in 2 semesters. To graduate, students must earn a minimum of 12 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>12</b>
FWMT 1000	Intro to Wildlife Management	3
FWMT 1020	Wildlife Policy and Law	3
FWMT 1070	Mammalogy	3
FORS 1030	Dendrology	3

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,264

Books/Supplies: \$490

# Human Services

In this section ...

[Criminal Justice Technology Associate of Applied Science Degree Program](#)

[Early Childhood Care and Education Associate of Applied Science Degree Program](#)

[Cosmetology Diploma Program](#)

[Criminal Justice Technology Diploma Program](#)

[Early Childhood Care and Education Diploma Program](#)

[Child Development Associate \(CDA\) Preparation](#)

[Introduction to Criminal Justice](#)

[Early Childhood Care and Education Basics](#)

[Early Childhood Program Administration](#)

[Shampoo Technician](#)

## 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component 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. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek certification from the Peace Officer Standards and Training (P.O.S.T) Council.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## CRIMINAL JUSTICE TECHNOLOGY CURRICULUM

The standard curriculum for the Criminal Justice Technology degree program is designed for the semester system. Students are accepted into the program every semester. The program generally takes six semesters to complete. To graduate, students must earn a minimum of 62 semester hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematics Modeling	3
<u>CHOOSE TWO:</u>		
ECON 1101	Principles of Economics	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3
<b>OCCUPATIONAL COURSES</b>		<b>45</b>
COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
XXXX xxxx	Occupational Electives	15
<u>CHOOSE ONE:</u>		
CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,584

Books/Supplies: \$3,400



## ***Early Childhood Care and Education Associate of Applied Science Degree Program***

The Early Childhood Care and Education (ECCE) associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment.

The Early Childhood Care and Education degree is a program with a planned sequence designed to be completed in consecutive semesters. 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**

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of two areas of specialization: paraprofessional or program administration.

### **ADMISSIONS CRITERIA**

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

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the semester system. Students are accepted into the program each semester. The program generally takes 6 semesters to complete. To graduate, students must earn a minimum of 74 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL EDUCATION CORE COURSES</b>		<b>20</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3
<u>CHOOSE ONE:</u>		
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
<b>OCCUPATIONAL COURSES</b>		<b>48</b>
COMP 1000	Introduction to Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12
<b>SPECIALIZATION AREA</b>		
Choose one of the following specializations:		
<b>PARAPROFESSIONAL</b>		<b>6</b>
ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practices	3
<b>PROGRAM ADMINISTRATION</b>		<b>6</b>
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

Note: Early Childhood Care and Education students 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 semester at Southeastern Tech. Students will not be registered for second semester classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.

Effective January 1, 2014, before Early Childhood Care and Education (ECCE) students can be placed in a practicum/lab or internship, students must be fingerprinted through Cogent Systems kiosk and receive a satisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning. Students are responsible for the cost of the fingerprint records check, which is approximately \$50.

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$8,229

Books/Supplies: \$3,045

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus), Fingerprint Records Check from a Cogent Systems kiosk (approximately \$50), and \$15 Liability Insurance. 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;
- Submit an official high school transcript or GED transcript;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## COSMETOLOGY CURRICULUM

The standard curriculum for the Cosmetology program is designed for the semester system. A new cosmetology class begins Fall Semester 2013, Spring Semester 2014, and Fall Semester 2014 for the Vidalia and Swainsboro campuses. New students enrolling Summer or Fall Semester 2013 are encouraged to register for general essential core courses in preparation for the next beginning cosmetology class. The program generally takes 4 semesters to complete. To graduate, students must earn a minimum of 56 semester credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>46</b>
COMP 1000	Introduction to Computers	3
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	2
COSM 1020	Hair Care & Treatments	2
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care & Advanced Techniques	3
COSM 1080	Cosmetology Practicum I	4
COSM 1090	Cosmetology Practicum II	4
COSM 1100	Cosmetology Practicum III	4
COSM 1110	Cosmetology Practicum IV	4
COSM 1120	Salon Management	3

COSM 1000 is the prerequisite for all cosmetology courses so it is essential to have a passing grade at mid-term or be withdrawn from all first semester Cosmetology classes. Additionally, if it is evident that a failing grade is going to be made in any Cosmetology course during any semester at Southeastern Tech, the student may have to 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.

## **PROGRAM COSTS**

(Costs are estimates and are subject to change.)

Tuition/Fees: \$5,585

Books/Supplies: \$850

Kit/Supplies: \$1,500

Uniform/Lab Coat/Shoes: \$175

Licensure/Certification Exam: \$144

Hepatitis B Vaccination (Optional): Approximately \$260

TB Test: \$40

Liability Insurance: \$30

## **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 absolutely must be absent are expected to assume responsibility for arranging to make up all time and work missed at the convenience of the instructor. Failure to make up the time missed due to absences by the end of the given semester will result in a grade of WF.

Students who desire to work in a salon while attending school must obtain an Apprentice License and work under a Master Cosmetologist who has been licensed for a minimum of 36 months. The salon should be a full-service salon. Hours obtained under this apprenticeship are not applicable to the required school hours.

## **COSMETOLOGY REFRESHER**

### **Purpose**

The purpose of the Cosmetology Refresher is to prepare Cosmetology graduates who have not taken the state board exam or those graduates who have taken it and have not passed within a two year time frame of graduation. Graduate students will be required to pass the refresher program before state board examination application will be signed. After the two year anniversary of graduation the student will be required to repeat and pass the Cosmetology Program before the state board examination application will be signed. The student will be responsible for all tuition and fees required to take the necessary courses.

### **Curriculum**

The curriculum for the Cosmetology Refresher will be the following:

COSM 1100 Cosmetology Practicum III

COSM 1110 Cosmetology Practicum IV

COSM 1110 Cosmetology Practicum IV being the capstone course for cosmetology requires successful completion of a practical exit exam and a theory exit exam in order to complete requirements for the course.

Any student needing the Cosmetology Refresher will be required to meet with the Dean of Business Technologies and Human Services, who will make the determination as to whether the warranty policy applies.

## ***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. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek certification from the Peace Officer Standards and Training (P.O.S.T) Council.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## CRIMINAL JUSTICE TECHNOLOGY CURRICULUM

The standard curriculum for the Criminal Justice Technology diploma program is designed for the semester system. Students are accepted into the program every semester. The program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 50 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>39</b>
COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedures	3
CRJU 2070	Juvenile Justice	3
XXXX xxxx	Occupational Electives	9
<b>CHOOSE ONE:</b>		
CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,320

Books/Supplies: \$2,800



## ***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 a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment.

The Early Childhood Care and Education diploma is a program with a planned sequence designed to be completed in consecutive semesters. 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**

Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the semester system. Students are accepted into the program each semester. Students can enter any semester. The program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 55 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>45</b>
COMP 1000	Introduction to Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum I	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12

Note: Early Childhood Care and Education students 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 semester at Southeastern Tech. Students will not be registered for second semester classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.

Effective January 1, 2014, before Early Childhood Care and Education (ECCE) students can be placed in a practicum/lab or internship, students must be fingerprinted through Cogent Systems kiosk and receive a satisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning. Students are responsible for the cost of the fingerprint records check, which is approximately \$50.

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,945

Books/Supplies: \$2,170

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus), Fingerprint Records Check from a Cogent Systems kiosk (approximately \$50), and \$15 Liability Insurance. 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.

## **Child Development Associate (CDA) Preparation**

The Early Childhood Care and Education CDA Preparation TCC (Child Development Associate Preparation) program is a four course sequence of courses designed to prepare students for the Child Development Associate national credential issued by the Council for Professional Recognition (out of Washington DC). The four courses in this TCC provide students with the knowledge and skills needed for the national credential and provide information on the development of the portfolio required of the Council.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

\*\*Students will have to obtain 480 hours of classroom field experience before submitting their CDA applications to National Council for Recognition.

## CHILD DEVELOPMENT ASSOCIATE (CDA) PREPARATION CURRICULUM

The standard curriculum for the Child Development Associate Preparation certificate program is designed for the semester system. The certificate generally takes 1 to 2 semesters to complete. To graduate, students must earn a minimum of 11 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>11</b>
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1125	Professionalism through CDA Certificate Preparation	2

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 semester at Southeastern Tech. Students will not be registered for second semester 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: \$1,423

Books/Supplies: \$445

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus), and \$15 Liability Insurance. 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.

## ***Introduction to Criminal Justice***

The Introduction to Criminal Justice Technical Certificate of Credit is a sequence of courses that introduces students to studies which may lead to 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. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Introduction to Criminal Justice Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

### **EMPLOYMENT OPPORTUNITIES**

Entry-level peace officers positions at municipal and county law enforcement agencies, entry-level correctional officer positions at state and private prisons and entry-level jail officer positions at local jails.

**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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## INTRODUCTION TO CRIMINAL JUSTICE CURRICULUM

The standard curriculum for the Introduction to Criminal Justice certificate program is designed for the semester system. Students are accepted into the program every semester. The program generally takes 2 semesters to complete. To graduate, students must earn a minimum of 12 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>OCCUPATIONAL COURSES</b>		<b>12</b>
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 2050	Criminal Procedures	3

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,508

Books/Supplies: \$800

## ***Early Childhood Care and Education Basics***

The Early Childhood Care and Education (ECCE) Basic TCC includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and health, safety, and nutrition course.

### **EMPLOYMENT OPPORTUNITIES**

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## EARLY CHILDHOOD CARE AND EDUCATION BASICS

The standard curriculum for the Early Childhood Care and Education Basics certificate program is designed for the semester system. The certificate generally takes 1-2 semesters to complete. To graduate, students must earn a minimum of 9 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>9</b>
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3

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 semester at Southeastern Tech. Students will not be registered for second semester 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: \$1,253

Books/Supplies: \$445

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus), and \$15 Liability Insurance. 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.



## SWAINSBORO CAMPUS

### Early Childhood Program Administration

The Early Childhood Care and Education Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center.

### EMPLOYMENT OPPORTUNITIES

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## EARLY CHILDHOOD PROGRAM ADMINISTRATION CURRICULUM

The standard curriculum for the Early Childhood Program Administration certificate program is designed for the semester system. The certificate generally takes 1 semester to complete. To graduate, students must earn a minimum of 9 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>9</b>
ECCE 1103	Child Growth and Development	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

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 semester at Southeastern Tech. Students will not be registered for second semester 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: \$1,253

Books/Supplies: \$445

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus), and \$15 Liability Insurance. 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.

## SWAINSBORO CAMPUS

### Shampoo Technician

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

### 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;
- Submit official high school transcript or GED transcript;
- Meet the following assessment requirements:

Test	Reading	Writing	Numerical	Algebra
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### SHAMPOO TECHNICIAN

The standard curriculum for the Shampoo Technician certificate program is designed for the semester system. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 11 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>11</b>
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1020	Hair Care and Treatment	2
COSM 1120	Salon Management	3
EMPL 1000	Interpersonal Relations and Professional Development	2

### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,131

Books/Supplies: \$415

# Catalog Addendums

[New Accreditation](#)

[Admissions Procedures](#)

[ALHS 1011](#)

[Attendance Policy Pilot](#)

[Child Development Associate Preparation](#)

[CIS-Internet Specialist Web Site Design Degree](#)

[CIS-Internet Specialist Web Site Design Diploma](#)

[CIST 1510](#)

[Clinical Laboratory Technology](#)

[Early Childhood Program Administration](#)

[Early Childhood Care and Education Basics](#)

[Early Childhood Care and Education Degree](#)

[Early Childhood Care and Education Diploma](#)

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[Mammography Certificate Program](#)

[Management/Leadership Specialist](#)

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[Supervisor/Management Specialist](#)

[Technical Management Specialist](#)

<http://www.southeasterntech.edu/pdf/Introduction%20and%20General%20Information.pdf>

Revised 12/16/13

New Accreditation

Welding and Joining Technology is accredited by the National Center for Construction Education and Research (NCCER) 13614 Progress Boulevard, Alachua, FL 32615.  
(386) 518-6500, [www.nccer.org](http://www.nccer.org), [info@nccer.org](mailto:info@nccer.org)

Revised 12/12/13

Tennessee Association of Christian Schools was added to the list of approved agencies.

### ADMISSION PROCEDURES

1. Submit a completed application and the \$25.00 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.)

*\*Southeastern Technical College only accepts high school diplomas from secondary schools accredited by one of the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted. The following agencies are approved: Regional accrediting agencies (Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools/Council on Accreditation and School Improvement, Northwest Accreditation Commission, Western Association of Schools and Colleges, Southern Association of Colleges and Schools/Council on Accreditation and School Improvement), Georgia Accrediting Commission, Georgia Association of Christian Schools, Alabama Independent School Association, Association of Christian Schools International, Georgia Private School Accreditation Council, Accrediting Commission for Independent Study (note: ACIS merged with the Georgia Accrediting Commission in 2005), Southern Association of Independent Schools, Florida Association of Christian Colleges and Schools, Florida Council of Independent Schools, Florida Council of Private Schools, National Council for Private School Accreditation (NCPA), North American Christian School Accrediting Agency (NACSAA), South Carolina Independent School Association, Texas Private School Accreditation Commission, [Tennessee Association of Christian Schools](#), 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:** Commercial Truck Driving is the only program that does 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.

<http://www.southeasterntech.edu/pdf/Course%20Information.pdf>

Effective 1/2/14

Change the course name of ALHS 1011 Anatomy and Physiology to ALHS 1011 Structure and Function of Human Body.

Addendum

Effective Spring 2014, Southeastern Technical College will conduct a pilot program for a revised attendance policy for select programs. For further information, refer to the syllabi of the individual courses.



Effective 12/3/13

### ***Child Development Associate (CDA) Preparation***

The Early Childhood Care and Education CDA Preparation TCC (Child Development Associate Preparation) program is a four course sequence of courses designed to prepare students for the Child Development Associate national credential issued by the Council for Professional Recognition (out of Washington DC). The four courses in this TCC provide students with the knowledge and skills needed for the national credential and provide information on the development of the portfolio required of the Council.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

\*\*Students will have to obtain 480 hours of classroom field experience before submitting their CDA applications to National Council for Recognition.

## CHILD DEVELOPMENT ASSOCIATE (CDA) PREPARATION CURRICULUM

The standard curriculum for the Child Development Associate Preparation certificate program is designed for the semester system. The certificate generally takes 1 to 2 semesters to complete. To graduate, students must earn a minimum of 11 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>11</b>
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1125	Professionalism through CDA Certificate Preparation	2

~~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 semester at Southeastern Tech. Students will not be registered for second semester 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: \$1,423

Books/Supplies: \$445

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), ~~Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus)~~, and \$15 Liability Insurance. 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.

Effective 12/2/13

## **VIDALIA CAMPUS**

### **Computer Information Systems Associate of Applied Science Degree Program**

#### **CIS - INTERNET SPECIALIST/WEB SITE DESIGN**

The Computer Information Systems - Internet Specialist Web Site Design program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists Web Site Designers.

#### **EMPLOYMENT OPPORTUNITIES**

Web Site Design Diploma graduates are capable of obtaining Web/Multimedia Management and Webmaster occupations. The program prepares individuals to develop and maintain web sites and to host web pages at one or a group of web sites, and to function as designated webmasters. Includes web page design and editing; information resources management; web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## CIS INTERNET SPECIALIST/WEB SITE DESIGN CURRICULUM

The standard curriculum for the CIS Internet Specialist-Web Site Design degree program is designed for the semester system. Students may enter any of the Computer Information Systems degree programs any semester. The CIS Internet Specialist-Web Site Design degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 66 credit hours for the Internet Specialist-Web Site Design degree.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>17</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE TWO:</u>		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
<b>OCCUPATIONAL COURSES</b>		<b>42</b>
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
<del>CIST 1540</del>	<del>Web Animation I</del>	<del>3</del>
CIST xxxx	CIST Elective (CIST 1540 may be used)	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity)	3
CIST 2921	IT Analysis, Design, & Project Management	4
<u>CHOOSE ONE:</u>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3

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**LANGUAGE ELECTIVES COURSES - (CHOOSE ONE) 4**

CIST 2311	Visual BASIC I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2580	Interactive & Social Apps Integration	4

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**WEB SITE DESIGN CAPSTONE COURSES - (CHOOSE ONE) 3**

CIST 2950	Web Systems Project Development	3
CIST 2991	CIST Internship I	3

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,830

Books/Supplies: \$4,148

Effective 12/2/13

## **VIDALIA CAMPUS**

### **Computer Information Systems Diploma Program**

#### **CIS - INTERNET SPECIALIST/WEB SITE DESIGN**

The Computer Information Systems - Internet Specialist Web Site Design program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists Web Site Designers.

#### **EMPLOYMENT OPPORTUNITIES**

Web Site Design Diploma graduates are capable of obtaining Web/Multimedia Management and Webmaster occupations. The program prepares individuals to develop and maintain web sites and to host web pages at one or a group of web sites, and to function as designated webmasters. Includes web page design and editing; information resources management; web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## CIS - INTERNET SPECIALIST-/WEB SITE DESIGN CURRICULUM

The standard curriculum for the Internet Specialist-Web Site Design diploma program is designed for the semester system. Students may enter the diploma program any semester. The Internet Specialist-Web Site Design diploma program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 56 credit hours for the Internet Specialist-Web Site Design diploma.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>46</b>
COMP 1000	Introduction to Computers	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
<del>CIST 1540</del>	<del>Web Animation I</del>	<del>3</del>
CIST xxxx	CIST Elective (CIST 1540 may be used)	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity) CAPSTONE COURSE	3
CIST 2921	IT Analysis, Design, & Project Management	4
<b>CHOOSE ONE:</b>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3
<b>LANGUAGE ELECTIVES COURSES - (CHOOSE ONE)</b>		<b>4</b>
CIST 2311	Visual BASIC I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2580	Interactive & Social Apps Integration	4

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,980

Books/Supplies: \$3,390



<http://www.southeasterntech.edu/pdf/Course%20Information.pdf>

Effective 12/2/13

**Replace the course description for CIST 1510 with the following description:**

**CIST 1510 - Web Development I** (3 credit hours, 3000 minutes)

*(Prerequisites: None)*

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

<http://www.southeasterntech.edu/pdf/Health%20Sciences.pdf>

Revised 1/7/14

The Clinical Laboratory Technology program start date will be changed from Spring Semester (January) to Summer Semester (May).

#### **CLINICAL LABORATORY TECHNOLOGY CURRICULUM**

The standard curriculum for the Clinical Laboratory Technology (CLBT) program is designed for the semester system. A student may begin taking core classes anytime during the year prior to the beginning of the Clinical Laboratory Technology program in summer semester (May). To graduate, degree-seeking students must earn a minimum of 88 semester hours. The CLBT program takes 5 semesters to complete excluding core courses.

<http://www.southeasterntech.edu/pdf/Human%20Services.pdf>

Effective 12/3/13

## **SWAINSBORO CAMPUS**

### ***Early Childhood Program Administration***

The Early Childhood Care and Education Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center.

### **EMPLOYMENT OPPORTUNITIES**

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia 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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## EARLY CHILDHOOD PROGRAM ADMINISTRATION CURRICULUM

The standard curriculum for the Early Childhood Program Administration certificate program is designed for the semester system. The certificate generally takes 1 semester to complete. To graduate, students must earn a minimum of 9 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>9</b>
ECCE 1103	Child Growth and Development	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

~~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 semester at Southeastern Tech. Students will not be registered for second semester 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: \$1,253

Books/Supplies: \$445

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), ~~Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus)~~, and \$15 Liability Insurance. 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.

<http://www.southeasterntech.edu/pdf/Human%20Services.pdf>

Effective 12/3/13

### ***Early Childhood Care and Education Basics***

The Early Childhood Care and Education (ECCE) Basic TCC includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and health, safety, and nutrition course.

#### **EMPLOYMENT OPPORTUNITIES**

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## EARLY CHILDHOOD CARE AND EDUCATION BASICS

The standard curriculum for the Early Childhood Care and Education Basics certificate program is designed for the semester system. The certificate generally takes 1-2 semesters to complete. To graduate, students must earn a minimum of 9 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>9</b>
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3

~~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 semester at Southeastern Tech. Students will not be registered for second semester 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: \$1,253

Books/Supplies: \$445

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), ~~Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus)~~, and \$15 Liability Insurance. 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.

Effective 12/3/13

### ***Early Childhood Care and Education Associate of Applied Science Degree Program***

The Early Childhood Care and Education (ECCE) associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment.

The Early Childhood Care and Education degree is a program with a planned sequence designed to be completed in consecutive semesters. 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**

Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of two areas of specialization: paraprofessional or program administration.

#### **ADMISSIONS CRITERIA**

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

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the semester system. Students are accepted into the program each semester. The program generally takes 6 semesters to complete. To graduate, students must earn a minimum of 74 credit hours.

<b>CURRICULUM OUTLINE</b>		<b>CREDITS</b>
<b>GENERAL EDUCATION CORE COURSES</b>		<b>20</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3
<u>CHOOSE ONE:</u>		
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
<b>OCCUPATIONAL COURSES</b>		<b>48</b>
COMP 1000	Introduction to Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12
<b>SPECIALIZATION AREA</b>		
Choose one of the following specializations:		
<b>PARAPROFESSIONAL</b>		<b>6</b>
ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practices	3
<b>PROGRAM ADMINISTRATION</b>		<b>6</b>
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3



~~Note: Early Childhood Care and Education students 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 semester at Southeastern Tech. Students will not be registered for second semester classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.~~

~~Effective January 1, 2014, before Early Childhood Care and Education (ECCE) students can be placed in a practicum/lab or internship, students must be fingerprinted through Cogent Systems kiosk and receive a satisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning. Students are responsible for the cost of the fingerprint records check, which is approximately \$50.~~

## **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$8,229

Books/Supplies: \$3,045

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), ~~Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus)~~; Fingerprint Records Check from a Cogent Systems kiosk (approximately \$50), and \$15 Liability Insurance. 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.

Effective 12/3/13

### ***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 a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment.

The Early Childhood Care and Education diploma is a program with a planned sequence designed to be completed in consecutive semesters. 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**

Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

#### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## EARLY CHILDHOOD CARE AND EDUCATION CURRICULUM

The standard curriculum for the Early Childhood Care and Education program is designed for the semester system. Students are accepted into the program each semester. Students can enter any semester. The program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 55 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>10</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>OCCUPATIONAL COURSES</b>		<b>45</b>
COMP 1000	Introduction to Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum I	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2240	Early Childhood Care and Education Internship	12

~~Note: Early Childhood Care and Education students 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 semester at Southeastern Tech. Students will not be registered for second semester classes until the completion of a satisfactory criminal record check is obtained and on file in the dean's office.~~

~~Effective January 1, 2014, before Early Childhood Care and Education (ECCE) students can be placed in a practicum/lab or internship, students must be fingerprinted through Cogent Systems kiosk and receive a satisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning. Students are responsible for the cost of the fingerprint records check, which is approximately \$50.~~

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,945

Books/Supplies: \$2,170

Note: Included in the Books/Supplies price estimate above is a Lab Coat \$20 (required for Swainsboro Campus Child Care Center; Optional for Vidalia students), ~~Criminal Background Check (\$10 for Vidalia Campus and \$5 for Swainsboro Campus)~~, Fingerprint Records Check from a Cogent Systems kiosk (approximately \$50), and \$15 Liability Insurance. 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.

*2013-2014 Southeastern Technical College Catalog*

<http://www.southeasterntech.edu/pdf/Industrial%20and%20Environmental%20Technologies.pdf>  
Revised 4/8/14

Electrical Construction Technology Diploma

COMP 1000 will be removed as a required course and adding 3 more elective hours to program.

<http://www.southeasterntech.edu/student-affairs/documents/BusinessTechnologies.pdf>

Revised 2/20/14

### **HUMAN RESOURCE MANAGEMENT SPECIALIST CURRICULUM**

The standard curriculum for the Human Resource Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Human Resource Management Specialist certificate takes approximately ~~2~~ 3 semesters to complete and is online. To graduate, students must earn a minimum of 18 hours.

<http://www.southeasterntech.edu/pdf/Business%20Technologies.pdf>

Effective 12/2/13

## **VIDALIA CAMPUS**

### ***Internet Specialist Web Site Developer***

The curriculum in the Internet Specialist Web Site Developer TCC program prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, internet security, and mobile applications. Various software tools will be used throughout the curriculum including Microsoft Visual Studio, Adobe Web Suite and/or open source products. Program graduates earn a Computer Information Systems Technology/Internet Specialist -Web Site Developer TCC and will have the skills necessary for employment in the web design field or to work as a free-lance web designer. The purpose of this certificate is to provide training opportunities for persons already either already employed in the computer industry or have already been trained in a related computer area and wish to upgrade their skill with advanced courses and skills.

### **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:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## INTERNET SPECIALIST WEB SITE DEVELOPER CURRICULUM

The standard curriculum for the Internet Specialist Web Site Developer certificate is designed for the semester system. Students may enter the certificate program any semester. The Internet Specialist Web Site Developer certificate generally takes 4 semesters to complete. To graduate, students must earn a minimum of 35 credit hours.

CURRICULUM OUTLINE		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>31</b>
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
<del>CIST 1540</del>	<del>Web Animation I</del>	<del>3</del>
CIST xxxx	CIST Elective (CIST 1540 may be used)	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity)	3
<u>CHOOSE ONE:</u>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3
<b>LANGUAGE ELECTIVES COURSES - (CHOOSE ONE)</b>		<b>4</b>
CIST 2311	Visual BASIC I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2580	Interactive & Social Apps Integration	4

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,121

Books/Supplies: \$2,524

## **Program Added Jan. 2014**

### **VIDALIA CAMPUS**

#### **Mammography Certificate Program**

The Mammography Certificate program is a sequence of courses that prepares students for positions in mammography departments and related businesses and industries. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates have the qualifications of an entry-level mammographer who will be eligible to take the national boards administered by the American Registry of Radiologic Technologists (ARRT) once all academic and clinical requirements are met. The Program meets MQSA initial education requirements for mammographers and continuing education. This program leads to a technical certificate and can usually be completed in one semester.

Note: Students must purchase a dosimeter to monitor radiation exposure during the Mammography Certificate program.

#### **EMPLOYMENT OPPORTUNITIES**

Graduates of the Mammography Certificate program are prepared for responsible positions in hospitals, imaging centers and clinics, and other institutions requiring qualified professional personnel.

#### **LICENSURE/CERTIFICATION**

To become Registered Mammographers, graduates must pass the American Registry of Radiologic Technologists Examination.

*\*NOTE: Arrest or conviction of a misdemeanor (excluding minor traffic violations) 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.*

#### **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;
- Must be registered by the American Registry of Radiologic Technologists (ARRT) in Radiography;
- If a recent graduate of an accredited Radiologic Technology program, must pass the ARRT Examination in Radiography registry within six weeks from graduation date;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	



## MAMMOGRAPHY CURRICULUM

The standard curriculum for the Mammography Certificate program is designed for the semester system. The program can usually be completed in one semester. Students may enter the program during any semester. To graduate, students must earn 12 credit hours.

CURRICULUM		CREDITS
<b>OCCUPATIONAL COURSES</b>		<b>12</b>
RADT 2520	Mammographic Anatomy, Physics, & Positioning	6
RADT 2530	Clinical Mammography	6

Special Note: A grade of "C" or higher is required in any course in the Mammography Certificate program in order to successfully complete the certificate.

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,264

Books/Supplies: \$100

Additional Fees: \$70

Liability Insurance: \$10 per fiscal year

Certification Exam: \$200

Other expenses may be incurred for immunizations, drug screens, and background checks as required by the clinical site.

## LICENSURE

Upon completion of the program, students will be eligible to sit for the Certification Exam given by the American Registry of Radiologic Technologists. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with the conviction to work in the profession. The Mammography Certificate Program meets Georgia TCSG standards.

## CLINICAL EDUCATION

### Clinical Sites:

Area hospitals, private imaging clinics, and private imaging centers.

### General Location of the Clinical Sites:

Students are responsible for securing their own clinical site, as well as any documentation, affiliation agreements between the clinical site and the college, and health documents needed by that particular clinical site.

## CLINICAL EDUCATION ASSIGNMENTS

Students will provide both the Program Director, as well as the clinical site with a detailed clinical rotation schedule outlining their proposed clinical days and times at the beginning of the semester. This schedule must be approved by both the Program Director and the clinical site before rotation may begin.

<http://www.southeasterntech.edu/student-affairs/documents/BusinessTechnologies.pdf>

Revised 2/20/14

### **MANAGEMENT/LEADERSHIP SPECIALIST CURRICULUM**

The standard curriculum for the Management/Leadership Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Management/Leadership Specialist certificate takes approximately ~~2~~ 3 semesters to complete and is online. To graduate, students must earn a minimum of 18 hours.

## Practical Nursing Diploma Program

### Revised March 2014

The completion of the Health Care Assistant- Health Care Technician option is required for prospective students seeking admission into the Practical Nursing diploma program (*effective for students entering Spring 2014 Practical Nursing class*).

*\*See list of HCA-HCT classes below.*

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 general core 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 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	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## \*HEALTH CARE ASSISTANT- HEALTH CARE TECHNICIAN

CURRICULUM		CREDITS
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>OCCUPATIONAL COURSES</b>		<b>21</b>
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	(3)
COMP 1000	Introduction to Computers	3
ALHS 1011	Anatomy and Physiology	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
*NAST 1100	Nurse Aide Fundamentals**	6

\*Prior to a student enrolling in NAST 1100 the following prerequisites must be met: all general core courses for the program along with the occupational courses COMP 1000 and ALHS 1011. In addition, the following co-requisites must be taken either prior to or along with NAST 1100 including: ALHS 1040, ALHS 1060, and ALHS 1090.

\* NAST 1100 is a State approved course which offers training to candidates that desire to become eligible for certification as a certified nurse aide.

### Additional NAST 1100 Course Costs

(Costs are estimates and are subject to change.)

- Criminal Background Check: \$5.00
- (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 Drug Screen: \$25 to \$35
- N95 fit testing: \$20
- Immunization costs based on number of immunizations needed
- State Standardized Written\Oral and Skills Exam: \$107-\$117
- Uniform Fee: varies
- Uniform Patch: \$5.00

### NAST 1100 Course Requirements

Students must adhere to the programs Code of Conduct while enrolled in the program including the testing for the Nurse Aide State competency examination. Failure to follow the Code of Conduct is immediate basis for dismissal from the program.

Students must also complete a criminal background check and urine Drug screen prior to beginning NAST 1100, Nurse Aide Fundamentals clinical.

(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.)

### **Special Clinical Requirements for NAST 1100**

- **To begin the clinical rotation, students must pass all skill demonstrations in the practice lab.**
- **Students must complete 24 clinical hours.**
- **An additional 21 hours of healthcare environment exposure will be required by all students. Locations and times will be determined at the discretion of the instructor.**
- 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 lift devices (weighing up to 50 lbs).
- Students must provide documentation of TB skin testing and current immunizations to include Hepatitis B vaccination.  
Students may choose to sign a declination form declining the Hepatitis B vaccine Series.
- Instructor will provide required forms and instructions at the beginning of NAST 1100.
- A deadline for completing all requirements will be determined by the course instructor and all documents must be submitted by that deadline or the student will not be allowed to go to the clinical sites.

### **\*\*Nurse Aide Certification (After completing the Health Care Technician Option)**

**OPTIONAL: Upon completion, students may complete the following to obtain certification.**

To become certified as a nurse aide, an individual must meet all conditions established by the Department of Community Health (DCH) for a State approved training program.

3. Complete a minimum of 85 hours in a State approved nurse aide training program, which includes classroom/lab hours and 24 hours of clinical training within a Nursing Home Facility clinical setting under a Georgia certified trainer.
4. Take the written/oral and skills competency examination after successful completion of the nurse aide training program and clinical rotation. The program will issue the student a training program completion certificate, which will allow the student to schedule testing for the written/oral and skills competency examination.

The student will have three (3) attempts at passing the written/oral and skills competency examination within one year. After the third unsuccessful attempt at passing the competency examination, the student must retake the nurse aide training program. Only when the student has passed the examination will his/her name be submitted for placement on the Georgia Nurse Aide Registry.

State of Georgia Nurse Aide Programs have an outside testing agency to administer the written/ oral and skills competency examination. The nurse aide candidate must receive the Georgia Nurse Aide Candidate Handbook which outlines testing requirements. [www.pearsonvue.com](http://www.pearsonvue.com).

## **PRACTICAL NURSING ADMISSION**

### **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.

Beginning Spring 2015, all students must successfully pass the TEAS with a benchmark score of at least 55% to be eligible for admission. Students are highly encouraged to complete MATH 1012, ALHS 1011 and ENGL 1010 prior to taking the TEAS test. It is the student's responsibility to contact the Admissions Office when these courses have been completed in order to schedule a time for testing. Students are allowed two attempts to score the minimum requirements on the TEAS test. Failure to meet the benchmark within two attempts will result in the student having to wait 5 years to retest.

Selection into the Practical Nursing program is a competitive process. All applicants who have met the minimum requirements will be eligible for admission.

- Possess a 3.0 GPA. In the event that a class does not meet capacity, students possessing a 2.75 GPA will be considered;
- Completion of the Health Care Assistant-Health Care Technician option or completion of the Health Care Science-Associate of Science in Nursing option in addition to the completion of ALHS 1060;
- Current Nurse Aid Certificate obtained outside the TCSG system. Students may earn exemption credit for NAST 1100 through a course exemption exam. This exemption only applies to those students enrolled in the Health Care Assistant Health Care Technician track;

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, Tdap Vaccination, MMR Vaccinations, Varicella Vaccinations, Annual Flu Vaccine)

## 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 general core and occupational classes listed below, the program generally takes a minimum of 3 consecutive semester terms to complete. To graduate, students must earn a minimum of 73 semester credit hours. Students may enter the program in either Fall or Spring semesters on the Swainsboro or Vidalia campus (day classes only). Students may contact the admissions office for more information.

CURRICULUM OUTLINE		CREDITS
<b>GENERAL CORE COURSES</b>		<b>11</b>
COLL 1000	College Success and Survival Skills (Institutional Credit Only)**	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
<b>PRE-NURSING ADMISSION OCCUPATIONAL COURSES</b>		<b>21</b>
ALHS 1011	Anatomy and Physiology	5
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)**	(3)
<b>PRACTICAL NURSING OCCUPATIONAL COURSES</b>		<b>41</b>
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4
PNSG 2310	Medical-Surgical Nursing Clinical I	2
PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2320	Medical-Surgical Nursing Clinical II	2
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2330	Medical-Surgical Nursing Clinical III	2
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2340	Medical-Surgical Nursing Clinical IV	2
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

\*\* Students who are transferring in from another college MUST take COLL 1000 and ALMA 1000 before admission into the nursing program.

\*\* ALHS 1011 must be taken in the traditional class setting and must be taken within five years of starting the PN program.

The following courses will be considered as GPA calculation courses for nursing program placement:

ENGL	MATH	PSYC	COMP	ALHS	ALHS	ALHS	ALHS	NAST
1010	1012	1010	1000	1011	1060	1040	1090	1100

The above classes in addition to COLL 1000 and ALMA 1000 must be completed before program eligibility. COLL 1000 should ideally be taken the first semester you are enrolled at STC and ALMA 1000 must be taken within the three consecutive semesters prior to program admission, but after completion of MATH 1012. ALMA 1000 will be a requirement for admission beginning Spring 2014.

**Special Note: A grade of "C" or higher is required in any course in Practical Nursing in order to remain in the program.**

### PROGRAM COSTS

(Costs are estimates and are subject to change.)

Tuition/Fees: \$7,255

Books/Supplies: \$716

PreCheck Background Screening \$84.50

Licensure Exam: \$240

ATI Testing Fees: \$278

ATI Comprehensive Exam: \$38.00

Mandatory NCLEX Review Class: \$250

STC Practical Nursing pin: \$15-\$65

Cogent Background: \$52.90

AHA BLS CPR and First Aid certification (which must remain current throughout the program): \$50.00

### 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 any prior arrests and felony convictions.

### CLINICAL EDUCATION

Number of Clinical Sites: Approximately 40

General Location of the Clinical Sites:

Toombs, Montgomery, Tattnall, Candler, Emanuel, Jenkins, Johnson, Treutlen, and Wheeler 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 and
- successful completion and current American Heart Association Health Care Provider CPR certification.

#### **Clinical Education Courses**

Each nursing semester requires successful completion of the designated theory class for that semester 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.



<b>Clinical Education Courses include:</b>		<b>Hours:</b>
PNSG 2035	Nursing Fundamentals Clinical	75
PNSG 2310	Medical-Surgical Nursing Clinical I	75
PNSG 2320	Medical-Surgical Nursing Clinical II	75
PNSG 2330	Medical-Surgical Nursing Clinical III	75
PNSG 2340	Medical-Surgical Nursing Clinical IV	75
PNSG 2255	Maternity Nursing Clinical	37.5
PNSG 2415	Nursing Leadership Clinical	75

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., but may be earlier or later depending on the individual clinical sites. 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 (100%) 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 two months prior to the appropriate start date.

Students must submit to the Program Director:

- A letter requesting readmission that includes:
  - Last semester 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 semester 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 100% 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, either PNSG prefixes completed at the current institution;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive one Level 1 infractions or two Level 2 infractions;
- 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: 40% (conducted by non-nursing faculty)
- TEAS adjusted individual score: 20%
- GPA: 40%

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 two 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.
- 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 semester 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 100% 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: 40% (conducted by non-nursing faculty)
- TEAS adjusted individual score: 20%
- GPA: 40%

<http://www.southeasterntech.edu/student-affairs/documents/BusinessTechnologies.pdf>

Revised 2/20/14

### **SUPERVISOR/MANAGEMENT SPECIALIST CURRICULUM**

The standard curriculum for the Supervisor/ Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Supervisor/ Management Specialist certificate takes approximately ~~1~~2 semesters to complete and is online. To graduate, students must earn a minimum of 12 hours.

<http://www.southeasterntech.edu/student-affairs/documents/BusinessTechnologies.pdf>

Revised 2/20/14

### **TECHNICAL MANAGEMENT SPECIALIST CURRICULUM**

The standard curriculum for the Technical Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Technical Management Specialist certificate takes approximately 2 semesters to complete and is online. To graduate, students must earn a minimum of 24 hours.