

2020 - 2021



# Catalog & Student Handbook

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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.



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## **GUARANTEE / WARRANTY STATEMENT**

### **TCSG Guarantee**

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 (2) 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.

### **Southeastern Technical College 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 (1) 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 (2) 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

## STC MISSION / VISION

### 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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, a veteran of the Vietnam Era, spouse of a 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 Innovation and Opportunity Act (WIOA) 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 non-discrimination policies:

ADA / Section 504 / Equity / Title IX Coordinator (Students) - OCR Compliance Officer  
Helen Thomas, Special Needs Specialist  
Vidalia Campus, Office 165  
3001 E. First Street, Vidalia, GA 30474  
(912) 538-3126  
hthomas@southeasterntech.edu

Title VI / Title IX Coordinator (Employees) - EEOC Officer  
Lanie Jonas, Director of Human Resources  
Vidalia Campus, Office 138B  
3001 E. First Street, Vidalia, GA 30474  
(912) 538-3230  
ljonas@southeasterntech.edu

Please contact your college's Title IX coordinator or Section 504 coordinator listed above, or Kim Ellis at [kellis@tcsg.edu](mailto:kellis@tcsg.edu) or Josh McKoon at [JMckoon@tcsg.edu](mailto:JMckoon@tcsg.edu) if you have questions or need clarification.



## COLLEGE ACCREDITATION STATUS

Southeastern Technical College is a unit of the [Technical College System of Georgia](#).<sup>2</sup>

Southeastern Technical College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#)<sup>3</sup> to award Associate Degrees. Contact the Southern Association of Colleges and Schools 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.

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.

### **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
- The National Council for State Authorization Reciprocity Agreements

**Advanced Emergency Medical Technician**  
Vidalia

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

Advanced Emergency Medical Technician (AEMT) graduates are eligible to sit for the [National Registry AEMT Exam](#)<sup>84</sup>, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.

**Advanced Shielded Metal Arc Welder**  
Vidalia  
Swainsboro

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>85</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

**Associate of Science in Nursing Bridge  
Pathway Option**  
Swainsboro

Southeastern Technical College Associate of Science in Nursing has been granted full approval by the:

Georgia Board of Nursing  
237 Coliseum Drive Macon  
Georgia 31217-2858  
(478) 207-1640  
<http://sos.state.ga.us/plb/rn><sup>86</sup>

The Associate of Science in Nursing program was granted full approval through December 31, 2021 by the [The Georgia Board of Nursing](#)<sup>87</sup> (GBON), 237 Coliseum Drive, Macon, Georgia 31217, (478) 207-2440.

The associate nursing program at Southeastern Technical College at the Vidalia and Swainsboro campus located in Vidalia and Swainsboro, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)<sup>88</sup>

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at  
<http://www.acenursing.us/accreditedprograms/programSearch.htm><sup>89</sup>



[Program Effectiveness Data](#)<sup>90</sup>

**Associate of Science in Nursing Traditional Option**  
Vidalia

Southeastern Technical College Associate of Science in Nursing has been granted full approval by the:

Georgia Board of Nursing  
237 Coliseum Drive Macon  
Georgia 31217-2858  
(478) 207-1640  
<http://sos.state.ga.us/plb/rn><sup>6</sup>

The Associate of Science in Nursing program was granted full approval through December 31, 2021 by the [The Georgia Board of Nursing](#)<sup>7</sup> (GBON), 237 Coliseum Drive, Macon, Georgia 31217, (478) 207-2440.

The associate nursing program at Southeastern Technical College at the Vidalia and Swainsboro campus located in Vidalia and Swainsboro, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)<sup>8</sup>

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at  
<http://www.acenursing.us/accreditedprograms/programSearch.htm><sup>9</sup>



[Program Effectiveness Data](#)<sup>10</sup>

**Basic Shielded Metal Arc Welder**  
Vidalia  
Swainsboro

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).



**Cisco Network Specialist**

Vidalia  
Swainsboro

Southeastern Technical College is a [Certified Cisco Network Academy](#)<sup>11</sup>. The Cisco Network Academy program gives students the foundation for a digital career. The curriculum builds their core technical skills while developing the communication, collaboration, and problem-solving abilities needed in today's economy.

**Clinical Laboratory Technology Degree**

Vidalia

The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, <http://www.nacls.org/><sup>12</sup>.

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd, Suite 720, Rosemont, IL 60018  
(773) 714-8880

**Clinical Laboratory Technology Program Outcome Measures: 3-year average:**

ASCP / AMT National Registry Certification Pass Rates: 100%  
Graduation Rate / Attrition rate: 94% / 6%  
Job Placement Rates: 100%

**National Accrediting Agency for Clinical Laboratory Science Required benchmarks:**

ASCP / AMT National Registry Certification Pass Rates: 75%  
Graduation Rate / Attrition rate: 70%  
Job Placement Rates: 70%

**Cosmetology Diploma**

Vidalia  
Swainsboro

The Technical College System of Georgia's Cosmetology curriculum is approved by the [Georgia State Board of Cosmetology and Barbers](#)<sup>13</sup>. Graduates are eligible to take the Master Cosmetologist Licensure Exam. Cosmetology diploma graduates are eligible to take the Master Cosmetologist Licensure Exam and graduates of the Hair Designer Technical Certificate of Credit are eligible to take the Hair Designer Licensure Exam.

**Cybersecurity Degree**

Vidalia  
Swainsboro

**Licensure**

Although certification is not required for employment, the Cybersecurity Degree program provides the knowledge and skills for students interested in various information technology certifications.

**Cybersecurity Diploma**

Vidalia  
Swainsboro

**Licensure**

Although certification is not required for employment, the Cybersecurity diploma program provides the knowledge and skills for students interested in various information technology certifications.

### Dental Hygiene Degree

Vidalia

The Dental Hygiene program is accredited by the American Dental Association Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements. The Commission is a specialized body recognized by the U.S. Department of Education that formally evaluates programs at regular intervals. The Commission on Dental Accreditation can be contacted at 211 East Chicago Avenue, Chicago, IL 60611.

### Early Childhood Care and Education Degree

Vidalia

Swainsboro

The Early Childhood Care & Education Paraprofessional Training program is approved by the Georgia Professional Standards Commission, Two Peachtree Street, Suite 6000, Atlanta, GA 30303, (800) 869-7775. <http://www.gapsc.com/><sup>14</sup>

The Southeastern Technical College Child Development Center is a [Bright from the Start: Georgia Department of Early Care and Learning](#)<sup>15</sup> two-star Quality Rated Child Care Center. Quality Rated Child Care is a systemic approach to assess, improve, and communicate the level of quality in early education and school-age care programs. By participating in Georgia's voluntary Quality Rated program, families have assurance the program provides an environment and experience that is best for their child's development. Bright from the Start: Georgia Department of Early Care and Learning, 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334 (404) 656-5957 or (888) 442-7735.

### Emergency Medical Technician

Vidalia

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

Emergency Medical Technician graduates are eligible to sit for the [National Registry EMT Exam](#)<sup>4</sup>, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.

### EMS Professions Diploma

Vidalia

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

EMS Professions graduates are eligible to sit for the [National Registry Advanced Emergency Medical Technician \(AEMT\) Exam](#)<sup>4</sup>, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.

### Flux Cored Arc Welder

Vidalia

Swainsboro

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

**Gas Metal Arc Welder**

Vidalia  
Swainsboro

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

**Gas Tungsten Arc Welder**

Vidalia  
Swainsboro

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

**Hair Designer**

Vidalia  
Swainsboro

The Technical College System of Georgia's Cosmetology curriculum is approved by the [Georgia State Board of Cosmetology and Barbers](#)<sup>13</sup>. Graduates of the Hair Designer Technical Certificate of Credit are eligible to take the Hair Designer Licensure Exam.

**Medical Assisting Diploma**

Vidalia  
Swainsboro

The Medical Assisting Diploma program is accredited by the [Commission on Accreditation of Allied Health Education Programs \(www.caahep.org\)](#)<sup>16</sup> upon the recommendation of the Medical Assisting Education Review Board (MAERB – 20 N. Wacker Drive, Suite 1575 Chicago, IL 60606, (312) 392-0155).

Commission on Accreditation of Allied Health Education Programs, 9355 - 113<sup>th</sup> St. N, #7709, Seminole, FL 33775. (727) 210-2350.

**Microsoft Network Administrator**

Vidalia  
Swainsboro

Southeastern Technical College is a member of the [Microsoft Imagine Academy](#)<sup>17</sup>. The 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.

**Nurse Aide**

Vidalia  
Swainsboro

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, (678) 527-3010 or (800) 414-4358.

### Paramedicine Diploma

Vidalia

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma. The Paramedicine Diploma program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#)<sup>18</sup> (CAAHEP) upon the recommendation of the [Committee on Accreditation for Educational Programs for the Emergency Medical Services Profession](#)<sup>19</sup> (CoAEMSP). Contact the Commission on Accreditation of Allied Health Education Programs at, 9355 - 113<sup>th</sup> St. N, #7709, Seminole, FL 33775, (727) 210-2350. Contact the Committee on Accreditation of Educational Programs for the EMS Professions at, 8301 Lakeview Pkwy, Suite 111-312, Rowlett, TX 75088, (214) 703-8445.

Paramedicine Diploma 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.  
<http://www.nremt.org><sup>20</sup>

#### CoAEMSP 3-Year Review of Outcomes Data - Paramedicine:

Cohort 2017/2018/2019

NREMT Pass Rates 100% /100%/100%

Retention Rates 100%/93%/71%

Job Placement Rates 100%/100%/100%

### Practical Nursing Diploma

Vidalia

Swainsboro

Southeastern Technical College's Practical Nursing program is approved by [The Georgia Board of Nursing for the State of Georgia](#)<sup>7</sup>, 237 Coliseum Drive, Macon, GA 31217-3858, (478) 207-2440.

[Program and Student Learning Outcomes](#)<sup>21</sup>

### Pre-Hospital EMS Operations

Vidalia

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

Pre-Hospital EMS Operations graduates are eligible to sit for the [National Registry AEMT Exam](#)<sup>20</sup>, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.



**Radiologic Technology Degree**  
Vidalia

**Accreditation:** The Radiologic Technology Degree program at Southeastern Technical College was last evaluated in November of 2016 by the Joint Review Committee on Education in Radiologic Technology and was awarded an 8 year accreditation. The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiologic Technology Degree Program at Southeastern Technical College.

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182

<https://www.jrcert.org/><sup>22</sup>

**Licensure/ Certification:** Upon completion of the program, students will have completed the Radiography Didactic and Clinical Competency Requirements of the American Registry of Radiologic Technologists (ARRT) Certification Exam. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with the conviction to work in the profession. The Radiologic Technology Program meets Georgia TCSG standards.

*\*NOTE: Arrest or conviction of a misdemeanor (excluding minor traffic violations) or felony could inhibit a student's eligibility to take the licensing exam(s) required by the profession. Early notification to the appropriate board is required.*

[Program Effectiveness Data](#)<sup>23</sup>

**Welding & Joining Technology Diploma**  
Vidalia  
Swainsboro

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

## ACADEMIC CALENDAR

### Academic Year

Southeastern Tech operates on a three (3) 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 [Course Offerings](https://ies-pub.southeasterntech.edu/public_data/courses.cfm)<sup>824</sup> ([https://ies-pub.southeasterntech.edu/public\\_data/courses.cfm](https://ies-pub.southeasterntech.edu/public_data/courses.cfm)). 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.

**Dates are subject to change without notice.**

**TBD\*\* – To Be Determined: Please contact the Business Office at (912) 538-3154 for this date.**

### Summer Semester 2021

**Summer Term 2021  
(202116)****Full Term**

|          |  |
|----------|--|
| April 15 | Fall Semester Financial Aid Priority Deadline  |
| May 17   | Full Term Classes Begin  |
| May 19   | Last Day of Drop/Add for a tuition refund  |
| May 24   | Instructors must verify class attendance through Blackboard by 10 a.m.                             |
| May 27   | Payment Deadline for Summer Semester   |
| June 1   | Instructors must verify attendance via email to the Registrar's office by 10 a.m.                  |
| June 1   | Students with an account balance will be removed from class  |
| June 7   | Payment deadline for students who have been removed for an account balance to be put back in class |
| TBD**    | Nelnet Opens for Fall Semester   |
| June 10  | Last Day to use Financial Aid in the Bookstore   |
| June 14  | <a href="#">Pell Recalculation Date</a> <sup>8/25</sup>  |
| June 14  | Loan Checks Mailed   |

**Summer Term 2021  
(202116)****Full Term (Cont.)**

|                  |  |
|------------------|--|
| June 17          | Mid-Term for Full Term; Incompletes from the Spring term must be cleared                               |
| June 21          | Pell Checks Mailed   |
| June 28          | 65% Point – Last day for students to formally withdraw from Full term classes without academic penalty |
| July 5-8         | Summer Break   |
| July 12- July 15 | Returning Student Registration for Fall term   |
| July 19-22       | New Student Registration for Fall term   |
| July 26          | Full Term Ends   |
| July 27-28       | Finals   |
| July 29          | Grades Due by 4 p.m.; Open Registration for Fall term  |
| August 3         | Grades viewable via MySTC  |
| August 10        | Graduation Ceremony for Spring and Summer Graduates  |

**Summer Term 2021  
(202116)****Term A**

|  |   |
|--|---|
| May 17   | Term A Classes Begin  |
| May 19   | Last Day of Drop/Add for tuition refund   |
| May 24   | Instructors must verify class attendance through Blackboard by 10 a.m.                              |
| May 27   | Payment Deadline for Summer Semester  |
| June 1   | Instructors must verify class attendance via email to Registrar's office                            |
| June 1   | Students with an account balance will be removed from class   |
| June 7   | Payment deadline for students who have been removed for an account balance to be put back in class  |
| June 10  | Midterm   |
| June 14  | <a href="#">Pell Recalculation Date</a> <sup>8/25</sup>   |
| June 21  | 65% Point – Last day for students to formally withdraw from Term A classes without academic penalty |
| July 14  | Term A Ends   |
| July 19  | Term A Grades Due by 10 a.m.  |
| <i>For other important Summer calendar information, refer to Full Term calendar.</i> |   |

**Spring Semester 2021**



**Spring 2021  
(202114)****Full Term**

|                  |  |
|------------------|--|
| January 11 & 12  | New Student Orientation & Late Registration  |
| January 11       | Full Term Classes Begin  |
| January 13       | Last Day of Drop/Add   |
| January 18       | MLK Holiday  |
| January 19       | Instructors must verify class attendance through Blackboard by 10 a.m.                                 |
| January 21       | Last Day to Use Financial Aid in the Bookstore/Last Day to Enroll in Nelnet for Spring                 |
| January 21       | Payment Deadline for Spring Semester   |
| January 25       | Instructors must verify class attendance via email to the Registrar's Office by 10 a.m.                |
| January 25       | Students with an account balance will be removed from classes.   |
| February 1       | Payment deadline for students who have been removed for an account balance to be put back in class     |
| February 8       | <a href="#">Pell Recalculation Date</a> <sup>825</sup>   |
| February 8       | Loan Refund Checks Mailed  |
| February 15      | Pell Refund Checks Mailed  |
| February 15      | Summer Semester Financial Aid Priority Deadline  |
| February 22-25   | Registration for B Term Classes  |
| March 3          | Mid-Term for Full Term; Incompletes from Fall 2020 term must be cleared                                |
| March 4          | Student Study Day – Staff Development Day  |
| March 22         | 65% Point – Last day for students to formally withdraw from Full term classes without academic penalty |
| March 29-April 8 | Returning Student Registration for Summer & Fall Terms   |
| April 1          | Nelnet Opens for Summer Semester   |
| April 5 & 6      | Spring Break   |
| April 15         | Fall Semester Financial Aid Priority Date  |
| April 12-22      | New Student Registration for Summer & Fall Terms   |
| April 29         | Full Term Ends   |
| May 3            | Finals   |

**Spring 2021  
(202114)****Full Term (Cont.)**

|        |   |
|--------|---|
| May 4  | Grades Due by 4 p.m.; Open Registration for Summer & Fall Terms |
| May 6  | Grades Viewable via MySTC                                       |
| May 21 | Nelnet Closes for Summer Semester                               |

**Spring 2021  
(202114)****Term A**

|             |   |
|-------------|---|
| January 11  | Term A Classes Begin  |
| January 13  | Last Day of Drop/Add  |
| January 19  | Instructors must verify class attendance through Blackboard by 10 a.m.                              |
| January 21  | Payment Deadline  |
| January 25  | Instructors must verify class attendance via email to the Registrar's Office by 10 a.m.             |
| January 25  | Students with an account balance will be removed from classes.                                      |
| February 1  | Payment deadline for students who have been removed for an account balance to be put back in class  |
| February 4  | Mid-Term for Term A   |
| February 15 | 65% Point – Last day for students to formally withdraw from Term A classes without academic penalty |
| March 3     | Term A Ends   |
| March 8     | Term A Grades Due by 10 a.m.  |

*For other important Spring calendar information, refer to Full Term calendar.*

**Spring Term 2021  
(202114)****Term B**

|          |  |
|----------|--|
| March 9  | Term B Classes Begin   |
| March 11 | Last Day of Drop/Add for B Term  |
| March 16 | Instructors must verify class attendance through Blackboard by 10 a.m.                             |
| March 23 | Instructors must verify class attendance via email by 10 a.m.                                      |
| March 19 | Payment Deadline   |
| March 22 | Students with an account balance will be removed from class.                                       |
| March 25 | Payment deadline for students who have been removed for an account balance to be put back in class |
| April 1  | Mid-Term for B Term  |

**Spring 2021  
(202114)****Term B (Cont.)**

|          |   |
|----------|---|
| April 19 | 65% Point - Last day for students to formally withdraw from Term B classes without academic penalty |
| May 3    | Term B Ends   |
| May 4    | Term B Grades Due by 4 p.m.   |

*For other important Spring calendar information, refer to Full Term calendar.*

**Spring Term 2021  
(202114)****Term C**

|             |  |
|-------------|--|
| January 11  | Term C Classes Begin   |
| January 13  | Last Day of Drop/Add for Term C  |
| January 19  | Instructors must verify class attendance through Blackboard by 10 a.m.                             |
| January 21  | Payment Deadline   |
| January 25  | Instructors must verify class attendance via email to the Registrar's Office by 10 a.m.            |
| January 25  | Students with an account balance will be removed from class.                                       |
| February 1  | Payment deadline for students who have been removed for an account balance to be put back in class |
| February 11 | Mid-Term for Term C  |
| February 24 | 65% Point – Last day for students to formally withdraw from Term C without academic penalty        |
| March 18    | Term C Ends  |
| March 22    | Term C Grades Due by 10 a.m.   |

*For other important Spring calendar information, refer to Full Term calendar.*

**Spring Term 2021  
(202114)****Term D**

|             |   |
|-------------|---|
| February 22 | Term D Classes Begin  |
| February 24 | Last Day of Drop/Add for Term D   |
| March 1     | Instructors must verify class attendance through Blackboard by 10 a.m.                  |
| March 3     | Payment Deadline  |
| March 8     | Instructors must verify class attendance via email to the Registrar's Office by 10 a.m. |
| March 8     | Students with an account balance will be removed from class.                            |

**Spring Term 2021  
(202114)****Term D (Cont.)**

|          |  |
|----------|--|
| March 11 | Payment deadline for students who have been removed for an account balance to be put back in class |
| March 25 | Mid-Term for Term D  |
| April 12 | 65% Point – Last day for students to formally withdraw from Term D without academic penalty        |
| May 3    | Term D Ends  |
| May 4    | Term D Grades Due by 10 a.m.   |

*For other important Spring calendar information, refer to Full Term calendar.*

**Fall Semester 2020****Fall 2020  
(202112)****Full Term**

|                         |  |
|-------------------------|--|
| August 13, 2020         | New Student Orientation and Late Registration  |
| August 17, 2020         | Full Term Classes Begin  |
| August 19, 2020         | Last Day of Drop/Add for Tuition Refund  |
| August 24, 2020         | Instructors must verify class attendance via Blackboard by 10 a.m.                                 |
| September 2, 2020       | <a href="#">Pell Recalculation Date</a> <sup>8/25</sup>  |
| August 27, 2020         | Payment Deadline for Tuition and Fees  |
| August 27, 2020         | Last Day to Use Financial Aid in the Bookstore   |
| August 31, 2020         | Instructors must verify class attendance via email to the Registrar's office by 10 a.m.            |
| September 2, 2020       | Students with an account balance will be removed from classes                                      |
| September 7, 2020       | Labor Day Holiday  |
| September 10, 2020      | Payment deadline for students who have been removed for an account balance to be put back in class |
| September 14, 2020      | Loan Refund Checks Mailed  |
| September 22, 2020      | Pell Refund Checks Mailed  |
| Sept. 28 – Oct. 1, 2020 | Registration for B Term Classes  |
| October 1, 2020         | Spring Semester Financial Aid Priority Deadline  |
| October 8, 2020         | Mid-Term for Full Term; Incompletes from Summer term must be cleared                               |

**Fall 2020  
(202112)****Full Term (Cont.)**

|                      |  |
|----------------------|--|
| October 27, 2020     | 65% Point – Last day for students to formally withdraw from Full term classes without academic penalty |
| October 28, 2020     | Nelnet opens for Spring Term   |
| Oct 26-Nov 5, 2020   | Returning Student Registration for Spring Term   |
| November 9-19, 2020  | New Student Registration for Spring Term   |
| November 25-27, 2020 | Thanksgiving Holidays  |
| December 1, 2020     | Fall Graduation Ceremony – Vidalia Campus  |
| December 3, 2020     | Full Term Ends   |
| December 7 & 8, 2020 | Finals   |
| December 9, 2020     | Grades Due by 4 p.m.; Open Registration for Spring term  |
| December 10, 2020    | Grade Viewable on MySTC  |

**Fall Term 2020  
(202112)****Term A**

|                    |   |
|--------------------|---|
| August 17, 2020    | Term A Classes Begin  |
| August 19, 2020    | Last Day of Drop/Add for Tuition Refund   |
| August 24, 2020    | Instructors must verify class attendance through Blackboard by 10 a.m.  |
| September 2, 2020  | <a href="#">Pell Recalculation Date</a> <sup>9/25</sup>   |
| August 27, 2020    | Last Day to Use Financial Aid in the Bookstore  |
| August 27, 2020    | Payment Deadline for Tuition and Fees   |
| August 31, 2020    | Instructors must verify class attendance via email to the Registrar's office by 10 a.m.                                 |
| September 2, 2020  | Students with an account balance will be removed from classes   |
| September 10, 2020 | Mid-Term for Term A; Payment deadline for students who have been removed for an account balance to be put back in class |
| September 21, 2020 | 65% Point – Last day for students to formally withdraw from Term A classes without academic penalty                     |
| October 7, 2020    | Term A Ends   |
| October 8, 2020    | Term A Grades Due by 10 a.m.  |

***For other important Fall calendar information, refer to the Full Term calendar.***

**Fall Term 2020  
(202112)****Term B**

|  |   |
|--|---|
| October 13, 2020   | Term B Classes Begin  |
| October 15, 2020   | Last Day of Drop/Add for B Term   |
| October 20, 2020   | Instructors must verify class attendance through Blackboard by 10 a.m.                              |
| September 2, 2020  | <a href="#">Pell Recalculation Date</a> <sup>8/25</sup>   |
| October 23, 2020   | Payment Deadline for Tuition and Fees   |
| October 27, 2020   | Students with an account balance will be removed from classes                                       |
| November 5, 2020   | Mid-Term for B Term   |
| November 16, 2020  | 65% Point - Last day for students to formally withdraw from Term B classes without academic penalty |
| December 8, 2020   | Term B ends   |
| December 9, 2020   | Term B Grades Due by 4 p.m.   |
| <i>For other important Fall calendar information, refer to the Full Term calendar.</i> |   |

**Fall Term 2020  
(202112)****Term C**

|  |  |
|--|--|
| August 17, 2020  | Term C Classes Begin   |
| August 19, 2020  | Last Day of Drop/Add for Term C  |
| August 24, 2020  | Instructors must verify class attendance through Blackboard by 10 a.m.                             |
| September 2, 2020  | <a href="#">Pell Recalculation Date</a> <sup>8/25</sup>  |
| August 27, 2020  | Payment Deadline for Tuition and Fees  |
| August 31, 2020  | Instructors must verify class attendance via email to the Registrar's office by 10 a.m.            |
| September 2, 2020  | Students with an account balance will be removed from classes                                      |
| September 10, 2020   | Payment deadline for students who have been removed for an account balance to be put back in class |
| September 21, 2020   | Mid-Term for Term C  |
| September 30, 2020   | 65% Point – Last day for students to formally withdraw from Term C without academic penalty        |
| October 22, 2020   | Term C Ends  |
| October 26, 2020   | Term C Grades due by 10 a.m.   |
| <i>For other important Fall calendar information, refer to the Full Term calendar.</i> |  |

## 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](#)<sup>26</sup>, [STC Facebook page](#)<sup>27</sup>, STC Instagram page (southeasterntech), and [STC Twitter page](#)<sup>28</sup>.

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)

## 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, 2010
  - South Carolina: Issued after November 1, 2008
  - Tennessee: Issued after May 29, 2004
- 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 current, valid military identification card for active-duty soldiers or veteran.
- 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 application fee.



**NOTE:** Southeastern Technical College will waive the \$25 application fee for any active-duty military personnel and military veterans. Proof of military service will be required for the application fee to be waived.

2. Submit an official high school transcript (that includes graduation date) or high school equivalent scores to the Admissions Office. (Transcript request forms are available online or in the Admissions Office.)

**NOTE:** Southeastern Technical College only accepts high school diplomas from secondary schools accredited by one (1) of the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted.

**The following agencies are approved:**

- 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 Coalition of Christian Private Schools Accreditation
- Florida Council of Independent Schools
- Florida Council of Private Schools
- National Council for Private School Accreditation (NCPSA)
- North American Christian School Accrediting Agency (NACSAA)
- South Carolina Independent School Association
- Tennessee Association of Christian Schools
- Texas Private School Accreditation Commission
- 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 post-secondary transcripts to the Admissions Office. (Transcript request forms are available online or in the Admissions Office.) A transcript is considered official only when it bears the seal of the granting institution and is either mailed directly to Southeastern Technical College, hand delivered in a sealed official envelope, or sent E-Script by participating colleges.
4. Take the Next Generation Accuplacer (online or paper and pencil) 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 text messaging and mail of their acceptance into a program.

**NOTE:** The Automotive Electrical/Electronic Systems Technician, Commercial Truck Driving, Diesel Electrical/Electronic System Technician, and Shampoo Technician programs are the only programs that do not require a high school diploma or high school equivalent. 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 or be dually/jointly enrolled high school students in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades; the age requirement may be higher for some programs. See admission criteria within each program.

To be admitted by all Technical Colleges, applicants must satisfy one (1) of the seven (7) academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
  - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
  - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by [Silny & Associates](#)<sup>29</sup> or [World Educational Services](#)<sup>30</sup>.
  - High school Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).
3. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or GED for admission.
4. Submission of an official transcript from each of one (1) or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
5. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
  - 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.
  - Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).
6. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must 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 or transcript must include the graduation date); and
  - One of the following:
    - PSAT, SAT, or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
    - Next Generation ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
7. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.

**Exception:** Presidents of Technical Colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study. Prior to graduation, however, students enrolled in diploma, degree, and specified programs must receive a high school diploma/high school equivalent.

A high school diploma or high school equivalent is required as a prerequisite for admission to all degree, diploma, and certificate programs at STC with the exception of Automotive Electrical/Electronic Systems Technician, Commercial Truck Driving, Diesel Electrical/Electronic Systems Technician, and Shampoo Technician.

## 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. In order to receive accommodations, an individual must request services prior to testing. Accommodations are not retroactive.

## Assessment of Program Readiness

- The ability of a student to succeed in an occupational program at Southeastern Technical College is greatly determined by the math and language skills possessed by the student. Southeastern Technical College is committed to assisting each student to achieve at their 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.
- 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.
- Southeastern Technical College evaluates students' readiness for degree, diploma, and certificate programs. STC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums listed on the chart below.
  - SAT
  - ACT
  - PSAT
  - TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into Entry-Level Workforce Certificate programs
  - TABE 11-12 (levels M&D) scores of 501 or higher in reading and 496 or higher in math for placement into Entry-Level Workforce Certificate programs.
  - TABE 11-12 (level A) scores of 536 or higher in reading and 537 or higher in math for placement into Entry-Level Workforce Certificate programs.
  - General Education Development [GED®] score of 145 or higher on each section for placement into any certificate, diploma, or degree program 2014 and after
  - Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition score of 525 or higher (English admission requirement only)
  - HOPE GPA after completion of 10th grade of 2.6 or higher
  - High school GPA of 2.0 for approved Entry-Level Workforce Certificates
  - Completed TCSG form documenting two (2) years of work/career-related experience for approved Entry-Level Workforce Certificates
  - Next Generation Accuplacer/Companion
  - Compass/Asset

\*A student possessing an Associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements.

- Assessment results are transferable to any TCSG college. Each technical college will develop its own retesting policy and charges may apply.
- Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission to a college or a program. All criteria should be published and applied consistently to all applicants for a program.

Applicants will be admitted with regular status to an associate degree program with the following scores:

| Test                        | Reading | Writing | Numerical | Algebra |
|-----------------------------|---------|---------|-----------|---------|
| NEXT GENERATION ACCUPLACER  | 236     | 249     |           | 245     |
| CLASSIC ACCUPLACER          | 64      | 70      |           | 57      |
| ASSET                       | 41      | 40      |           | 42      |
| COMPASS                     | 79      | 62      |           | 37      |
| SAT*                        | 17      | 17      | 21        |         |
| PSAT (after March 2016)     | 17      | 17      | 21        |         |
| ACT                         | 16      | 14      | 17        |         |
| GA Milestones ELA           | 525     | 525     |           |         |
| GED (2014 and after)        | 145     |         | 145       |         |
| HOPE GPA (after 10th grade) | 2.6     |         |           |         |

If an applicant has earned an AAS/AA/AS or higher, they are eligible for degree-level courses.

Applicants will be admitted with regular status to a diploma or certificate program with the following scores:

If an applicant has earned an AAS/AA/AS or higher, they are eligible for diploma-level courses.

The following programs are Entry-Level Workforce Certificates:

Administrative Support Assistant, Advanced Shielded Metal Arc Welder, Air Conditioning Technician Assistant, Automotive Chassis Technician Specialist, Automotive Climate Control Technician, Automotive Electrical/Electronic Systems Tech, Automotive Engine Performance Tech, Automotive Engine Repair Tech, Automotive Transmission/Transaxle Tech Specialist, Basic Shielded Metal Arc Welder, Commercial Truck Driving, Commercial Wiring, Diesel Engine Service Technician, Diesel Truck Maintenance Technician, Diesel Electrical/Electronic Systems Tech, Early Childhood Care and Education Basics, Early Childhood Program Administration, Gas Metal Arc Welder, Gas Tungsten Arc Welder, Human Resource Management Specialist, Introduction to Criminal Justice, Microsoft Excel Application Professional, Microsoft Office Applications Professional, Microsoft Word Application Professional, Shampoo Technician, Wildlife Management Assistant

Applicants will be admitted to these programs if they have met regular diploma or certificate level score requirements or have met the requirements listed below:

## General Reminders

| Test   | Reading | Writing | Numerical | Algebra |
|--|---------|---------|-----------|---------|
| NEXT GENERATION ACCUPLACER   | 224     | 236     | 229       |         |
| CLASSIC ACCUPLACER   | 55      | 60      | 34        |         |
| ASSET  | 38      | 37      | 32        |         |
| COMPASS  | 70      | 32      | 26        |         |
| SAT*   | 16      | 15      | 18        |         |
| ACT  | 14      | 13      | 14        |         |
| PSAT (after March 2016)  | 16      | 15      | 18        |         |
| GAHSGT   | 235     | 235     |           |         |
| GA Milestones ELA  | 525     | 525     |           |         |
| GED (2014 and after)   | 145     |         | 145       |         |
| HOPE GPA (after 10th grade)  | 2.6     |         |           |         |
| Test   | Reading | Writing | Numerical | Algebra |
| NEXT GENERATION ACCUPLACER   | 218     | 222     | 223       |         |
| CLASSIC ACCUPLACER   | 36      | 30      | 23        |         |
| ASSET  | 29      | 32      | 29        |         |
| COMPASS  | 46      | 15      | 17        |         |
| High School GPA  | 2.0     |         |           |         |
| TABE 9-10 (Levels M,D, or A)   | 461     |         | 442       |         |
| TABE 11-12 (Levels M&D)  | 501     |         | 496       |         |
| TABE 11-12 (Level A)   | 536     |         | 537       |         |
| <i>Experienced Worker Must show two (2) years of successful work experience in same field.</i> |         |         |           |         |

Bring a picture ID for entry into the testing lab.  
Do NOT bring cell phones or children with you to the test.  
Allow two (2) to three (3) hours to take the test.

Placement Testing information can be found at:  
<https://www.southeastern.edu/admissions/placement-testing/><sup>31</sup>

\*The SAT was redesigned on March 1, 2016. The scores in the table above reflect scores from SATs taken after that date. For SAT scores before that date, a SAT Math score of 380 or higher for degree programs and 310 or higher for diploma programs exempts placement testing. For SAT Critical Reading scores before March 1, 2016, a score of 290 for degree programs and 270 for diploma programs exempts placement testing.

Official transcripts from a regionally or nationally accredited post-secondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.

The Test of Essential Academic Skills (TEAS) Exam is required for admittance into the Practical Nursing, Associate of Science in Nursing Bridge Pathway Option, and the Associate of Science in Nursing Traditional Option programs. See program admission requirements for more information on the required scores. The TEAS 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 is comprised of four (4) separate tests that measure abilities, skills, knowledge, and attitudes in the areas of Reading, Mathematics, Science, and English.

## **TEAS Guidelines:**

1. It is recommended that students wait a minimum of 30 days between each attempt.
2. The attempts and scores will apply to the admission criteria of both the practical and associate degree nursing programs. Therefore, students are allowed three (3) total exam attempts regardless of program choice.
3. TEAS scores will be valid for three (3) calendar years.

Assessment results are transferable to any TCSG college.

## **Reassessment Policy**

A student with initial assessment scores less than the established minimum scores on the Next Generation Accuplacer test may request reassessment. A reassessment fee of \$15 will be charged for all Next Generation Accuplacer reassessments. A student cannot take a placement test more than two (2) times within a 60-month time period. However, when a student tests twice on Next Generation Accuplacer and does not meet the college level minimums, they will be referred to one (1) of Southeastern Tech's Adult Education Centers. There, they will be provided with remediation and must present documentation of that remediation to the Admissions Office at STC to be eligible for a retest on Next Generation Accuplacer. Students who tested in high school are allowed to retest once they apply for regular admission following high school graduation.

## **Ability to Benefit Procedure**

Ability to Benefit (ATB), allows GED® seeking students who are enrolled in an approved career pathway program, to receive Federal Title IV financial aid (Pell Grant, Direct Loans, & Campus-Based Funds). To be eligible, students must meet the following requirements.

1. Be concurrently enrolled in adult education and passed at least two (2) parts of the GED® exam and a college approved career pathway.
2. Make the following required scores in the three (3) sections of the Classic Accuplacer exam in one (1) sitting:
  - Reading 55
  - Sentence Skills 60
  - Arithmetic 34

NOTE: Students must meet the required score in all above mentioned areas of the Accuplacer in one (1) sitting to be eligible for ATB. Students are allowed one (1) retest within a three (3) month period from the initial test. Students must wait two (2) weeks before attempting a retest.

Southeastern Technical College has designated the following two (2) programs to be eligible career pathways for ATB:

- Cosmetology
- Electrical Construction Technology

Students can only use their federal Title IV financial aid funds for courses that are part of their designated program of study. No federal Title IV financial aid funds may be used for payment of any GED® coursework.

ATB students are enrolled as provisionally admitted students until they pass their GED® exam, then become a “regular” admit student.

## 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.

**NOTE:** Dual Enrolled or Jointly enrolled students are not eligible for Provisional Admission status.

### Special Admit 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.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

### Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

1. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
  - A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.

2. Will be allowed to register for courses after course placement requirements have been met.
3. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

## Transient Status

Students who submit an admissions application and a \$25 application fee along with a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

## Admission of Transfer Students

Applicants to Southeastern Tech who have been previously enrolled at a post-secondary 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.

## Associate of Science in Nursing Transfer Students

Requirements for transfer into the ASN program can be found by clicking on the following links:

Bridge - [ASN Transfer Requirements](#)<sup>32</sup>

Traditional - [ASN Transfer Requirements](#)<sup>33</sup>

## Cosmetology Transfer Students

Requirements for transfer into the Cosmetology program can be found by clicking on the following link: [Cosmetology Program Transfer Requirements](#)<sup>34</sup>

## Practical Nursing Transfer Students

Requirements for transfer into the Practical Nursing program can be found by clicking on the following link: [Practical Nursing Transfer Requirements](#)<sup>35</sup>

## Radiologic Technology Transfer Students

Requirements for transfer into the Radiologic Technology program can be found by clicking on the following link: [Radiologic Technology Transfer Requirements](#)<sup>36</sup>

## 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 Office will make the Transient Agreement form available to the college the student wishes to attend. It is the responsibility of the student to apply through GVTC (<https://gvtc.tcsg.edu><sup>37</sup>) and pay any fees to the host college.

**NOTE:** A first semester student 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 to currently enrolled Southeastern Tech students seeking to take an online transient course(s) at another technical college.

## 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.

### Students Applying to STC through GVTC

- Complete and submit the online application form to GVTC—<https://gvtc.tcsg.edu><sup>37</sup>;
- Print the application, sign it, and mail to STC with a non-refundable \$25 application fee;
- Submit high school transcript or high school equivalent scores;
- Submit college transcript;
- Submit assessment test scores.
- For students taking only a transient class, present the appropriate transient correspondence to the host school;
- Be at least 16 years of age or older.

### Students Requesting to Take a Transient Class at Another College

- If an STC student is requesting to be a transient at another college, 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 [Technology Requirements](#)<sup>38</sup> are listed on the GVTC website under the Student Affairs area;
- Complete and submit the online application form to [Georgia Virtual Technical Connection](#)<sup>39</sup>;
- 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 [Silny & Associates](#)<sup>29</sup> or [World Educational Services](#)<sup>40</sup>, which are independent evaluation 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 (4) 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.

Applicants with high school diplomas from secondary schools located outside the United States must have their transcripts evaluated by one (1) 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.

## 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.

## High School Initiatives

STC's High School Initiatives program provides seamless educational opportunities for Candler, Emanuel, Jenkins, Johnson, Montgomery, Tattnall, Toombs and Treutlen counties. These opportunities allow high school students to simultaneously earn credit at both the high school and college level.

## Dual Enrollment

The Dual Enrollment program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary requirements. The program is offered during all terms of the school year; Fall, Spring, and Summer semesters.

### Eligibility

To be eligible for the Dual Enrollment program, a student must:

1. Be enrolled in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade of a private or public high school in Georgia or a home study program within the State of Georgia operated in accordance with O.C.G.A. §20-2-690(c);
2. Be admitted to an eligible, participating USG, TCSG or Private postsecondary institution as a dual credit enrollment student;
3. Be enrolled in courses listed in the approved Dual Enrollment Course Directory;
4. Maintain satisfactory academic progress as defined by the eligible postsecondary institution.

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

## Joint Enrollment

Students who have met all requirements for high school status and for entry into Southeastern Tech may, with the appropriate permissions, pursue a program as full-time students. Students enrolling in this program will receive college credit only. This credit does not transfer back to the high school. 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.

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.

## Advanced Placement

Students may be eligible for advanced placement through two (2) methods-transfer credit and exemption credit.

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

## Transfer Credit

### Traditional

Course credit may be awarded for courses completed with a "C" or better from a college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Full credit will be awarded for courses, subject to Southeastern Technical College assuring that accreditation requirements are met.

## Non-Traditional

Course credit may be awarded for military training or corporate courses where appropriate.

## International Credit

Course credit may be awarded for courses completed with a "C" or better, or its equivalent, from an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Credit will be awarded for courses, subject to Southeastern Technical College assuring that state standards and applicable accreditation criteria are met.

## International Credit Evaluation

STC chooses to receive accurate evaluations of international credentials for comparability to U.S. credits from two (2) private credential evaluation services – [Silny & Associates](#)<sup>929</sup> or [World Educational Services](#)<sup>941</sup>.

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. Credit may be granted for formal military schools, training and correspondence courses in accordance with procedures established by the American Council on Education. 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 guidelines 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 post-secondary 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 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 120 months. Health related courses, biology courses, chemistry courses, and computer related courses must have been completed within the last 60 months. A student desiring consideration of credit for technical courses or experiences that are more than 10 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.
- 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 [STC website](#)<sup>42</sup> ([BannerWeb](#)<sup>43</sup>) 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.

## Military Training Credit

Southeastern Technical College may award credit for training received in the Armed Forces. The training must be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education or by the official catalog of the Community College of the Air Force or some similar document. Credit will be given when training experience meets required competencies of courses offered at the college. The time limit specified in the transfer credit section also applies to military training credit.

## Prior Learning Assessment (PLA)

STC may award credit for on the job learning, corporate training, independent study, military service, or volunteer service that is consistent with STC mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the college's academic programs. Credit is validated through exemption exams or portfolios.

## Professional Certification

Credit may be awarded for educational/training courses in the areas of Early Childhood Care and Education 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.

### Certifications accepted:

**Criminal Justice** – To receive credit for CRJU 1040, a student must have a POST certification for Law Enforcement.

**Early Childhood Care and Education** – To receive credit for ECCE 1101, ECCE 1103, and ECCE 1105, a student would need current Child Development Associate (CDA) credential awarded by the National Council for Professional Recognition in Washington, DC, a current CPR certification, a current first aid certification, and verification of employment in the childcare industry.

## 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 that 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. No fee shall be charged to students taking an exam to validate articulated credit from high school.

A grade of "EXE" 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 will be awarded to students who score in the 50<sup>th</sup> percentile in the following subject areas.

| <b>CLEP Exam</b>                      | <b>Required Score</b> | <b>Credit</b> | <b>STC Equivalent</b> |
|---------------------------------------|-----------------------|---------------|-----------------------|
| American Government                   | 50                    | 3             | POLS 1101             |
| American Literature                   | 50                    | 3             | ENGL 2130             |
| Analyzing and Interpreting Literature | 50                    | 3             | ENGL 1102             |
| Calculus                              | 50                    | 3             | MATH 1111             |
| Chemistry                             | 50                    | 4             | CHEM 1151 and 1151L   |
| College Algebra                       | 50                    | 3             | MATH 1111             |
| College Composition                   | 50                    | 3             | ENGL 1101             |
| English Literature                    | 50                    | 3             | ENGL 2130             |
| History of U.S. I                     | 50                    | 3             | HIST 2111             |
| History of U.S.II                     | 50                    | 3             | HIST 2112             |
| Introductory Psychology               | 50                    | 3             | PSYC 1101             |
| Introductory Sociology                | 50                    | 3             | SOCI 1101             |

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 three (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 three (3) or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

| AP Examination                     | STC Equivalency          |
|------------------------------------|--------------------------|
| Art History                        | ARTS 1101                |
| Calculus AB                        | MATH 1111 or MATH 1113   |
| Calculus BC                        | MATH 1111 or MATH 1113   |
| Chemistry                          | CHEM 1151 and CHEM 1151L |
| Computer Science A                 | CIST 1305                |
| English Language and Composition   | ENGL 1101                |
| English Composition and Literature | ENGL 1102                |
| Government and Politics: US        | POLS 1101                |
| Macroeconomics                     | ECON 1101                |
| Microeconomics                     | ECON 1101                |
| Music Theory                       | MUSC 1101                |
| Psychology                         | PSYC 1101                |
| U.S. History                       | HIST 2111 or HIST 2112   |
| World History                      | HIST 1111 or HIST 1112   |

## Residency Requirements

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

## Double Majors

Students are afforded the opportunity to earn more than one (1) major. However, one (1) 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 (1) 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 (2) 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 Associate of Science in Nursing Program

Requirements for readmission to the ASN program can be found by clicking on the following link: [ASN Readmission Requirements](#)<sup>44</sup>

### Readmission to the Dental Hygiene Program

Requirements for readmission to the Dental Hygiene program can be found by clicking on the following link: [Dental Hygiene Readmission Requirements](#)<sup>45</sup>

### Readmission to the Clinical Laboratory Technology Program

Requirements for readmission to the Clinical Laboratory Technology program can be found by clicking on the following link: [Clinical Laboratory Technology Readmission Requirements](#)<sup>46</sup>

### Readmission to the Practical Nursing Program

Requirements for readmission to the Practical Nursing program can be found by clicking on the following link: [Practical Nursing Readmission Requirements](#)<sup>47</sup>

### Readmission to the Radiologic Technology Program

Requirements for readmission to the Practical Nursing program can be found by clicking on the following link: [Radiologic Technology Readmission Requirements](#)<sup>48</sup>

## 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 (1) 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.

### **Out of State Tuition Exemptions:**

Students in the following classifications are eligible for Out of State Tuition Exemption. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the GSFC regulations:

- Employees, their spouses, 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;
- 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 living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
- Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children. This exemption also applies to recipients of transferred GI Bill benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six (36) month window and remains continuously enrolled (other than

during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.

- Students using transferred GI Bill while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.
- Students who are described as covered individuals in 38 U.S.C 3679(c).
- Students who are dually enrolled and participating in Dual Enrollment.

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

## Vaccinations

- Southeastern Technical College does not require vaccinations as an admissions requirement to the college.

## REGISTRATION

### 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 (4) 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 (3) days of the semester. In order to add a class, the student must see their advisor.

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 must be completed. 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 3<sup>rd</sup> day of the semester. Student will be given three (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 3<sup>rd</sup> 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 [BannerWeb](#)<sup>49</sup> if they **have not attended class**. However, if a student **attends a class during the first three (3) 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 three (3) days of the semester** means: the first day of classes for the semester listed on the STC Academic Calendar, plus the next two (2) business days. To be eligible for a drop, classes (including those that meet for the first time on the 4<sup>th</sup> day of the semester or later) must be dropped within the first three (3) instructional days of the semester.

On the 4<sup>th</sup> 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 3<sup>rd</sup> instructional day of the semester.

## Withdrawing Prior to the First Day of Class

Students wishing to withdraw from one (1) or all classes prior to the first day of class need to go to [BannerWeb](#)<sup>49</sup> and drop their classes. Please note that a registration access number will be needed as well as your ID number and PIN. If the registration access number is unknown, the student will need to contact their advisor.

## Withdrawing from a Class(es) / All Courses

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

Students who are dropped from courses due to attendance (see below for list of courses where students may be withdrawn based on attendance) after drop/add until the 65% point of the semester will receive a “W” for the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” or “WF” for the semester.

**Please Note** - If a student withdraws or is withdrawn from a learning support class and is taking the co-req class also, the student will be withdrawn from that class as well. (Example: Student withdraws or is withdrawn from ENGL 0090, ENGL 00902 or ENGL 00903; they will also be withdrawn from the co-req of ENGL 1010 or ENGL 1101. If they are withdrawn from MATH 0090, they will be withdrawn from MATH 1012 or MATH 1111.)

**Important** – Student-initiated withdrawals are not allowed after the 65% point. In courses where students may be withdrawn based on attendance, only instructors can drop students after the 65% point for non-attendance. Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of ‘W’ will count in attempted hour calculations for the purpose of Financial Aid.

**Programs/Courses taking Attendance:**

**Clinical Laboratory Technology Degree:** CLBT 1010, 1030, 1040, 1050, 1060, 1070, 1080, 2090, 2100, 2110, 2120, 2130, 2200

**Cosmetology Diploma:** COSM 1000, 1010, 1020, 1030, 1040, 1050, 1060, 1070, 1080, 1090, 1100, 1110, 1115, 1120, 1125

**NOTE:** COSM 1000 and 1120 taken online are NOT attendance taking classes.

**Commercial Truck Driving Certificate:** CTDL 1010, 1020, 1030

**Dental Hygiene Degree:** DHYG 1000, 1010, 1020, 1030, 1040, 1050, 1070, 1090, 1110, 1111, 1206, 2010, 2020, 2050, 2070, 2080, 2090, 2110, 2130, 2140, 2200

**Advanced Emergency Medical Technician Certificate, Emergency Medical Technician Certificate, EMS Professions Diploma, Paramedicine Diploma, Pre-Hospital EMS Operations Certificate:** EMSP 1110, 1120, 1130, 1140, 1150, 1510, 1520, 1530, 1540, 2110, 2120, 2130, 2140, 2310, 2320, 2330, 2340, 2720

**English:** ENGL 0090, 00902, 00903

**Medical Administrative Technician & Medical Assisting Diploma:** MAST 1010, 1030, 1060, 1080, 1090, 1100, 1110, 1120, 1170, 1180

**Math:** MATH 0090, 0098

**Healthcare Assistant Certificate:** NAST 1100, PHLT 1030, 1050

**Practical Nursing Diploma:** PNSG 2010, 2030, 2035, 2220, 2230, 2240, 2250, 2255, 2310, 2320, 2330, 2340, 2410, 2415

**Radiologic Technology Degree:** RADT 1010, 1030, 1060, 1065, 1070, 1075, 1085, 1160, 1200, 1320, 1330, 2090, 2190, 2260, 2340, 2350, 2360, 2520, 2530

**Reading:** READ 0090

**Associate of Science in Nursing Traditional Option:** RNSG 1005, 1018, 1020, 1030, 2000, 2005, 2020, 2030

**Associate of Science in Nursing Bridge Option:** RNSG 1018B, 1019B, 1030B, 2000B, 2005B, 2020B, 2030B

**Exception – All classes taught in an online format are considered non-attendance taking classes.**

## Online Proctored Event Withdrawals

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three (3) business days of the scheduled event will be given a zero for the proctored event.

Effective Summer semester 2021, students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three (3) business days of the scheduled event, will be given a zero for the proctored event.

## Withdrawing Due to Extenuating Circumstances

Southeastern Tech understands that there may be extenuating circumstances in which a student must withdraw after the 65% portion of the semester. Typically, this involves reasons that are beyond the student's control. Failing a course(s) or making poor grades is not considered an extenuating circumstance. Students who are in this situation must complete a Student Withdrawal Extenuating Circumstances form with supporting documentation and the withdrawal must be approved by the appropriate dean.

Students receiving financial aid should be aware that a withdrawal may affect their financial aid.

No withdrawals will be accepted after the term ends.

## Attendance Procedure

Southeastern Technical College is a non-attendance taking institution; however, certain courses are designated as attendance taking due to individual program accrediting guidelines. These courses are listed in the Withdrawing From a Class(es)/All Courses section of this catalog. 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 regulations 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 procedure 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.





## 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, 2010
  - South Carolina: Issued after November 1, 2008
  - Tennessee: Issued after May 29, 2004
- 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 current, valid military identification card for active duty soldiers or veterans.
- 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 TCSG'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 (4) 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 (1) 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, insurance, or the facilities 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](#)<sup>849</sup>, 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

| Type of Fee  | Fee             |
|--|-----------------|
| Instructional Fee                                    | \$55.00         |
| Technology Fee                                       | \$105.00        |
| Registration Fee                                     | \$65.00         |
| Parking/ Facilities Fee                              | \$50.00*        |
| Student Activity Fee                                 | \$45.00*        |
| Campus Safety Fee                                    | \$25.00         |
| Accident Insurance Fee                               | \$6.00*         |
| <b>Total Fees</b>                                    | <b>\$351.00</b> |
| <i>* Fee not assessed if all classes are online.</i> |                 |

## Southeastern Technical College Tuition and Fee Charges

| Credit Hours | Tuition    | Tuition & Fees | Out-of-State Tuition & Fees |
|--------------|------------|----------------|-----------------------------|
| 1            | \$100.00   | \$451.00       | \$551.00                    |
| 2            | \$200.00   | \$551.00       | \$751.00                    |
| 3            | \$300.00   | \$651.00       | \$951.00                    |
| 4            | \$400.00   | \$751.00       | \$1,151.00                  |
| 5            | \$500.00   | \$851.00       | \$1,351.00                  |
| 6            | \$600.00   | \$951.00       | \$1,551.00                  |
| 7            | \$700.00   | \$1,051.00     | \$1,751.00                  |
| 8            | \$800.00   | \$1,151.00     | \$1,951.00                  |
| 9            | \$900.00   | \$1,251.00     | \$2,151.00                  |
| 10           | \$1,000.00 | \$1,351.00     | \$2,351.00                  |
| 11           | \$1,100.00 | \$1,451.00     | \$2,551.00                  |
| 12           | \$1,200.00 | \$1,551.00     | \$2,751.00                  |
| 13           | \$1,300.00 | \$1,651.00     | \$2,951.00                  |
| 14           | \$1,400.00 | \$1,751.00     | \$3,151.00                  |
| 15           | \$1,500.00 | \$1,851.00     | \$3,351.00                  |

## Southeastern Technical College Fees for Commercial Truck Driving

| Type of Fee             | Fee             |
|-------------------------|-----------------|
| Instructional Fee       | \$55.00         |
| Technology Fee          | \$105.00        |
| Registration Fee        | \$65.00         |
| Parking/ Facilities Fee | \$50.00         |
| Student Activity Fee    | \$45.00         |
| Campus Safety Fee       | \$25.00         |
| Accident Insurance      | \$6.00          |
| Fuel Surcharge          | \$185.00        |
| <b>Total Fees</b>       | <b>\$536.00</b> |

## Tuition and Fee Charges for Commercial Truck Driving

| Credit Hours | Tuition    | Tuition & Fees | Out-of-State Tuition & Fees |
|--------------|------------|----------------|-----------------------------|
| 1            | \$132.00   | \$668.00       | \$800.00                    |
| 2            | \$264.00   | \$800.00       | \$1,064.00                  |
| 3            | \$396.00   | \$932.00       | \$1,328.00                  |
| 4            | \$528.00   | \$1,064.00     | \$1,592.00                  |
| 5            | \$660.00   | \$1,196.00     | \$1,856.00                  |
| 6            | \$792.00   | \$1,328.00     | \$2,120.00                  |
| 7            | \$924.00   | \$1,460.00     | \$2,384.00                  |
| 8            | \$1,056.00 | \$1,592.00     | \$2,648.00                  |
| 9            | \$1,188.00 | \$1,724.00     | \$2,912.00                  |

### Notes

In addition to tuition, students who are enrolled in any clinical, live-work, or practicum course must pay an annual fee of \$12 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 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. This fee is non-refundable.

### Retest Fee

If a student desires to retest, a fee of \$15 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 needs an official transcript must clear all financial obligations to the College. The charge is \$7.50 per copy.

### Test Score Request Fee

A student who needs a copy or copies of their official test scores must clear all financial obligation to the College. The charge for the test score is \$7.50 per copy.

### 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 (1) free decal; replacements are \$8 each.

### Graduation Fee

A fee of \$40 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 per credential. A \$10 fee is charged for each cover requested.

## Nursing Exam Fee

Applicants for the Associate of Science in Nursing and 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 \$70 to defray the cost of the purchasing, administration and grading of the test. **There is a \$75 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.

## Physical and Dental Exams

Practical Nursing; Medical Assisting; Certified Nurse Aide; HCA, Phlebotomy; Clinical Laboratory Technology; Radiologic Technology; Health Care Science, Phlebotomy; and Dental Hygiene students are required to pay for physical exams. In addition, 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 (1) free badge; replacement badges are \$5 each. Students must pay a replacement fee if they change programs voluntarily or if they are required to change programs, graduate from one (1) program and go into another program, or if they lose an ID.

## Course Supply Fees

### Automotive Technology

| Course    | Rationale   | Cost    |
|-----------|---|---------|
| AUTT 1010 | Cost of fluids                                      | \$25.00 |
| AUTT 1020 | Electrical components                               | \$25.00 |
| AUTT 1030 | Material Cost (fluid, cleaner, and hardware)        | \$25.00 |
| AUTT 1050 | Increased cost of supplies                          | \$25.00 |
| AUTT 2020 | Increased cost of supplies                          | \$25.00 |
| AUTT 2030 | Cost of gaskets, transmission, and hydraulic fluids | \$25.00 |

## Cosmetology

| Course    | Rationale   | Cost    |
|-----------|---|---------|
| COSM 1010 | Increased cost of permanent wave solution and chemical relaxer  | \$30.00 |
| COSM 1020 | Increased cost of shampoo and conditioner   | \$30.00 |
| COSM 1030 | Increased cost of haircutting supplies  | \$30.00 |
| COSM 1040 | Increased cost of styling supplies and tools  | \$30.00 |
| COSM 1050 | Increased cost of hair coloring products, lighteners, and toners  | \$30.00 |
| COSM 1060 | Increased cost of skin care supplies, implements, and equipment   | \$30.00 |
| COSM 1070 | Increased cost of nail care supplies, implements, and equipment   | \$30.00 |
| COSM 1080 | Increased cost of hair coloring products, lighteners, toners, permanent wave solution, chemical relaxer, and skin care products | \$30.00 |
| COSM 1090 | Increased cost of hair coloring products, lighteners, toners, permanent wave solution, chemical relaxer, and skin care products | \$30.00 |
| COSM 1100 | Increased cost of hair coloring products, lighteners, toners, permanent wave solution, chemical relaxer, and skin care products | \$30.00 |
| COSM 1110 | Increased cost of hair coloring products, lighteners, toners, permanent wave solution, chemical relaxer, and skin care products | \$30.00 |
| COSM 1115 | Increased cost of hair coloring products, lighteners, toners, permanent wave solution, chemical relaxer, and skin care products | \$30.00 |
| COSM 1125 | Increased cost of facial and nail supplies, equipment, and implements   | \$30.00 |

## Diesel Equipment Technology

| Course    | Rationale  | Cost    |
|-----------|--|---------|
| DIET 1001 | Increased cost of personal protection equipment and consumable items | \$25.00 |
| DIET 1015 | Increased cost of personal protection equipment and consumable items | \$25.00 |
| DIET 1035 | Increased cost of personal protection equipment and consumable items | \$25.00 |
| DIET 2004 | Increased cost of personal protection equipment and consumable items | \$25.00 |



## Early Childhood Care & Education

| Course    | Rationale   | Cost    |
|-----------|---|---------|
| ECCE 1105 | Cost of CPR/First Aid card and training             | \$27.00 |
| ECCE 1112 | Cost of supplies for activities required in courses | \$10.00 |
| ECCE 1113 | Cost of supplies for activities required in courses | \$20.00 |
| ECCE 1121 | Practicum Liability Insurance                       | \$12.00 |
| ECCE 2115 | Cost of supplies for activities required in courses | \$10.00 |
| ECCE 2116 | Cost of supplies for activities required in courses | \$10.00 |
| ECCE 2245 | Liability Insurance                                 | \$12.00 |
| ECCE 2246 | Liability Insurance                                 | \$12.00 |

## Electrical Construction & Maintenance

| Course    | Rationale  | Cost    |
|-----------|--|---------|
| IDFC 1011 | Increased cost of copper and electrical components     | \$10.00 |
| ELTR 1020 | Increased cost of copper and electrical components     | \$10.00 |
| ELTR 1080 | Increased cost of electrical conduit and connectors    | \$25.00 |
| ELTR 1090 | Increased cost of electrical conduit and connectors    | \$25.00 |
| ELTR 1110 | Increased cost of copper wire and motors               | \$15.00 |
| ELTR 1120 | Increased cost of variable frequency drives and motors | \$15.00 |
| ELTR 1180 | Increased cost of copper and electrical components     | \$25.00 |
| ELTR 1205 | Increased cost of copper and electrical components     | \$25.00 |
| ELTR 1210 | Increased cost of copper and electrical components     | \$25.00 |
| ELTR 1270 | Increased cost of copper and electrical components     | \$25.00 |

## Fish & Wildlife Management

| Course    | Rationale                               | Cost    |
|-----------|---|---------|
| FWMT 1000 | Cost of CPR/first aid card and training | \$27.00 |
| FWMT 1000 | Liability Insurance Fee                 | \$12.00 |

## Health Core

| Course    | Rationale                               | Cost    |
|-----------|---|---------|
| ALHS 1040 | Cost of CPR/first aid card and training | \$27.00 |

## Industrial Electrical & Maintenance

| Course    | Rationale  | Cost    |
|-----------|--|---------|
| COFC 1080 | Increased cost of copper and electrical components | \$15.00 |

## Medical Assisting

| Course    | Rationale   | Cost    |
|-----------|---|---------|
| MAST 1080 | Increased cost of items used for lab: for example, testing kits | \$20.00 |
| MAST 1090 | Increased cost of items used for lab: for example, testing kits | \$25.00 |

## Phlebotomy

| Course    | Rationale   | Cost    |
|-----------|---|---------|
| PHLT 1030 | Gloves, various blood drawing tubes, needles, including vacutainer, butterfly and syringes, lancets for finger sticks, and bandaging supplies | \$35.00 |

## Welding & Joining Technology

| Course    | Rationale                                  | Cost    |
|-----------|--|---------|
| WELD 1010 | Increased cost of acetylene and mild steel | \$50.00 |
| WELD 1040 | Increased cost of welding rods and steel   | \$50.00 |
| WELD 1050 | Increased cost of welding rods and steel   | \$50.00 |
| WELD 1060 | Increased cost of welding rods and steel   | \$50.00 |
| WELD 1070 | Increased cost of welding rods and steel   | \$50.00 |
| WELD 1090 | Increased cost of welding wire and steel   | \$50.00 |
| WELD 1110 | Increased cost of welding rods and steel   | \$50.00 |
| WELD 1120 | Increased cost of welding rods and steel   | \$50.00 |
| WELD 1150 | Increased cost of welding rods and steel   | \$50.00 |

## 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 Procedure

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 to the person who presented the check.

Students will be notified by mail of a dishonored check and given 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 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

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.

### Contacting the Financial Aid Office

You can contact the Financial Aid Office using the phone numbers below or stop by the campus nearest you.

- Swainsboro Campus, (478) 289-2200 or (478) 289-2268
- Vidalia Campus, (912) 538-3100 or (912) 538-3127 or (912) 538-3226 or (912) 538-3107
- For VA Information, (912) 538-3127
- For Federal Work Study (FWS), (912) 538-3127 or (912) 538-3207

You can also contact the Financial Aid Office by email or fax.

Email: [FinancialAidEmail@southeasterntech.edu](mailto:FinancialAidEmail@southeasterntech.edu)

Fax: (478) 289-2263 or (912) 538-3156

### 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, Zell Miller Scholarship/Grant, HOPE Career Grant, formerly Strategic Industries Workforce Development Grant, HOPE for Students who complete a GED, Federal Work Study (FWS), the Student Access Loan and Private Student Loans, which may be offered as one (1) 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 (6) 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 2020-2021

| Semester/ Year  | Date        |
|-----------------|-------------|
| Fall Semester   | April 15    |
| Spring Semester | October 1   |
| Summer Semester | February 15 |

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, Zell Miller Scholarship/Grant and HOPE Career 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 and Zell Miller Scholarship, Georgia HOPE and Zell Miller Grant, HOPE Career Grant, HOPE HSE Voucher;
- Meet other program requirements;
- Have earned a high school diploma, high school equivalent, 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 \(FAFSA\)](#)<sup>50</sup>. Instructions on how to complete the application can be found on STC's Financial Aid website or student's may pick up a pre-application worksheet from the Office of Financial Aid.

STC's Federal School 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 Zell Miller Scholarship, HOPE Scholarship, Zell Miller Grant, HOPE Grant and HOPE Career Grant.

Students will receive notification from the Office of Financial Aid approximately two (2) 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 (2) 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, HOPE Scholarship/Grant or Zell Miller Scholarship/Grant, and HOPE Career 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](#)<sup>49</sup> 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](#)<sup>51</sup> online to apply for the HOPE Scholarship/Grant. Please complete this application six (6) 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 (2) 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;
- SNAP 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

Pell disbursements are credited to student accounts by the 28<sup>th</sup> calendar day of each term. 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 by the 42<sup>nd</sup> 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 on the [Academic Calendar](#)<sup>52</sup> in [MySTC](#)<sup>42</sup> and emailed to students stating the date checks will be mailed to students. Should these dates occur during student breaks or holidays, the disbursement date will be the last business day prior to such break.

SAL and Private Loan disbursements are credited to student accounts by the 21<sup>st</sup> day of each term. Loan funds will be paid directly to students by the 35<sup>th</sup> day of the term. Notices will be posted on the [Academic Calendar](#)<sup>52</sup> in [MySTC](#)<sup>42</sup> and emailed to students stating the date checks will be mailed to students. Should these dates occur during student breaks or holidays, the disbursement date will be the last business day prior to such break.

## 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 enrolled 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 1-June 30) 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 (2) 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 (3) semesters. The annual Pell award (\$6,345 for 2020-2021) is divided over the Fall (\$3,173), Spring (\$3,172). Students who do not enroll full-time both Fall and Spring, may roll their unused Pell amounts from their first Pell award to Summer. In addition, students who enroll more than half-time Summer may also be eligible for additional Pell up to Full-time status which would give students \$3,172 for Summer semester if enrolled full-time. 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
- Barber II – NOT OFFERING IN 2020-2021
- Basic CNC Technician
- Cisco Network Specialist
- Commercial Wiring
- Computerized Accounting Specialist
- Cybersecurity
- Cyber Crime Specialist
- Diesel Engine Service Technician
- Diesel Truck Maintenance Technician
- Electrical Contracting Technician
- Emergency Medical Technician
- Hair Designer
- Health Care Assistant
- Healthcare Billing and Reimbursement Assistant
- Healthcare Office Assistant
- Heavy Duty Truck Technician
- Help Desk Specialist
- Human Resource Management Specialist
- Management and Leadership Specialist
- Medical Administrative Technician
- Microsoft Office Application Professional
- NCCER Industrial Maintenance Technician – NOT OFFERING IN 2020-2021
- Payroll Accounting Specialist
- Pre-Hospital EMS Operations
- Technical Management Specialist
- Website Developer – NOT OFFERING IN 2020-2021

More information is available on the [Federal Student Aid Website](#)<sup>53</sup>.

Apply online by completing the [Free Application for Federal Student Aid](#)<sup>50</sup>.

Southeastern Technical College's 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.

## Georgia Student Access Loan

Technical college students in Georgia are eligible to apply for the Student Access Loan each aid year in amounts up to \$3,000. These loans have a low interest rate, usually 1%, and are awarded on a first-come first served basis. Preference is given to students receiving either HOPE or Zell Miller Scholarship or Grant.

Criteria for the SAL Loan are:

- Must be a GA resident and/or military personnel or dependent
- Monthly "Keep in Touch" payments while in school and grace period



- FAFSA required
- Half-time enrollment is required (at least 6 credit hours)
- Students are selected randomly by the Georgia Student Finance Commission
- Application cycle: Early June through September
- For more information or to apply visit:  
<https://www.gafutures.org/hope-state-aid-programs/loans/sal/application-procedure-and-deadline/><sup>54</sup>

In addition to the eligibility requirements from Georgia Student Finance Authority, Southeastern Technical College has developed additional eligibility requirements. In order to have a Student Access Loan certified or to receive a Student Access Loan disbursement in any term, students must:

- have a minimum of a 2.75 cumulative postsecondary GPA; and
- be in Good Standing for Satisfactory Academic Progress (cannot be on warning, probation, suspension or on an Academic Plan); and
- have not borrowed the Aggregate Federal Loan Limits;
- have not reached the Pell Lifetime Eligibility of 600%; and
- have never been in a delinquent status on the monthly Keep in Touch (KIT) payments. If the borrower is ever in a delinquent status on the KIT payments, the borrower will not be eligible for future disbursements or future loans in the SAL Program; and
- complete the Financial Awareness Counseling at <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance><sup>55</sup>

A student may appeal Southeastern Technical College's institutional requirements for certifying a Student Access Loan by writing a letter to the Director of Financial Aid if they are not meeting one (1) of the requirements listed above.

**Delinquency of the KIT payments cannot be appealed.**

**Student Access Loan (SAL) Promissory Note documents and SAL Keeping In Touch (KIT) Payments can now be submitted online at <https://www.pathways2gsfa.org/>.**<sup>56</sup>

The application process for SAL generally runs from mid-May until mid-September.

More information is available on the [GAFutures](#)<sup>57</sup> website state loans page.

## Private Education Loans

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 (1) 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 on the [Federal Student Aid FSEOG website](#)<sup>58</sup>.

Apply online by completing the [Free Application for Federal Student Aid](#)<sup>50</sup>. Southeastern Technical College's 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 \$10 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. Direct Deposits will be made 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. 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 on the [Federal Student Aid Work-study website](#)<sup>59</sup>.

To apply, contact the Career Services Office.

## State Student Aid Programs

### 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 minimum 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. The Zell Miller Scholarship will also be awarded to the top two (2) graduates from each high school (must still meet HOPE Scholarship eligibility requirements excluding the SAT/ACT test score and the minimum 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 (1) time if they re-qualify at one (1) 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 on the [ZELL Miller Scholarship](#)<sup>60</sup> page on the [GAfutures](#)<sup>61</sup> website.

To apply, complete the GSFAPPS application on the [GAfutures](#)<sup>61</sup> website.

[Instructions](#)<sup>62</sup> for completing the online application are available on the Southeastern Technical College website.

### 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. 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 minimum 3.0 GPA (as calculated by GSFC) to be eligible for the HOPE Scholarship. Beginning with students graduating from an eligible high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the [Academic Rigor Course List](#)<sup>63</sup>, in addition to meeting the GPA requirements. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs. 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.

More information is available on the [HOPE Scholarship page](#)<sup>64</sup> on the [GAfutures](#)<sup>61</sup> website.

To apply, complete the GSFAPPS application on the [GAfutures](#)<sup>61</sup> website.

[Instructions](#)<sup>62</sup> for completing the online application are available on the Southeastern Technical College website.

### Zell Miller Grant

The Zell Miller Grant is a state-funded award which will pay 100% 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 3.5 GPA at the end of each term. At Southeastern Tech, a diploma, as well as a certificate-seeking student is eligible to receive this grant.

More information is available on the [Zell Miller Grant page](#)<sup>65</sup> on the [GAfutures](#)<sup>61</sup> website.

To apply, complete the GSFAPPS application on the [GAfutures](#)<sup>61</sup> website.

[Instructions](#)<sup>62</sup> for completing the online application are available on the Southeastern Technical College website.

### 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 on the [HOPE Grant page](#)<sup>66</sup> on the [GAfutures](#)<sup>61</sup> website.

To apply, complete the GSFAPPS application on the [GAfutures](#)<sup>61</sup> website.

[Instructions](#)<sup>62</sup> for completing the online application are available on the Southeastern Technical College website.

### HOPE Career Grant

Students enrolled in selected Certificate and Diploma programs and are receiving a HOPE Grant award for a term are also eligible for a HOPE Career Grant award for that term. High school students participating in Dual Credit Enrollment are not eligible for the HOPE Career Grant award.

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

| Program of Study                     | Enrolled Hours | Award Amount |
|--------------------------------------|----------------|--------------|
| Commercial Truck Driving             | 9 or more      | \$1,000.00   |
| All other HOPE Career Grant Programs | 9 or more      | \$500.00     |
| All other HOPE Career Grant Programs | 3 to 8 hours   | \$250.00     |
| All other HOPE Career Grant Programs | 1 to 2 hours   | \$125.00     |

A student receiving a HOPE Career Grant award for Commercial Truck Driving is only eligible to receive the award for one (1) term.

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

**The following programs are eligible for the HOPE Career Grant:**

Advanced Emergency Medical Technician Certificate

Advanced Shielded Metal Arc Welding Certificate

Air Conditioning Technology Diploma

Air Conditioning Technology Assistant Certificate

Automotive Chassis Technician Specialist Certificate (Effective Spring 2018)

Automotive Climate Control Technician Certificate (Effective Spring 2018)

Automotive Electrical/Electronic System Technician Certificate (Effective Spring 2018)

Automotive Engine Performance Technician Certificate (Effective Spring 2018)

Automotive Engine Repair Technician Certificate (Effective Spring 2018)

Automotive Technology Diploma (Effective Spring 2018)

Automotive Transmission/Transaxle Tech Specialist Certificate (Effective Spring 2018)

Basic CNC Technician

Basic Shielded Metal Arc Welding Certificate

Business Technology Diploma (Effective Summer 2021)

Cisco Network Specialist Certificate

Commercial Truck Driving Certificate

Commercial Wiring Certificate

CompTIA A+ Certified Preparation Certificate

Cybersecurity Diploma

Cybersecurity Certificate

Diesel Electrical /Electronic System Technician Certificate

Diesel Engine Service Technician Certificate

Diesel Equipment Technology Diploma

Diesel Truck Maintenance Technician Certificate

Early Childhood Care & Education Basics Certificate

Early Childhood Care & Education Diploma

Early Childhood Program Administration Certificate

Electrical Contracting Technician Certificate

Electrical Systems Assistant Certificate

Electronics Fundamentals Diploma

Electronics Technology Diploma

Emergency Medical Technician (EMT) Certificate

Flux Cored Arc Welding Certificate

Gas Metal Arc Welding Certificate

Gas Tungsten Arc Welding Certificate

Healthcare Billing & Reimbursement Assistant Certificate

Healthcare Office Assistant Certificate

Healthcare Office Assistant Certificate: Health Care Technician

Healthcare Office Assistant Certificate: Phlebotomy

Health Care Professional Certificate

Help Desk Specialist Certificate

Industrial Electrical Technology Diploma

Information Technology Professional Diploma

Mammography Certificate

Medical Administrative Technology Diploma

Medical Assisting Diploma

Nurse Aide Certificate

Paramedicine Diploma

Practical Nursing Diploma

Pre-hospital EMS Operations

Residential Wiring Technician Certificate

Web Site Design/Development Diploma

Web Site Developer Certificate

Welding & Joining Technology Diploma

More information is available on the [HOPE Career Grant page](#)<sup>67</sup> on the [GAfutures](#)<sup>61</sup> website.

To apply, complete the GSFAPPS application on the [GAfutures](#)<sup>61</sup> website.

[Instructions](#)<sup>62</sup> for completing the online application are available on the Southeastern Technical College website.

## HOPE Payments Amounts

For the 2020-2021 Aid Year, the HOPE Grant and HOPE Scholarship payment amount is \$76 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 Amount for All Programs Except Commercial Truck Driving and HOPE Career Grant Programs**

| Credit Hours | Tuition    | Fee Charges | Total Charges | HOPE Will Cover | Student Responsibility |
|--------------|------------|-------------|---------------|-----------------|------------------------|
| 1            | \$100.00   | \$351.00    | \$451.00      | \$76.00         | \$375.00               |
| 2            | \$200.00   | \$351.00    | \$551.00      | \$152.00        | \$399.00               |
| 3            | \$300.00   | \$351.00    | \$651.00      | \$228.00        | \$423.00               |
| 4            | \$400.00   | \$351.00    | \$751.00      | \$304.00        | \$447.00               |
| 5            | \$500.00   | \$351.00    | \$851.00      | \$380.00        | \$471.00               |
| 6            | \$600.00   | \$351.00    | \$951.00      | \$456.00        | \$495.00               |
| 7            | \$700.00   | \$351.00    | \$1,051.00    | \$532.00        | \$519.00               |
| 8            | \$800.00   | \$351.00    | \$1,151.00    | \$608.00        | \$543.00               |
| 9            | \$900.00   | \$351.00    | \$1,251.00    | \$684.00        | \$567.00               |
| 10           | \$1,000.00 | \$351.00    | \$1,351.00    | \$760.00        | \$591.00               |
| 11           | \$1,100.00 | \$351.00    | \$1,451.00    | \$836.00        | \$615.00               |
| 12           | \$1,200.00 | \$351.00    | \$1,551.00    | \$912.00        | \$639.00               |
| 13           | \$1,300.00 | \$351.00    | \$1,651.00    | \$988.00        | \$663.00               |
| 14           | \$1,400.00 | \$351.00    | \$1,751.00    | \$1,064.00      | \$687.00               |
| 15           | \$1,500.00 | \$351.00    | \$1,851.00    | \$1,140.00      | \$711.00               |

If you have Pell or Loans, the student responsibility can be taken from the Pell or Loan amount.

**HOPE Payment Chart for HOPE Career Eligible Programs**



| <b>Credit Hours</b> | <b>Tuition</b> | <b>Fee Charges</b> | <b>Total Charges</b> | <b>HOPE Will Cover</b> | <b>HOPE Career Grant Will Cover</b> | <b>Student Responsibility</b> |
|---------------------|----------------|--------------------|----------------------|------------------------|-------------------------------------|-------------------------------|
| 1                   | \$100.00       | \$351.00           | \$451.00             | \$76.00                | \$125.00                            | <b>\$250.00</b>               |
| 2                   | \$200.00       | \$351.00           | \$551.00             | \$152.00               | \$125.00                            | <b>\$274.00</b>               |
| 3                   | \$300.00       | \$351.00           | \$651.00             | \$228.00               | \$250.00                            | <b>\$173.00</b>               |
| 4                   | \$400.00       | \$351.00           | \$751.00             | \$304.00               | \$250.00                            | <b>\$197.00</b>               |
| 5                   | \$500.00       | \$351.00           | \$851.00             | \$380.00               | \$250.00                            | <b>\$221.00</b>               |
| 6                   | \$600.00       | \$351.00           | \$951.00             | \$456.00               | \$250.00                            | <b>\$245.00</b>               |
| 7                   | \$700.00       | \$351.00           | \$1,051.00           | \$532.00               | \$250.00                            | <b>\$269.00</b>               |
| 8                   | \$800.00       | \$351.00           | \$1,151.00           | \$608.00               | \$250.00                            | <b>\$293.00</b>               |
| 9                   | \$900.00       | \$351.00           | \$1,251.00           | \$684.00               | \$500.00                            | <b>\$67.00</b>                |
| 10                  | \$1,000.00     | \$351.00           | \$1,351.00           | \$760.00               | \$500.00                            | <b>\$91.00</b>                |
| 11                  | \$1,100.00     | \$351.00           | \$1,451.00           | \$836.00               | \$500.00                            | <b>\$115.00</b>               |
| 12                  | \$1,200.00     | \$351.00           | \$1,551.00           | \$912.00               | \$500.00                            | <b>\$139.00</b>               |
| 13                  | \$1,300.00     | \$351.00           | \$1,651.00           | \$988.00               | \$500.00                            | <b>\$163.00</b>               |
| 14                  | \$1,400.00     | \$351.00           | \$1,751.00           | \$1,064.00             | \$500.00                            | <b>\$187.00</b>               |
| 15                  | \$1,500.00     | \$351.00           | \$1,851.00           | \$1,140.00             | \$500.00                            | <b>\$211.00</b>               |

If you have Pell or Loans, the student responsibility can be taken from the Pell or Loan amount.

#### **HOPE Payment Chart for Commercial Truck Driving**

| Credit Hours | Tuition    | Fee Charges | Total Charges | HOPE Will Cover | HOPE Career Grant Will Cover* | Student Responsibility** |
|--------------|------------|-------------|---------------|-----------------|-------------------------------|--------------------------|
| 1            | \$132.00   | \$536.00    | \$668.00      | \$76.00         |                               | \$592.00                 |
| 2            | \$264.00   | \$536.00    | \$800.00      | \$152.00        |                               | \$648.00                 |
| 3            | \$396.00   | \$536.00    | \$932.00      | \$228.00        |                               | \$704.00                 |
| 4            | \$528.00   | \$536.00    | \$1,064.00    | \$304.00        |                               | \$760.00                 |
| 5            | \$660.00   | \$536.00    | \$1,196.00    | \$380.00        |                               | \$816.00                 |
| 6            | \$792.00   | \$536.00    | \$1,328.00    | \$456.00        |                               | \$872.00                 |
| 7            | \$924.00   | \$536.00    | \$1,460.00    | \$532.00        |                               | \$928.00                 |
| 8            | \$1,056.00 | \$536.00    | \$1,592.00    | \$608.00        |                               | \$984.00                 |
| 9            | \$1,188.00 | \$536.00    | \$1,724.00    | \$684.00        | \$1,000.00                    | \$40.00                  |

Commercial Truck Driving is not Pell-eligible. Commercial Truck Driving requires only nine (9) hours.

\*Student may only receive HOPE Career Grant for Truck Driving once.

\*\*Does not include student out-of-pocket expenses.

### 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 on the [HOPE GED Grant page](#)<sup>68</sup> on the [GAfutures](#)<sup>61</sup> website.

To apply, complete the GSFAPPS application on the [GAfutures](#)<sup>61</sup> website.

[Instructions](#)<sup>62</sup> for completing the online application are available on the Southeastern Technical College website.

### 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.

To be eligible to apply for the Georgia HERO Scholarship Program, a student must meet one (1) of the following criteria.

1. Be an active member of the Georgia National Guard or U.S. Military Reserves who is a Georgia resident and was deployed outside the United States for active duty service to a location designated as a combat zone and served in such combat zone for at least 181 cumulative days, beginning on or after February 1, 2003, or served less than 181 cumulative days in a combat zone, beginning on or after February 1, 2003, but was evacuated because of severe injuries.
2. Be the child of a parent who was a member of the Georgia National Guard or U.S. Military Reserves and a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone and served in such combat zone for at least 181 cumulative days, beginning on or after February 1, 2003, or served less than 181 cumulative days in a combat zone, beginning on or after February 1, 2003, but was evacuated because of severe injuries. Such child must have been born prior to the qualifying term of service or within nine (9) months of the beginning of the qualifying term of service and must have been 25 years of age or younger during the qualifying term of service.
3. Be the child of a parent who was a member of the Georgia National Guard or U.S. Military Reserves and a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone, beginning on or after February 1, 2003, and who was killed while serving in such combat zone, or died or became 100 percent disabled as a result of injuries received in such combat zone. Such child must have been born prior to the qualifying term of service or within nine (9) months of the beginning of the qualifying term of service and must have been 25 years of age or younger during the qualifying term of service.
4. Be the spouse of a former member of the Georgia National Guard or U.S. Military Reserves who was a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone, beginning on or after February 1, 2003, and who was killed while serving in such combat zone, or died or became 100 percent disabled as a result of injuries received in such 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 (4) award years. The award amount is subject to change during the award year.

More information is available on the [Georgia HERO Scholarship](#)<sup>69</sup> page on the [GAfutures](#)<sup>61</sup> website.

Apply online by completing the [HERO application](#)<sup>70</sup> available on the [GAfutures](#)<sup>61</sup> website.

## Dual Enrollment

The Dual Enrollment is for students at eligible high schools who 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, Spring, and Summer terms of the school year.

The Dual Enrollment program offers Georgia public and private high school and home-schooled students the opportunity to earn credit hours toward an Associate or Baccalaureate Degree, Diploma or Certificate, 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 Dual Enrollment funds, a high school student must be taking coursework leading to an Associate or Baccalaureate Degree or Diploma or Certificate.

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.

## Student Participation Considerations

Careful consideration should be taken before a decision is made to participate in the Dual Enrollment program, formerly Move on When Ready. 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 Dual Enrollment. It is critical that students understand that the credit hours for which they receive payment from the Dual Enrollment program will not 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 Dual Enrollment 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 8<sup>th</sup> 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 Dual Enrollment 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 on the Dual Enrollment page on the [GAFutures](#)<sup>61</sup> website.

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 for students. More information is available on the [Foundation Scholarship page](#)<sup>71</sup>.

### **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.

## **Title 38 United States Code Section 3679(e) School Compliance**

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Southeastern Technical College's policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Our policy ensures that Southeastern Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the statute allows our policy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. The Southeastern Technical College policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

### **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 the [Selective Service System website](http://www.sss.gov)<sup>72</sup> ([www.sss.gov](http://www.sss.gov))<sup>73</sup> 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 (2) 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.

### 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.

## Return to Title IV Withdrawal Policy

Federal Title IV funds are awarded to a student under the assumption that the student will attend school for the entire semester or program for which the financial aid has been awarded. Federal regulations require Southeastern Tech to perform a return to Title IV (R2T4) calculation for students who did not receive at least one passing grade (F, WF, I, IP, W) for the semester. Due to the specific requirements, applicable to leaves of absence under Title IV, any Southeastern Tech approved leave of absence and all withdrawals are treated as withdrawals for Title IV purposes. This calculation is performed using a specific formula required by the U.S. Department of Education. During the first 60% of the semester, a student earns funds in direct proportion to the length of time they remain enrolled. Students who have completed more than 60 percent of the term will have earned 100 percent of the aid for that period. If a student completed less than 60 percent of the term, the student will have earned the financial aid equivalent to the percentage of the period completed.

The percentage completed will be calculated using the following method:

### Determine the percentage of the enrollment period completed by the student

- Days attended / Days in Enrollment Period = Percentage Completed
  - If the calculated percentage exceeds 60%, then the student has earned all Title IV aid for the enrollment period.
  - Days in enrollment period includes all calendar days but excludes breaks of five (5) days or longer

### Multiply the percentage completed by the student's Title IV aid eligibility to determine the earned aid

- Title IV Aid Eligibility x Percentage Completed = Earned Aid

### Determine the amount of unearned aid to be returned to the appropriate Title IV aid program

- Total Disbursed Aid - Earned Aid = Unearned Aid to be Returned

If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. The student will then be responsible for returning the unearned portion of aid and any tuition, fees, and other applicable charges not covered by aid to the Southeastern Tech Business Office.

### Title IV aid is returned in the following order:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)

## Unofficial Withdrawal Policy

Students are expected to follow the [Withdrawal Policy](#)<sup>974</sup> process if they are unable to meet the attendance requirements for a course. Southeastern Tech abides by the federal regulation (HEA, Section 484B 34 CFR 668.22), stipulating that an institution must determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance. In addition, colleges are required to review students who received federal financial aid and did not successfully pass any courses. An assessment must be made to determine whether the student earned the non-passing grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending classes may be required to repay a portion of the federal financial aid for that semester. If it is determined that a student never began attendance in some or all classes, aid may be canceled.

Federal financial aid recipients who did not earn at least one (1) passing grade are identified on a grade report at the conclusion of the semester. The Last Date of Attendance (LDA) is also listed along with each grade and a determination is made as to whether this grade is considered an earned or unearned grade. Students who unofficially withdraw and are awarded all F's or a combination of F's, WF's, and W's will be subject to the college's Federal Refund Policy/Return to Title IV Policy. Instructors report the last date of an academically-related activity at the point of grade processing. The Office of Financial Aid pulls the All F's report following the rolling of grades and process Return to Title IV calculations on these students. Unearned grades are any grades with a date reported prior to the last date of class for the term. The institution has 30 days from the time the Financial Aid Office is notified to perform a complete withdrawal calculation.

If a student follows institutional procedures and officially withdraws during the semester, their financial aid refund calculation will be completed according to the Federal Return of Title IV Funds Refund Policy, currently outlined above.

For additional withdrawal information, please refer to the Withdrawing from a Class(es)/All Courses section in this Catalog and Handbook.

## 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 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.

## PELL Recalculation Policy

Each term, the financial aid office will set a Pell Recalculation Date to coincide with the end of that term's initial drop/add period. This is typically after all course registrations have been finalized and all No Show's have been processed. Any changes to enrollment after this date will not change a student's calculated Pell award. Exceptions to this policy include when a student adds a class for the first time that semester (i.e. adds a mini-session class that starts later in the term as their initial enrollment), when a student fails to begin attendance in a class, or when the college receives an initial FAFSA for the student. In these cases, Pell must be recalculated.

For example, if a student enrolls in six (6) credit hours Fall term in August and in October decides to add a class for the mini-session that begins in October, the student will not receive additional Pell funds for the October class. The student is only eligible for the Pell funds calculated on the initial six (6) hours of enrollment.

This only applies to Pell funds. The Pell Recalculation Date is published on STC's [Academic Calendar](#)<sup>852</sup>.

## 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 (2) 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 (1) 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 (1) or more of the following: a 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 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 (1) 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 through the College's official means of communication.

**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 completion percentage 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' or 'IP' is counted in hours attempted (quantitative). When an 'I' or 'IP' 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.

Students who unofficially withdraw and are awarded all F's or a combination of F's, WF's, and W's will be subject to the college's Federal Refund Policy. Instructors report the last date of an academically-related activity at the point of grade processing. The Office of Financial Aid pulls the All F's report following the rolling of grades and process Return to Title IV calculations on these students.

### **Repeating Courses**

Repeated courses are included in the qualitative and quantitative calculation. Students may repeat each previously passed 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 INFORMATION**

### **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 research employment information 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 1 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 six (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

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

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

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

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

## **Student Access to Records**

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

- 1) Any and all documents to which access has been waived by the student.
- 2) Any and all records which are excluded from the Family Educational Rights and Privacy Act's definition of educational records.
- 3) Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
- 4) Any and all records connected with an application to attend a Southeastern Technical College if the applicant never enrolled.
- 5) Those records that contain information on more than one (1) student. The requesting student has the right to view only those portions of the record that pertain to his or her own educational records.

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

## **Hearings to Challenge Accuracy of Records**

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she has the right to ask that the record be changed or insert a statement in the file. Such request shall be submitted in writing to the registrar's office at the student's technical college.

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

On behalf of the Vice President for Student Affairs of Southeastern Technical College, a hearing officer shall conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one (1) or more individuals, including an attorney. The hearing officer will consider only challenges to the accuracy of the records. Hence, whether or not a grade has been incorrectly recorded on a student's transcript may be considered but not whether the student should have been awarded a grade different from the one (1) given.

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

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

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

## **Release of Information**

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

1. To TCSG and Southeastern Technical College officials who have a legitimate educational interest in the records.

### **A TCSG or Southeastern Technical College official is:**

- A person employed by TCSG or Southeastern Technical College in an administrative, supervisory, academic, research, or support staff position, including health or medical staff or outside personnel performing work usually performed by technical college personnel.
- A person serving on TCSG or Southeastern Technical College's board.
- A person employed by or under contract to TCSG or Southeastern Technical College to perform a special task, such as an attorney or auditor.
- A person who is employed by TCSG or Southeastern Technical College's law enforcement unit.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or Southeastern Technical College official in performing his or her tasks.
- A contractor, consultant, volunteer or other party to whom TCSG or Southeastern Technical College has outsourced institutional services as provided in 34 CFR § 99.31(a)(1)(i)(B).

### **A TCSG or Southeastern Technical College official has a legitimate educational interest if the official is:**

- Performing a task that is specified in his or her position description or contract agreement.

- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.
- The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case by case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.

2) Subject to the requirements of 34 C.F.R. § 99.34, to officials of another school, school system or post-secondary institution, upon request, in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.

3) Subject to the conditions set forth in 34 C.F.R. §99.35, authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.

4) Southeastern Technical 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.

5) State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.

6) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, information will be destroyed within a certain time period when no longer needed for the purpose for which it is conducted and enter into a written agreement with the organization. The written agreement will specify the purpose, scope and duration of the study, the information to be disclosed, use personally identifiable information from education records only to meet the purposes of the study, and requires the organization to prevent personal identification to anyone other than representatives of the organization with legitimate interests. There is no requirement that TCSG initiate or agree with the study.

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

8) Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.



9) In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.

10) To comply with a judicial order or lawfully issued subpoena, provided the technical college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the technical college receives a federal grand jury subpoena, any other subpoena which states that the student should not be notified, or an *ex parte* order from the U.S. Attorney General concerning investigations or prosecutions under 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. When no prior notification is given to the student, TCSG's Director of Legal Services shall be consulted prior to release of the record.

11) To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense. TCSG's Director of Legal Services shall be consulted prior to release of the record.

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

13) Information Southeastern Technical College has designated as "directory information," unless a hold has been placed upon release of the information by the student. Even if a student elects to prohibit the release of directory information, Southeastern Technical College may still implement policies requiring the student to wear or present a student ID badge.

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

- Full name of student
- City of residence
- County of residence
- Major and field(s) of study
- Enrollment Status (full time, part-time, etc.)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

The following data is considered "non-public directory information" and is not available to the public, but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

- Address
- Email address
- Telephone number

The policy that such information will be made generally available will be communicated to presently enrolled students through the publication of these guidelines, so that an individual student currently enrolled may request that such directory information not be disclosed by filing notification at the registrar's office of Southeastern Technical College. Former students who do not want directory information disclosed should make such a request in writing to Southeastern Technical College's registrar.

14) To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.

15) Southeastern Technical College may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the College governing the use or possession of alcohol or a controlled substance if the College determines that the student has committed a disciplinary violation with respect to such use or possession.

16) To the student or the parent of a student who is not an eligible student.

17) In connection with a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated TCSG or Southeastern Technical College's rules or policies. TCSG and Southeastern Technical College will not disclose the names of any other students, including victims or witnesses, without their prior written consent. 34 C.F.R. § 99.31(a)(14)

18) Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and TCSG or Southeastern Technical College was provided the information under 42 U.S.C. § 14071.

19) TCSG or Southeastern Technical College that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of TCSG or Southeastern Technical College. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

## **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 re-disclosed, 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.

## **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:

1. 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.
2. 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.

3. 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" or available at the office of the registrar.

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.

4. 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. If a student does not want Southeastern Technical College to disclose directory information from his or her education records without prior written consent, the student must notify the College in writing by the first day of the semester at the registrar's office. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another technical college, a new notification must be filed.

Information Southeastern Technical College has designated as "directory information," unless a hold has been placed upon release of the information by the student. Even if a student elects to prohibit the release of directory information, Southeastern Technical College may still implement policies requiring the student to wear or present a student ID badge.

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

- Full name of student
- City of residence
- County of residence
- Major and field(s) of study
- Enrollment Status (full time, part-time, etc.)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

The following data is considered “non-public directory information” and is not available to the public, but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

- Address
- Email address
- Telephone number

The policy that such information will be made generally available will be communicated to presently enrolled students through the publication of these guidelines, so that an individual student currently enrolled may request that such directory information not be disclosed by filing notification at the registrar’s office of Southeaster Technical College. Former students who do not want directory information disclosed should make such a request in writing to Southeastern Technical College’s registrar.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

### **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:

- 1) To TCSG and technical college officials who have a legitimate educational interest in the records.
- 2) To officials of another school, in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- 3) Authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.
- 4) College or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received.
- 5) State and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.
- 6) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations.
- 7) Accrediting organizations in order to carry out their accrediting functions.
- 8) Parents of a dependent student - the parent must provide a copy of their most recent federal income tax return establishing the student's dependency.
- 9) In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
- 10) To comply with a judicial order or lawfully issued subpoena, provided the college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. However, notification may be prohibited by the terms of the subpoena in certain circumstances.
- 11) To an alleged victim of any crime of violence 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.
- 12) To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).
- 13) Information the college has designated as "directory information," unless a hold has been placed upon release of the information by the student.
- 14) To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.
- 15) 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.
- 16) To the student or the parent of a student who is not an eligible student.
- 17) In connection with a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated the technical college's rules or policies. The technical college will not disclose the names of any other students, including victims or witnesses, without their prior written consent.
- 18) Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and the technical college was provided the information under 42 U.S.C. § 14071.
- 19) The technical college that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of the technical college. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

## Gramm-Leach-Bliley Act

The Financial Modernization Act of 1999, also known as the [Gramm-Leach-Bliley Act](#)<sup>875</sup> or GLB Act, includes provisions to protect consumers' personal information held by financial institutions, including postsecondary institutions. The GLB Act requires that schools have in place an information security program to ensure the security and confidentiality of customer information, protect against anticipated threats to the security or integrity of such information, and guard against the unauthorized access to use of such information. There are three (3) principal parts to the privacy requirements: the Financial Privacy Rule, Safeguards Rule and pretexting provisions. Southeastern Technical College complies with the aforementioned Congressional Act.

## 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. These records are maintained in accordance with the TCSG Student Record Retention Schedule. 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.

*Table 1 Types, Locations and Custodians of Education Records*

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

## Copies of Student Records

Southeastern Technical College has retained Credentials, Inc. to accept transcript orders online. We no longer accept transcript requests via fax, email or in person.

Unofficial transcripts may be accessed through [BannerWeb](#)<sup>49</sup>.

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.

## 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](#)<sup>49</sup> 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)<sup>76</sup>.

### 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 Guidelines

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 (3) weeks, and may be renewed two (2) times, provided there are no holds on a title.

### Library Resources

Southeastern Technical College students have access to print books, periodicals, and videos in each of the library facilities. The library also makes available full text electronic books and thousands of periodicals online through Georgia Library Learning Online (GALILEO). Equipment at each of the library facilities includes computers, photocopiers, scanners, and laminators.

## Library Services

Upon request by the instructor, a librarian is available for bibliographic instruction sessions. A librarian is 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 (2) 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 2. Regular and 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 (2) weeks of each semester for using HOPE, Pell, and third party grants and 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 2 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, 6, and 8 on the Swainsboro Campus provide vending machines. Snacks are also available in the bookstores on both campuses. 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 (1) decal at no expense; however, there will be a \$5 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 (1) name, only one (1) 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 (3) 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 (2) 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 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 for each violation.

If an individual receives three (3) 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; second is \$50; 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 a.m. to 10 p.m. No students will be permitted on Campus or in the College buildings after 10 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 and 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:

- Associate of Science in Nursing Club
- Having Equity, Resources and Opportunities Equals Success (HEROES) Club
- Helping Hands Club
- National Technical Honor Society
- Phi Beta Lambda
- Phi Theta Kappa
- Radiologic Technology Club
- SkillsUSA
- Student Government Association
- Wildlife Club

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

### **Associate of Science in Nursing Club**

The goal of the Associate of Science in Nursing (ASN) Club is to promote a positive image of nursing practice; aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life; and assume responsibility for contributing to nursing education in order to provide for the highest quality of health care. The club helps with community activities within the surrounding service areas.

### **Having Equity, Resources and Opportunities Equals Success (HEROES) Club**

The purpose of HEROES is to provide students with the moral support needed to reach their educational goals. Students are provided opportunities to develop both personally and professionally through participation in education, civic and social activities. Membership is open to any STC student, but the main focus is students in a non-traditional program (example: males in nursing or cosmetology; females in truck driving or electronics), a single parent, displaced homemaker or single pregnant women.

### **Helping Hands Club**

The purpose of the club is to enhance the learning experience by promoting professional extracurricular activities and opportunities for Cosmetology students that include participation in campus student activities and field trips to conferences, workshops, and hair shows. Helping Hands encourages its members to become the “helping hand” by making a difference in the lives of members of the community on and off campus from raising money and awareness to support breast cancer research and education to sponsoring Beauty Days for the elderly and disabled.

### **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 NTHS 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.

## **Phi Theta Kappa**

The mission of Phi Theta Kappa is to recognize academic excellence among two-year college students, and the purpose of Beta Phi Psi Chapter of Phi Theta Kappa at Southeastern Technical College shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among the two-year qualified students of this college.

Candidates for membership in the Beta Phi Psi Chapter of Phi Theta Kappa at Southeastern Technical College must have completed 12 semester hours of associate degree course work with a Grade Point Average of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship.

## **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. This 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 Degree 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 Government Association**

The Student Government, 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 Government also promotes programs and activities of interest to students.

## **Wildlife Club**

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

## **President's List**

Students who earn a grade point average (GPA) of 3.75 while enrolled in 12 or more semester credit hours 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

### Grading System

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

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     |
| EXE    | Credit by Exemption (Exam)      | Not computed in GPA     |
| EXP    | Credit by Exemption (Portfolio) | Not computed in GPA     |
| TRM    | Transfer Credit (Military)      | Not computed in GPA     |
| TR     | Transfer Credit (AP-CLEP-IB)    | 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     |
| Z      | COVID-19 Withdrawal             | Not computed in GPA     |

### Grading System Definitions



**"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.

**"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.

**"EXE"—Credit by Exemption (Exam)**

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

**"EXP" —Credit by Exemption (Portfolio)**

The grade "EXP" signifies that the student received credit by successfully completing a portfolio.

**"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 following full-term 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.

**"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 full-term semester.

**"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.

**"TR" —Transfer Credit (AP-CLEP-IB)**

The grade "TR" signifies that the student received credit by successfully completing the Advanced Placement exam, the College-Level Examination Program (CLEP), or International Baccalaureate (IB) exam.

**"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.

### **"TRM"—Military Transfer**

The grade "TRM" signifies that the student received credit from military classes and/or training.

### **"W"—Withdrew**

The grade "W" signifies the student officially withdrew by the 65% point of the semester from a credit course. W is not calculated for grade points but is included in hours attempted for academic progress for financial aid.

### **"WF"—Withdrew Failing**

The grade "WF" signifies the student withdrew or was withdrawn from a course after the 65% point of the semester and was failing (This only applied to students who have dean approval to withdraw due to extenuating circumstances). 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 the 65% point of the semester and was passing (This only applied to students who have dean approval to withdraw due to extenuating circumstances). 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.

\*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.

### **"Z"—COVID-19 Withdrawal**

The grade of "Z" represents a withdrawal from a course before completion due to the COVID-19 emergency. This grade does not have numerical equivalents and will not be calculated in the GPA. This grade is unacceptable credit in a course.

## Institutional Course Grades

| Letter Grade | Numerical Grade   | Explanation  |
|--------------|-------------------|--------------|
| A*           | (90-100)          | Excellent    |
| B*           | (80-89)           | Good         |
| C*           | (70-79)           | Satisfactory |
| D*           | (60-69)           | Poor         |
| F*           | (0-59)            | Failing      |
| WF*          | Withdrawn Failing |              |
| WP*          | Withdrawn Passing |              |

Institutional grades (learning support and ALMA 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.

Health Care students must receive a grade of “C” or better in ALMA 1000. ALMA 1000 is a continuing education course for which there is no charge but health care students must complete this course 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 (1) 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](#)<sup>49</sup> 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 (2) 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**

### **Semester Grade Point Average**

The semester grade point average is the average calculated on all credit courses taken each semester at the College.

### **Cumulative Grade Point Average**

The cumulative grade point average is the average calculated on all attempts at all credit courses taken at the College. It is recalculated after each semester to include the current semester's grade(s).

### **Graduation Grade Point Average**

The Graduation Grade Point Average is the average calculated only on those courses required for graduation.

A 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. 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

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 procedures 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            |   |      |
|       |                      |   | 15           | / | 32           | = | 2.13 |

## 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 (1) 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

All medical courses, biology courses, chemistry courses, and computer courses taken at Southeastern Technical College or transferred from another institution will be considered for credit if they have been completed within the last 60 months. Exceptions to this procedure 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. All other previous program specific occupational courses will be considered for credit if they have been completed within the last 10 years. Credit is considered without restriction general education courses.

## Course Substitution

Students in diploma programs may elect to take degree level academic core courses within their program of study without actually converting to degree-seeking status. A degree level course may be taken as a substitute for a regular diploma-level course but cannot be taken as a substitute if the diploma-level or degree level course has already been taken and passed. Although students using this option do not have to be degree-seeking students, they do have to meet the minimum entrance level scores on the placement test for the degree-level course. Financial Aid will not be affected by the proper substitution of courses.

A student who registers for a degree-level course without meeting the minimum requirements will be withdrawn from those classes and will be responsible for any financial ramifications.

Courses that are allowed as substitutes for diploma-level courses are:

| Diploma Level Course                | Degree Level Course Substitution     |
|-------------------------------------|--------------------------------------|
| ENGL 1010 – Fundamentals of English | ENGL 1101 – Composition and Rhetoric |

(To substitute for English, student must have reading and writing score required for degree level.)

| Diploma Level Course                   | Degree Level Course Substitution |
|--|----------------------------------|
| MATH 1012 – Foundations of Mathematics | MATH 111 – College Algebra       |

(To substitute for math, student must have algebra score required for the degree level.)

| Diploma Level Course         | Degree Level Course Substitution    |
|------------------------------|-------------------------------------|
| PSYC 1010 – Basic Psychology | PSYC 1101 – Introductory Psychology |

(To substitute for psychology, student must have reading and writing score required for degree level.)

| Diploma Level Course                                | Degree Level Course Substitution                             |
|---|--|
| ALHS 1011- Structure and Function of the Human Body | BIOL 2113, 2113L, 2114 and 2114L Anatomy & Physiology I & II |

(To substitute for Structure and Function of the Human Body, student must have reading, writing, and algebra score required for degree level.)

**Please note neither PSYC 1010 or PSYC 1101 can be substituted for EMPL 1000.**

## 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 standard written English requires the student to: (Student Learning Outcomes)

1. Organize his/her thoughts utilizing the stages of the writing process;
2. Utilize appropriate writing strategies for audience and purpose; and
3. Evaluate, edit, and proofread the writing for content, structure, style, grammar, usage, and mechanics.

The ability to solve practical mathematical problems requires the student to: (Student Learning Outcomes)

1. Extract information that is pertinent to the problem and disregard irrelevant information;
2. Develop models that capture pertinent information and provide a platform for analysis of the problem; and
3. Employ fundamental arithmetic operations (adding, subtracting, multiplying, and dividing\_ and/or fundamental algebraic techniques (factoring, applying rules of exponents, etc.) to find solutions.

The ability to read, analyze, and interpret information requires the student to: (Student Learning Outcomes)

1. Identify main ideas and supporting details;
2. Understand words as they are used in context;
3. Analyze and interpret information from written text and graphics; and
4. Follow instructions.

## Online Proctored Exams

In order to validate student identity for all online courses, students enrolled in online courses are required to complete one (1) proctored event (a major exam, assignment, or presentation, etc.). The event will count a minimum of 20% of the course grade, and will be reflected as such on the course syllabus. Proctored events should be completed after the 65% point of the semester.

The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one (1) of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor.

Students living farther than 75 miles from either 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 as outlined on the Proctor Scheduling and Approval Form. Students arranging off-campus proctoring will take the event on the same day(s) it is originally scheduled. Proctors must follow the Proctoring Instructions, which includes administering the Off-Campus Proctored Event Registration Form.

Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three (3) business days after the scheduled event. If the excuse is approved by the instructor of the course, 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.

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three (3) business days of the scheduled event will be given a zero for the proctored event.

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

## Emergency Procedures

In cases of emergency or pandemics, the Academic Affairs leadership can make the decision to waive the on campus proctoring requirement.

## Procedure: Distance Education Student Privacy

### Purpose

Southeastern Technical College (STC) shall verify the identity of students enrolled in distance education courses and ensure that all methods used to verify identity protect students' privacy.

### Applicability and Notification

This procedure applies to students enrolled in distance education courses at Southeastern Technical College.

Students are informed of this protection via STC's Website, the Georgia Virtual Technical Connection (GVTC) website, the Online Course Orientation Handbook, the Getting Started section of Blackboard located in online courses, and the New Student Orientation Part A.

### Enforcement

According to the Technical College System of Georgia (TCSG) and Industry Standards, STC develops policies and guidelines to meet all security requirements. Information Technology (IT) systems have built in processes to enforce as many of these policies and guidelines as possible. It is the responsibility of system users to understand and follow all policies and guidelines. If anyone is found in violation of any of these policies and guidelines, they are processed according to our current disciplinary action procedures.

## **Definitions**

### **Distance learning**

a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same physical location. Instruction may be synchronous or asynchronous. Distance learning can include online, hybrid, and web-enhanced instruction.

### **Blackboard**

the Learning Management System utilized by the Technical College System of Georgia and Southeastern Technical College (STC) to offer distance education courses through a web-based platform.

### **Procedure**

Southeastern Technical College utilizes (1) secure logins/pass codes and (2) proctored events to verify the identity of students enrolled in distance education courses.

Additionally, all students enrolled at Southeastern Technical College, regardless of the mode of instructional delivery (traditional, web-enhanced, hybrid, or online), are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are notified of their FERPA rights during orientation. Information about this act is published on STC's Website and in STC's Catalog and Handbook. To ensure that faculty and staff understand and carry out the commitments to confidentiality, integrity, and security of student academic records, Southeastern Technical College requires annual FERPA training.

### **Secure Logins/Pass Codes**

When students are enrolled in a course in Banner, they are automatically enrolled in Blackboard and a secure login is created. Students enrolled in distance education courses must use their secure login to access courses in Blackboard. The secure login information identifies students to the system on each course visit. Students use Blackboard to submit assignments, complete assessments, access course materials, and view grades. When students login to Blackboard for the first time, they must change their pass code to maintain privacy. Students are instructed not to share their login credentials with anyone and to change passwords periodically to maintain security. From the time of the first student login to Blackboard, STC faculty and staff do not have access to students' Blackboard pass codes.

Reliability, privacy, safety, and security for Blackboard courses are provided by the Georgia Virtual Technical Connection (GVTC). All courses are loaded onto a server that Blackboard maintains. GVTC is the contact for any server level administrative changes.

### **Proctored Events**



In addition to using secure logins/pass codes, Southeastern Technical College also requires that every online student complete a proctored event as a means of verifying identity. Students must present photo identification, such as a STC Student ID, driver's license, passport, etc. All Off-Campus Proctored Event Registration Forms and On-Campus Proctored Event Registration Forms must be completed in the presence of the proctor. Proctors are to check the information and signature against the identification presented to ensure that the student who is present for the proctored event is the correct student to be completing the event for the scheduled course. Completed proctored event registration forms and all proctored event materials are kept in a secure location by the instructor of the course.

### **Protecting the Privacy of Student Data in the Student Information System**

Banner is the software front-end for the Oracle database housing student data. This data includes all student institutional history, as well as some biographical information. It is the shared responsibility of the Banner system administrator and all departments accessing student data in Banner to guard against it being compromised and the student's privacy violated. At the physical level, this data is transmitted in encrypted fashion to prevent electronic interception or manipulation. Further security is added by disallowing direct access to the Oracle database or its host server from outside the school network. Students in the Banner system are provided a web portal ([BannerWeb](#)<sup>49</sup>) to access most of their own student information such as grades, awards, bills, etc. This information is protected at the physical level by encryption and at the user level by a user id and pin number combination login. A student's user ID is comprised of a non-associative, sequentially generated number and the pin is a completely randomized number. It is the responsibility primarily of the student to guard their ID and pin from disclosure. All information in Banner, including student identification numbers, is protected in compliance with the Family Educational Records and Privacy Act (FERPA) and is not shared.

### **Protecting the Privacy of Student Email**

Student Email is a secure logon environment. The identity of all students is verified through the use of a secure and unique nine (9) digit student identification number. This identification number is utilized as part of the student's username when accessing the student email. Additionally, STC utilizes Secure Sockets Layer (SSL) certificates to establish an encrypted link between the web server and the client's browser. This link ensures that all data passed between the web server and web browser remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of online transactions with users.

Students are responsible for using their STC Student Email address when registering third party products.

### **National Council for State Authorization Reciprocity Agreements (NC-SARA)**

Southeastern Technical College is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) which authorizes colleges to enroll students in states other than Georgia in online courses. Southeastern Tech has been approved to participate in the National Council for State Authorization Reciprocity Agreements. Southeastern Tech can only enroll students in online programs from states that are also members of NC-SARA. Please check the website, [National Council for State Authorization Reciprocity Agreements](#)<sup>77</sup>, to see if your state is a member of NC-SARA.

### **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 COLL 1040, College Foundations, during their 1st semester.

College Foundations (COLL 1040) is a three (3) credit hour 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 one (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 (1) 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 10 traits. It will be noted on each course syllabus, which contains a work ethics module that the work ethics assessment will count as five (5) percent 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 grade of 2. This grade will appear as a letter grade then a 2 for passing work ethics. (Ex: A 2)

## 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 (1) semester. Students who return after being on academic suspension for one (1) 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 full-term 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 using the [Academic Grievance Form](#)<sup>78</sup> to the appropriate Dean of Academic Affairs by the third week of the full-term 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 for Academic Affairs. The student's appeal must be written, signed, and dated. The Vice President for Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days. The decision of the Vice President for Academic Affairs is final.

## Graduation Information

Graduation exercises are scheduled once per year in May. This ceremony is for students who are completing a degree or diploma. A separate certificate ceremony will be held in December in Vidalia and in May in Swainsboro for students completing a certificate of credit. 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 five (5) years after completing the required course work for their program of study.

## **Graduation Fee**

A fee of \$40 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 (cap and gown, cover, credential, etc.) and is non-refundable. A fee of \$25 is charged to each student who applies for the certificate ceremony. This fee covers the cost of the credential and cover is also non-refundable. Graduating degree, diploma and certificate students who do not wish to participate in the graduation or certificate ceremonies are charged a fee of \$10 per credential. Replacement charge for a degree, diploma or certificate is \$25 per credential. A \$10 fee is charged for each cover requested. Please note all outstanding holds must be cleared before a student can participate in the graduation ceremony and/or receive a credential.

Please note: Students should first see someone in the Registrar's office to inform the office of their intentions and have the fee placed on their account. They will then see the Business Office to pay the fee.

## **Graduation Requirements**

In order to graduate, students must meet all course and credit hour requirements of the program. To receive a degree, diploma, or certificate from a program of instruction, the student must have a cumulative grade point average of at least 2.0 in his/her program of study and must be a regular admit student.

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 1040 College Foundations in order to graduate. This class is designed to be taken the first semester of enrollment.

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 exceptions to this rule are the Automotive Electrical/Electronic Systems Technician, Commercial Truck Driving, Diesel Electrical/Electronic System Technician, and Shampoo Technician

programs.) 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 and excel in their academic performance shall be recognized at graduation. A program grade point average of 3.75 or higher will qualify a student to graduate with honors.

## **Exiting Learning Support Courses**

Students placed in Learning Support Classes will be required to achieve minimum scores necessary on assigned modules to exit the Learning Support course and progress into the credit course for their major. Students who reach certain check points during the semester but do not complete all modules will receive a grade for the course but must register for the course the following semester.

#### Co-Requisite Classes

- All diploma level math and English students are eligible to participate in co-requisite classes.
- Degree-level Learning Support Math students who meet eligibility requirements may choose to participate in a co-requisite class.
- In order to be eligible to participate in co-requisite classes, degree level math students must successfully complete Module 12 of the MATH 0090 requirements or score between 41 and 56 on the Algebra portion of the Accuplacer exam.
- Students who choose this option will enroll in both the Learning Support class and the appropriate math/English core class.
- This option gives the student the opportunity to complete both courses in one (1) semester.
- If a co-req student withdraws from the LS class, he/she will be withdrawn from the Core class as well.
- However, the student may withdraw from the Core class and remain in the LS class.

Beginning Spring semester 2017, all diploma and degree level English Learning Support students will be enrolled in co-requisite classes.

## 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 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.

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 Dean of Academic Affairs will mail a Memorandum of Agreement (MOA) to the internship site. The MOA outlines the responsibilities and expectations of the College and the internship site. The MOA is signed by the Vice President for Academic Affairs, the Dean of Academic Affairs, and the contact person at the internship site. The MOA remains in effect for three (3) years. Signed MOAs are filed in the dean's office.

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: 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 (1) 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 (1) 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.

## GRIEVANCE, CONDUCT, AND STUDENT DISCIPLINARY PROCEDURES

### 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, sex, 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 Innovation and Opportunity Act (WIOA) 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 / Title IX (Students) - OCR Compliance Officer**

Helen Thomas, Special Needs Specialist, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)  
Student Affairs, Office 165, (912) 538-3126

**Title VI / Title IX (Employees) - EEOC Officer**

Lanie Jonas, Director of Human Resources, [ljonas@southeasterntech.edu](mailto:ljonas@southeasterntech.edu)  
Administrative Services, Office 138B, (912) 538-3230

These individuals may be contacted for inquiries concerning the application of these policies and procedures at:

Southeastern Technical College  
3001 E. First Street, Vidalia, GA 30474  
(912) 538-3100

Please contact your college's Title IX coordinator or Section 504 coordinator listed above, or Kim Ellis at [kellis@tcsg.edu](mailto:kellis@tcsg.edu) or Josh McKoon at [JMckoon@tcsg.edu](mailto:JMckoon@tcsg.edu) if you have questions or need clarification.

### 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:

1. 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.

2. 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.
3. Business days: Weekdays that the college administrative offices are open.
4. Vice President of Student Affairs (VPSA): The staff member in charge of the Student Affairs division at the college.
5. 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.
6. 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 five (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 (1) of the following two (2) 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 five (5) members, including one (1) 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 five (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

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.

It is the policy of the Southeastern Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner.

TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.



Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

In an instance of perceived violation of Southeastern Technical College's procedures, 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**

Southeastern Technical College will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

## **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.

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.

## **Unlawful Harassment and Discrimination of Students**

### **DEFINITIONS:**

For purposes of this procedure, the words listed below are defined as follows:

1. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information or disability and which:
  - a. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
  2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.
    - a. Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful 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 otherwise circulated in college community in any format.
    - b. Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.
3. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- 4. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
- 5. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.
  - a. Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:
    - b. Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.
  - c. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.
  - d. Unlawful 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, gender, national origin, genetic information or disability.
  - e. Unlawful 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 participated in an investigation of an allegation.
  - f. Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.
  - g. Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.
  - h. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.
    - i. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
  - i. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
  - j. Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.
  - k. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
  - l. Compliance Officer: the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.
  - m. Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
  - n. Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

## REPORTING AND MANAGEMENT ACTION

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others, regardless of where the incident occurred. 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.
2. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the Complainant to:

**ADA / Section 504 / Equity / Title IX (Students) - OCR Compliance Officer**

Helen Thomas, Special Needs Specialist, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)  
Student Affairs, Vidalia Campus, Office 165, (912) 538-3126

**Title VI / Title IX (Employees) - EEOC Officer**

Lanie Jonas, Director of Human Resources, [ljonas@southeasterntech.edu](mailto:ljonas@southeasterntech.edu)  
Administrative Services, Vidalia Campus, Office 138B, (912) 538-3230

3. Such reports can initially be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed. The complaint shall contain a brief description of the alleged violation and relief requested.
4. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
5. 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.
6. Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their President or one (1) of the persons listed above in II. 2.
  - The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure.
7. The 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.
  - 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.

## INVESTIGATIONS

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

2. A complaining party will be notified within five (5) business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within five (5) business days of receiving the notice. The president's decision will be final.
3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment sexual violence and/or unlawful retaliation has occurred.
6. Investigations and summary findings will be documented appropriately.
7. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing.
8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

## **CORRECTIVE ACTIONS**

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, the matter must be referred to either the Vice President for Student Affairs for students or the Human Resources Director for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college's Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.
4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence or retaliation has occurred, the college will address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

## **REVIEWS AND DISPOSITIONS**

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within five (5) business days of receiving notice of the investigative results by submitting a written request to the president.
2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College

System of Georgia's Legal Services Office by submitting a written request within three (3) business days by regular mail or email to one (1) of the following:

Technical College System of Georgia  
Office of Legal Services  
1800 Century Place, N.E., Suite 400  
Atlanta, Georgia 30345

OR

[Unlawfulharassment@tcsg.edu](mailto:Unlawfulharassment@tcsg.edu)

4. The Office of Legal Services will convene a panel of at least three (3) individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

## RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for five (5) years after the graduation of the student or the date of the student's last attendance. Confidential Documents shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Secretary of State's records retention schedule.

## Student Code of Conduct

### POLICY

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

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, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

## **DEFINITIONS:**

- 1) Faculty Member: any person hired by a TCSG technical college to conduct teaching, service, or research activities.
- 2) Hearing Body: as defined in the Student Disciplinary Procedure.
- 3) Member of the technical college community: any person who is a student, faculty member, contractor, technical college official or any other person/s involved with the technical college, involved in the community or employed by the technical college.
- 4) Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall 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.
- 5) Student: all persons taking courses at the technical college, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered "students".
- 6) System: the Technical College System of Georgia or TCSG.
- 7) Technical college official: any person employed by the technical college performing assigned responsibilities on a part-time, full-time or adjunct basis.
- 8) Premises: 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).

## **PROCEDURE**

**PROSCRIBED CONDUCT** - Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

## **A. Academic**

### **Academic Misconduct Definitions**

Academic Misconduct includes, but is not limited to, the following:

#### **1. Aiding and Abetting Academic Misconduct**

Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

## **2. Cheating**

- a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
- f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

## **3. Fabrication**

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

## **4. Plagiarism**

- a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

## **B. Non-Academic Misconduct**

Non-Academic Misconduct includes, but is not limited to, the following:

## Behavior

- a. Indecent Conduct: lewd or indecent conduct or distribution of obscene or libelous written or electronic material.
- b. Violence: physical abuse of any person (including dating violence, domestic violence or sexual violence) on technical college Premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: certain physical abuse may also be considered unlawful harassment.
- c. Harassment: The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.
- d. Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions and other duly authorized activities on technical college Premises or at technical college-sponsored activity sites.
- e. Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

## 2. Professionalism

- a. Personal Appearance:

Refer to Southeastern Technical College Dress Code Policy.

## 3. Use of Technical College Property

- a. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.
- b. Occupation or Seizure: illegal occupation or seizure in any manner of technical college property, a technical college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. Presence on technical college Premises: prohibits unauthorized entry upon technical college Premises; unauthorized entry into technical college Premises or a portion thereof which has been restricted in use; unauthorized presence in technical college Premises after closing hours; or furnishing false information to gain entry upon technical college Premises.



d. Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.

e. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.

f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at technical college sponsored or supervised functions.

## **4. Drugs, Alcohol and Other Substances**

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college Premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.

b. Controlled substances, illegal drugs and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c. Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college Premises, unless otherwise permitted by technical college officials.

d. Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Refer to the Southeastern Technical College Tobacco Policy.

## **5. Use of Technology**

a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.

b. Electronic Devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.

c. Harassment: The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.

d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password. Southeastern Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

## **6. Weapons**

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)  
O.C.G.A. § 16-7-80  
O.C.G.A. § 16-7-81  
O.C.G.A. § 16-7-85  
O.C.G.A. § 16-11-121  
O.C.G.A. § 16-11-125.1  
O.C.G.A. § 16-11-126  
O.C.G.A. § 16-11-127  
O.C.G.A. § 16-11-127.1  
O.C.G.A. § 16-11-129  
O.C.G.A. § 16-11-130  
O.C.G.A. § 16-11-133  
O.C.G.A. § 16-11-135  
O.C.G.A. § 16-11-137  
O.C.G.A. § 43-38-10

## **7. Gambling**

The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

## **8. Parking**

The technical college prohibits violation of Southeastern Technical College regulations regarding the operation and parking of motor vehicles on or around Southeastern Technical College Premises.

## **9. Financial Irresponsibility**

The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets.

## **10. Violation of Technical College Policy**

Violation of System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

## **11. Aiding and Abetting**

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

## **12. Falsification of Documentation**

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

## **13. Violation of Law**

a. If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law 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.

## **14. Abuse of the Student Judicial Process, including but not limited to**

a. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.

b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.

c. Disruption or interference with the orderly conduct of a disciplinary proceeding.

d. Initiating a disciplinary proceeding knowingly without cause.

e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.

f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.

h. Failure to comply with the sanction(s) imposed under the Student Code.

## 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  
Tank/Halter tops  
Bare midriffs  
Underwear above pants  
Short or tight dresses  
Tube tops  
Hats/caps in the buildings  
Mini Skirts  
Swimsuits  
Pajamas  
Bare feet  
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.

## Hover Boards

As part of Southeastern Technical College's efforts to maintain campus safety, and adhere to its fire protection and prevention policy, hover boards, and any other similar equipment, are prohibited on campus. These devices cannot be used, stored and/or charged in any building or any grounds of Southeastern Technical College. This policy is being implemented as a result of recent concerns of the U.S. Consumer Product Safety Commission.

## 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 Guidelines**

### **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 (including alternative smoking devices) 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 regulation 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. Cellular phones must be kept in silent mode while in a classroom. At their discretion and approval, instructors may allow a student to use a cellular phone to record a lecture, take pictures of notes, or incorporate a phone into a classroom setting, but phones are not allowed during any type of testing. If an instructor requests a student to disengage from a cell phone, a student must do so. 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. Data 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 (1) 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 -provided Remote Access home network, and connecting to another network, such as a spouse's remote access. Configuring an ISDN router to dial into 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 two (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 (2) flavors of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office/remote access. BRI has two (2) "Bearer" channels at 64kbit (aggregate 128kb) and one (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. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the technical 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. Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
2. Business days: weekdays that the technical college administrative offices are open.
3. Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
4. Member of the technical college community: any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.

5. Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall 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.
6. Student: all persons taking courses at the technical college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."
7. Student Organization: any number of persons who have complied with the formal requirements for technical college recognition.
8. Technical college: any college within the Technical College System of Georgia.
9. Technical college official: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
10. Premises: 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).

## Procedure:

### Filing a Complaint

1. Any person may file a complaint with the Student Disciplinary Officer (the Vice President for Student Affairs on the Vidalia Campus or the Executive Director of Student Affairs on the Swainsboro Campus) or his/her designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a [Student Code of Conduct Complaint Form](#)<sup>879</sup>, and provide it to the Vice President for Student Affairs or the technical college president's designee.
2. Academic Misconduct will be handled using section IV. Academic Misconduct Procedure
3. Investigation and Decision
  - a. Within five (5) business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Student Disciplinary Officer 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 allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
  - b. The student shall have five (5) business days from the date contacted by the Student Disciplinary Officer or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one (1) time. If the student fails to respond to the Student Disciplinary Officer or the technical college president's designee within five (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 the technical college president's 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 (1) 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 determines that the student has violated the Student Code of Conduct, he/she shall impose one (1) or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or the technical college president's designee determines that the alleged conduct did not

occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

## Disciplinary Sanctions

1. After a determination that a student has violated the Student Code of conduct, the Student Disciplinary Officer or his/her designee may impose one (1) 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.

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 (1) 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 (1) 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.

**System-Wide Expulsion** – Where a student has been expelled or suspended three (3) times from the same or different colleges in the Technical College System of Georgia in the past seven (7) years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of 10 years after the most recent expulsion/suspension.

## 2. Violation of Federal, State, or Local Law



- c. 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.
- d. 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.
- e. When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### **3. 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 allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs 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. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

### **4. Conditions of Disciplinary Suspension and Expulsion**

- c. 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.
- d. 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.
- e. 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.
- f. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Technical College premises for the duration of that hearing.

## **Mediation**

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.

## **Hearing/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 (5) 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 (2) faculty members, one (1) staff member and two (2) 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 five (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.

## 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 (5) years.

## 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 third 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.

### **Procedure**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

### **ADDITIONAL PROVISIONS**

### **Health Science, Commercial Truck Driving, and Cosmetology Programs**

Requirements for instructional hours within Health Science, Commercial Truck Driving, and Cosmetology programs reflect the rules of respective licensure boards, state requirements, and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

## **Learning Support**

Students enrolled in learning support classes will be required to attend a minimum of 90% of the scheduled classes. Success in these courses depends mostly on student persistence. Students are more likely to progress out of learning support if they attend these classes on a regular schedule.

## **Online Attendance**

It is the student's responsibility to be academically engaged in each class by completing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

## **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.

## CAMPUS SECURITY

### 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 (3) 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 (3) 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 five (5) years have been 98.2% 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 for Student Affairs  
3001 E. 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.

It is the obligation of the school to ensure orderly operation; to protect the rights of all members of the service delivery area; to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others; and to institute disciplinary action where conduct adversely affects the school's pursuit of its educational objectives.

Campus security officers will provide assistance in both external and internal disruptions. In such incidents, the security officer's directions are to be followed explicitly by students and staff. Any disruption or criminal act observed by the security officer on duty will be reported to the Director of Safety and Security in order for law enforcement to be notified in necessary.

Campus security officers will maintain a presence on campus during all STC campus operation hours. If there are questions, problems, or special needs, faculty and staff are encouraged to call the administrator on duty or Director of Safety and Security. Our purpose is to serve our students and provide a safe and pleasant atmosphere on campus. All personnel should provide assistance and cooperation to security officers.

Students and Faculty/Staff shall not interfere with the campus security officer in the performance of duty.

If there is a concern regarding enforcement of the Code of Conduct, Traffic and Parking Regulations, and/or security procedures, the administrator on duty should be contacted. Officers are not to be interfered with in the performance of their duties nor are their actions to be questioned.

All emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, weapons, drugs, or solicitors are to be reported to security personnel or administrators.

Statistics concerning the occurrence of on-campus criminal offenses are available in the Student Affairs area and will be published annually in September. This information is also available in the library.

In the event of an accident, a Campus Crime/Accident/Incident Report Form must be completed immediately following the accident and turned in to the Director of Safety and Security. The form is reviewed by the Director of Safety and Security and forwarded to the Vice President of Institutional Effectiveness to determine if corrective action is needed.

In the event that a security alarm is activated after normal hours of operation, the security monitoring company will call the STC employees on the call list that has been provided to the security monitoring company until an employee is reached. The security monitoring company will also call 911 in order for local law enforcement to respond to the campus where the alarm has been activated.

The responding STC employee will make contact with local law enforcement, either in-person or by telephone, in order to determine whether or not the campus has been damaged in any manner. Local law enforcement will conduct a walk-through of the campus and if necessary a walk-through of the interior of the building(s). If necessary, the STC employee should respond to the campus in order to allow law enforcement entry into the building(s).

The Director of Safety and Security will be notified the next business day of any alarm calls received from the security monitoring company.

## **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) 289-2200 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 online Maintenance Request Form which notifies the Director of Facilities and the Maintenance department. Students who identify a maintenance or repair task should contact a staff member so that an online Maintenance Request can be completed.

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 non-residential 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 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 Director of Safety and Security.

## 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](http://www.ganet.org)<sup>80</sup>.

## 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 October 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 or (912) 538-3125  
[takridge@southeasterntech.edu](mailto:takridge@southeasterntech.edu)

Campus – Vidalia Campus



| Offense                              | Year | On Campus | Noncampus<br>Building or<br>Property | Public Property |
|--------------------------------------|------|-----------|--------------------------------------|-----------------|
| Criminal Homicide                    |      |           |                                      |                 |
| Murder and Nonnegligent Manslaughter | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Negligent Manslaughter               | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Sex Offenses                         |      |           |                                      |                 |
| Rape                                 | 2018 |           |                                      |                 |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Fondling                             | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Incest                               | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Statutory Rape                       | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Robbery                              | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 1               |
| Aggravated Assault                   | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 2               |
|                                      | 2016 | 0         | 0                                    | 4               |
| Burglary                             | 2018 | 0         | 0                                    | 0               |
|                                      |      |           |                                      |                 |

|                     |      |   |   |   |
|---------------------|------|---|---|---|
|                     | 2017 | 1 | 0 | 1 |
|                     | 2016 | 1 | 0 | 1 |
| Motor Vehicle Theft | 2018 | 0 | 0 | 0 |
|                     | 2017 | 0 | 0 | 1 |
|                     | 2016 | 0 | 0 | 0 |
| Arson               | 2018 | 0 | 0 | 0 |
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |

## Arrests

| Other Offenses            | Year | On Campus | Noncampus<br>Building or<br>Property | Public Property |
|---------------------------|------|-----------|--------------------------------------|-----------------|
| Liquor Law Violations     | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 1               |
| Drug Abuse Violations     | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 3               |
|                           | 2016 | 0         | 0                                    | 3               |
| Illegal Weapon Possession | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |

## Judicial Review

| Other Offenses            | Year | On Campus | Noncampus Building or Property | Public Property |
|---------------------------|------|-----------|--------------------------------|-----------------|
| Liquor Law Violations     | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Drug Abuse Violations     | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Illegal Weapon Possession | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| VAWA Amendment Offenses   | Year | On Campus | Noncampus Building or Property | Public Property |
| Dating Violence           | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Domestic Violence         | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Stalking                  | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |

In the years 2016, 2017 and 2018 there were no reported incidents of Hate Crimes on the Vidalia Campus.

In the years 2016, 2017 and 2018 there were no unfounded Clery Crimes on the Vidalia Campus.

Campus – Commercial Truck Driving Training Center

| Offense                              | Year | On Campus | Noncampus<br>Building or<br>Property | Public Property |
|--------------------------------------|------|-----------|--------------------------------------|-----------------|
| Criminal Homicide                    |      |           |                                      |                 |
| Murder and Nonnegligent Manslaughter | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Negligent Manslaughter               | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Sex Offenses                         |      |           |                                      |                 |
| Rape                                 | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Fondling                             | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Incest                               | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Statutory Rape                       | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Robbery                              | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Aggravated Assault                   | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Burglary                             | 2018 | 0         | 0                                    | 0               |
|                                      |      |           |                                      |                 |

|                     |      |   |   |   |
|---------------------|------|---|---|---|
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2018 | 0 | 0 | 0 |
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |
| Arson               | 2018 | 0 | 0 | 0 |
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |

## Arrests

| Other Offenses            | Year | On Campus | Noncampus<br>Building or<br>Property | Public Property |
|---------------------------|------|-----------|--------------------------------------|-----------------|
| Liquor Law Violations     | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |
| Drug Abuse Violations     | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |
| Illegal Weapon Possession | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |

## Judicial Review

| Other Offenses            | Year | On Campus | Noncampus Building or Property | Public Property |
|---------------------------|------|-----------|--------------------------------|-----------------|
| Liquor Law Violations     | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Drug Abuse Violations     | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Illegal Weapon Possession | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| VAWA Amendment Offenses   | Year | On Campus | Noncampus Building or Property | Public Property |
| Dating Violence           | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Domestic Violence         | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Stalking                  | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |

In the years 2016, 2017 and 2018 there were no reported incidents of Hate Crimes at the Commercial Truck Driving Training Center.

In the years 2016, 2017 and 2018 there were no unfounded Clery Crimes at the Commercial Truck Driving Training Center.

Campus – Health Science Annex West Campus

| Offense                              | Year | On Campus | Noncampus<br>Building or<br>Property | Public Property |
|--------------------------------------|------|-----------|--------------------------------------|-----------------|
| Criminal Homicide                    |      |           |                                      |                 |
| Murder and Nonnegligent Manslaughter | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Negligent Manslaughter               | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Sex Offenses                         |      |           |                                      |                 |
| Rape                                 | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Fondling                             | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Incest                               | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Statutory Rape                       | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Robbery                              | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Aggravated Assault                   | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Burglary                             | 2018 | 0         | 0                                    | 0               |
|                                      |      |           |                                      |                 |

|                     |      |   |   |   |
|---------------------|------|---|---|---|
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2018 | 0 | 0 | 0 |
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |
| Arson               | 2018 | 0 | 0 | 0 |
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |

## Arrests

| Other Offenses            | Year | On Campus | Noncampus<br>Building or<br>Property | Public Property |
|---------------------------|------|-----------|--------------------------------------|-----------------|
| Liquor Law Violations     | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |
| Drug Abuse Violations     | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |
| Illegal Weapon Possession | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |

## Judicial Review



| Other Offenses            | Year | On Campus | Noncampus Building or Property | Public Property |
|---------------------------|------|-----------|--------------------------------|-----------------|
| Liquor Law Violations     | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Drug Abuse Violations     | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Illegal Weapon Possession | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| VAWA Amendment Offenses   | Year | On Campus | Noncampus Building or Property | Public Property |
| Dating Violence           | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Domestic Violence         | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Stalking                  | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |

In the years 2016, 2017 and 2018 there were no reported incidents of Hate Crimes on the Health Science Annex West Campus.

In the years 2016, 2017 and 2018 there were no unfounded Clery Crimes on the Health Science Annex West Campus.

Campus – Swainsboro Campus

| Offense                              | Year | On Campus | Noncampus<br>Building or<br>Property | Public Property |
|--------------------------------------|------|-----------|--------------------------------------|-----------------|
| Criminal Homicide                    |      |           |                                      |                 |
| Murder and Nonnegligent Manslaughter | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Negligent Manslaughter               | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Sex Offenses                         |      |           |                                      |                 |
| Rape                                 | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Fondling                             | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Incest                               | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Statutory Rape                       | 2018 | 0         | 0                                    | 0               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Robbery                              | 2018 | 0         | 0                                    | 6               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Aggravated Assault                   | 2018 | 0         | 0                                    | 1               |
|                                      | 2017 | 0         | 0                                    | 0               |
|                                      | 2016 | 0         | 0                                    | 0               |
| Burglary                             | 2018 | 0         | 0                                    | 2               |
|                                      |      |           |                                      |                 |

|                     |      |   |   |   |
|---------------------|------|---|---|---|
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2018 | 0 | 0 | 0 |
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |
| Arson               | 2018 | 0 | 0 | 0 |
|                     | 2017 | 0 | 0 | 0 |
|                     | 2016 | 0 | 0 | 0 |

## Arrests

| Other Offenses            | Year | On Campus | Noncampus<br>Building or<br>Property | Public Property |
|---------------------------|------|-----------|--------------------------------------|-----------------|
| Liquor Law Violations     | 2018 | 0         | 0                                    | 1               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |
| Drug Abuse Violations     | 2018 | 0         | 0                                    | 1               |
|                           | 2017 | 0         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |
| Illegal Weapon Possession | 2018 | 0         | 0                                    | 0               |
|                           | 2017 | 1         | 0                                    | 0               |
|                           | 2016 | 0         | 0                                    | 0               |

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## Judicial Review

| Other Offenses            | Year | On Campus | Noncampus Building or Property | Public Property |
|---------------------------|------|-----------|--------------------------------|-----------------|
| Liquor Law Violations     | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Drug Abuse Violations     | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Illegal Weapon Possession | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| VAWA Amendment Offenses   | Year | On Campus | Noncampus Building or Property | Public Property |
| Dating Violence           | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Domestic Violence         | 2018 | 0         | 0                              | 3               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |
| Stalking                  | 2018 | 0         | 0                              | 0               |
|                           | 2017 | 0         | 0                              | 0               |
|                           | 2016 | 0         | 0                              | 0               |

In the years 2016, 2017 and 2018 there were no reported incidents of Hate Crimes on the Swainsboro Campus.

In the years 2016, 2017 and 2018 there were no unfounded Clery Crimes on the Swainsboro Campus.

For Southeastern Technical College's campus crime statistics, please refer to the [2019-2020 Annual Security Report](#)<sup>81</sup>.

## Weapons Policy:

Southeastern Technical College complies with HB280/O.C.G.A. 16-11.127.1 pertaining to campus carry legislation. According to Georgia Law, any weapons carry license holder when he or she is in any building or on real property owned by or leased to any public technical school, vocational school, college, or university, or other public institution of postsecondary education; provided, however, that such exception shall

Not apply to buildings or property used for athletic sporting events or student housing, including, but limited to, fraternity and sorority houses;

Not apply to any preschool or childcare center space located within such buildings or real property;

Not apply to any room or space being used for classes related to a college and career academy or specialized school as provided under Code Section 20-4-37;

Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including but not limited to, classes related to the 'Move on When Ready Act' as provided for under Code Section 20-2-161.3;

Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;

Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Code Section 16-11-126 and pursuant to Code Section 16.11.129; and

Only apply to the carrying of handguns which are concealed. Concealed means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernable by the passive observation of others.

Any weapons carry license holder who carries a handgun in an manner or in a building, property, room, or space in violation of this law shall be guilty of a misdemeanor; provided, however, that for a conviction of a first offense, such weapons carry license holder shall be punished by a fine of \$25 and not be sentenced to serve any term or confinement. Any person who is not a license holder who violates this law shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two (2) nor more than 10 years, or both.

Also prohibited are other dangerous weapons: straight razors, spring sticks, fighting chains, blackjacks, switchblade knife, metal knuckles, Bowie knife, throwing knife, numchucks, any knife having a blade of three (3) inches or more, any flailing instrument with two (2) or more rigid parts hinged such that one (1) or more parts can swing freely, any disk having two (2) or more points or blades which is designed to be thrown or propelled other objects that may reasonably pose a danger to the health and safety of students, instructors, or any individuals.

A certified deputy/police officer has the right to wear a visible or concealed weapon anywhere he/she goes in the state of Georgia. He/She is considered on duty 24 hours a day, seven (7) days a week.

STC Weapons Policy is stated within the school catalog. Any infraction should be immediately reported to the administrator on duty. Punitive actions will be administered as specified in the school catalog and Georgia Law.

## 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 Technical College System of Georgia policies and guidelines governing the possession, sale, and consumption of alcoholic beverages. Selling or furnishing alcoholic beverages to anyone is not permitted on any 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 (1) 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 (1) year for first offense, up to five (5) 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 (1) 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 (1) 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 five (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 workplace.

## **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 one (1) year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days to two (2) years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days to three (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 five (5) to 20 years in prison and a minimum fine of \$1000 for a first conviction if the mixture or substance exceeds five (5) grams, for a second conviction if the mixture or substance exceeds three (3) grams, and for a third or subsequent conviction if the mixture or substance exceeds one (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 one (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 one (1) year for the first and up to five (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 (1) year for first offense, up to five (5) 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 (1) 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 (1) 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:

Drug and Alcohol Abuse Assistance

| Contact Name   | Contact Number |
|--|----------------|
| 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          | 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<br>(Uppers, Speed)                       | Loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis   | YES                  |
| Barbiturates<br>(Barbs, Bluebirds, Blues)             | Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression  | YES                  |
| Cocaine and Cocaine Freebase<br>(Coke, Crack)         | Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury   | YES                  |
| Codeine   | Addiction, constipation, loss of appetite, lethargy  | YES                  |
| Heroin<br>(H, Junk, Smack)                            | Addiction, constipation, loss of appetite, lethargy  | YES                  |
| LSD<br>(Acid)   | May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, hallucinations  | POSSIBLE             |
| MDA, MDMA, MOMA, MDE<br>(Ecstasy, xtc)                | Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating  | POSSIBLE             |
| Marijuana Cannabis<br>(Pot, Grass, Dope, Weed, Joint) | Bronchitis, conjunctivitis, possible birth defects   | YES                  |
| Mescaline/Peyote Cactus<br>(Mesc, Peyote)             | May intensify existing psychosis, anxiety, lack of coordination, sweating, chills, and shivering   | POSSIBLE             |
| Methaqualone<br>(Ludes)                               | Coma, convulsions  | YES                  |
| Morphine<br>(M, Morph)                                | Addiction, constipation, loss of appetite  | YES                  |
| PCP<br>(Crystal, Tea, Angel dust)                     | Psychotic behavior, violent acts, psychosis  | YES                  |
| Psilocybin<br>(Magic mushrooms, Shrooms)              | May intensify existing psychosis   | POSSIBLE             |
| Steroids<br>(Roids, Juice)                            | Cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced sterility, stroke, hypertension, congestive heart failure, liver damage | YES                  |

| SUBSTANCE       | AMOUNT           | POTENTIAL PENALTY FOR FIRST OFFENSE   |
|-----------------|------------------|---|
| Heroin          | 1 kg or more     |   |
| Cocaine         | 5 kg or more     | Prison: Not less than 10 years,<br>not more than life   |
| Crack Cocaine   | 50 gm or more    |   |
| Methamphetamine | 100 gm or more   |   |
| PCP             | 100 gm or more   |   |
| LSD             | 10 gm or more    | Fine: Up to \$4,000,000.00  |
| Marijuana       | 1,000 kg or more |   |
| Heroin          | 100-999 gm       |   |
| Cocaine         | 500-4,999 gm     | Prison: Not less than 5 years,<br>not more than 40 years  |
| Crack Cocaine   | 5-49 gm          |   |
| Methamphetamine | 10-99 gm         |   |
| PCP             | 10-99 gm         |   |
| LSD             | 1-10 gm          | Fine: Up to \$2,000,000.00  |
| Marijuana       | 100-1000 kg      |   |
| Amphetamines    | Any amount       | Prison: Up to 5 years   |
| Barbiturates    | Any amount       | Fine: Up to \$250,000.00  |
| Marijuana       | 50-100 kg        | Prison: Up to 20 years. Not<br>more than life if death or serious<br>bodily injury results from use of<br>the substance |
| Hashish         | 10-100 kg        |   |
| Hash Oil        | 1-100 kg         |   |
| Marijuana       | Less than 50 kg  |   |
| Hashish         | Less than 10 kg  | Prison: Up to 5 years   |
| Hash Oil        | Less than 1 kg   | Fine: Up to \$250,000.00  |

## PROGRAM AVAILABILITY CHART BY CAMPUS

| Programs  | Locations Offered |         |
|---|-------------------|---------|
| Accounting Degree   | Swainsboro        | Vidalia |
| Accounting Diploma  | Swainsboro        | Vidalia |
| Administrative Support Assistant                                | Swainsboro        | Vidalia |
| Advanced Emergency Medical Technician                           | Vidalia           |         |
| Advanced Shielded Metal Arc Welder                              | Swainsboro        | Vidalia |
| Air Conditioning Technician Assistant                           | Vidalia           |         |
| Air Conditioning Technology Diploma                             | Vidalia           |         |
| Associate of Science in Nursing Bridge Pathway Option           | Swainsboro        |         |
| Associate of Science in Nursing Traditional Option              | Vidalia           |         |
| Automotive Chassis Technician Specialist                        | Vidalia           |         |
| Automotive Climate Control Technician                           | Vidalia           |         |
| Automotive Electrical/Electronic Systems Technician             | Vidalia           |         |
| Automotive Engine Performance Technician                        | Vidalia           |         |
| Automotive Engine Repair Technician                             | Vidalia           |         |
| Automotive Technology Diploma                                   | Vidalia           |         |
| Automotive Transmission/Transaxle Tech Specialist               | Vidalia           |         |
| Basic CNC Technician  | Swainsboro        |         |
| Basic Shielded Metal Arc Welder                                 | Swainsboro        | Vidalia |
| Business Healthcare Technology Degree                           | Swainsboro        | Vidalia |
| Business Healthcare Technology Diploma                          | Swainsboro        | Vidalia |
| Business Management Degree                                      | Swainsboro        | Vidalia |
| Business Management Diploma                                     | Swainsboro        | Vidalia |
| Business Technology Degree                                      | Swainsboro        | Vidalia |
| Business Technology Diploma - Business Administrative Assistant | Swainsboro        | Vidalia |
| Cisco Network Specialist  | Swainsboro        | Vidalia |
| Clinical Laboratory Technology Degree                           | Vidalia           |         |
| Commercial Truck Driving  | Swainsboro        | Vidalia |
| Commercial Wiring   | Swainsboro        | Vidalia |
| CompTIA A+ Certified Preparation                                | Swainsboro        | Vidalia |
| Computerized Accounting Specialist                              | Swainsboro        | Vidalia |
| Cosmetology Diploma   | Swainsboro        | Vidalia |
| Criminal Justice Technology Degree                              | Swainsboro        | Vidalia |
| Criminal Justice Technology Diploma                             | Swainsboro        | Vidalia |
| Cyber Crime Specialist  | Swainsboro        | Vidalia |
| Cybersecurity Certificate                                       | Swainsboro        | Vidalia |

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| Cybersecurity Degree                           | Swainsboro | Vidalia |
| Cybersecurity Diploma                          | Swainsboro | Vidalia |
| Dental Hygiene Degree                          | Vidalia    |         |
| Diesel Electrical/Electronic System Technician | Swainsboro |         |
| Diesel Engine Service Technician               | Swainsboro |         |
| Diesel Equipment Technology Diploma            | Swainsboro |         |
| Diesel Truck Maintenance Technician            | Swainsboro |         |
| Early Childhood Care and Education Basics      | Swainsboro | Vidalia |
| Early Childhood Care and Education Degree      | Swainsboro | Vidalia |
| Early Childhood Care and Education Diploma     | Swainsboro | Vidalia |
| Early Childhood Program Administration         | Swainsboro | Vidalia |
| Electrical Construction Technology Diploma     | Swainsboro | Vidalia |
| Electrical Contracting Technician              | Swainsboro | Vidalia |
| Electrical Systems Assistant                   | Swainsboro |         |
| Electronics Fundamentals Diploma               | Vidalia    |         |
| Electronics Technology Degree                  | Vidalia    |         |
| Electronics Technology Diploma                 | Vidalia    |         |
| Emergency Medical Technician                   | Vidalia    |         |
| EMS Professions Diploma                        | Vidalia    |         |
| Fish & Wildlife Management Degree              | Swainsboro |         |
| Fish & Wildlife Management Diploma             | Swainsboro |         |
| Flux Cored Arc Welder                          | Swainsboro | Vidalia |
| Gas Metal Arc Welder                           | Swainsboro | Vidalia |
| Gas Tungsten Arc Welder                        | Swainsboro | Vidalia |
| Hair Designer                                  | Swainsboro | Vidalia |
| Healthcare Assistant                           | Swainsboro | Vidalia |
| Healthcare Billing and Reimbursement Assistant | Swainsboro | Vidalia |
| Healthcare Management Degree                   | Swainsboro | Vidalia |
| Healthcare Office Assistant                    | Swainsboro | Vidalia |
| Healthcare Professional                        | Swainsboro | Vidalia |
| Help Desk Specialist                           | Swainsboro | Vidalia |
| Human Resource Management Specialist           | Swainsboro | Vidalia |
| Industrial Electrical Technology Diploma       | Swainsboro | Vidalia |
| Information Technology Professional Degree     | Swainsboro | Vidalia |
| Information Technology Professional Diploma    | Swainsboro | Vidalia |
| Introduction to Criminal Justice               | Swainsboro | Vidalia |
| Mammography                                    | Vidalia    |         |
| Management and Leadership Specialist           | Swainsboro | Vidalia |
| Medical Administrative Technician              | Swainsboro | Vidalia |

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|---|------------|---------|
| Medical Assisting Diploma                                       | Swainsboro | Vidalia |
| Microsoft Excel Application Professional                        | Swainsboro | Vidalia |
| Microsoft Network Administrator                                 | Swainsboro | Vidalia |
| Microsoft Office Applications Professional                      | Swainsboro | Vidalia |
| Microsoft Word Application Professional                         | Swainsboro | Vidalia |
| Nurse Aide  | Swainsboro | Vidalia |
| Office Accounting Specialist                                    | Swainsboro | Vidalia |
| Paramedicine Diploma  | Vidalia    |         |
| Payroll Accounting Specialist                                   | Swainsboro | Vidalia |
| Practical Nursing Diploma                                       | Swainsboro | Vidalia |
| Pre-Hospital EMS Operations                                     | Vidalia    |         |
| Radiologic Technology Degree                                    | Vidalia    |         |
| Residential Wiring Technician                                   | Vidalia    |         |
| Shampoo Technician  | Swainsboro | Vidalia |
| Supervisor/Management Specialist                                | Swainsboro | Vidalia |
| Technical Management Specialist                                 | Swainsboro | Vidalia |
| Web Site Design/Development Associate of Applied Science Degree | Vidalia    |         |
| Web Site Design/Development Diploma                             | Vidalia    |         |
| Web Site Developer  | Vidalia    |         |
| Welding & Joining Technology Diploma                            | Swainsboro | Vidalia |
| Wildlife Management Assistant                                   | Swainsboro |         |

**ACCT 1100 - Financial Accounting I**

4 Credits

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

**ACCT 1105 - Financial Accounting II**

4 Credits

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

**ACCT 1115 - Computerized Accounting**

3 Credits

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

**ACCT 1120 - Spreadsheet Applications**

4 Credits

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

**ACCT 1125 - Individual Tax Accounting**

3 Credits

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 Credits

(Prerequisite: ACCT 1100) Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

**ACCT 2000 - Managerial Accounting**

3 Credits

(Prerequisite: ACCT 1105) Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include: Managerial Accounting Concepts, Manufacturing Accounting Using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit Analysis, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

**ACCT 2100 - Accounting Internship I**

4 Credits

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

**ACCT 2105 - Accounting Internship II**

8 Credits

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

**ACCT 2110 - Accounting Simulation**

3 Credits

(Prerequisites: ACCT 1105, ACCT 1120) (Co-requisite: 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 Credits

(Prerequisite: ACCT 1125) Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.



**ACCT 2130 - Integrated Accounting Management Systems**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: Program admission) Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

**ACCT 2145 - Personal Finance**

3 Credits

(Prerequisite: None) Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

**ACCT 2155 - Principles of Fraud Examination**

3 Credits

Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

**AIRC 1005 - Refrigeration Fundamentals**

4 Credits

(Prerequisite: None) 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 & Practices**

4 Credits

(Prerequisite: None) 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 Credits

(Prerequisite: None) 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 Credits

(Prerequisite: None) 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 Credits

(Prerequisite: None) 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 & Controls**

4 Credits

(Prerequisite: None) 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 - AC Systems Application & Installation**

4 Credits

(Prerequisite: None) 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 Credits

(Prerequisite: None) 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 & Related Systems**

4 Credits

(Prerequisite: None) 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 Credits

(Prerequisite: None) 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 - Structure & Function of Human Body**

5 Credits

(Prerequisite: 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 - Intro to Health Care**

3 Credits

(Prerequisite: 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. A \$20 fee is associated with this course due to the cost of CPR/first aid card and training.

**ALHS 1060 - Diet & Nutrition for Allied Health Sciences**

2 Credits

(Prerequisite: 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 Credits

(Prerequisite: Provisional Admission) Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

**ALMA 1000 - Allied Health Math (Institutional Credit Only)**

0 Credits

(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.

**AMCA 2110 - CNC Fundamentals**

4 Credits

Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction of programming of CNC machinery, introduction to CAD/CAM.

**AMCA 2130 - CNC Mill Manual Programming**

5 Credits

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

**AMCA 2150 - CNC Lathe Manual Programming**

5 Credits

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathe machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

**AMCA 2170 - CNC Practical Applications**

4 Credits

Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

**ARTS 1101 - Art Appreciation**

3 Credits

(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)(Co-requisites: None)Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

**AUTT 1010 - Intro to Automotive Technology**

2 Credits

(Prerequisite: 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. A \$25 fee is associated with this course due to the cost of fluids.

**AUTT 1020 - Automotive Electrical Systems**

7 Credits

(Prerequisite: 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. A \$25 fee is associated with this course due to the cost of electrical components.

**AUTT 1030 - Automotive Brake Systems**

4 Credits

(Prerequisite: 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. A \$25 fee is associated with this course due to material cost (fluid, cleaner, hardware).

**AUTT 1040 - Automotive Engine Performance**

7 Credits

(Prerequisite: 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 & Steering Systems**

4 Credits

(Prerequisite: 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. A \$25 fee is associated with this course due to the increased cost of supplies.

**AUTT 1060 - Automotive Climate Control Systems**

5 Credits

(Prerequisite: 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**

6 Credits

(Prerequisite: 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 & Axles**

4 Credits

(Prerequisite: 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. A \$25 fee is associated with this course due to the increased cost of supplies.

**AUTT 2030 - Automotive Automatic Transmissions & Transaxles**

5 Credits

(Prerequisite: 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. A \$25 fee is associated with this course due to the increased cost of supplies.

**AUTT 2100 - Automotive Alternative Fuel Vehicles**

4 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 1111 L - Biology Lab I**

1 Credits

(Prerequisite: 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****Prerequisites:** BIOL 1111, BIOL 1111 L**Corequisite:** BIOL 1112 L

3 Credits

(Prerequisite: 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 1112 L - Biology Lab II**

1 Credits

(Prerequisite: 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 & Physiology I**

3 Credits

(Prerequisite: 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 2113 L - Anatomy & Physiology Lab I**

1 Credits

(Prerequisite: 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 & Physiology II**

3 Credits

(Prerequisite: 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 2114 L - Anatomy & Physiology Lab II**

1 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 2117 L - Introductory Microbiology Lab**

1 Credits

(Prerequisite: 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 1010 - Med Terminology, Anatomy, Diseases for Business**

6 Credits

(Prerequisites: None) This course focuses on medical terminology, anatomy, and diseases and disorders of each major human body system: Integumentary, Skeletal, Muscular, Nervous, Sensory, Endocrine, Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, Reproductive Systems of the Male and Female, and Development, Heredity, and Genetics.

**BUSN 1015 - Intro to Healthcare Reimbursement**

3 Credits

(Prerequisites: BUSN 1010 only OR BUSN 2300/ALHS 1090) This course is designed to increase efficiency and streamline administrative procedures for healthcare insurance billing and reimbursement. Topics include documentation in the medical record, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.

**BUSN 1100 - Intro to Keyboarding**

3 Credits

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

**BUSN 1190 - Digital Technologies in Business**

2 Credits

(Prerequisite: COMP 1000 or Guided Elective) 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 Credits

(Prerequisite: None) Familiarizes the student with the use of current telephone technology to include equipment, techniques, and attributes.

**BUSN 1240 - Office Procedures**

3 Credits

(Prerequisite: COMP 1000 or Guided Elective) 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 Credits

(Prerequisite: None) Introduces records management concepts for use in any office environment. Topics include: Basic Records Management Concepts; Alphabetic, Numeric, Subject, and Geographic filing; and Records Retention, Transfer, and Disposition of Records.

**BUSN 1300 - Intro to Business**

3 Credits

(Prerequisite: Program Admission) Introduces organization and management concepts of the business world and in the office environment. Topics include: business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

**BUSN 1310 - Intro to Business Culture**

3 Credits

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



**BUSN 1320 - Business Interaction Skills**

3 Credits

(Prerequisite: None) This course equips participants with the tools to communicate and interact more effectively in person, in writing, and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. Topics include: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

**BUSN 1330 - Personal Effectiveness**

3 Credits

(Prerequisite: None) This course focuses on the skills needed to be effective in the corporate environment. Participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: time management, stress management, interview skills/job development, resume writing, and managing change.

**BUSN 1340 - Customer Service Effectiveness**

3 Credits

(Prerequisite: None) This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

**BUSN 1400 - Word Processing Applications**

4 Credits

(Prerequisite: COMP 1000 or Guided Elective) 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 & Applications**

4 Credits

(Prerequisite: COMP 1000 or Guided Elective) 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 Credits

(Prerequisite: COMP 1000 or Guided Elective) 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 & Presentation Applications**

4 Credits

(Prerequisite: COMP 1000 or Guided Elective) 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 Credits

(Prerequisites: The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors, COMP 1000 or guided elective) (Co-requisites: COMP 1000 or guided elective) 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 Credits

(Prerequisite: COMP 1000 or Guided Elective) 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 & Editing**

3 Credits

(Prerequisites: ENGL 1010 or ENGL 1101) (Co-requisite: BUSN 1440) Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

**BUSN 2210 - Applied Office Procedures**

3 Credits

(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 Credits

(Prerequisite: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.) Provides student work experience in a 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 Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2250 - Business Administrative Assistant Internship II**

6 Credits

(Prerequisite: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.) Provides student work experience in a 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 Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2340 - Healthcare Administrative Procedures**

4 Credits

(Prerequisites: BUSN 1010 only OR BUSN 2310/ALHS 1011 and BUSN 2300/ALHS 1090, COMP 1000 or Guided Elective) (Co-requisites: BUSN 1440) Emphasizes the essential skills required for the business healthcare office. Introduces the knowledge, skills, and procedures needed to understand billing purposes. Introduces the basic concept of business healthcare administrative assisting and its relationship to the other health fields. Emphasizes healthcare regulations and ethics and the healthcare 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 business healthcare procedures, healthcare regulations ethics, healthcare records management, scheduling appointments, health insurance billing/collection, work area management, resource utilization, and office equipment. Program students will take exit exam when enrolled in this course.

**BUSN 2350 - Electronic Health Records**

3 Credits

(Prerequisites: BUSN 1010 only OR BUSN 2310/ALHS 1011 and BUSN 2300/ALHS 1090, COMP 1000 or Guided Elective) (Co-requisites: BUSN 1440) This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of electronic health records, and computerized office management. Topics include: electronic healthcare information management, electronic data exchange, coding standards, health record and office management software, point of entry data entry, electronic coding from health records, speed data entry in processing healthcare records, analysis of records to improve patient care, confidentiality, release of information, security of electronic healthcare record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation, customizing medical documents, claims management, collections management, and HIPAA security.

**BUSN 2375 - Healthcare Coding**

3 Credits

(Prerequisites: BUSN 1015, BUSN 1010 only OR BUSN 2310/ALHS 1011 and BUSN 2300/ALHS 1090, COMP 1000 or Guided Elective) Provides an introduction to medical coding skills and applications of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

**BUSN 2380 - Medical Administrative Assistant Internship I**

4 Credits

(Prerequisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.) Provides student work experience in a medical office 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 Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2390 - Medical Administrative Assistant Internship II**

6 Credits

(Prerequisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.) Provides student with work experience in a medical office 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 Technology program faculty and/or persons designated to coordinate work experience arrangements.

**CHEM L&L - Survey of Inorganic Chemistry Lecture & Lab**

3 Credits

This is CHEM 1151 and CHEM 1151L for Healthcare Management, 4 total credit hours. CHEM 1151 Survey of Inorganic Chemistry, 3 credit hours (Prerequisites: None) (Co-requisites: MATH 1101 OR MATH 11103 OR MATH 1111 AND CHEM 1151L) Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry. CHEM 1151L Survey of Inorganic Chemistry Lab, 1 credit hour (Prerequisites: None) (Co-requisites: MATH 1101 OR MATH 1103 OR MATH 1111 AND CHEM 1151) Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1151 - Survey of Inorganic Chemistry**

3 Credits

(Prerequisites: None) (Co-requisites: MATH 1101 OR MATH 11103 OR MATH 1111 AND CHEM 1151L) Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1151L - Survey of Inorganic Chemistry Lab**

1 Credits

(Prerequisites: None) (Co-requisites: MATH 1101 OR MATH 1103 OR MATH 1111 AND CHEM 1151) Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1211 - Chemistry I**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 1212 L - Chemistry Lab II**

1 Credits

(Prerequisite: 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.

**CIS yyy - Operating Systems Elective (CIST 1135) (3-4 hours)**

4 Credits

**CIS yyy - CIST Programming Elective (4 hours)**

4 Credits

**CIS yyy - CIST Elective (3 hours)**

3 Credits

**CIS yyy - CIST Networking Elective (3 hours)**

3 Credits

**CIS yyy - CIST Elective (4 hours)**

4 Credits

**CIST 1001 - Computer Concepts**

4 Credits

(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 & Maintenance**

4 Credits

(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 1135 - Operating Systems & Virtual/Cloud Computing**

4 Credits

(Prerequisites: None) This course 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). Topics include using the modern virtual operating systems and cloud environments.

**CIST 1220 - Structured Query Language (SQL)**

4 Credits

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 & Development**

3 Credits

(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 1510 - Web Development I (HTML)**

3 Credits

(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.

**CIST 1520 - Scripting Technologies (JavaScript)**

3 Credits

(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 (Photoshop)**

3 Credits

(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 Credits

(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 Credits

(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 1602 - Security Policies & Procedures**

3 Credits

**CIST 2127 - Comprehensive Word Processing Techniques**

3 Credits

(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 Credits

(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 Credits

(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 Credits

(Prerequisites: None) This course is designed to give an overview to Desktop Support Management.

**CIST 2311 - Visual Basic I**

4 Credits

(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 Credits

(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 Credits

(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 Credits

(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 Credits

(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 Credits

(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 Credits

(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 Installation & Maintenance**

4 Credits

(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 2413 - Microsoft Server Networking**

4 Credits

(Prerequisites: Program Admission) Provides students with knowledge and skills necessary to install, configure, manage, support, and administer Microsoft Directory Services.

**CIST 2414 - Microsoft Server Identity Services**

4 Credits

(Prerequisites: Program Admission) Provides students with knowledge and skills necessary to install, configure, manage, support, and administer a Microsoft network infrastructure.

**CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP**

4 Credits

(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 & Switching**

4 Credits

(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 & Supporting Computer Networks**

4 Credits

(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 playing exercises that students complete while developing their network upgrade proposals.

**CIST 2451 - Introduction to Networks - CISCO**

4 Credits

(Prerequisites: Program Admission) This course introduces the architectures, models, protocols, and networking elements that connect users, devices, applications, and data through the internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students can build simple local area networks (LANs) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches.

**CIST 2452 - Cisco Switching, Routing, & Wireless Essentials**

4 Credits

(Prerequisites: None) (Corequisites: CIST 2451) This course focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

**CIST 2453 - Enterprise Networking, Security, & Automation**

4 Credits

(Prerequisites: None) (Corequisites: CIST 2452) This course describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. Major topics are wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. The course also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

**CIST 2510 - Web Technologies (Adobe Dreamweaver)**

3 Credits

(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 (Advanced Adobe Photoshop)**

3 Credits

(Prerequisites: CIST 1530) Students will further explore how to use an 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 Credits

(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 (Database Connectivity)**

3 Credits

(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 Credits

(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 Credits

(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 & Social Apps Integration**

4 Credits

(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 2601 - Implementing Operating Systems Security**

4 Credits

*(Prerequisites: CIST 2451, CIST 1601)*

*(Co-requisites: None)*

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

**CIST 2602 - Network Security**

4 Credits

*(Prerequisites: CIST 2451, CIST 1601)*

*(Co-requisites: None)*

This course provides knowledge and the practical experience necessary to evaluate, implement, and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography, and organizational security elements.

**CIST 2611 - Network Defense and Countermeasures**

4 Credits

*(Prerequisites: CIST 2451, CIST 1601)*

*(Co-requisites: None)*

Students will learn how to plan, design, install, and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access, managing a firewall, and detecting and preventing network intrusions.

**CIST 2612 - Computer Forensics**

4 Credits

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

**CIST 2613 - Ethical Hacking & Penetration Testing**

4 Credits

**CIST 2921 - IT Analysis, Design, & Project Management**

4 Credits

(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 Credits

(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 Credits

(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 - Intro to Clinical Laboratory Technology**

2 Credits

(Prerequisite: Program admission) Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; basic laboratory safety, equipment and techniques; phlebotomy/specimen processing; 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 Credits

(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 Credits

(Prerequisites/Co-requisites: 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 values and blood cell dyscrasias, safety and quality control, and process improvement.

**CLBT 1050 - Serology/Immunology**

3 Credits

(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**

4 Credits

(Prerequisite: 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**

4 Credits

(Prerequisites/Co-requisites: CLBT 1010, BIOL 2114, BIOL 2114L, CHEM 1212, CHEM 1212L or CHEM 1151, CHEM 1151L) 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**

5 Credits

(Prerequisite: 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 Urinalysis & Specimen Process**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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; immunochemistry; 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 Credits

(Prerequisite: 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.

**COFC 1080 - Construction Trades Core**

4 Credits

This course introduces the student to the basic fundamentals of the construction trades. Topics include Basic Safety, Construction Math, Hand and Power Tools, Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.

**COLL 1040 - College Foundations (Institutional Credit Only)**

3 Credits

(Prerequisite: 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: Computer Applications/Technology Skills, 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 - Intro to Computer Literacy**

3 Credits

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

**COSM 1000 - Introduction to Cosmetology Theory**

4 Credits

(Prerequisite: 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 Credits

(Co-requisite: 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. A \$30 fee is associated with this course due to the increased cost of permanent wave solution and chemical relaxer.

**COSM 1020 - Hair Care & Treatment**

3 Credits

(Co-requisite: COSM 1000) Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, diseases and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp. A \$30 fee is associated with this course due to the increased cost of hair care and scalp care products.

**COSM 1030 - Haircutting**

3 Credits

(Co-requisite: COSM 1000) Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation. A \$30 fee is associated with this course due to the increased cost of supplies needed to complete the requirements for the course.

**COSM 1040 - Styling**

3 Credits

(Co-requisite: 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. A \$30 fee is associated with this course due to the increased cost of chemicals and supplies needed to complete the requirements for the course.

**COSM 1050 - Hair Color**

3 Credits

(Co-requisite: COSM 1000) Introduces the theory & application of temporary, semi-permanent, demi-permanent/deposit only, and permanent haircolor, 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, hair color challenges, corrective solutions, and special effects. A \$30 fee is associated with this course due to the increased cost of haircolor products, lighteners, and toners.

**COSM 1060 - Fundamentals of Skin Care**

3 Credits

(Co-requisite: 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. A \$30 fee is associated with this course due to the increased cost of skincare supplies.

**COSM 1070 - Nail Care & Advanced Techniques**

3 Credits

(Co-requisite: COSM 1000) Provides training in manicuring, pedicuring, and advanced nail techniques. Topics include implements, products and supplies, physiology and anatomy of the hands and feet, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics). A \$30 fee is associated with this course due to the increased cost of nail care supplies.

**COSM 1080 - Physical Hair Services Practicum**

3 Credits

(Prerequisites: COSM 1000, COSM 1020, COSM 1030, COSM 1040) 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 and Barbers. This course includes a portion of the required hours for licensure. Topics include hair and scalp treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance. A \$30 fee is associated with this course due to the increased cost of chemicals and supplies needed to complete the requirements for the course.



**COSM 1090 - Hair Services Practicum I**

3 Credits

(Prerequisites: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040) (Co-requisites: COSM 1050) This course 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 and Barbers. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; 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. A \$30 fee is associated with this course due to the increased cost of chemicals and supplies needed to complete the requirements for the course.

**COSM 1100 - Hair Services Practicum II**

3 Credits

(Co-requisite: 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; hair and scalp treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance. A \$30 fee is associated with this course due to the increased cost of chemicals and supplies needed to complete the requirements for the course.

**COSM 1110 - Hair Services Practicum III**

3 Credits

(Co-requisite: COSM 1100) This course provides the 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 lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation. A \$30 fee is associated with this course due to the increased cost of chemicals and supplies needed to complete the requirements for the course.

**COSM 1115 - Hair Services Practicum IV**

2 Credits

(Co-requisites: COSM 1110) This course provides the 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 lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation. A \$30 fee is associated with this course due to the increased cost of chemicals and supplies needed to complete the requirements for the course.

**COSM 1120 - Salon Management**

3 Credits

(Co-requisites: COSM 1000) Emphasizes the steps involved in opening and operating a privately owned salon. Topics include law requirements regarding employment, taxpayer education/federal and state tax responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

**COSM 1125 - Skin & Nail Care Practicum**

2 Credits

(Co-requisites: COSM 1060, COSM 1070) This course provides the 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 skin treatment, dispensary, manicure/pedicure/advanced nail techniques, reception, safety precautions/decontamination, and Hazardous Duty Standards Act compliance. A \$30 fee is associated with this course due to the increased cost of chemicals and supplies needed to complete the requirements for the course.

**CRJU 1010 - Intro to Criminal Justice**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: Program admission) Provides an orientation to the development, philosophy, responsibility, and function of the Private Security Industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: Private Security-an overview; basic security goals and responsibilities; When Prevention Fails; Security Systems at Work-putting it all together.

**CRJU 1030 - Corrections**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 1062 - Methods of Criminal Investigation**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 1400 - Ethics/Cultural Perspectives for Criminal Justice**

3 Credits

(Prerequisite: 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 2020 - Constitutional Law for Criminal Justice**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Internship/Externship**

3 Credits

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

**CRJU 2201 - Criminal Courts**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 & Range Work**

2 Credits

(Prerequisite: CTDL 1010 – sequential) (Co-requisites: None) 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 Credits

(Prerequisite: CTDL 1010, CTDL 1020 – sequential) (Co-requisites: None) 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 & Root Morphology**

2 Credits

(Prerequisite: Program admission) Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

**DHYG 1010 - Oral Embryology & Histology**

1 Credits

(Prerequisite: Program admission) Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles, histology of epithelium, histology of 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 & Neck Anatomy**

2 Credits

(Prerequisite: 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 Credits

(Prerequisite: Program admission) Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include: dental materials standards, dental materials properties, impression materials, gypsum products, mouth guards 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 Credits

(Prerequisite: Program admission) (Co-requisite: 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 Credits

(Prerequisite: Program admission) (Co-requisite: 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 Credits

(Prerequisite: Program admission) (Co-requisite: 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 Credits

(Prerequisite: Program admission) (Co-requisite: 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 Credits

(Prerequisite: DHYG 1040) (Co-requisite: 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 Credits

(Prerequisite: DHYG 1050) (Co-requisite: 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 & Pain Control**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: DHYG 1070, DHYG 1110) (Co-requisite: 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 root planing, ultrasonics and air polishing and dietary analysis.

**DHYG 2020 - Clinical Dental Hygiene II Lab**

2 Credits

(Prerequisite: DHYG 1070, DHYG 1090, DHYG 1111) (Co-requisite: 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 - General & Oral Pathology/Pathophysiology**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 - Biochem/Nutrition Fundamentals for Dental Hyg**

2 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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.

**DIET 1000 - Intro to Diesel Technology, Tools, & Safety**

3 Credits

(Prerequisites: Provisional admission) This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

**DIET 1001 - Heavy Duty Truck Introduction & Inspection**

3 Credits

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

**DIET 1010 - Diesel Electrical & Electronic Systems**

7 Credits

(Prerequisites: None) This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

**DIET 1011 - Diesel Electrical & Electronic Systems I**

**Corequisite:** DIET 1012

4 Credits

**DIET 1012 - Diesel Electrical & Electronic Systems II**

**Corequisite:** DIET 1011

3 Credits

**DIET 1015 - Heavy Duty Truck Electrical/Electronics I**

3 Credits

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair and an introduction and familiarization with electrical and electronic systems.



**DIET 1016 - Heavy Duty Truck Electrical/Electronics II**

3 Credits

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: lighting system diagnosis and repair, gauges and warning devices.

**DIET 1020 - Preventive Maintenance**

5 Credits

(Prerequisites: None) This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

**DIET 1030 - Diesel Engines**

6 Credits

(Prerequisites: None) This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

**DIET 1031 - Diesel Engine Repair****Corequisite:** DIET 1032

3 Credits

**DIET 1032 - Diesel Engine Support Systems****Corequisite:** DIET 1031

3 Credits

**DIET 1035 - Heavy Duty Truck Engines I**

3 Credits

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head, engine block, engine lubrication system, and engine cooling. Using and interpreting test and measuring equipment is highly emphasized.

**DIET 1036 - Heavy Duty Truck Engines II**

3 Credits

This course familiarizes students with diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

**DIET 1040 - Diesel Truck & Heavy Equipment HVAC Systems**

3 Credits

(Prerequisites: None) This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

**DIET 1045 - Heavy Duty Truck HVAC**

3 Credits

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

**DIET 2000 - Truck Steering & Suspension Systems**

4 Credits

(Prerequisites: None) This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

**DIET 2001 - Heavy Equipment Hydraulics**

6 Credits

(Prerequisites: None) This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

**DIET 2004 - Basic Hydraulic System Operation & Repair**

3 Credits

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic pumps; hydraulic control valves; and hydraulic actuators.

**DIET 2005 - Heavy Duty Truck Steering Suspension**

3 Credits

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

**DIET 2010 - Truck Brake Systems**

4 Credits

(Prerequisites: None) This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti-lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

**DIET 2011 - Off Road Drivelines**

6 Credits

(Prerequisites: None) This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

**DIET 2015 - Heavy Duty Truck Brakes**

3 Credits

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti-lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

**DIET 2020 - Truck Drive Trains**

4 Credits

(Prerequisites: None) This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

**DIET 2025 - Heavy Duty Truck Drive Trains**

3 Credits

This course introduces drive train systems used on medium/heavy duty trucks. Topics include: clutches, transmissions, drive shafts, universal joints, and drive axles.

**DIET 2030 - Trailer Maintenance & Repair**

3 Credits

This course introduces trailer repair and service. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: Trailer Service Introduction, Trailer Landing Gears and Couplers, Trailer Frames and Trailer Repair.

**ECCE 1101 - Intro to Early Childhood Care & Education**

3 Credits

(Prerequisite: 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 & Development**

3 Credits

(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, & Nutrition**

3 Credits

(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. A \$10 fee is associated with this course due to the cost of CPR/first aid card and training.

**ECCE 1112 - Curriculum & Assessment**

3 Credits

(Prerequisites: ECCE 1103) (Co-requisites: 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; standards; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media. A \$10 fee is associated with this course due to the cost of supplies for activities required in courses.

**ECCE 1113 - Creative Activities for Children**

3 Credits

(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. A \$10 fee is associated with this course due to the cost of supplies for activities required in courses.

**ECCE 1121 - Early Childhood Care & Education Practicum I**

3 Credits

(Prerequisites: ECCE 1105) (Co-requisite: 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 2115 - Language & Literacy**

3 Credits

(Prerequisites: ECCE 1103) (Co-requisite: 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. A \$10 fee is associated with this course due to the cost of supplies for activities required in courses.

**ECCE 2116 - Math & Science**

3 Credits

(Prerequisites: ECCE 1103) (Co-requisite: 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. A \$10 fee is associated with this course due to the cost of supplies for activities required in courses.

**ECCE 2201 - Exceptionalities**

3 Credits

(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 & Family Involvement**

3 Credits

(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 & Classroom Management**

3 Credits

(Prerequisites: ECCE 1103) (Co-requisite: 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 2245 - Early Childhood Care/Education Internship I**

6 Credits

(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. Internship topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional. A \$12 Liability Insurance fee is required for this course.

**ECCE 2246 - Early Childhood Care/Education Internship II**

6 Credits

(Prerequisites: ECCE 1101, ECCE 1103)(Co-requisites: ECCE 1105, ECCE 2245) 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. Internship topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional. A \$12 Liability Insurance fee is required for this course.

**ECCE 2310 - Paraprofessional Methods & Materials**

3 Credits

(Prerequisites: ECCE 1103) (Co-requisite: 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 & Practices**

3 Credits

(Prerequisites: ECCE 1103) (Co-requisite: 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 & Facility Management**

3 Credits

(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 Credits

(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.

**ECON 1101 - Principles of Economics**

3 Credits

(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 Credits

(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**

6 Credits

(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 Credits

(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 Credits

(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 & Microprocessor Fundamentals**

5 Credits

(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 Credits

(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 Credits

(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 Credits

(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 Credits

(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 Credits

(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 Credits

(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 & Robotics**

3 Credits

(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 Credits

(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 Credits

(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 Credits

(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 Credits

(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 - Alternating Current Fundamentals**

3 Credits

(Prerequisites: None) (Co-requisite: None) 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. A \$10 fee is associated with this course due to the increased cost of copper and electrical components.

**ELTR 1060 - Electrical Prints, Schematics, & Symbols**

2 Credits

(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**

5 Credits

(Prerequisites: None) (Co-requisites: None) This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, principles of grounding and bonding, commercial services, three-phase power systems, and electric motor fundamentals.

**ELTR 1090 - Commercial Wiring II**

3 Credits

(Prerequisites: None) (Co-Requisites: None) This course is a continuation of the study in commercial wiring practices and procedures. Topics include conduit installation and system design concepts. A \$15 fee is associated with this course due to the increased cost of electrical conduit and connectors.

**ELTR 1180 - Electrical Controls**

4 Credits

(Prerequisites: None) (Co-requisites: None) 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, and variable speed controls. A \$15 fee is associated with this course due to the increased cost of copper and electrical components.

**ELTR 1205 - Residential Wiring I**

3 Credits

(Prerequisites: None) (Co-requisites: None) Introduces residential wiring practices and procedures. Topics include print reading, National Electrical Code, wiring materials and methods and control of luminaries, and receptacle installation. A \$15 fee is associated with this course due to the increased cost of copper and electrical components.

**ELTR 1210 - Residential Wiring II**

3 Credits

(Prerequisites: None) (Co-requisites: None) Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family calculations, single and multi-family service installations, sub panels and feeders, and specialty circuits. A \$15 fee is associated with this course due to the increased cost of copper and electrical components.

**ELTR 1220 - Industrial PLC's**

4 Credits

(Prerequisites: None) (Co-requisites: None) Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

**ELTR 1270 - N.E.C. Industrial Wiring Applications**

4 Credits

(Prerequisites: None) Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

**ELTR 1510 - Electrical Worker**

3 Credits

(Prerequisites: Provisional admission) Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tools on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and switches.

**EMPL 1000 - Interpersonal Relations/Professional Development**

2 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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; Blood borne 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 - Intro to EMT Profession**

3 Credits

(Prerequisite: 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 & Pharmacology**

3 Credits

(Prerequisite: 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 EMT**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 & Trauma for EMT**

3 Credits

(Prerequisite: 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 & Practical Applications for EMT**

1 Credits

(Prerequisite: 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 AEMT**

3 Credits

(Prerequisite: 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 AEMT**

3 Credits

(Prerequisite: 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 AEMT**

1 Credits

(Prerequisite: Program admission) This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

**EMSP 1540 - Clinical & Practical Applications for AEMT**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Populations**

4 Credits

(Prerequisite: 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 Paramedic I**

2 Credits

(Prerequisite: 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 Paramedic II**

2 Credits

(Prerequisite: 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 Paramedic III**

2 Credits

(Prerequisite: 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 Paramedic IV**

1 Credits

(Prerequisite: 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 Paramedic V**

1 Credits

(Prerequisite: 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 Paramedic VI**

1 Credits

(Prerequisite: 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 Paramedic VII**

1 Credits

(Prerequisite: 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 Paramedic**

2 Credits

(Prerequisite: Program admission) Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

**EMSP 2720 - Practical Applications for Paramedic**

3 Credits

(Prerequisite: 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 Credits

(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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 & Rhetoric**

3 Credits

(Prerequisite: 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 & Composition**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 & Natural Resources**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: Provisional admission) Provides the basis for a fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.

**FORS 1040 - Forest Protection**

3 Credits

(Prerequisite: 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 1100 - Forest Technology**

3 Credits

(Prerequisites: None) This course introduces basic forest management concepts and techniques. Topics include forest protection, products, harvesting, silviculture, and measurements. Upon completion, students should have a fundamental understanding of the different aspects of forest management in the southeastern United States.

**FORS 1160 - Forest Surveying & Mapping**

4 Credits

(Prerequisite: Program admission) (Co-requisite: 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 Credits

(Prerequisite: None) 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 Credits

(Prerequisite: Program admission) (Co-requisite: 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 & Silviculture**

4 Credits

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

**FORS 1410 - Forest Mensuration**

4 Credits

(Prerequisite: FORS 1260) (Co-requisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 - Intro to Wildlife Management**

3 Credits

(Prerequisite: 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. A \$10 fee is associated with this course due to the cost of CPR/first aid card and training.

**FWMT 1010 - Equipment Use**

3 Credits

(Prerequisite: 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 & Law**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 2010 - Wildlife Management Techniques**

4 Credits

(Prerequisite: 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. A \$12 fee is associated with this course due to liability insurance fee.

**FWMT 2020 - Habitat Manipulation**

4 Credits

(Prerequisite: 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 2030 - Fish Pond Management**

3 Credits

(Prerequisite: 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.

**FWMT 2040 - Fish & Wildlife Management Internship**

3 Credits

(Prerequisites: None) Focuses on the application and reinforcement of wildlife technology skills in a live work situation. Students are acquainted with occupational responsibilities through job training and are provided with insights into wildlife management applications. Emphasis is placed on problem solving, interpersonal skills, wildlife management, and professional development.

**GEN 003 - General Education Elective (3 hours)**

3 Credits

**GEN 003 - Comparable General Education Course**

3 Credits

**GEN 004 - General Education Elective (4 hours)**

4 Credits

**GEN 006 - General Education Elective (6 hours)**

6 Credits

**GUI 003 - Guided Elective (3 hours)**

3 Credits

**GUI 015 - Guided Electives (15 hours)**

15 Credits

**HIST 111 - World History I**

3 Credits

(Pre-requisites: Appropriate Degree Level Writing (English) and reading Placement Test Scores)(Co-requisites: None)Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era, the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

**HIST 112 - World History II**

3 Credits

(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)(Co-requisite: None)Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

**HIST 211 - U.S. History I**

3 Credits

(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)(Co-requisites: None)Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the civil war to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

**HIST 212 - U. S. History II**

3 Credits

(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)(Co-requisites: None)Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

**ICMT 1010 - Industrial Maintenance Fundamentals 1**

3 Credits

(Prerequisites: Provisional admission) This course introduces the student to the basic fundamentals of industrial maintenance systems. Topics include orientation to the trade, tools of the trade, fasteners and anchors, Oxyfuel cutting, gaskets and packing, craft-related mathematics, and construction drawings.

**ICMT 1020 - Industrial Maintenance Fundamentals 2**

3 Credits

(Prerequisites: Provisional admission) This course introduces the student to more fundamental concepts of industrial systems maintenance. Topics include pumps and drivers, valves, test equipment, material handling, rigging, mobile and support equipment, and lubrication.

**ICMT 1030 - Industrial Electrical Fundamentals**

4 Credits

(Prerequisites: Provisional admission) This course introduces concepts of electrical fundamentals in industrial maintenance. Topics include industrial safety, National Electrical Code (NEC), electrical theory, alternating current, test equipment, flow, pressure, level, and temperature, and process mathematics.

**ICMT 1040 - Intermediate Industrial Maintenance 1**

3 Credits

(Prerequisites: Provisional admission) This course introduces the concepts of different types of piping and wiring systems in Industrial Maintenance. Topics include hand bending, tubing, piping systems, instrumentation drawings and documentation, conductors and cables, and conductor terminations and splices.

**ICMT 1050 - Intermediate Industrial Maintenance 2**

4 Credits

(Prerequisites: Provisional admission) This course introduces concepts of control and power in industrial maintenance systems. Topics include hazardous locations, electronic components, E&I drawings, motor controls, distribution equipment, transformer applications, and conductor selection and calculation.

**ICMT 1060 - Hydraulics & Pneumatics**

4 Credits

(Prerequisites: Provisional admission) This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Topics include temporary grounding, layout and installation of tubing and piping systems, machine bending of conduit, hydraulic components, pneumatic components, and motor-operated controls.

**IDFC 1007 - Industrial Safety Procedures**

2 Credits

(Prerequisite: 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 Credits

(Prerequisite: None) (Co-requisite: None) 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. A \$10 fee is associated with this course due to the increased cost of copper and electrical components.

**MAST 1010 - Legal & Ethical Concerns in the Medical Office**

2 Credits

(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1090) 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 Credits

(Prerequisites: ALHS 1011, ALHS 1090, MATH 1012) (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 Credits

(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1090) 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 Credits

(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1090) (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. A \$20 fee is associated with this course due to the increased cost of items used for lab: for example, testing kits.

**MAST 1090 - Medical Assisting Skills II**

4 Credits

(Prerequisite: MAST 1080, ALHS 1011, ALHS 1090) (Co-requisites: MAST 1030, MAST 1110) Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; applied clinical microbiology; advanced reagent testing (Strep Test, HcG, etc.); administration of medications; maintenance of medication and immunization records; medical office emergency procedures and emergency preparedness; rehabilitative therapy procedures; principles of radiology safety and nutrition. A \$25 fee is associated with this course due to the increased cost of items used for lab: for example, testing kits.

**MAST 1100 - Medical Insurance Management**

2 Credits

(Prerequisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1090) (Co-requisites: MAST 1080, MAST 1120) Emphasizes essential skills required to file insurance claims within the medical practice. Provides information on types of third party plans, managed care policies and procedures, and insurance coding conventions. Topics include: managed care, reimbursement, and coding.

**MAST 1110 - Administrative Practice Management**

3 Credits

(Prerequisite: MAST 1100, ALHS 1011, ALHS 1090, ENGL 1010) (Co-requisites: MAST 1030, MAST 1090) Emphasizes essential skills required for the medical practice in the areas of computers and application of computer skills, electronic health records, accounting procedures, and practice management software. Topics include: accounting procedures and application software.

**MAST 1120 - Human Diseases**

3 Credits

(Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010) (Co-requisites: MAST 1080, MAST 1100) Provides review of anatomy and physiology per body system and 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: review of anatomy and physiology and diseases of the body systems.

**MAST 1170 - Medical Assisting Externship**

6 Credits

(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-requisite: 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 Credits

(Prerequisite: Completion of all required courses except MAST 1170) (Co-requisite: 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 & Coding I**

2 Credits

(Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000) 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 & Coding II**

3 Credits

(Prerequisite: 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 Credits

(Prerequisites: MAST 1510) (Co-requisites: MAST 1520) 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.

**MAST 2108 - Physician's Practice Management**

6 Credits

Provides an overview of management of the physician practice healthcare business procedures and processes. Topics include: Physician Practice Processes, Financial and Revenue Cycle Management, Healthcare Regulation and Reform, Electronic Medical Records, Human Resources, Healthcare Planning and Workflow.

**MATH 0090 - Learning Support Mathematics**

3 Credits

(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 0098 - Elementary Algebra**

3 Credits

(Prerequisites: MATH 0097 - Math II OR Appropriate entrance arithmetic or algebra placement test score.) (Co-Requisites: None) Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

**MATH 1011 - Business Math**

3 Credits

(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 Credits

(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, geometric concepts, technical applications, and basic statistics.

**MATH 1013 - Algebraic Concepts**

3 Credits

(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 Credits

(Prerequisites: MATH 1013) Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

**MATH 1101 - Mathematical Modeling**

3 Credits

(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 Credits

(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 Credits

(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.

**MCHT 1012 - Blueprint for Machine Tool**

3 Credits

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include: interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

**MGMT 1100 - Principles of Management**

3 Credits

(Prerequisite: Provisional admission) Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global marketplace, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the manager's job and work environment, building an effective organizational culture, leading, directing, and the application of authority, planning, decision-making, and problem-solving, human resource management, administrative management, organizing, and controlling.

**MGMT 1105 - Organizational Behavior**

3 Credits

(Prerequisite: 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 Rules and Regulations**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: Provisional admission) This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the 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 Credits

(Prerequisite: Provisional admission) Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers, and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: Provisional admission) This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM; ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design; recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

**MGMT 2120 - Labor Management Relations**

3 Credits

(Prerequisite: Provisional admission) Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations; the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

**MGMT 2125 - Performance Management**

3 Credits

(Prerequisite: Provisional admission) Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

**MGMT 2130 - Employee Training and Development**

3 Credits

(Prerequisite: Provisional admission) Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees; learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

**MGMT 2135 - Management Communication Techniques**

3 Credits

(Prerequisite: Provisional admission) 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 2205 - Service Sector Management**

3 Credits

(Prerequisite: 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 2215 - Team Project**

3 Credits

(Prerequisite: Program admission) (This course must be taken towards the end of the program. Students will take an exit exam in this course.) 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 & Merchandising**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite/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 /patients 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.

**OCC 003 - Occupational Elective (3 hours)**

3 Credits

**OCC 003 - Occupational Guided Elective (3 hours)**

3 Credits

**OCC 004 - Occupational Elective (4 hours)**

4 Credits

**OCC 004 - Occupational Related Elective (4 hours)**

4 Credits

**OCC 005 - Occupational Elective (5 hours)**

5 Credits

**OCC 008 - Occupational Related Elective (8 hours)**

8 Credits

**OCC 009 - Occupational Electives (9 hours)**

9 Credits

**OCC 010 - Occupational Elective (10 hours)**

10 Credits

**OCC 010 - Occupational Related Elective (10 hours)**

10 Credits

**OCC 015 - Occupational Elective (15 hours)**

15 Credits

**OGE 012 - Occupational Guided Elective (12 hours)**

12 Credits



**PHAR 1000 - Pharmaceutical Calculations**

4 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: PHAR 1030, PHAR 1050) Continues the development of knowledge and skills applicable to pharmacy technology practice through additional on site 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 - Intro to Venipuncture**

3 Credits

(Prerequisite: 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. A \$35 fee is associated with this course due to gloves, various blood drawing tubes, needles, including vacutainer, butterfly & syringes; lancets for finger sticks, and bandaging supplies.

**PHLT 1050 - Clinical Practice**

5 Credits

(Prerequisite: 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 - Intro to Pharmacology & Clinical Calculation**

2 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

**PNSG 2210 - Medical Surgical Nursing I**

4 Credits

(Prerequisite: 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; 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 Credits

(Prerequisite: 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; as well as 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health 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 Credits

(Prerequisite: 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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health 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 Credits

(Prerequisite: 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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health 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 Credits

(Prerequisite: 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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health 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 Credits

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 Credits

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.

**POLS 1101 - American Government**

3 Credits

(Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores) (Co-Requisite: None) Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

**PSYC 1010 - Basic Psychology**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores) Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and 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, psychological disorders and treatment, stress and health, and social psychology.

**PSYC 2103 - Human Development**

3 Credits

(Pre-requisites: 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 Credits

(Prerequisite: 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

(Prerequisites: 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 chest and abdomen cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

**RADT 1060 - Radiographic Procedures II**

3 Credits

(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.

**RADT 1065 - Radiologic Science**

2 Credits

(Prerequisites: Program Admission; Program Instructor Approval) Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

**RADT 1070 - Principles of Imaging I**

6 Credits

(Prerequisite: 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 1075 - Radiographic Imaging**

4 Credits

(Prerequisites: Program Admission; Program Instructor Approval) The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principals and concepts.

**RADT 1085 - Radiologic Equipment**

3 Credits

(Prerequisites: Program admission; Program Instructor Approval) Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

**RADT 1160 - Principles of Imaging II**

6 Credits

(Prerequisite: 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 & Protection**

2 Credits

(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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(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; special radiographic procedures, pathological considerations of the cranium, facial bones, sinuses and special procedures.

**RADT 2190 - Radiographic Pathology**

2 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 IV**

9 Credits

(Prerequisites: RADT 2340)(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.

**RADT 2520 - Mammographic Anatomy, Physics, & Positioning**

6 Credits

The student should have a pre-existing knowledge and skills gained during and entry-level radiography educational experience and reinforced through professional practice. The content in this course is intended to aid technologists in preparing for post primary practice of mammography. The course provides the student with an overview of the following topics: Breast anatomy and mammographic correlation, breast viability and pathology, correlative physical breast assessment, department organization and regulation, equipment, interventional procedures mammography quality management, positioning, sonomammography, and Technical applications.

**RADT 2530 - Clinical Mammography**

6 Credits

Content and clinical practice experiences should sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories used to perform radiologic procedures in mammography. Through structured, sequential, competency-based clinical assignments, students discuss, examine and evaluate concepts of team practice, patient-centered clinical practice and professional development. Clinical practice experience should teach students to provide care and assessment and competently perform radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, and after the radiologic procedure. Topics include: mammography clinical practice, patient preparation and education, mammographic procedure, quality control, interventional special procedures, and positioning.

**READ 0090 - Learning Support Reading**

3 Credits

(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 1005 - Foundations of Nursing**

7 Credits

(Pre-requisite: Program Admission) (Co-requisite: RNSG 1018) This course provides an introduction to nursing and roles of the nurse, as well as profession related and client care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in the laboratory and clinical settings. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will introduce the student to the application of theoretical concepts and implementation of safe client care to adults in a variety of healthcare settings.

**RNSG 1018 - Pharmacological Concepts & Drug Calculations**

4 Credits

(Prerequisites: Program Admission)(Co-requisites: RNSG 1005) This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. This course also enhances the basic mathematical concepts utilized in calculating medication dosages for safe administration to clients throughout the lifespan. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications.

**RNSG 1018B - Pharmacological Concepts & Drug Calculations**

4 Credits

(Prerequisites: Program Admission)(Co-requisites: RNSG 1019B) This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. This course also enhances the basic mathematical concepts utilized in calculating medication dosages for safe administration to clients throughout the lifespan. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications.

**RNSG 1019B - Transition to Professional Nursing**

7 Credits

(Prerequisites: Program Admission)(Co-requisites: RNSG 1018B) This course is designed to facilitate successful entry of the Licensed Practical Nurse (LPN) and the Licensed Paramedic (EMT-P) into the second year of the Associate of Science in Nursing Program (ASN) by awarding credit for previously learned knowledge and skills. Previous knowledge and skills will be reinforced and new concepts will be introduced. The course provides an introduction to nursing and roles of the nurse, as well as professional related and client care concepts. The theoretical foundation for basic assessment and skills will be built upon and the student will be given an opportunity to demonstrate these skills in the laboratory and clinical settings. The student will use the nursing process as a decision-making framework to assist the student in developing effective clinical judgment skills. In addition, the course will include the care of adult clients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with alterations within selected body systems and will enhance previous health care experience. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of healthcare settings.

**RNSG 1020 - Medical-Surgical Nursing I**

7 Credits

(Pre-requisite: Program Admission, RNSG 1005, RNSG 1018) (Co-requisite: RNSG 1030) This course focuses on the care of adult clients with basic health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with basic alterations within selected body concepts and will enhance concepts taught in previous nursing courses. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of healthcare settings.

**RNSG 1030 - Maternal-Child Nursing**

6 Credits

(Pre-requisite: Program Admission, RNSG 1005, RNSG 1018) (Co-requisite: RNSG 1020) This course provides an integrative, family-centered approach to the care of women, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in clients. Management and planning of the nursing process will include concepts from a variety of culturally diverse settings and nursing in the community and acute care setting. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to women, newborns, and children in selected settings.

**RNSG 1030B - Maternal-Child Nursing**

6 Credits

(Prerequisites: Program Admission, RNSG 1018B, RNSG 1019B) (Co-requisites: none) This course provides an integrative, family-centered approach to the care of women, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in clients. Management and planning of the nursing process will include concepts from a variety of culturally diverse settings and nursing in the community and acute care setting. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to women, newborns, and children in selected settings.

**RNSG 2000 - Medical-Surgical Nursing II**

4 Credits

(Pre-requisite: Program Admission, RNSG 1005, RNSG 1018, RNSG 1020, RNSG 1030) (Co-requisite: RNSG 2005) This course focuses on the care of adult clients with complex, multisystem health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with complex, multisystem alterations within selected body systems and will enhance concepts taught in previous nursing courses. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of healthcare settings.

**RNSG 2000B - Medical-Surgical Nursing II**

4 Credits

(Prerequisites: Program Admission, RNSG 1019B, RNSG 1018B, RNSG 1030B) (Co-requisites: RNSG 2005B) This course focuses on the care of adult clients with complex, multisystem health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with complex, multisystem alterations within selected body systems and will enhance concepts taught in previous nursing courses. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of healthcare settings.

**RNSG 2005 - Mental Health Nursing**

3 Credits

(Pre-requisite: RNSG 1005, RNSG 1018, RNSG 1020, RNSG 1030) (Co-requisite: RNSG 2000) This course focuses on the care of clients experiencing mental disorders. Emphasis is placed on management of clients facing emotional and psychological stressors, as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to clients experiencing mental disorders.

**RNSG 2005B - Mental Health Nursing**

3 Credits

(Prerequisites: RNSG 1019B, RNSG 1018B, RNSG 1030B)(Co-requisites: RNSG 2000B) This course focuses on the care of clients experiencing mental disorders. Emphasis is placed on management of clients facing emotional and psychological stressors, as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to clients experiencing mental disorders.

**RNSG 2020 - Med-Surg Nursing III/Transition to Practice**

8 Credits

(Pre-requisite: Program Admission, RNSG 1005, RNSG 1018, RNSG 1020, RNSG 1030, RNSG 2000, RNSG 2005) (Co-requisite: RNSG 2030) This course focuses on complex concepts of nursing care as they relate to clients with complex, multisystem alterations in health requiring medical and/or surgical intervention. Emphasis is placed on the care of clients with complex, multisystem alterations within selected body systems and will enhance concepts taught in previous nursing courses. Complex clinical skills, as well as client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership are integrated throughout the course. A clinical experience, the practicum, provides the student an opportunity to apply theoretical concepts and implement safe care to clients and selected groups in a variety of settings as a transition into professional nursing practice.

**RNSG 2020B - Medical-Surgical Nursing III/Practicum**

8 Credits

(Prerequisites: Program Admission, RNSG 1019B, RNSG 1018B, RNSG 1030B, RNSG 2000B, RNSG 2005B)(Co-requisites: RNSG 2030B) This course focuses on complex concepts of nursing care as they relate to clients with complex, multisystem alterations in health requiring medical and/or surgical intervention. Emphasis is placed on the care of clients with complex, multisystem alterations within selected body systems and will enhance concepts taught in previous nursing courses. Complex clinical skills, as well as client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership are integrated throughout the course. A clinical experience, the practicum, provides the student an opportunity to apply theoretical concepts and implement safe care to clients and selected groups in a variety of settings as a transition into professional nursing practice.

**RNSG 2030 - Trends & Issues in Nursing & Health Care**

2 Credits

(Pre-requisite: Program Admission, RNSG 1005, RNSG 1018, RNSG 1020, RNSG 1030, RNSG 2000, RNSG 2005) (Co-requisite: RNSG 2020) This non-clinical course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on contemporary issues, work ethics, and management concepts, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed.

**RNSG 2030B - Trends & Issues in Nursing & Healthcare**

2 Credits

(Prerequisites: Program Admission, RNSG 1019B, RNSG 1018B, RNSG 1030B, RNSG 2000B, RNSG 2005B)(Co-requisites: RNSG 2020B) This non-clinical course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on contemporary issues, work ethics, and management concepts, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed.

**SOCI 1101 - Introduction to Sociology**

3 Credits

(Prerequisite: 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 Credits

(Prerequisites: ENGL 1101- Institutional Requirement) 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 - Intro to Surgical Technology**

8 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 2030 - Surgical Procedures I**

4 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 2110 - Surgical Technology Clinical I**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 2130 - Surgical Technology Clinical III**

3 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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.

**TEST 1234T - TEST COURSE**

3 Credits

THIS IS ONLY A TEST

**WELD 1000 - Introduction to Welding Technology**

4 Credits

(Prerequisite: 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 & Plasma Arc Cutting**

4 Credits

(Prerequisite: 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. A \$20 fee is associated with this course due to the increased cost of acetylene and mild steel.

**WELD 1030 - Blueprint Reading for Welders**

4 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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. A \$30 fee is associated with this course due to the increased cost of welding rods and steel.

**WELD 1050 - Horizontal Shielded Metal Arc Welding**

4 Credits

(Prerequisite: 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. A \$20 fee is associated with this course due to the increased cost of welding rods and steel.

**WELD 1060 - Vertical Shielded Metal Arc Welding**

4 Credits

(Prerequisite: 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. A \$20 fee is associated with this course due to the increased cost of welding rods and steel.



**WELD 1070 - Overhead Shielded Metal Arc Welding**

4 Credits

(Prerequisite: 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 Credits

(Prerequisite: 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. A \$50 fee is associated with this course due to the increased cost of welding wire and steel.

**WELD 1110 - Gas Tungsten Arc Welding**

4 Credits

(Prerequisite: 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. A \$20 fee is associated with this course due to the increased cost of welding rods and steel.

**WELD 1120 - Preparation for Industrial Qualification**

4 Credits

(Prerequisite: 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 1150 - Advance Gas Tungsten Arc Welding**

3 Credits

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques for successful advanced gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making advanced 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 advanced production of GTAW beads, bead patterns, and joints.

**WELD 1153 - Flux Cored Arc Welding**

4 Credits

(Prerequisite: 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.

**XXX xxx - Accounting Elective (9 hours)**

9 Credits

**XXX xxx - Free Elective (9 hours)**  
9 Credits

**XXX xxx - Accounting Elective (3 hours)**  
3 Credits

**XXX xxx - Elective (3 hours)**  
3 Credits

**XXX xxx - MGMT Guided Elective (3 hours)**  
3 Credits

**XXX xxx - Elective (6 hours)**  
6 Credits

**XXX xxx - Elective (7 hours)**  
7 Credits

**XXX xxx - Elective (4 hours)**  
4 Credits

**XXX xxx - Elective (5 hours)**  
5 Credits

**XXX xxx - Guideline Electives (6 hours)**  
6 Credits

## BUSINESS TECHNOLOGIES INTRODUCTION

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.

### 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.

## **PROGRAMS IN BUSINESS**

### **Accounting**

Accounting Degree  
Accounting Diploma  
Computerized Accounting Specialist  
Office Accounting Specialist  
Payroll Accounting Specialist

### **Business Management**

Business Management Degree  
Business Management Diploma  
Human Resource Management Specialist  
Management and Leadership Specialist  
Supervisor/Management Specialist  
Technical Management Specialist

### **Business Technology**

Administrative Support Assistant  
Business Healthcare Technology Degree  
Business Healthcare Technology Diploma  
Business Technology Degree  
Business Technology Diploma - Business Administrative Assistant  
Healthcare Billing and Reimbursement Assistant  
Healthcare Office Assistant  
Microsoft Excel Application Professional  
Microsoft Office Applications Professional  
Microsoft Word Application Professional

## ACCOUNTING DEGREE

### Degree

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 workforce 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.

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 (5) semesters. To graduate, students must earn a minimum of 67 credit hours.

\*TCSG courses are acceptable for full credit toward the elective hours for this Associate Degree.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,788
- Books/Supplies: \$4,100

### Curriculum Outline (67 hours)

| <b>General Core (18 hours)</b>   |  | <b>18</b> |
|--|--|-----------|
| COLL 1040 College Foundations (Institutional Credit Only)  |  | 3         |
| ENGL 1101 Composition & Rhetoric   |  | 3         |
| ENGL 2130 American Literature  |  | 3         |
| PSYC 1101 Introductory Psychology  |  | 3         |
| <b>Choose One (3 hours)</b>  |  | <b>3</b>  |
| MATH 1101 Mathematical Modeling  |  | 3         |
| MATH 1111 College Algebra  |  | 3         |
| <b>Choose One (3 hours)</b>  |  | <b>3</b>  |
| ECON 1101 Principles of Economics  |  | 3         |
| SPCH 1101 Public Speaking  |  | 3         |
| SOCI 1101 Introduction to Sociology  |  | 3         |
| <b>Occupational Courses (49 hours)</b>   |  | <b>49</b> |
| COMP 1000 Intro to Computer Literacy   |  | 3         |
| ACCT 1100 Financial Accounting I   |  | 4         |
| ACCT 1105 Financial Accounting II  |  | 4         |
| ACCT 2000 Managerial Accounting  |  | 3         |
| ACCT 1115 Computerized Accounting  |  | 3         |
| ACCT 1125 Individual Tax Accounting  |  | 3         |
| ACCT 1130 Payroll Accounting   |  | 3         |
| BUSN 1440 Document Production  |  | 4         |
| XXX xxx Accounting Elective (9 hours)  |  | 9         |
| XXX xxx Free Elective (9 hours)  |  | 9         |
| <b>Choose One (4 hours)</b>  |  | <b>4</b>  |
| ACCT 1120 Spreadsheet Applications   |  | 4         |
| BUSN 1410 Spreadsheet Concepts & Applications  |  | 4         |
| <b>Accounting Electives: ACCT 2140, ACCT 2100, ACCT 2105, ACCT 2110, ACCT 2115, ACCT 2120, ACCT 2135, ACCT 2130, ACCT 2145, ACCT 2150, ACCT 2155</b> |  |           |

# ACCOUNTING DIPLOMA

## Diploma

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.

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 (4) semesters. To graduate, students must earn a minimum of 45 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$5,192
- Books/Supplies: \$2,300

### Curriculum Outline (45 hours)

| General Core (11 hours)     |  | 11       |
|-----------------------------|--|----------|
| COLL 1040                   | College Foundations (Institutional Credit Only)  | 3        |
| EMPL 1000                   | Interpersonal Relations/Professional Development | 2        |
| ENGL 1010                   | Fundamentals of English I                        | 3        |
| <b>Choose One (3 hours)</b> |  | <b>3</b> |
| MATH 1011                   | Business Math                                    | 3        |
| MATH 1012                   | Foundations of Mathematics                       | 3        |

| <b>Occupational Courses (34 hours)</b>         | <b>34</b> |
|--|-----------|
| COMP 1000 Intro to Computer Literacy           | 3         |
| ACCT 1100 Financial Accounting I               | 4         |
| ACCT 1105 Financial Accounting II              | 4         |
| ACCT 2000 Managerial Accounting                | 3         |
| ACCT 1115 Computerized Accounting              | 3         |
| ACCT 1125 Individual Tax Accounting            | 3         |
| ACCT 1130 Payroll Accounting                   | 3         |
| BUSN 1440 Document Production                  | 4         |
| OCC 003 Occupational Guided Elective (3 hours) | 3         |
| <b>Choose One (4 hours)</b>                    | <b>4</b>  |
| ACCT 1120 Spreadsheet Applications             | 4         |
| BUSN 1410 Spreadsheet Concepts & Applications  | 4         |



# COMPUTERIZED ACCOUNTING SPECIALIST

## Technical Certificate of Credit

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.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,847
- Books/Supplies: \$761

### Curriculum Outline (21 hours)

| Occupational Courses (21 hours)   |  | 21       |
|---|--|----------|
| ACCT 1100 Financial Accounting I  |  | 4        |
| ACCT 1105 Financial Accounting II   |  | 4        |
| ACCT 1115 Computerized Accounting   |  | 3        |
| COMP 1000 Intro to Computer Literacy  |  | 3        |
| XXX xxx Accounting Elective (3 hours)   |  | 3        |
| <b>Choose One (4 hours)</b>   |  | <b>4</b> |
| ACCT 1120 Spreadsheet Applications  |  | 4        |
| BUSN 1410 Spreadsheet Concepts & Applications   |  | 4        |
| <b>Approved Electives: ACCT 1110, ACCT 1125, ACCT 1130, ACCT 2140, ACCT 2100, ACCT 2105, ACCT 2110, ACCT 2115, ACCT 2120, ACCT 2135, ACCT 2130, ACCT 2145, ACCT 2150, ACCT 2155</b> |  |          |

## OFFICE ACCOUNTING SPECIALIST

### Technical Certificate of Credit

The Office Accounting Specialist technical certificate provides entry-level office accounting skills. The certificate emphasizes principles of accounting, computerized accounting, and basic computer skills.

#### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

#### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,884
- Books/Supplies: \$770

#### Curriculum Outline (14 hours)

| Occupational Courses (14 hours)      |  | 14 |
|--------------------------------------|--|----|
| ACCT 1100 Financial Accounting I     |  | 4  |
| ACCT 1105 Financial Accounting II    |  | 4  |
| ACCT 1115 Computerized Accounting    |  | 3  |
| COMP 1000 Intro to Computer Literacy |  | 3  |

## PAYROLL ACCOUNTING SPECIALIST

### Technical Certificate of Credit

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.

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 two (2) semesters to complete. To graduate, students must earn a minimum of 17 credit hours.

#### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

#### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$2,151
- Books/Supplies: \$1,020

#### Curriculum Outline (17 hours)

| Occupational Courses (17 hours) |                            | 17 |
|---------------------------------|----------------------------|----|
| COMP 1000                       | Intro to Computer Literacy | 3  |
| ACCT 1100                       | Financial Accounting I     | 4  |
| ACCT 1105                       | Financial Accounting II    | 4  |
| ACCT 1115                       | Computerized Accounting    | 3  |
| ACCT 1130                       | Payroll Accounting         | 3  |

## BUSINESS MANAGEMENT DEGREE

### Degree

The Business Management Degree 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.

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. All courses are offered online. The core classes can also be taken during the day or at night. The program generally takes five (5) to six (6) semesters to complete. To graduate, students must earn a minimum of 63-64 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$6,752
- Books/Supplies: \$500

### Curriculum Outline (64 hours)

| <b>General Core (21 hours)</b>                            | <b>21</b> |
|---|-----------|
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| ENGL 1101 Composition & Rhetoric                          | 3         |
| ENGL 2130 American Literature                             | 3         |
| PSYC 1101 Introductory Psychology                         | 3         |
| <b>Choose One (3 hours)</b>                               | <b>3</b>  |
| MATH 1101 Mathematical Modeling                           | 3         |
| MATH 1111 College Algebra                                 | 3         |
| <b>Choose Two (6 hours)</b>                               | <b>6</b>  |
| ECON 1101 Principles of Economics                         | 3         |
| SOCI 1101 Introduction to Sociology                       | 3         |
| SPCH 1101 Public Speaking                                 | 3         |
| <b>Occupational Courses (30-31 hours)</b>                 | <b>31</b> |
| MGMT 1100 Principles of Management                        | 3         |
| MGMT 1105 Organizational Behavior                         | 3         |
| MGMT 1110 Employment Rules and Regulations                | 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         |
| <b>Choose One (3-4 hours)</b>                             | <b>4</b>  |
| ACCT 1100 Financial Accounting I                          | 4         |
| MGMT 1135 Managerial Accounting and Finance               | 3         |

|   |           |
|---|-----------|
| <b>Choose One Of The Following Specializations (12 hours)</b>   | <b>12</b> |
| <b>General Management Specialization (12 hours)</b>   | <b>12</b> |
| GUI 003 Guided Elective (3 hours)   | 3         |
| GUI 003 Guided Elective (3 hours)   | 3         |
| GUI 003 Guided Elective (3 hours)   | 3         |
| GUI 003 Guided Elective (3 hours)   | 3         |
| <b>Human Resource Management Specialization (12 hours)</b>  | <b>12</b> |
| MGMT 2120 Labor Management Relations  | 3         |
| MGMT 2130 Employee Training and Development   | 3         |
| MGMT 2205 Service Sector Management   | 3         |
| XXX xxx Elective (3 hours)  | 3         |
| <b>Approved Electives: BUSN 1240, BUSN 1330, BUSN 1400, BUSN 1410, COMP 1000, BUSN 2190, MGMT 2120, MGMT 2130, MGMT 2135, MGMT 2205</b> |           |

# BUSINESS MANAGEMENT DIPLOMA

## Diploma

The Business Management Diploma 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.

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. All courses are offered online. The core classes can be taken online, day, or at night. The program generally takes four (4) to five (5) semesters to complete. To graduate, students must earn a minimum of 47-48 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$5,151
- Books/Supplies: \$500

## Curriculum Outline (48 hours)

|   |           |
|---|-----------|
| <b>General Core (11 hours)</b>  | <b>11</b> |
| COLL 1040 College Foundations (Institutional Credit Only)   | 3         |
| EMPL 1000 Interpersonal Relations/Professional Development  | 2         |
| ENGL 1010 Fundamentals of English I   | 3         |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| MATH 1011 Business Math   | 3         |
| MATH 1012 Foundations of Mathematics  | 3         |
| <b>Occupational Courses (36-37 hours)</b>   | <b>37</b> |
| MGMT 1100 Principles of Management  | 3         |
| MGMT 1105 Organizational Behavior   | 3         |
| MGMT 1110 Employment Rules and Regulations  | 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         |
| OCC 003 Occupational Guided Elective (3 hours)  | 3         |
| OCC 003 Occupational Guided Elective (3 hours)  | 3         |
| <b>Choose One (3-4 hours)</b>   | <b>4</b>  |
| ACCT 1100 Financial Accounting I  | 4         |
| MGMT 1135 Managerial Accounting and Finance   | 3         |
| <b>Approved Electives: BUSN 1240, BUSN 1330, BUSN 1400, BUSN 1410, COMP 1000, BUSN 2190, MGMT 2120, MGMT 2130, MGMT 2135, MGMT 2205</b> |           |



# HUMAN RESOURCE MANAGEMENT SPECIALIST

## Technical Certificate of Credit

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 Technical Certificate of Credit.

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 advancing 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.

The standard curriculum for the Human Resource Management Specialist Certificate program is designed for the semester system. Students may enter the program any semester. The Human Resource Management Specialist Certificate takes approximately two (2) to three (3) semesters to complete and is online. To graduate, students must earn a minimum of 18 hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$2,151
- Books/Supplies: \$500

## Curriculum Outline (18 hours)

| <b>Occupational Courses (18 hours)</b>   |  | <b>18</b> |
|--|--|-----------|
| MGMT 1105 Organizational Behavior  |  | 3         |
| MGMT 2115 Human Resource Management  |  | 3         |
| MGMT 2125 Performance Management   |  | 3         |
| MGMT 2130 Employee Training and Development  |  | 3         |
| GUI 003 Guided Elective (3 hours)  |  | 3         |
| <b>Choose One (3 hours)</b>  |  | <b>3</b>  |
| MGMT 1110 Employment Rules and Regulations   |  | 3         |
| MGMT 2120 Labor Management Relations   |  | 3         |
| <b>Approved Electives: BUSN 1240, BUSN 1330, BUSN 1400, BUSN 1410, COMP 1000, MGMT 2120, MGMT 2205</b> |  |           |

# MANAGEMENT AND LEADERSHIP SPECIALIST

## Technical Certificate of Credit

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 Technical Certificate of Credit.

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.

The standard curriculum for the Management/Leadership Specialist Certificate program is designed for the semester system. Students may enter the program any semester. The Management/Leadership Specialist certificate takes approximately three (3) semesters to complete and is online. To graduate, students must earn a minimum of 18 hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,951
- Books/Supplies: \$500

## Curriculum Outline (18 hours)

| <b>Occupational Courses (18 hours)</b>  |  | <b>18</b> |
|---|--|-----------|
| MGMT 1100 Principles of Management  |  | 3         |
| MGMT 1115 Leadership  |  | 3         |
| MGMT 2125 Performance Management  |  | 3         |
| MGMT 2130 Employee Training and Development   |  | 3         |
| <b>Choose One (3 hours)</b>   |  | <b>3</b>  |
| MGMT 1110 Employment Rules and Regulations  |  | 3         |
| MGMT 2120 Labor Management Relations  |  | 3         |
| <b>Choose One (3 hours)</b>   |  | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy  |  | 3         |
| GUI 003 Guided Elective (3 hours)   |  | 3         |
| <b>Approved Electives: BUSN 1240, BUSN 1330, BUSN 1400, BUSN 1410, MGMT 2135, MGMT 2205</b> |  |           |

# SUPERVISOR/MANAGEMENT SPECIALIST

## Technical Certificate of Credit

The Supervisor/Management 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/Management Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, job opportunities for a 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 advancing 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 Supervisor/Management Specialist performs 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.

The standard curriculum for the Supervisor/ Management Specialist Certificate program is designed for the semester system. Students may enter the program any semester. The Supervisor/ Management Specialist certificate takes approximately one (1) to two (2) semesters to complete and is online. To graduate, students must earn a minimum of 12 hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$1,200
- Books/Supplies: \$500

## Curriculum Outline (12 hours)

| <b>Occupational Courses (12 hours)</b>     |  | <b>12</b> |
|--|--|-----------|
| MGMT 1100 Principles of Management         |  | 3         |
| MGMT 1115 Leadership                       |  | 3         |
| MGMT 2115 Human Resource Management        |  | 3         |
| <b>Choose One (3 hours)</b>                |  | <b>3</b>  |
| MGMT 1110 Employment Rules and Regulations |  | 3         |
| MGMT 2120 Labor Management Relations       |  | 3         |

## TECHNICAL MANAGEMENT SPECIALIST

### Technical Certificate of Credit

The Technical Management Specialist Certificate is designed to build upon a student's previously achieved Technical Certificate of Credit (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 advancing 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.

The standard curriculum for the Technical Management Specialist Certificate program is designed for the semester system. Students may enter the program any semester. The Technical Management Specialist Certificate takes approximately two (2) semesters to complete and is online. To graduate, students must earn a minimum of 24 hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$2,751
- Books/Supplies: \$500

### Curriculum Outline (24 hours)

| <b>Occupational Courses (24 hours)</b>  | <b>24</b> |
|---|-----------|
| MGMT 1100 Principles of Management  | 3         |
| MGMT 2115 Human Resource Management   | 3         |
| OCC 003 Occupational Guided Elective (3 hours)  | 3         |
| OCC 003 Occupational Guided Elective (3 hours)  | 3         |
| OCC 003 Occupational Guided Elective (3 hours)  | 3         |
| OCC 003 Occupational Guided Elective (3 hours)  | 3         |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| MGMT 1110 Employment Rules and Regulations  | 3         |
| MGMT 2120 Labor Management Relations  | 3         |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy  | 3         |
| GUI 003 Guided Elective (3 hours)   | 3         |
| <b>Approved Electives: BUSN 1240, BUSN 1330, BUSN 1400, BUSN 1410, MGMT 2120, MGMT 2130, MGMT 2135, MGMT 2205, MGMT 1135 OR ACCT 100, BUSN 1420, BUSN 1190, BUSN 2160</b> |           |



# ADMINISTRATIVE SUPPORT ASSISTANT

## Technical Certificate of Credit

The Administrative Support Assistant Certificate program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

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 two (2) semesters to complete. To graduate, students must earn a minimum of 20 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,418
- Books/Supplies: \$750

## Curriculum Outline (20 hours)

| Occupational Courses (20 hours)  |  | 20       |
|--|--|----------|
| BUSN 1240 Office Procedures  |  | 3        |
| BUSN 1400 Word Processing Applications   |  | 4        |
| BUSN 1440 Document Production  |  | 4        |
| XXX xxx Elective (6 hours)   |  | 6        |
| <b>Choose One (3 hours)</b>  |  | <b>3</b> |
| COMP 1000 Intro to Computer Literacy   |  | 3        |
| GUI 003 Guided Elective (3 hours)  |  | 3        |
| <b>Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, BUSN 2190, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2370</b> |  |          |
| <b>Additional Approved Electives: CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100</b>                       |  |          |

## BUSINESS HEALTHCARE TECHNOLOGY DEGREE

### Degree

The Business Healthcare Technology Degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare 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 software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualifications 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 Healthcare Technology Associate of Applied Science Degree.

The standard curriculum for the Business Healthcare Technology Degree program is designed for the semester system. Students may enter the Business Healthcare Technology Degree program any semester. The degree program generally takes five (5) to six (6) semesters to complete. To graduate, students must earn a minimum of 66-70 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,500
- Books/Supplies: \$1,500

### Curriculum Outline (70 hours)

| <b>General Core (18 hours)</b>                            | <b>18</b> |
|---|-----------|
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| ENGL 1101 Composition & Rhetoric                          | 3         |
| ENGL 2130 American Literature                             | 3         |
| MATH 1111 College Algebra                                 | 3         |
| <b>Choose One (3 hours)</b>                               | <b>3</b>  |
| ECON 1101 Principles of Economics                         | 3         |
| PSYC 1101 Introductory Psychology                         | 3         |
| SOCI 1101 Introduction to Sociology                       | 3         |
| <b>Choose One (3 hours)</b>                               | <b>3</b>  |
| ECON 1101 Principles of Economics                         | 3         |
| PSYC 1101 Introductory Psychology                         | 3         |
| SPCH 1101 Public Speaking                                 | 3         |
| SOCI 1101 Introduction to Sociology                       | 3         |

| <b>Occupational Courses (48-52 hours)</b>   | <b>52</b> |
|---|-----------|
| BUSN 1015 Intro to Healthcare Reimbursement   | 3         |
| BUSN 2340 Healthcare Administrative Procedures  | 4         |
| BUSN 2350 Electronic Health Records   | 3         |
| BUSN 2375 Healthcare Coding   | 3         |
| BUSN 2190 Business Document Proofreading & Editing  | 3         |
| BUSN 1440 Document Production   | 4         |
| ACCT 1100 Financial Accounting I  | 4         |
| OCC 004 Occupational Elective (4 hours)   | 4         |
| OCC 004 Occupational Elective (4 hours)   | 4         |
| OCC 004 Occupational Elective (4 hours)   | 4         |
| OCC 003 Occupational Elective (3 hours)   | 3         |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy  | 3         |
| GUI 003 Guided Elective (3 hours)   | 3         |
| <b>Choose One (6-10 hours)</b>  |           |
| <b>You may choose to take these three courses OR (10 hours)</b>   | <b>10</b> |
| ALHS 1090 Medical Terminology for Allied Health Sciences  | 2         |
| ALHS 1011 Structure & Function of Human Body  | 5         |
| MAST 1120 Human Diseases  | 3         |
| <b>You may choose to take only this course (6 hours)</b>  | <b>6</b>  |
| BUSN 1010 Med Terminology, Anatomy, Diseases for Business   | 6         |
| <b>Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160</b> |           |
| <b>Additional Approved Electives: CIST 1001, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130</b> |           |

# BUSINESS HEALTHCARE TECHNOLOGY DIPLOMA

## Diploma

The Business Healthcare Technology Diploma program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare Technology 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 emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualifications and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Healthcare Technology Diploma.

The standard curriculum for the Business Healthcare Technology Diploma is designed for the semester system. Students may enter the program any semester. The program generally takes four (4) to five (5) semesters to complete. To graduate, students must earn a minimum of 51-55 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$5,982
- Books/Supplies: \$1,500

## Curriculum Outline (55 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| Choose One (3 hours)    |  | 3  |
| MATH 1011               | Business Math                                    | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |

| <b>Occupational Courses (34 hours)</b>                          |  | <b>34</b> |
|---|--|-----------|
| ACCT 1100 Financial Accounting I                                |  | 4         |
| BUSN 1015 Intro to Healthcare Reimbursement                     |  | 3         |
| BUSN 1440 Document Production                                   |  | 4         |
| BUSN 2190 Business Document Proofreading & Editing              |  | 3         |
| BUSN 2340 Healthcare Administrative Procedures                  |  | 4         |
| BUSN 2350 Electronic Health Records                             |  | 3         |
| BUSN 2375 Healthcare Coding                                     |  | 3         |
| XXX xxx Elective (7 hours)                                      |  | 7         |
| <b>Choose One (3 hours)</b>                                     |  | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy                            |  | 3         |
| GUI 003 Guided Elective (3 hours)                               |  | 3         |
| <b>Choose One (6-10 hours)</b>                                  |  | <b>10</b> |
| <b>You may choose to take these three courses OR (10 hours)</b> |  | <b>10</b> |
| ALHS 1011 Structure & Function of Human Body                    |  | 5         |
| ALHS 1090 Medical Terminology for Allied Health Sciences        |  | 2         |
| MAST 1120 Human Diseases  |  | 3         |
| <b>You may choose to take only this course (6 hours)</b>        |  | <b>6</b>  |
| BUSN 1010 Med Terminology, Anatomy, Diseases for Business       |  | 6         |

## BUSINESS TECHNOLOGY DEGREE

### Degree

The Business Technology Degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business 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 Technology Associate of Applied Science Degree.

The standard curriculum for the Business Technology Degree program is designed for the semester system. Students may enter the Business Technology Degree program any semester. The degree program generally takes five (5) semesters to complete. To graduate, students must earn a minimum of 67 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,469
- Books/Supplies: \$1,500

### Curriculum Outline (67 hours)

| <b>General Core (18 hours)</b>                            |  | <b>18</b> |
|---|--|-----------|
| COLL 1040 College Foundations (Institutional Credit Only) |  | 3         |
| ENGL 1101 Composition & Rhetoric                          |  | 3         |
| ENGL 2130 American Literature                             |  | 3         |
| MATH 1111 College Algebra                                 |  | 3         |
| <b>Choose One (3 hours)</b>                               |  | <b>3</b>  |
| ECON 1101 Principles of Economics                         |  | 3         |
| PSYC 1101 Introductory Psychology                         |  | 3         |
| SOCI 1101 Introduction to Sociology                       |  | 3         |
| <b>Choose One (3 hours)</b>                               |  | <b>3</b>  |
| 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 (49 hours)</b>  | <b>49</b> |
|---|-----------|
| ACCT 1100 Financial Accounting I  | 4         |
| BUSN 1190 Digital Technologies in Business  | 2         |
| BUSN 1240 Office Procedures   | 3         |
| BUSN 1400 Word Processing Applications  | 4         |
| BUSN 1410 Spreadsheet Concepts & Applications   | 4         |
| BUSN 1420 Database Applications   | 4         |
| BUSN 1430 Desktop Publishing & Presentation Applications  | 4         |
| BUSN 1440 Document Production   | 4         |
| BUSN 2160 Electronic Mail Applications  | 2         |
| BUSN 2190 Business Document Proofreading & Editing  | 3         |
| BUSN 2210 Applied Office Procedures   | 3         |
| MGMT 1100 Principles of Management  | 3         |
| XXX xxx Elective (6 hours)  | 6         |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy  | 3         |
| GUI 003 Guided Elective (3 hours)   | 3         |
| <b>Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1015 BUSN 1250, BUSN 1320, BUSN 1330, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2375</b>                        |           |
| <b>Additional Approved Electives: CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130</b> |           |

# BUSINESS TECHNOLOGY DIPLOMA - BUSINESS ADMINISTRATIVE ASSISTANT

## Diploma

The Business Technology Diploma - Business Administrative Assistant program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. This 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 Technology.

The standard curriculum for this Business Technology program is designed for the semester system. Students may enter the Business Technology program any semester. The program generally takes four (4) semesters to complete. To graduate, students must earn a minimum of 53 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$5,904
- Books/Supplies: \$1,500

## Curriculum Outline (53 hours)

| General Core (11 hours)     |  | 11       |
|-----------------------------|--|----------|
| COLL 1040                   | College Foundations (Institutional Credit Only)  | 3        |
| EMPL 1000                   | Interpersonal Relations/Professional Development | 2        |
| ENGL 1010                   | Fundamentals of English I                        | 3        |
| <b>Choose One (3 hours)</b> |  | <b>3</b> |
| MATH 1011                   | Business Math                                    | 3        |
| MATH 1012                   | Foundations of Mathematics                       | 3        |

| <b>Occupational Courses (42 hours)</b>   | <b>42</b> |
|--|-----------|
| ACCT 1100 Financial Accounting I   | 4         |
| BUSN 1190 Digital Technologies in Business   | 2         |
| BUSN 1240 Office Procedures  | 3         |
| BUSN 1400 Word Processing Applications   | 4         |
| BUSN 1410 Spreadsheet Concepts & Applications  | 4         |
| BUSN 1430 Desktop Publishing & Presentation Applications   | 4         |
| BUSN 1440 Document Production  | 4         |
| BUSN 2160 Electronic Mail Applications   | 2         |
| BUSN 2190 Business Document Proofreading & Editing   | 3         |
| BUSN 2210 Applied Office Procedures  | 3         |
| XXX xxx Elective (6 hours)   | 6         |
| <b>Choose One (3 hours)</b>  | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy   | 3         |
| GUI 003 Guided Elective (3 hours)  | 3         |
| <b>Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1015, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1420, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2375</b>                       |           |
| <b>Additional Approved Electives: CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130</b> |           |

# HEALTHCARE BILLING AND REIMBURSEMENT ASSISTANT

## Technical Certificate of Credit

The Healthcare Billing & Reimbursement Assistant Certificate is designed to provide instruction in medical facility reimbursement and compliance regulations.

The standard curriculum for the Healthcare Billing & Reimbursement Assistant Certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes three (3) to four (4) semesters to complete. To graduate, students must earn a minimum of 18-22 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,774
- Books/Supplies: \$750

## Curriculum Outline (22 hours)

| Occupational Courses (18-22 hours)          |  | 22       |
|---|--|----------|
| BUSN 1015 Intro to Healthcare Reimbursement |  | 3        |
| BUSN 2350 Electronic Health Records         |  | 3        |
| BUSN 2375 Healthcare Coding                 |  | 3        |
| <b>Choose One (3 hours)</b>                 |  | <b>3</b> |
| COMP 1000 Intro to Computer Literacy        |  | 3        |
| GUI 003 Guided Elective (3 hours)           |  | 3        |

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**Choose One (6-10 hours)**

**You may choose to take these three courses OR (10 hours) 10**

ALHS 1090 Medical Terminology for Allied Health Sciences 2

ALHS 1011 Structure & Function of Human Body 5

MAST 1120 Human Diseases 3

**You may choose to take only this course (6 hours) 6**

BUSN 1010 Med Terminology, Anatomy, Diseases for Business 6

**Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, BUSN 2340**

**Additional Approved Electives: CIST 1001, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130**

## HEALTHCARE OFFICE ASSISTANT

### Technical Certificate of Credit

The Healthcare Office Assistant Certificate is designed to provide 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 Business Healthcare Technology.

The standard curriculum for the Healthcare Office Assistant Certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes three (3) to four (4) semesters to complete. To graduate, students must earn a minimum of 32-36 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,774
- Books/Supplies: \$750

### Curriculum Outline (36 hours)

| General Core (6 hours) |   | 6 |
|------------------------|---|---|
| COLL 1040              | College Foundations (Institutional Credit Only) | 3 |
| ENGL 1010              | Fundamentals of English I                       | 3 |

| <b>Occupational Courses (26-30 hours)</b>  |  | <b>30</b> |
|--|--|-----------|
| BUSN 1015 Intro to Healthcare Reimbursement  |  | 3         |
| BUSN 1440 Document Production  |  | 4         |
| BUSN 2340 Healthcare Administrative Procedures   |  | 4         |
| BUSN 2350 Electronic Health Records  |  | 3         |
| XXX xxx Elective (3 hours)   |  | 3         |
| <b>Choose One (3 hours)</b>  |  | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy   |  | 3         |
| GUI 003 Guided Elective (3 hours)  |  | 3         |
| <b>Choose One (6-10 hours)</b>   |  |           |
| <b>You may choose to take these three courses OR (10 hours)</b>  |  |           |
| ALHS 1090 Medical Terminology for Allied Health Sciences   |  | 2         |
| ALHS 1011 Structure & Function of Human Body   |  | 5         |
| MAST 1120 Human Diseases   |  | 3         |
| <b>You may choose to take only this course (6 hours)</b>   |  | <b>6</b>  |
| BUSN 1010 Med Terminology, Anatomy, Diseases for Business  |  | 6         |
| <b>Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, BUSN 2375</b> |  |           |
| <b>Additional Approved Electives: CIST 1001, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130</b>            |  |           |

# MICROSOFT EXCEL APPLICATION PROFESSIONAL

## Technical Certificate of Credit

The Microsoft Excel Application Professional Certificate 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. 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 two (2) semesters to complete. To graduate, students must earn a minimum of 16 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,973
- Books/Supplies: \$750

## Curriculum Outline (16 hours)

|   |           |
|---|-----------|
| <b>General Core (6 hours)</b>                             | <b>6</b>  |
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| <b>Choose One (3 hours)</b>                               | <b>3</b>  |
| MATH 1011 Business Math                                   | 3         |
| MATH 1012 Foundations of Mathematics                      | 3         |
| <b>Occupational Courses (10 hours)</b>                    | <b>10</b> |
| BUSN 1410 Spreadsheet Concepts & Applications             | 4         |
| XXX xxx Elective (3 hours)                                | 3         |
| <b>Choose One (3 hours)</b>                               | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy                      | 3         |
| GUI 003 Guided Elective (3 hours)                         | 3         |



**Approved Electives:** ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1420, BUSN 1430, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2370

**Additional Approved Electives:** CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100

# MICROSOFT OFFICE APPLICATIONS PROFESSIONAL

## Technical Certificate of Credit

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 Office Specialist (MOS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit. 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 two (2) semesters to complete. To graduate, students must earn a minimum of 22 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,596
- Books/Supplies: \$750

## Curriculum Outline (22 hours)

| Occupational Courses (22 hours)   |  | 22 |
|---|--|----|
| BUSN 1400 Word Processing Applications  |  | 4  |
| BUSN 1410 Spreadsheet Concepts & Applications   |  | 4  |
| BUSN 1420 Database Applications   |  | 4  |
| BUSN 1430 Desktop Publishing & Presentation Applications  |  | 4  |
| XXX xxx Elective (3 hours)  |  | 3  |
| Choose One (3 hours)  |  | 3  |
| COMP 1000 Intro to Computer Literacy  |  | 3  |
| GUI 003 Guided Elective (3 hours)   |  | 3  |
| <b>Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2370</b> |  |    |

**Additional Approved Electives: CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100**

# MICROSOFT WORD APPLICATION PROFESSIONAL

## Technical Certificate of Credit

The Microsoft Word Application Professional Certificate will provide students with the basic knowledge and skills needed to obtain employment in entry-level jobs using word processing. The certificate emphasizes keyboarding and word processing. 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 two (2) semesters to complete. To graduate, students must earn a minimum of 14 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,884
- Books/Supplies: \$750

## Curriculum Outline (14 hours)

| Occupational Courses (14 hours)   |  | 14       |
|---|--|----------|
| BUSN 1400 Word Processing Applications  |  | 4        |
| BUSN 1440 Document Production   |  | 4        |
| XXX xxx Elective (3 hours)  |  | 3        |
| <b>Choose One (3 hours)</b>   |  | <b>3</b> |
| COMP 1000 Intro to Computer Literacy  |  | 3        |
| GUI 003 Guided Elective (3 hours)   |  | 3        |
| <b>Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, BUSN 2240, BUSN 2250</b>                       |  |          |
| <b>Additional Approved Electives: CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100</b> |  |          |

## **PROGRAMS IN CYBER & COMPUTER RELATED**

### **Computer Information Systems**

Cisco Network Specialist  
CompTIA A+ Certified Preparation  
Help Desk Specialist  
Information Technology Professional Degree  
Information Technology Professional Diploma  
Microsoft Network Administrator  
Web Site Design/Development Associate of Applied Science Degree  
Web Site Design/Development Diploma  
Web Site Developer

### **Cybersecurity**

Cyber Crime Specialist  
Cybersecurity Certificate  
Cybersecurity Degree  
Cybersecurity Diploma

### **Electronics Technology**

Electronics Fundamentals Diploma  
Electronics Technology Degree  
Electronics Technology Diploma

# CISCO NETWORK SPECIALIST

## Technical Certificate of Credit

The Cisco Network Specialist program teaches how to build, maintain, and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

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 2451 is offered. The Cisco Network Specialist Certificate program can be completed within three (3) to four (4) semesters. To graduate, students must earn a minimum of 16 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$3,004
- Books/Supplies: \$838

Southeastern Technical College is a [Certified Cisco Network Academy](#)<sup>11</sup>. The Cisco Network Academy program gives students the foundation for a digital career. The curriculum builds their core technical skills while developing the communication, collaboration, and problem-solving abilities needed in today's economy.

## Curriculum Outline (16 hours)

| Occupational Courses (16 hours)  |  | 16 |
|--|--|----|
| CIST 2451 Introduction to Networks - CISCO   |  | 4  |
| CIST 2452 Cisco Switching, Routing, & Wireless Essentials  |  | 4  |
| CIST 2453 Enterprise Networking, Security, & Automation  |  | 4  |
| CIS yyy CIST Elective (4 hours)  |  | 4  |
| <b>Approved CIST Electives: CIST 1602, CIST 2129, CIST 2413, CIST 2414, CIST 2601, CIST 2602, CIST 2611, CIST 2612, CIST 2613, CIST 2991</b> |  |    |

## COMPTIA A+ CERTIFIED PREPARATION

### Technical Certificate of Credit

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.

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 one (1) to two (2) semesters to complete. To graduate, students must earn a minimum of 11 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,495
- Books/Supplies: \$761

### Curriculum Outline (11 hours)

| Occupational Courses (11 hours)                       |  | 11 |
|---|--|----|
| COMP 1000 Intro to Computer Literacy                  |  | 3  |
| CIST 1122 Hardware Installation & Maintenance         |  | 4  |
| CIST 1135 Operating Systems & Virtual/Cloud Computing |  | 4  |

## HELP DESK SPECIALIST

### Technical Certificate of Credit

The Help Desk Specialist Certificate program teaches how to maintain and troubleshoot computer hardware and software and be a support person to handle calls from customers.

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 two (2) to three (3) semesters. To graduate, students must earn a minimum of 26 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$3,302
- Books/Supplies: \$1,717

### Curriculum Outline (26 hours)

| Occupational Courses (26 hours)  |  | 26 |
|--|--|----|
| COMP 1000 Intro to Computer Literacy   |  | 3  |
| CIST 1001 Computer Concepts  |  | 4  |
| CIST 1122 Hardware Installation & Maintenance  |  | 4  |
| CIST 1135 Operating Systems & Virtual/Cloud Computing  |  | 4  |
| CIST 2130 Desktop Support Concepts   |  | 3  |
| CIST 2451 Introduction to Networks - CISCO   |  | 4  |
| CIS yyy CIST Elective (4 hours)  |  | 4  |
| <b>Approved CIST Electives: CIST 1220, CIST 2129, CIST 2411, CIST 2412, CIST 2413, CIST 2414, CIST 2452, CIST 2453, CIST 2601, CIST 2602, CIST 2611, CIST 2612, CIST 2613, CIST 2991</b> |  |    |



## INFORMATION TECHNOLOGY PROFESSIONAL DEGREE

### Degree

The Information Technology (IT) Professional Associate Degree program emphasizes specialized training in home and corporate networking; computer maintenance; operating system installation, maintenance, and troubleshooting; information security; computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the Southeastern Technical College service area. The program graduate receives an Associate of Applied Science Degree and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

The standard curriculum for the Information Technology (IT) Professional Degree program is designed for the semester system. Students may enter the Information Technology Professional Degree program any semester. The Information Technology Professional Degree program generally takes five (5) semesters to complete. To graduate, students must earn a minimum of 68-69 credit hours for the Information Technology (IT) Professional Degree.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$8,655
- Books/Supplies: \$3,790

### Curriculum Outline (69 hours)

| <b>General Core (18 hours)</b>  | <b>18</b> |
|---|-----------|
| COLL 1040 College Foundations (Institutional Credit Only)   | 3         |
| ENGL 1101 Composition & Rhetoric  | 3         |
| ENGL 2130 American Literature   | 3         |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| MATH 1101 Mathematical Modeling   | 3         |
| MATH 1111 College Algebra   | 3         |
| <b>Choose Two (6 hours)</b>   | <b>6</b>  |
| 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 (50-51 hours)</b>   | <b>51</b> |
| CIST 1001 Computer Concepts   | 4         |
| CIST 1305 Program Design & Development  | 3         |
| CIST 1122 Hardware Installation & Maintenance   | 4         |
| CIST 1601 Information Security Fundamentals   | 3         |
| CIST 2411 Microsoft Client  | 4         |
| CIST 2412 Microsoft Server Installation & Maintenance   | 4         |
| CIST 2451 Introduction to Networks - CISCO  | 4         |
| CIST 2452 Cisco Switching, Routing, & Wireless Essentials   | 4         |
| CIS yyy Operating Systems Elective (CIST 1135) (3-4 hours)  | 4         |
| CIS yyy CIST Programming Elective (4 hours)   | 4         |
| OCC 010 Occupational Related Elective (10 hours)  | 10        |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy  | 3         |
| CIS yyy CIST Elective (3 hours)   | 3         |
| <b>Approved CIST Electives: CIST 1510, CIST 1520, CIST 1530, CIST 1540, CIST 1602, CIST 2127, CIST 2128, CIST 2129, CIST 2130, CIST 2413, CIST 2414, CIST 2453, CIST 2510, CIST 2601, CIST 2602, CIST 2611, CIST 2612, CIST 2613, CIST 2991</b> |           |

**Approved Programming Electives: CIST 1220, CIST 2311, CIST 2341, CIST 2351, CIST 2371, CIST 2381, CIST 2560, CIST 2570, CIST 2580**

# INFORMATION TECHNOLOGY PROFESSIONAL DIPLOMA

## Diploma

The Information Technology (IT) Professional Diploma program will emphasize specialized training in home and corporate networking, computer maintenance, operating system installation, maintenance, and troubleshooting, information security, computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the Southeastern Technical College service area.

The program graduate receives a diploma and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

The standard curriculum for the Information Technology (IT) Professional Diploma program is designed for the semester system. Students may enter the Information Technology Professional Diploma program any semester. The Information Technology (IT) Professional Diploma program generally takes five (5) semesters to complete. To graduate, students must earn a minimum of 61-62 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at: <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>

## Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,955
- Books/Supplies: \$2,550

## Curriculum Outline (62 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |

| <b>Occupational Courses (50-51 hours)</b>   | <b>51</b> |
|---|-----------|
| CIST 1001 Computer Concepts   | 4         |
| CIS yyy Operating Systems Elective (CIST 1135) (3-4 hours)  | 4         |
| CIST 1305 Program Design & Development  | 3         |
| CIST 1122 Hardware Installation & Maintenance   | 4         |
| CIST 1601 Information Security Fundamentals   | 3         |
| CIST 2411 Microsoft Client  | 4         |
| CIST 2412 Microsoft Server Installation & Maintenance   | 4         |
| CIST 2451 Introduction to Networks - CISCO  | 4         |
| CIST 2452 Cisco Switching, Routing, & Wireless Essentials   | 4         |
| CIS yyy CIST Programming Elective (4 hours)   | 4         |
| OCC 010 Occupational Related Elective (10 hours)  | 10        |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy  | 3         |
| CIS yyy CIST Elective (3 hours)   | 3         |
| <b>Approved CIST Electives: CIST 1510, CIST 1520, CIST 1530, CIST 1540, CIST 1602, CIST 2127, CIST 2128, CIST 2129, CIST 2130, CIST 2413, CIST 2414, CIST 2453, CIST 2510, CIST 2601, CIST 2602, CIST 2611, CIST 2612, CIST 2613, CIST 2991</b> |           |
| <b>Approved Programming Electives: CIST 1220, CIST 2311, CIST 2341, CIST 2351, CIST 2371, CIST 2381, CIST 2560, CIST 2570, CIST 2580</b>  |           |

# MICROSOFT NETWORK ADMINISTRATOR

## Technical Certificate of Credit

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.

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 three (3) to four (4) semesters to complete. To graduate, students must earn a minimum of 16 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup><sup>31</sup>

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,302
- Books/Supplies: \$1,038

Southeastern Technical College is a member of the [Microsoft Imagine Academy](#)<sup>17</sup>. The 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.

## Curriculum Outline (16 hours)

| Occupational Courses (16 hours)                       |  | 16 |
|---|--|----|
| CIST 2411 Microsoft Client                            |  | 4  |
| CIST 2412 Microsoft Server Installation & Maintenance |  | 4  |
| CIST 2413 Microsoft Server Networking                 |  | 4  |
| CIST 2414 Microsoft Server Identity Services          |  | 4  |

## WEB SITE DESIGN/DEVELOPMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

### Degree

Effective Spring Semester 2021: New students will not be accepted into the Web Site Design/Development program. Due to low enrollment, STC has decided to close this program; however, students enrolled in the program Fall Semester 2020 will be allowed to complete the coursework and graduate as long as they meet the requirements outlined in the teach-out plan. Web Site Design/Development students have been notified of this decision by certified mail and email. Current students should contact Mr. John Taylor to get their personalized teach-out plan. Mr. Taylor can be reached at (912)538-3116 or jtaylor@southeasterntech.edu.

The Web Site Design/Development Degree 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 Web Site Designers and Developers.

Web Site Design/Development Degree 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 (1) 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.

The standard curriculum for the Web Site Design/Development Degree program is designed for the semester system. Students may enter the Web Site Design/Development degree program any semester. The program generally takes five (5) semesters to complete. To graduate, students must earn a minimum of 67 credit hours.

### Requirements

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$8,366
- Books/Supplies: \$4,148

### Curriculum Outline (67 hours)

| <b>General Core (18 hours)</b>                            |  | <b>18</b> |
|---|--|-----------|
| COLL 1040 College Foundations (Institutional Credit Only) |  | 3         |
| ENGL 1101 Composition & Rhetoric                          |  | 3         |
| ENGL 2130 American Literature                             |  | 3         |
| GEN 006 General Education Elective (6 hours)              |  | 6         |
| <b>Choose One (3 hours)</b>                               |  | <b>3</b>  |
| MATH 1101 Mathematical Modeling                           |  | 3         |
| MATH 1111 College Algebra                                 |  | 3         |
| <b>Occupational Courses (42 hours)</b>                    |  | <b>42</b> |
| COMP 1000 Intro to Computer Literacy                      |  | 3         |
| CIST 1001 Computer Concepts                               |  | 4         |
| CIST 1220 Structured Query Language (SQL)                 |  | 4         |
| CIST 1305 Program Design & Development                    |  | 3         |
| CIST 1510 Web Development I (HTML)                        |  | 3         |
| CIST 1520 Scripting Technologies (JavaScript)             |  | 3         |
| CIST 1530 Web Graphics I (Photoshop)                      |  | 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         |
| CIS yyy CIST Elective (3 hours)                           |  | 3         |
| <b>Choose One (3 hours)</b>                               |  | <b>3</b>  |
| CIST 2531 Web Graphics II (Advanced Adobe Photoshop)      |  | 3         |
| CIST 2541 Web Animation II                                |  | 3         |



|   |          |
|---|----------|
| <b>Language Elective Courses (4 hours)</b>  | <b>4</b> |
| <b>Choose One (4 hours)</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        |
| <b>Web Site Design / Development Capstone Courses (3 hours)</b>   | <b>3</b> |
| <b>Choose One (3 hours)</b>   | <b>3</b> |
| CIST 2950 Web Systems Project   | 3        |
| CIST 2991 CIST Internship I   | 3        |
| <b>Approved CIST Electives: CIST 1135, CIST 1122, CIST 2127, CIST 2128, CIST 2129, CIST 2130, CIST 2411, CIST 2451, CIST 2612</b> |          |

## WEB SITE DESIGN/DEVELOPMENT DIPLOMA

### Diploma

Effective Spring Semester 2021: New students will not be accepted into the Web Site Design/Development Diploma program. Due to low enrollment, STC has decided to close this program; however, students enrolled in the program Fall Semester 2020 will be allowed to complete the coursework and graduate as long as they meet the requirements outlined in the teach-out plan. Web Site Design/Development students have been notified of this decision by certified mail and email. Current students should contact Mr. John Taylor to get their personalized teach-out plan. Mr. Taylor can be reached at (912)538-3116 or jtaylor@southeasterntech.edu.

The Web Site Design/Development Diploma 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 Web Site Designers and Developers.

The standard curriculum for the Web Site Design/Development Diploma program is designed for the semester system. Students may enter the Web Site Design/Development Diploma program any semester. The program generally takes four (4) to five (5) semesters to complete. To graduate, students must earn a minimum of 57 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$7,499
- Books/Supplies: \$3,390

### Curriculum Outline (57 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |

| <b>Occupational Courses (46 hours)</b>   | <b>46</b> |
|--|-----------|
| COMP 1000 Intro to Computer Literacy   | 3         |
| CIST 1001 Computer Concepts  | 4         |
| CIST 1220 Structured Query Language (SQL)  | 4         |
| CIST 1305 Program Design & Development   | 3         |
| CIST 1510 Web Development I (HTML)   | 3         |
| CIST 1520 Scripting Technologies (JavaScript)  | 3         |
| CIST 1530 Web Graphics I (Photoshop)   | 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         |
| CIS yyy CIST Elective (3 hours)  | 3         |
| <b>Choose One (3 hours)</b>  | <b>3</b>  |
| CIST 2531 Web Graphics II (Advanced Adobe Photoshop)   | 3         |
| CIST 2541 Web Animation II   | 3         |
| <b>Choose One (4 hours) Language Elective Courses</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         |
| <b>Approved Electives: CIST 1122, CIST 1135, CIST 2127, CIST 2128, CIST 2129, CIST 2130, CIST 2411, CIST 2451, CIST 2612</b> |           |

## WEB SITE DEVELOPER

### Technical Certificate of Credit

The curriculum in the Web Site Developer Technical Certificate of Credit (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/Web Site Developer TCC and will have the skills necessary for employment in the web design field or to work as a freelance 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 skills with advanced courses and skills.

The standard curriculum for the Web Site Developer Certificate is designed for the semester system. Students may enter the Web Site Developer Certificate program any semester. This program generally takes four (4) semesters to complete. To graduate, students must earn a minimum of 35 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$4,553
- Books/Supplies: \$2,524

### Curriculum Outline (35 hours)

| <b>Occupational Courses (31 hours)</b>  |  | <b>31</b> |
|---|--|-----------|
| CIST 1220 Structured Query Language (SQL)   |  | 4         |
| CIST 1305 Program Design & Development  |  | 3         |
| CIST 1510 Web Development I (HTML)  |  | 3         |
| CIST 1520 Scripting Technologies (JavaScript)   |  | 3         |
| CIST 1530 Web Graphics I (Photoshop)  |  | 3         |
| CIST 1601 Information Security Fundamentals   |  | 3         |
| CIS yyy CIST Elective (3 hours)   |  | 3         |
| CIST 2510 Web Technologies (Adobe Dreamweaver)  |  | 3         |
| CIST 2550 Web Development II (Database Connectivity)  |  | 3         |
| <b>Choose One (3 hours)</b>   |  | <b>3</b>  |
| CIST 2531 Web Graphics II (Advanced Adobe Photoshop)  |  | 3         |
| CIST 2541 Web Animation II  |  | 3         |
| <b>Language Elective Courses (4 hours)</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         |
| <b>Approved Electives: COMP 1000, CIST 1122, CIST 1135, CIST 2127, CIST 2128, CIST 2129, CIST 2130, CIST 2411, CIST 2451, CIST 2612</b> |  |           |

# CYBER CRIME SPECIALIST

## Technical Certificate of Credit

The Cyber Crime Specialist Certificate is a complimentary certificate for Information Security and Criminal Justice students. This certificate program will provide basic training in Computer Forensics and Cyber Crime.

The standard curriculum for the Cyber Crime Specialist Certificate program is designed for the semester system. Students may enter the program during any semester. The certificate program generally takes two (2) to three (3) semesters to complete. To graduate, students must earn a minimum of 21 credit hours.

## Requirements

- Submit a completed application;
- Be at least 17 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
  - This link found at <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,802
- Books/Supplies: \$750

## Curriculum Outline (21 hours)

| Occupational Courses (12 hours)               |  | 21 |
|---|--|----|
| CIST 1001 Computer Concepts                   |  | 4  |
| CIST 1601 Information Security Fundamentals   |  | 3  |
| CRJU 1010 Intro to Criminal Justice           |  | 3  |
| CRJU 2050 Criminal Procedure                  |  | 3  |
| CIST 1122 Hardware Installation & Maintenance |  | 4  |
| CIST 2612 Computer Forensics                  |  | 4  |

# CYBERSECURITY CERTIFICATE

## Technical Certificate of Credit

The Cybersecurity Certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

Employment opportunities are: computer and information sciences and support services.

The standard curriculum for the Cybersecurity Certificate program is designed for the semester system. Students may enter the program during any semester. The certificate program generally takes three (3) to four (4) semesters to complete. To graduate, students must earn a minimum of 26 credit hours.

### Entrance Requirements

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$3,653
- Books/Supplies: \$1,000

### Curriculum Outline (26 hours)

| General Core (26 hours)                           | 26 |
|---|----|
| CIST 1601 Information Security Fundamentals       | 3  |
| CIST 1602 Security Policies & Procedures          | 3  |
| CIST 2601 Implementing Operating Systems Security | 4  |
| CIST 2602 Network Security                        | 4  |
| CIST 2611 Network Defense and Countermeasures     | 4  |
| CIST 2612 Computer Forensics                      | 4  |
| CIST 2613 Ethical Hacking & Penetration Testing   | 4  |

## CYBERSECURITY DEGREE

### Degree

The Cybersecurity Degree 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 Cybersecurity Specialists or Information Security Analysts.

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increases. IT security analysts are heavily involved with creating their organization's disaster recovery plan, a procedure that IT employees follow in case of emergency. These plans allow for the continued operation of an organization's IT department. The recovery plan includes preventive measures such as regularly copying and transferring data to an offsite location. It also involves plans to restore proper IT functioning after a disaster. Analysts continually test the steps in their recovery plans.

The standard curriculum for the Cybersecurity Degree program is designed for the semester system. Students may enter the Cybersecurity Degree program any semester. The Cybersecurity Degree program generally takes five (5) semesters to complete. To graduate, students must earn a minimum of 63 credit hours for the Cybersecurity Degree.

### Entrance Requirements

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,955
- Books/Supplies: \$2,550

### Licensure

Although certification is not required for employment, the Cybersecurity Degree program provides the knowledge and skills for students interested in various information technology certifications.

### Curriculum Outline (63 hours)



| <b>General Core (18 hours)</b>  | <b>18</b> |
|---|-----------|
| COLL 1040 College Foundations (Institutional Credit Only)   | 3         |
| ENGL 1101 Composition & Rhetoric  | 3         |
| ENGL 2130 American Literature   | 3         |
| <b>Choose One (3 hours)</b>   | <b>3</b>  |
| MATH 1101 Mathematical Modeling   | 3         |
| MATH 1111 College Algebra   | 3         |
| <b>Choose Two (6 hours)</b>   | <b>6</b>  |
| 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 (45 hours)</b>  | <b>45</b> |
| COMP 1000 Intro to Computer Literacy  | 3         |
| CIST 1001 Computer Concepts   | 4         |
| CIST 1122 Hardware Installation & Maintenance   | 4         |
| CIST 1601 Information Security Fundamentals   | 3         |
| CIST 1602 Security Policies & Procedures  | 3         |
| CIST 2451 Introduction to Networks - CISCO  | 4         |
| CIST 2601 Implementing Operating Systems Security   | 4         |
| CIST 2602 Network Security  | 4         |
| CIST 2611 Network Defense and Countermeasures   | 4         |
| CIST 2612 Computer Forensics  | 4         |
| CIST 2613 Ethical Hacking & Penetration Testing   | 4         |
| OCC 004 Occupational Related Elective (4 hours)   | 4         |
| <b>Approved CIST Electives: CIST 1135, CIST 1305, CIST 1510, CIST 1530, CIST 1540, CIST 2127, CIST 2128, CIST 2129, CIST 2130, CIST 2411, CIST 2412, CIST 2413, CIST 2414, CIST 2452, CIST 2453, CIST 2510, CIST 2991</b> |           |
| <b>Approved Programming Electives: CIST 1220, CIST 2311, CIST 2341, CIST 2351, CIST 2371, CIST 2381, CIST 2560, CIST 2570, CIST 2580</b>  |           |

# CYBERSECURITY DIPLOMA

## Diploma

The Cybersecurity Diploma 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 basic skills areas of English and mathematics, as well as in the technical areas of computer terminology and concepts, computer networking, and network security.

Program graduates are qualified for employment as computer network security specialists, cybersecurity specialists, or information security analysts.

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increases. IT security analysts are heavily involved with creating their organization's disaster recovery plan, a procedure that IT employees follow in case of emergency. These plans allow for the continued operation of an organization's IT department. The recovery plan includes preventive measures such as regularly copying and transferring data to an offsite location. It also involves plans to restore proper IT functioning after a disaster. Analysts continually test the steps in their recovery plans.

The standard curriculum for the Cybersecurity Diploma program is designed for the semester system. Students may enter the Cybersecurity Diploma program any semester. The Cybersecurity Diploma program generally takes four (4) to five (5) semesters to complete. To graduate, students must earn a minimum of 49 credit hours for the Cybersecurity Diploma.

### Entrance Requirements

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$6,304
- Books/Supplies: \$1,850

### Licensure

Although certification is not required for employment, the Cybersecurity diploma program provides the knowledge and skills for students interested in various information technology certifications.

### Curriculum Outline (49 hours)

|  |           |
|--|-----------|
| <b>General Core (11 hours)</b>   | <b>11</b> |
| COLL 1040 College Foundations (Institutional Credit Only)  | 3         |
| EMPL 1000 Interpersonal Relations/Professional Development   | 2         |
| ENGL 1010 Fundamentals of English I  | 3         |
| MATH 1012 Foundations of Mathematics   | 3         |
| <b>Occupational Courses (38 hours)</b>   | <b>38</b> |
| COMP 1000 Intro to Computer Literacy   | 3         |
| CIST 1001 Computer Concepts  | 4         |
| CIST 1122 Hardware Installation & Maintenance  | 4         |
| CIST 1601 Information Security Fundamentals  | 3         |
| CIST 2451 Introduction to Networks - CISCO   | 4         |
| CIST 2601 Implementing Operating Systems Security  | 4         |
| CIST 2602 Network Security   | 4         |
| CIST 2612 Computer Forensics   | 4         |
| OCC 008 Occupational Related Elective (8 hours)  | 8         |
| <b>Approved CIST Electives: CIST 1135, CIST 1305, CIST 1510, CIST 1530, CIST 1540, CIST 1602, CIST 2127, CIST 2128, CIST 2129, CIST 2130, CIST 2411, CIST 2412, CIST 2413, CIST 2414, CIST 2452, CIST 2453, CIST 2510, CIST 2611, CIST 2613, CIST 2991</b> |           |
| <b>Approved Programming Electives: CIST 1220, CIST 2311, CIST 2341, CIST 2351, CIST 2371, CIST 2381, CIST 2560, CIST 2570, CIST 2580</b>   |           |

# ELECTRONICS FUNDAMENTALS DIPLOMA

## Diploma

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 (4) major electronics areas are the Electronics Systems Associate ESA-1 through ESA-4 exams.

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 three (3) semesters to complete. To graduate, students must earn a minimum of 41 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| Test       | Reading | Writing | Numerical | Algebra |
|------------|---------|---------|-----------|---------|
| ACCUPLACER | 55      | 60      | 34        | 41      |
| ASSET      | 38      | 37      | 32        | 36      |
| COMPASS    | 70      | 32      | 26        | 28      |
| SAT        | 24      | 25      | 22        |         |
| ACT        | 13      | 12      | 17        |         |

Please Note: Electronics Technology students who plan to graduate with the A.A.S. degree, but are enrolled in the Diploma program for financial aid reasons, must met the following assessment requirements to complete the Degree program:

| Test       | Reading | Writing | Numerical | Algebra |
|------------|---------|---------|-----------|---------|
| ACCUPLACER | 64      | 70      |           | 57      |
| ASSET      | 41      | 40      |           | 42      |
| COMPASS    | 79      | 62      |           | 37      |
| SAT        | 26      | 26      |           | 24      |
| ACT        | 17      | 16      | 19        |         |

## 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.

### **Curriculum Outline (41 hours)**

| <b>General Core (11 hours)</b>                             | <b>11</b> |
|--|-----------|
| COLL 1040 College Foundations (Institutional Credit Only)  | 3         |
| EMPL 1000 Interpersonal Relations/Professional Development | 2         |
| ENGL 1010 Fundamentals of English I                        | 3         |
| <b>Choose One (3 hours)</b>                                | <b>3</b>  |
| MATH 1012 Foundations of Mathematics                       | 3         |
| MATH 1013 Algebraic Concepts                               | 3         |
| MATH 1111 College Algebra                                  | 3         |
| <b>Occupational Courses (30 hours)</b>                     | <b>30</b> |
| COMP 1000 Intro to Computer Literacy                       | 3         |
| ELCR 1005 Soldering Technology                             | 1         |
| ELCR 1010 Direct Current Circuits                          | 6         |
| ELCR 1020 Alternating Current Circuits                     | 7         |
| ELCR 1030 Solid State Devices                              | 5         |
| ELCR 1040 Digital & Microprocessor Fundamentals            | 5         |
| ELCR 1060 Linear Integrated Circuits                       | 3         |

## ELECTRONICS TECHNOLOGY DEGREE

### Degree

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 (4) major electronics areas are the Electronics Systems Associate ESA-1 through ESA-4 exams.

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 five (5) semesters to complete. To graduate, students must earn a minimum of 64-66 credit hours for the industrial electronics option or a minimum of 67 credit hours for the computer electronics option.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

#### Industrial Electronics

- Tuition/Fees: \$6,490
- Books/Supplies: \$3,721

#### Computer Electronics

- Tuition/Fees: \$6,660
- Books/Supplies: \$3,682

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.

### Curriculum Outline (67 hours)

|  |           |
|--|-----------|
| <b>General Core (18 hours)</b>   | <b>18</b> |
| COLL 1040 College Foundations (Institutional Credit Only)                              | 3         |
| ENGL 1101 Composition & Rhetoric   | 3         |
| MATH 1111 College Algebra  | 3         |
| MATH 1113 Pre-Calculus   | 3         |
| <b>Choose One (3 hours)</b>  | <b>3</b>  |
| ENGL 2130 American Literature  | 3         |
| GEN 003 Comparable General Education Course  | 3         |
| <b>Choose One (3 hours)</b>  | <b>3</b>  |
| PSYC 1101 Introductory Psychology  | 3         |
| GEN 003 Comparable General Education Course  | 3         |
| <b>Occupational Courses (30 hours)</b>   | <b>30</b> |
| COMP 1000 Intro to Computer Literacy   | 3         |
| ELCR 1005 Soldering Technology   | 1         |
| ELCR 1010 Direct Current Circuits  | 6         |
| ELCR 1020 Alternating Current Circuits   | 7         |
| ELCR 1030 Solid State Devices  | 5         |
| ELCR 1040 Digital & Microprocessor Fundamentals  | 5         |
| ELCR 1060 Linear Integrated Circuits   | 3         |
| <b>Specialization Area - Choose One of the Following Specializations (15-19 hours)</b> |           |
| <b>Computer Electronics (19 hours)</b>   | <b>19</b> |
| CIST 1001 Computer Concepts  | 4         |
| CIST 1122 Hardware Installation & Maintenance  | 4         |
| CIST 1135 Operating Systems & Virtual/Cloud Computing                                  | 4         |
| CIST 1601 Information Security Fundamentals  | 3         |
| <b>Choose One (3 hours)</b>  | <b>3</b>  |
| CIST 2411 Microsoft Client   | 4         |
| CIST 2451 Introduction to Networks - CISCO   | 4         |

| <b>Industrial Electronics (16-18 hours)</b>   |          |
|---|----------|
| ELCR 2110 Process Control                     | 3        |
| ELCR 2140 Mechanical Devices                  | 2        |
| ELCR 2150 Fluid Power                         | 2        |
| ELCR 2160 Advanced Microprocessors & Robotics | 3        |
| <b>Choose One (3-4 hours)</b>                 | <b>4</b> |
| ELTR 1180 Electrical Controls                 | 4        |
| ELCR 2120 Motor Controls                      | 3        |
| <b>Choose One (3-4 hours)</b>                 | <b>4</b> |
| ELTR 1220 Industrial PLC's                    | 4        |
| ELCR 2130 Programmable Controllers            | 3        |



# ELECTRONICS TECHNOLOGY DIPLOMA

## Diploma

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 (4) major electronics areas are the Electronics Systems Associate ESA-1 through ESA-4 exams.

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 four (4) semesters to complete. The program requires completion of the 41 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 57 credit hours for the industrial electronics option or a minimum of 59 credit hours for the computer electronics option.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| Test       | Reading | Writing | Numerical | Algebra |
|------------|---------|---------|-----------|---------|
| ACCUPLACER | 55      | 60      | 34        | 41      |
| ASSET      | 38      | 37      | 32        | 36      |
| COMPASS    | 70      | 32      | 26        | 28      |
| SAT        | 24      | 25      | 22        |         |
| ACT        | 13      | 12      | 17        |         |

Please Note: Electronics Technology students who plan to graduate with the A.A.S. Degree, but are enrolled in the Diploma program for financial aid reasons, must meet the following assessment requirements to complete the Degree program:

| Test       | Reading | Writing | Numerical | Algebra |
|------------|---------|---------|-----------|---------|
| ACCUPLACER | 64      | 70      |           | 57      |
| ASSET      | 41      | 40      |           | 42      |
| COMPASS    | 79      | 62      |           | 37      |
| SAT        | 26      | 26      |           | 24      |
| ACT        | 17      | 16      | 19        |         |

## Program Costs

Costs are estimates and are subject to change.

### Industrial Electronics

- Tuition/Fees: \$6,080
- Books/Supplies: \$2,836

### Computer Electronics

- Tuition/Fees: \$6,250
- Books/Supplies: \$3,247

## Curriculum Outline (60 hours)

| General Core (11 hours)  |  | 11       |
|--|--|----------|
| COLL 1040  | College Foundations (Institutional Credit Only)  | 3        |
| EMPL 1000  | Interpersonal Relations/Professional Development | 2        |
| ENGL 1010  | Fundamentals of English I                        | 3        |
| <b>Choose One (3 hours)</b>  |  | <b>3</b> |
| MATH 1012  | Foundations of Mathematics                       | 3        |
| MATH 1013  | Algebraic Concepts                               | 3        |
| MATH 1111  | College Algebra                                  | 3        |
| Occupational Courses (30 hours)  |  | 30       |
| COMP 1000  | Intro to Computer Literacy                       | 3        |
| ELCR 1005  | Soldering Technology                             | 1        |
| ELCR 1010  | Direct Current Circuits                          | 6        |
| ELCR 1020  | Alternating Current Circuits                     | 7        |
| ELCR 1030  | Solid State Devices                              | 5        |
| ELCR 1040  | Digital & Microprocessor Fundamentals            | 5        |
| ELCR 1060  | Linear Integrated Circuits                       | 3        |
| <b>Specialization Area - Choose One of the Following Specializations (16-19 hours)</b> |  |          |

| <b>Computer Electronics (19 hours)</b>                |  | <b>19</b> |
|---|--|-----------|
| CIST 1001 Computer Concepts                           |  | 4         |
| CIST 1122 Hardware Installation & Maintenance         |  | 4         |
| CIST 1601 Information Security Fundamentals           |  | 3         |
| CIST 1135 Operating Systems & Virtual/Cloud Computing |  | 4         |
| <b>Choose One (4 hours)</b>                           |  | <b>4</b>  |
| CIST 2411 Microsoft Client                            |  | 4         |
| CIST 2451 Introduction to Networks - CISCO            |  | 4         |
| <b>Industrial Electronics (16-18 hours)</b>           |  |           |
| ELCR 2110 Process Control                             |  | 3         |
| ELCR 2140 Mechanical Devices                          |  | 2         |
| ELCR 2150 Fluid Power                                 |  | 2         |
| ELCR 2160 Advanced Microprocessors & Robotics         |  | 3         |
| <b>Choose One (3-4 hours)</b>                         |  | <b>4</b>  |
| ELCR 2120 Motor Controls                              |  | 3         |
| ELTR 1180 Electrical Controls                         |  | 4         |
| <b>Choose One (3-4 hours)</b>                         |  | <b>4</b>  |
| ELCR 2130 Programmable Controllers                    |  | 3         |
| ELTR 1220 Industrial PLC's                            |  | 4         |

## HEALTH SCIENCES INTRODUCTION

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.

### 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 core performance 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 core performance 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.

### Program Core Performance Standards

The Health Sciences program curriculums require students to engage in diverse complex, and specific experiences essential to the acquisition of essential professional 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 program's requirements, these functions are necessary to ensure the health and safety of patients, fellow classmates, faculty, and other healthcare providers. Please be informed that certain physical and mental abilities are essential to function as a student and in professional practice. 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 patient 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, and maintain personal health.

These core performance standards are not intended to be a complete listing of practice behaviors, but a sample of the types of abilities needed by the student to meet program objectives and requirements. If for any reason the student cannot meet any of these core performance standards, please contact the respective Program Director so that individual situations may be assessed.

## 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 airborne 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.

- Uniforms: Up to \$300
- Stethoscope & BP Cuff: \$50
- 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 Vaccine: \$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 Vaccine: \$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 & Criminal Background Check conducted by PreCheck: Approximately \$84.50
- Respiratory N95 Mask Fitting: \$20
- Cogent Background: \$52.90
- AHA BLS CPR & FA Certification: \$50 (required and to remain current throughout the programs)
- Annual Influenza Vaccine: \$25
- CPR Mask: \$9

**Special Note:** Conviction of a felony could prevent a health science program student from participating in any clinical experience if the student does not meet the clinical affiliate's requirements. Furthermore, other negative background check information (misdemeanors included) may also prevent clinical participation. If a student is unable to complete the clinical component, he or she will be withdrawn from the enrolled course and be unable to complete the program. 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. Specific licensing board requirements and contact information may be found on respective websites.

## 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 (1) 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 (3) 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.

## 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.

## **PROGRAMS IN HEALTHCARE & NURSING**

### **Associate of Science in Nursing**

Associate of Science in Nursing Bridge Pathway Option  
Associate of Science in Nursing Traditional Option

### **Clinical Laboratory Technology**

Clinical Laboratory Technology Degree

### **Dental Hygiene**

Dental Hygiene Degree

### **Emergency Services Education Programs**

Advanced Emergency Medical Technician  
Emergency Medical Technician  
EMS Professions Diploma  
Paramedicine Diploma  
Pre-Hospital EMS Operations

### **Healthcare Assistant & Healthcare Professional**

Healthcare Assistant  
Healthcare Professional

### **Healthcare Management**

Healthcare Management Degree

### **Medical Assisting**

Medical Administrative Technician  
Medical Assisting Diploma

### **Nurse Aide**

Nurse Aide



## **Practical Nursing**

Practical Nursing Diploma

## **Radiologic Technology**

Mammography  
Radiologic Technology Degree

## ASSOCIATE OF SCIENCE IN NURSING BRIDGE PATHWAY OPTION

### Degree

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 knowledge, skills, and attitudes to practice competently and safely as an entry-level nurse in acute, long-term, and community healthcare settings.

The ASN Program consists of courses in humanities, social sciences, and natural sciences as preparation for the nursing program. The curriculum combines general 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, the student will receive didactic and clinical components necessary for successful completion of the Program. Clinical experiences are selected to provide the student with a broad range of learning opportunities. The program graduate will receive an Associate of Science Degree in Nursing.

After completion of all core classes and the competitive admission process, students will be eligible to begin the Nursing (RNSG) courses. One class will be accepted into the ASN Bridge Option each year, beginning Fall semester. The Bridge Option is offered on the Swainsboro campus. The Bridge Option courses consist of 34 credit hours and will span over three semesters. Fundamental nursing concepts and skills will be taught before moving into more advanced classes. Students will receive classroom instruction and coordinated clinical experiences in the nursing care of clients at local hospitals and community agencies under the supervision and guidance of the nursing faculty. Prior to program completion, students will successfully complete a practicum experience and must pass an end-of-program comprehensive nursing exit examination.

The ASN Bridge Pathway option allows qualified individuals who possess current, Georgia unrestricted licensure as a Licensed Practical Nurse (LPN) or Paramedic (EMT-P) to bridge his or her education and training into the Associate of Science in Nursing Degree (ASN). The traditional option course work (RNSG courses) is completed within four (4) semesters. The ASN Bridge Pathway option allows qualified applicants to complete nursing program course work (RNSG-B courses) within three (3) semesters. Students meeting the Bridge Pathway option admission requirements and successfully completing the RNSG-B 1019B: Transition to Professional Nursing course will receive credit for the Traditional option courses RNSG 1005: Foundations of Nursing and RNSG 1020: Medical Surgical Nursing I. Students will attend class/clinical one (1) to two (2) days per week. Class meetings will be held on Tuesdays and/or Thursdays. Clinical assignments will vary depending upon the assigned clinical sites.

\*For more detailed program information, please refer to the Catalog & Handbook at <https://catalog.southeasterntech.edu/><sup>82</sup>.

### Entrance Requirements

- Prospective students seeking admission into the Associate of Science in Nursing Program will initially enroll in the Healthcare Management (HCM) Degree or Healthcare Professional Certificate - Associate of Science in Nursing option.
- Submit a completed application & application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet Placement Testing requirements found at: [www.southeasterntech.edu/admissions/placement-testing/](https://www.southeasterntech.edu/admissions/placement-testing/)<sup>31</sup>
- All prerequisite courses (courses without an RNSG prefix) must be successfully completed with a grade of "C" or better.
- The Test of Essential Academic Skills (TEAS) score is utilized in the nursing entry process. An adjusted individual total score of 66% or greater on the TEAS is required to be considered for admission into the ASN Program.
- The student will be allowed three (3) attempts to score the required adjusted individual score of 66% or greater on the TEAS exam. The student is responsible for securing appropriate TEAS exam study resources. It is

- recommended the student wait a minimum of 30 days between each attempt.
- The attempts and scores will apply to the admission criteria of both the practical nursing diploma and associate degree nursing programs. Therefore, the student is allowed three (3) total exam attempts regardless of program choice.
  - TEAS scores will be valid for three (3) calendar years and must not be expired by the deadline for admission for Fall cohorts.
  - The student's grade point average (GPA) will be calculated based on the grade earned in all pre-requisite courses required for the nursing curriculum; this will include transfer and repeated classes (taken within the last five (5) years/60 months). COLL 1040 and ALMA 1000 are not used in the calculation for competitive admission; however, these courses must be completed before the student can begin RNSG courses.
  - The higher a student's GPA, the higher the student will rank in the competitive portion of the admission process. A minimum GPA of 3.0 is required to qualify.
  - BIOL 2113/2113L, BIOL 2114/2114L should be completed within the last five (5) years.
  - An ASN Program cohort is accepted each Fall semester. Up to 10% of the total admission cohort may include readmit applicants.
  - Deadline for admission of Fall cohorts is the 1st Thursday of each May.

### Additional Requirements for the ASN Program Bridge Pathway Option:

- Throughout the duration of the **ASN Bridge Pathway option**, students must submit and maintain proof of unencumbered licensure as a Practical Nurse (LPN) or a Paramedic (EMT-P) in the State of Georgia.
- Complete a minimum of 1,000 employer verified practice-based hours within the past 12 months and/or have at least three (3) years of full-time experience as a LPN or Paramedic in the last five (5) years - [Proof of Employment Form](#)<sup>83</sup>.
- Students will be eligible for admission into the program **after** achieving an admission score of 70% or higher on the ASN Bridge Pathway Competency Exam and **prior** to enrollment in program (RNSG-B) courses.
- Students are required to attend the scheduled educational session(s) prior to sitting for the ASN Bridge Pathway Competency Exam.
- During each application cycle, students are allowed two attempts to achieve an admission score of 70% or higher on the ASN Bridge Pathway Competency Exam.
- If an alternate is not selected for admission, he or she must reapply and compete for future admission. ASN Bridge Pathway Competency Exam scores are valid for two admission cycles.
- Students are allowed four attempts, within two years, to achieve an admission score of 70% or higher on the ASN Bridge Pathway Competency Exam. Students will be eligible to reapply for admission after five (5) years from the first attempt on the ASN Bridge Pathway Competency Exam.

### Important Dates

Admissions will notify students who are selected for the program by May 24, 2021. Students will receive further instructions at that time regarding the Competency Review Class Session.

The **first attempt** dates for the competency exam are scheduled for:

**06/17/2021 at 9 a.m.**

**06/17/2021 at 2 p.m.**

**06/24/2021 at 9 a.m.**

If a student is not successful on the first attempt, the student may sign up for a **second attempt** scheduled on **7/1/2021 at 9 a.m.** At this time, the plan is to administer the competency exam face-to-face; however, due to the uncertainty of the pandemic, students should have available the technology requirements listed on the website in case virtual administration is needed. Students will receive information regarding competency exam study materials after competitive admission GPA calculation.

### Program Costs

The Higher Education Opportunity Act (HEOA) requires all colleges to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses. Most of these requirements must be completed prior to the beginning of clinical or laboratory activities.

**The cost ranges are estimates and are subject to change.**

- Bridge – Tuition/Fees: \$7,000 (tuition \$100 per credit hour; fees \$319 each semester)
- Textbooks: Approximately \$1,000 for entire program
- Assessment Technology Institute Fee: Ranges between \$550-\$700 per semester
- Graduation Application Fee: \$40 (if student participates); Print diploma fee: \$10
- Uniform Costs: Up to \$300
- myClinicalExchange: \$40 annually
- Background Check & Drug Screen with Alcohol: Approximately \$110 paid to PreCheck (varies based on clinical site requirements)
- AHA BLS (CPR): \$30 (credential must remain current throughout the program.)
- CPR Mask: \$9
- Respiratory N95 Mask: \$20
- Liability Insurance: \$12 per year
- Immunizations/Laboratory Tests
  - MMR Vaccination: \$64
  - Measles Titer: \$20
  - Mumps Titer: \$20
  - Rubella Titer: \$20
  - Varicella Titer: \$20
  - Hepatitis B Titer: \$20
  - Varicella Vaccination: \$117
  - Tuberculin Skin Test (TST)/PPD-Two-step \$25 per step OR Interferon gamma release assay (IGRA) Laboratory Test \$85.
  - Tdap: \$40
  - Tetanus Vaccination: \$20
  - Hepatitis B Series: \$264
  - Hepatitis A & B: \$163 for 3-shot series (this option may be chosen instead of the Hepatitis B series)
  - Seasonal Influenza Vaccine: \$25

**Special Note:** A single charge may apply to more than one titer being drawn at the same time.

**Laptops will be required.** Suggested specifications include:

- Processor i5 or i7
- Memory 8GB or higher
- Hard drive 250GB or larger
- DVD Drive either internal or external
- Webcam with microphone required.

\*Reliable internet connection required. Mobile Hotspots are not allowed.

Please note expenses related to program courses will **NOT** be refunded if the student is unable, unwilling, or ineligible to complete the clinical component of any course. Fees are due as noted on syllabus. Failure to pay the fees by the deadline may result in the student not being allowed to return to class. ATI fees are due by 5 p.m. on the first day of class each semester.

Some clinical sites require a physical exam and proof of health insurance. Failure to supply all required (unexpired) documentation may prohibit the student from attending clinical. A student who cannot complete program clinical requirements may not continue in the nursing program.

Southeastern Technical College Associate of Science in Nursing has been granted full approval by the:

Georgia Board of Nursing  
237 Coliseum Drive Macon  
Georgia 31217-2858  
(478) 207-1640  
<http://sos.state.ga.us/plb/rm><sup>6</sup>

The Associate of Science in Nursing program was granted full approval through December 31, 2021 by the [The Georgia Board of Nursing](#)<sup>7</sup> (GBON), 237 Coliseum Drive, Macon, Georgia 31217, (478) 207-2440.

The associate nursing program at Southeastern Technical College at the Vidalia and Swainsboro campus located in Vidalia and Swainsboro, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)<sup>8</sup>

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm><sup>9</sup>.



[Program Effectiveness Data](#)<sup>10</sup>

### **Curriculum Outline (60 hours)**

|   |           |
|---|-----------|
| <b>General Core (18 hours)</b>                            | <b>18</b> |
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| ALMA 1000 Allied Health Math (Institutional Credit Only)  | 0         |
| ENGL 1101 Composition & Rhetoric                          | 3         |
| ENGL 2130 American Literature                             | 3         |
| PSYC 1101 Introductory Psychology                         | 3         |
| GEN 003 General Education Elective (3 hours)              | 3         |
| <b>Choose One (3 Credit Hours)</b>                        | <b>3</b>  |
| MATH 1101 Mathematical Modeling                           | 3         |
| MATH 1111 College Algebra                                 | 3         |
| <b>Occupational Courses (8 hours)</b>                     | <b>8</b>  |
| BIOL 2113 Anatomy & Physiology I                          | 3         |
| BIOL 2113 L Anatomy & Physiology Lab I                    | 1         |
| BIOL 2114 Anatomy & Physiology II                         | 3         |
| BIOL 2114 L Anatomy & Physiology Lab II                   | 1         |
| <b>Occupational Curriculum (34 hours)</b>                 | <b>34</b> |
| RNSG 1019B Transition to Professional Nursing             | 7         |
| RNSG 1018B Pharmacological Concepts & Drug Calculations   | 4         |
| RNSG 1030B Maternal-Child Nursing                         | 6         |
| RNSG 2000B Medical-Surgical Nursing II                    | 4         |
| RNSG 2005B Mental Health Nursing                          | 3         |
| RNSG 2020B Medical-Surgical Nursing III/Practicum         | 8         |
| RNSG 2030B Trends & Issues in Nursing & Healthcare        | 2         |

## ASSOCIATE OF SCIENCE IN NURSING TRADITIONAL OPTION

### Degree

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 knowledge, skills, and attitudes to practice competently and safely as an entry-level nurse in acute, long-term, and community healthcare settings.

The ASN Program consists of courses in humanities, social sciences, and natural sciences as preparation for the nursing program. The curriculum combines general 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, the student will receive didactic and clinical components necessary for successful completion of the Program. Clinical experiences are selected to provide the student with a broad range of learning opportunities. The program graduate will receive an Associate of Science Degree in Nursing.

After completion of all core classes and the competitive admission process, students will be eligible to begin the Nursing (RNSG) courses. One class will be accepted into the ASN program each year, beginning Fall semester. The Traditional option is offered on the Vidalia campus. The Traditional ASN option 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. Students will receive classroom instruction and coordinated clinical experiences in the nursing care of clients at local hospitals and community agencies under the supervision and guidance of the nursing faculty. Prior to program completion, students will successfully complete a practicum experience and must pass an end-of-program comprehensive nursing exit examination.

\*For more detailed program information, please refer to the Catalog & Handbook at:  
<https://catalog.southeasterntech.edu/><sup>82</sup>.

### Entrance Requirements

- Prospective students seeking admission into the Associate of Science in Nursing Program will initially enroll in the Healthcare Management (HCM) Degree or Healthcare Professional Certificate - Associate of Science in Nursing option.
- Submit a completed application & application fee;
- Be at least 18 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet Placement Testing requirements found at: <https://www.southeasterntech.edu/admissions/placement-testing/><sup>31</sup>
- All prerequisite courses (courses without an RNSG prefix) must be successfully completed with a grade of "C" or better.
- The Test of Essential Academic Skills (TEAS) score is utilized in the nursing entry process. An adjusted individual total score of 66% or greater on the TEAS is required to be considered for admission into the ASN Program.
- The student will be allowed three (3) attempts to score the required adjusted individual score of 66% or greater on the TEAS exam. The student is responsible for securing appropriate TEAS exam study resources. It is recommended the student wait a minimum of 30 days between each attempt.
- The attempts and scores will apply to the admission criteria of both the practical nursing diploma and associate degree nursing programs. Therefore, the student is allowed three (3) total exam attempts regardless of program choice.
- TEAS scores will be valid for three (3) calendar years and must not be expired by the deadline for admission for Fall cohorts.
- The student's grade point average (GPA) will be calculated based on the grade earned in all pre-requisite courses required for the nursing curriculum; this will include transfer and repeated classes (taken within the last five (5)

years/60 months). COLL 1040 and ALMA 1000 are not used in the calculation for competitive admission; however, these courses must be completed before the student can begin RNSG courses.

- The higher a student's GPA, the higher the student will rank in the competitive portion of the admission process. A minimum GPA of 3.0 is required to qualify.
- BIOL 2113/2113L, BIOL 2114/2114L should be completed within the last five years.
- An ASN Program cohort is accepted each Fall semester. Up to 10% of the total admission cohort may include readmit applicants.
- Deadline for admission of Fall cohorts is the 1st Thursday of each May.

### Program Costs

The Higher Education Opportunity Act (HEOA) requires all colleges to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses. Most of these requirements must be completed prior to the beginning of clinical or laboratory activities.

**The cost ranges are estimates and are subject to change.**

- Traditional – Tuition/Fees: \$9,000 (tuition \$100 per credit hour; fees \$319 each semester)
- Graduation Application Fee: \$40 (if student participates); Print diploma fee: \$10
- Textbooks: Approximately \$1,000 for entire program
- Assessment Technology Institute Fee: Ranges between \$550-\$700 per semester
- Background Check & Drug Screen with Alcohol: Approximately \$110 paid to PreCheck; varies based on clinical site requirements
- AHA BLS (CPR): \$30 (Credential must remain current throughout the program.)
- Uniform Costs: Up to \$300
- myClinicalExchange: \$40 annually
- CPR Mask: \$9
- Respiratory N95 Mask: \$20
- Liability Insurance: \$12 per year
- Immunizations/Laboratory Tests
- MMR Vaccination: \$64
- Measles Titer: \$20
- Mumps Titer: \$20
- Rubella Titer: \$20
- Varicella Titer: \$20
- Hepatitis B Titer: \$20
- Varicella Vaccination: \$117
- Tdap: \$40
- Tetanus Vaccination: \$20
- Hepatitis B Series: \$264
- Hepatitis A & B: \$163 for 3 shot series (this option may be chosen instead of the Hepatitis B series)
- Seasonal Influenza vaccine: \$25
- Tuberculin Skin Test (TST)/PPD-Two-step: \$25 per step OR Interferon gamma release assay (IGRA) Laboratory Test \$85

**Special Note:** A single charge may apply to more than one titer being drawn at the same time.

**Laptops will be required.** Suggested specifications include:

- Processor i5 or i7
- Memory 8GB or higher
- Hard drive 250GB or larger
- DVD Drive either internal or external

Webcam with microphone required.



\*Reliable internet connection required. Mobile Hotspots are not allowed.

Please note expenses related to Program courses will **NOT** be refunded if the student is unable, unwilling, or ineligible to complete the clinical component of any course. Fees are due as noted on syllabus. Failure to pay the fees by the deadline may result in the student not being allowed to return to class. ATI fees are due by 5 p.m. on the first day of class each semester.

Some clinical sites require a physical exam and proof of health insurance. Failure to supply all required (unexpired) documentation may prohibit the student from attending clinical. A student who cannot complete program clinical requirements may not continue in the nursing program.

Southeastern Technical College Associate of Science in Nursing has been granted full approval by the:

Georgia Board of Nursing  
237 Coliseum Drive Macon  
Georgia 31217-2858  
(478) 207-1640  
<http://sos.state.ga.us/plb/rn><sup>6</sup>

The Associate of Science in Nursing program was granted full approval through December 31, 2021 by the [The Georgia Board of Nursing](#)<sup>7</sup> (GBON), 237 Coliseum Drive, Macon, Georgia 31217, (478) 207-2440.

The associate nursing program at Southeastern Technical College at the Vidalia and Swainsboro campus located in Vidalia and Swainsboro, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)<sup>8</sup>

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm><sup>9</sup>.



[Program Effectiveness Data](#)<sup>10</sup>

## Curriculum Outline (67 hours)

|   |           |
|---|-----------|
| <b>General Core (18 hours)</b>                            | <b>18</b> |
| ALMA 1000 Allied Health Math (Institutional Credit Only)  | 0         |
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| ENGL 1101 Composition & Rhetoric                          | 3         |
| ENGL 2130 American Literature                             | 3         |
| PSYC 1101 Introductory Psychology                         | 3         |
| GEN 003 General Education Elective (3 hours)              | 3         |
| <b>Choose One (3 Credit Hours)</b>                        | <b>3</b>  |
| MATH 1101 Mathematical Modeling                           | 3         |
| MATH 1111 College Algebra                                 | 3         |
| <b>Occupational Courses (8 hours)</b>                     | <b>8</b>  |
| BIOL 2113 Anatomy & Physiology I                          | 3         |
| BIOL 2113 L Anatomy & Physiology Lab I                    | 1         |
| BIOL 2114 Anatomy & Physiology II                         | 3         |
| BIOL 2114 L Anatomy & Physiology Lab II                   | 1         |
| <b>Occupational Curriculum (41 hours)</b>                 | <b>41</b> |
| RNSG 1005 Foundations of Nursing                          | 7         |
| RNSG 1018 Pharmacological Concepts & Drug Calculations    | 4         |
| RNSG 1020 Medical-Surgical Nursing I                      | 7         |
| RNSG 1030 Maternal-Child Nursing                          | 6         |
| RNSG 2000 Medical-Surgical Nursing II                     | 4         |
| RNSG 2005 Mental Health Nursing                           | 3         |
| RNSG 2020 Med-Surg Nursing III/Transition to Practice     | 8         |
| RNSG 2030 Trends & Issues in Nursing & Health Care        | 2         |

## CLINICAL LABORATORY TECHNOLOGY DEGREE

### Degree

The Clinical Laboratory Technology Associate (CLBT) Degree program is a sequence of courses that prepares students for technician positions in clinical (hospital) 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 Medical Laboratory Technician.

The standard curriculum for the CLBT program is designed for the semester system. A student may take core courses anytime during the year prior to the beginning of the CLBT program in Fall semester (August). Students must complete core courses before entrance into the program. Students are competitively admitted based on their grade point average (GPA) of CLBT core courses. To graduate, degree-seeking students must earn a minimum of 73 semester hours. The CLBT program requires five (5) semesters to complete excluding core courses.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Entrance Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Prospective students seeking admission into the Clinical Laboratory Technology Degree Program will enroll in the [Health Care Management Degree](#)<sup>84</sup> - Clinical Laboratory Technology option initially.
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$8,960
- Books/Supplies: \$863
- Uniforms: \$150
- Liability Insurance: \$24 per year
- Physical: \$100
- MMR Vaccination: \$64
- TB Test (Two Step): \$40
- Hepatitis B: \$264
- Background Check & Drug Screen: \$84.50
- CPR: \$35
- Respiratory N95 Mask Fit: \$20
- TDAP: \$50
- Flu Shot: \$50

The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, <http://www.nacls.org/><sup>12</sup>.

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd, Suite 720, Rosemont, IL 60018  
(773) 714-8880

**Clinical Laboratory Technology Program Outcome Measures: 3-year average:**

ASCP / AMT National Registry Certification Pass Rates: 100%

Graduation Rate / Attrition rate: 94% / 6%

Job Placement Rates: 100%

**National Accrediting Agency for Clinical Laboratory Science Required benchmarks:**

ASCP / AMT National Registry Certification Pass Rates: 75%

Graduation Rate / Attrition rate: 70%

Job Placement Rates: 70%

**Curriculum Outline (73 hours)**

| Curriculum Outline (73 hours)                |    |
|--|----|
| General Core (16 hours)                      | 16 |
| CHEM 1151 Survey of Inorganic Chemistry      | 3  |
| CHEM 1151L Survey of Inorganic Chemistry Lab | 1  |
| ENGL 1101 Composition & Rhetoric             | 3  |
| ENGL 2130 American Literature                | 3  |
| MATH 1111 College Algebra                    | 3  |
| PSYC 1101 Introductory Psychology            | 3  |
| General Core Science Courses (8 hours)       | 8  |
| BIOL 2113 Anatomy & Physiology I             | 3  |
| BIOL 2113 L Anatomy & Physiology Lab I       | 1  |
| BIOL 2114 Anatomy & Physiology II            | 3  |
| BIOL 2114 L Anatomy & Physiology Lab II      | 1  |

| <b>Occupational Courses (49 hours)</b>                    |  | <b>49</b> |
|---|--|-----------|
| COLL 1040 College Foundations (Institutional Credit Only) |  | 3         |
| CLBT 1010 Intro to Clinical Laboratory Technology         |  | 2         |
| CLBT 1030 Urinalysis/Body Fluids                          |  | 2         |
| CLBT 1040 Hematology/Coagulation                          |  | 5         |
| CLBT 1050 Serology/Immunology                             |  | 3         |
| CLBT 1060 Immunohematology                                |  | 4         |
| CLBT 1070 Clinical Chemistry                              |  | 4         |
| CLBT 1080 Microbiology                                    |  | 5         |
| CLBT 2090 Clinical Urinalysis & Specimen Process          |  | 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 CLT Certification Review                        |  | 2         |

## DENTAL HYGIENE DEGREE

### Degree

The Dental Hygiene Degree program is a sequence of courses that prepare 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.

The standard curriculum for the Dental Hygiene Degree program is designed for the semester system. Prospective students may begin taking prerequisite core courses any semester. Once the prerequisite core classes have been completed and students have been competitively admitted into the Dental Hygiene program, the program is six (6) semesters. A new cohort of Dental Hygiene students is competitively admitted into the Dental Hygiene program one (1) time per year, which is Summer semester. Students must achieve a minimum grade of "C" or higher in each course. To graduate, degree-seeking students must earn a minimum of 86 semester credit hours.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Prospective students seeking admission into the Associate of Applied Science in Dental Hygiene will initially enroll in the Healthcare Management (HCM) Degree – Dental Hygiene Option or Healthcare Professional Certificate – Dental Hygiene Option;
- Submit a completed application & application fee;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements;
- Attend a mandatory Dental Hygiene program informational session presented by the Dental Hygiene faculty on the Vidalia campus, Health Sciences Annex-Building C, Room 906. Informational sessions will be conducted on the following dates and times: **Monday, March 1, 2021, at 8 a.m. and Tuesday, March 9, 2021, at 4 p.m.** Prospective students must attend one (1) of the informational sessions;
- Complete the following prerequisite courses (21 credit hours) with a minimum grade of "C" in each course and a cumulative prerequisite GPA of 3.0. CHEM and BIOL courses must have been completed within five (5) years.

| Course      |                                   | Hours |
|-------------|-----------------------------------|-------|
| 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 1151   | Survey of Inorganic Chemistry     | 3     |
| CHEM 1151 L | Survey of Inorganic Chemistry Lab | 1     |

- If applicable, **but not required**, provide documentation of paid dental office experience, within the last two (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 Dental Hygiene Program Director.
- If applicable, **but not required**, provide documentation of graduation from a CODA Accredited Dental Assisting program with a GPA of 3.0 or higher. Submit documentation to the Dental Hygiene Program Director.
- Obtain a Dental Hygiene Program Information Packet. Review, sign, and submit a "Statement of Interest in the Dental Hygiene Program" to the Dental Hygiene Program Director after the criteria stated above have been met. Deadline for submission of required documents is **Wednesday, May 5, 2021**, in order to be considered for admission into Summer semester 2021.
- Note: Only one class will be accepted into the Dental Hygiene program each year, beginning Summer semester.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$10,117
- Books/Supplies: \$1,200 per Semester
- Dental Hygiene National Board Exam: \$430
- CRDTS Examination: \$1,025
- Supplies/Site Fee for Clinical Boards: \$175
- Ultrasonic Scaler Rental Fee for Clinical Boards: \$91
- Georgia License Fee: \$75
- Instruments: \$2,100
- Misc. Supplies: \$1,500
- Dental Hygiene National Board Review Course \$455
- Loupes: \$1000

[Dental Hygiene Information Packet](#)<sup>85</sup>

The Dental Hygiene program is accredited by the American Dental Association Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements. The Commission is a specialized body recognized by the U.S. Department of Education that formally evaluates programs at regular intervals. The Commission on Dental Accreditation can be contacted at 211 East Chicago Avenue, Chicago, IL 60611.

## Curriculum Outline (86 hours)

| <b>General Core (25 hours)</b>                 |   | <b>25</b> |
|--|---|-----------|
| COLL 1040                                      | College Foundations (Institutional Credit Only) | 3         |
| CHEM 1151                                      | Survey of Inorganic Chemistry                   | 3         |
| CHEM 1151L                                     | Survey of Inorganic Chemistry Lab               | 1         |
| ENGL 1101                                      | Composition & Rhetoric                          | 3         |
| ENGL 2130                                      | American Literature                             | 3         |
| MATH 1111                                      | College Algebra                                 | 3         |
| PSYC 1101                                      | Introductory Psychology                         | 3         |
| SOCI 1101                                      | Introduction to Sociology                       | 3         |
| SPCH 1101                                      | Public Speaking                                 | 3         |
| <b>General Core Science Courses (12 hours)</b> |   | <b>12</b> |
| BIOL 2113                                      | Anatomy & Physiology I                          | 3         |
| BIOL 2113 L                                    | Anatomy & Physiology Lab I                      | 1         |
| BIOL 2114                                      | Anatomy & Physiology II                         | 3         |
| BIOL 2114 L                                    | Anatomy & Physiology Lab II                     | 1         |
| BIOL 2117                                      | Introductory Microbiology                       | 3         |
| BIOL 2117 L                                    | Introductory Microbiology Lab                   | 1         |



| <b>Occupational Courses (49 hours)</b> |   | <b>49</b> |
|--|---|-----------|
| DHYG 1000                              | Tooth Anatomy & Root Morphology               | 2         |
| DHYG 1010                              | Oral Embryology & 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 1206                              | Pharmacology & Pain Control                   | 3         |
| DHYG 2010                              | Clinical Dental Hygiene II Lecture            | 2         |
| DHYG 2020                              | Clinical Dental Hygiene II Lab                | 2         |
| DHYG 2050                              | General & Oral Pathology/Pathophysiology      | 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                              | Biochem/Nutrition Fundamentals for Dental Hyg | 2         |
| DHYG 2130                              | Clinical Dental Hygiene IV Lecture            | 2         |
| DHYG 2140                              | Clinical Dental Hygiene IV Lab                | 4         |
| DHYG 2200                              | Periodontology                                | 3         |

## ADVANCED EMERGENCY MEDICAL TECHNICIAN

### Technical Certificate of Credit

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. The standard curriculum for the Advanced Emergency Medical Technician program is designed for the semester system. Entrance is in the Spring 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 two (2) semesters.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Submit proof of current certification or licensure, as an EMT or EMT-Basic.
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$1,094
- Books/Supplies: \$200
- Criminal Background and Drug Screen: \$84.50
- Uniforms: \$120
- Liability Insurance: \$47 per fiscal year
- Medical Screening Requirements (vaccines, etc.): \$450
- Licensure Exam (NREMT): \$260

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

Advanced Emergency Medical Technician (AEMT) graduates are eligible to sit for the [National Registry AEMT Exam](#)<sup>84</sup>, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.

### Curriculum Outline (10 hours)

| Occupational Courses (10 hours) |  | 10 |
|---------------------------------|--|----|
| EMSP 1510                       | Advanced Concepts for AEMT                 | 3  |
| EMSP 1520                       | Advanced Patient Care for AEMT             | 3  |
| EMSP 1530                       | Clinical Applications for AEMT             | 1  |
| EMSP 1540                       | Clinical & Practical Applications for AEMT | 3  |

## EMERGENCY MEDICAL TECHNICIAN

### Technical Certificate of Credit

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. 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 two (2) semesters.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$1,848
- Books/Supplies: \$200
- Criminal Background and Drug Screen: Approximately \$84.50
- Uniforms: \$120 (varies)
- Liability Insurance: \$47 per fiscal year
- Medical Screening Requirements (vaccines, etc.): \$450
- Licensure Exam (NREMT): \$110

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

Emergency Medical Technician graduates are eligible to sit for the [National Registry EMT Exam](#)<sup>4</sup>, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.

### Curriculum Outline (16 hours)

| <b>General Core (16 hours)</b> |   | <b>16</b> |
|--------------------------------|---|-----------|
| EMSP 1110                      | Intro to EMT Profession                         | 3         |
| EMSP 1120                      | EMT Assessment/Airway Management & Pharmacology | 3         |
| EMSP 1130                      | Medical Emergencies for EMT                     | 3         |
| EMSP 1140                      | Special Patient Populations                     | 3         |
| EMSP 1150                      | Shock & Trauma for EMT                          | 3         |
| EMSP 1160                      | Clinical & Practical Applications for EMT       | 1         |

## EMS PROFESSIONS DIPLOMA

### Diploma

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. 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 45 credit hours to complete the program and can generally be completed in four (4) semesters.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$5,300
- Books/Supplies: \$350
- Licensure Exam (NREMT): \$260
- Criminal Background and Drug Screen: \$84.50
- Uniforms: \$150 (varies)
- Liability Insurance: \$47 per fiscal year
- Medical Screening Requirements (vaccines, etc.): \$450

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

EMS Professions graduates are eligible to sit for the [National Registry Advanced Emergency Medical Technician \(AEMT\) Exam](#)<sup>4</sup>, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.

**Curriculum Outline (45 hours)**

| <b>General Core (12 hours)</b>         |   | <b>12</b> |
|--|---|-----------|
| COLL 1040                              | College Foundations (Institutional Credit Only) | 3         |
| ENGL 1010                              | Fundamentals of English I                       | 3         |
| MATH 1012                              | Foundations of Mathematics                      | 3         |
| PSYC 1010                              | Basic Psychology                                | 3         |
| <b>Occupational Courses (33 hours)</b> |   | <b>33</b> |
| ALHS 1011                              | Structure & Function of Human Body              | 5         |
| ALHS 1090                              | Medical Terminology for Allied Health Sciences  | 2         |
| EMSP 1110                              | Intro to EMT Profession                         | 3         |
| EMSP 1120                              | EMT Assessment/Airway Management & Pharmacology | 3         |
| EMSP 1130                              | Medical Emergencies for EMT                     | 3         |
| EMSP 1140                              | Special Patient Populations                     | 3         |
| EMSP 1150                              | Shock & Trauma for EMT                          | 3         |
| EMSP 1160                              | Clinical & Practical Applications for EMT       | 1         |
| EMSP 1510                              | Advanced Concepts for AEMT                      | 3         |
| EMSP 1520                              | Advanced Patient Care for AEMT                  | 3         |
| EMSP 1530                              | Clinical Applications for AEMT                  | 1         |
| EMSP 1540                              | Clinical & Practical Applications for AEMT      | 3         |

## PARAMEDICINE DIPLOMA

### Diploma

The Paramedicine Associate in Applied Science Degree program prepares students 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 Degree program prepares students for employment in paramedic positions in today's health services field. The Paramedic Degree 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 a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for licensure with the Georgia State Office of Emergency Medical Services and Trauma (SOEMST) as a paramedic.

The goal of the program is: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for licensure with the Georgia State Office of Emergency Medical Services and Trauma (SOEMST) as a paramedic. (Program Length: 4 Semesters Minimum)

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- 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
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.
- Advanced Placement is not available for the Paramedicine Program at Southeastern Technical College. All EMSP courses must be completed with a "C" or better in order to sit for the NREMT-NRP exam.

### Program Costs

Costs are estimates and are subject to change.



- Tuition/Fees: \$6,309
- Books/Supplies: \$350
- Licensure Exam (NREMT): \$260
- Criminal Background and Drug Screen: \$84.50
- Uniforms: \$200 (varies)
- Liability Insurance: \$47 per fiscal year
- Medical Screening Requirements (vaccines, etc.): \$450
- Licensure Exam (NREMT): \$260

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma. The Paramedicine Diploma program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#)<sup>18</sup> (CAAHEP) upon the recommendation of the [Committee on Accreditation for Educational Programs for the Emergency Medical Services Profession](#)<sup>19</sup> (CoAEMSP). Contact the Commission on Accreditation of Allied Health Education Programs at, 9355 - 113<sup>th</sup> St. N, #7709, Seminole, FL 33775, (727) 210-2350. Contact the Committee on Accreditation of Educational Programs for the EMS Professions at, 8301 Lakeview Pkwy, Suite 111-312, Rowlett, TX 75088, (214) 703-8445.

Paramedicine Diploma 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. <http://www.nremt.org><sup>20</sup>

#### **CoAEMSP 3-Year Review of Outcomes Data - Paramedicine:**

Cohort 2017/2018/2019

NREMT Pass Rates 100% /100%/100%

Retention Rates 100%/93%/71%

Job Placement Rates 100%/100%/100%

#### **Curriculum Outline (61 hours)**

| <b>General Core (12 hours)</b> |   | <b>12</b> |
|--------------------------------|---|-----------|
| COLL 1040                      | College Foundations (Institutional Credit Only) | 3         |
| ENGL 1010                      | Fundamentals of English I                       | 3         |
| MATH 1012                      | Foundations of Mathematics                      | 3         |
| PSYC 1010                      | Basic Psychology                                | 3         |

| Occupational Courses (49 hours) |  | 49 |
|---------------------------------|--|----|
| ALHS 1011                       | Structure & Function of Human Body             | 5  |
| 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 Populations | 4  |
| EMSP 2510                       | Clinical Applications for Paramedic I          | 2  |
| EMSP 2520                       | Clinical Applications for Paramedic II         | 2  |
| EMSP 2530                       | Clinical Applications for Paramedic III        | 2  |
| EMSP 2540                       | Clinical Applications for Paramedic IV         | 1  |
| EMSP 2550                       | Clinical Applications for Paramedic V          | 1  |
| EMSP 2560                       | Clinical Applications for Paramedic VI         | 1  |
| EMSP 2570                       | Clinical Applications for Paramedic VII        | 1  |
| EMSP 2710                       | Field Internship for Paramedic                 | 2  |
| EMSP 2720                       | Practical Applications for Paramedic           | 3  |

## PRE-HOSPITAL EMS OPERATIONS

### Technical Certificate of Credit

The Prehospital EMS Operations Certificate program combines Emergency Medical Technician and Advanced Emergency Medical Technician. This certificate prepares to provide basic and limited advanced emergency 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. This certificate allows the graduate to function as a 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. The standard curriculum for the Pre-hospital EMS Operations program is designed for the semester system. Entrance is in the Spring semester and classes are taught in the evenings only, with an online component. The certificate requires 26 credit hours to complete the program and can generally be completed in three (3) semesters.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$3,270
- Books/Supplies: \$350
- Criminal Background and Drug Screen: \$84.50
- Uniforms: \$150 (varies)
- Liability Insurance: \$47 per fiscal year
- Medical Screening Requirements (vaccines, etc.): \$450
- Licensure Exam (NREMT): \$250

The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma.

Pre-Hospital EMS Operations graduates are eligible to sit for the [National Registry AEMT Exam](#)<sup>20</sup>, Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.

### Curriculum Outline (26 hours)

| <b>Occupational Courses (26 hours)</b>                    |  | <b>26</b> |
|---|--|-----------|
| EMSP 1110 Intro to EMT Profession                         |  | 3         |
| EMSP 1120 EMT Assessment/Airway Management & Pharmacology |  | 3         |
| EMSP 1130 Medical Emergencies for EMT                     |  | 3         |
| EMSP 1140 Special Patient Populations                     |  | 3         |
| EMSP 1150 Shock & Trauma for EMT                          |  | 3         |
| EMSP 1160 Clinical & Practical Applications for EMT       |  | 1         |
| EMSP 1510 Advanced Concepts for AEMT                      |  | 3         |
| EMSP 1520 Advanced Patient Care for AEMT                  |  | 3         |
| EMSP 1530 Clinical Applications for AEMT                  |  | 1         |
| EMSP 1540 Clinical & Practical Applications for AEMT      |  | 3         |

## HEALTHCARE ASSISTANT

### Technical Certificate of Credit

The Healthcare Assistant (HCA) Technical Certificate of Credit (TCC) provides students with the general core courses and occupational courses for the health science professions Healthcare Technician 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.

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 healthcare.

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

In addition to a career as a Health Care Technician, this option is also designed for prospective students seeking admission into the [Practical Nursing Diploma](#)<sup>86</sup> program.

\*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 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. Please refer to the Nurse Aide Certificate section of the Catalog for additional requirements related to NAST 1100 Nurse Aide Fundamentals.

#### Option Two - PHLEBOTOMY

Special Note Regarding PHLT 1030 and PHLT 1050: Due to the specific requirements in PHLT 1030, including a urine drug test 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 (2) attempts to successfully complete PHLT 1030 and/or PHLT 1050. Students may be eligible for academic forgiveness three (3) years after last PHLT 1030 or PHLT 1050 courses are attempted and may apply for readmit to the first PHLT course.

#### Clinical Requirements for Phlebotomy Option

Students must complete a total of 200 clinical hours within PHLT 1050 in addition to biweekly class meetings. Students must obtain 50 venipunctures and 10-finger sticks from their approved clinical site. Instructors will be responsible for securing the clinical sites. Prior to completing the PHLT 1030 course, students must submit 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.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

## Requirements

- Submit a completed application;
- Be at least 17 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Expenses may vary depending upon the option students choose to pursue. Costs are estimates and are subject to change.

The Higher Education Opportunity Act (HEOA) requires all colleges to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses. Most of these requirements must be completed prior to the beginning of clinical or laboratory activities.

### Healthcare Technician Option

- Tuition/Fees: \$1,508
- Books/Supplies: \$521
- Criminal Background & Drug Screen: Approximately \$84.50 (NAST 1100; paid to PreCheck) (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.)
- Liability Fee: \$12 per year (NAST 1100)
- Respiratory N95 Mask Fitting: \$20 (NAST 1100)
- CPR: \$30 (NAST 1100)
- CPR Mask: \$9 (NAST 1100)
- First Aid: \$25 (NAST 1100)
- Student Nurse Aide Program Picture ID (must read [Student Nurse Aide](#) or [Nurse Aide Student](#)): First ID is Free; Replacement ID \$5 (NAST 1100)
- Campus Parking Decal: First Decal is Free; Replacement Decal \$8
- Uniforms: \$50 (varies) (NAST 1100)
- Uniform Patch Fee: \$5 each (Purchased from STC Bookstore or Meridy's Uniforms-Vidalia (NAST 1100)
- Government Issued Picture ID or Driver's License (paid to Department of Motor Vehicles (NAST 1100)
- Graduation Application Fee \$35 (if student participates); Print Certificate Fee \$20
- Immunizations/Laboratory Tests (NAST 1100)
  - PPD (two-step): \$40 (health department or physician's office)
  - Influenza Vaccine: \$25 (varies) (annual) (health department or physician's office)
  - Hepatitis Vaccine: \$117 (Titer: \$20) (health department or physician's office) or may sign declination form
- Recommended Immunizations/Laboratory Tests (optional for Nurse Aide, NAST 1100)
  - MMR Vaccine: \$64
  - Measles Titer: \$20
  - Mumps Titer: \$20
  - Rubella Titer: \$20
  - Varicella Titer: \$20
  - Hepatitis B Titer: \$20
  - Varicella Vaccine: \$117
  - Tdap: \$40
  - Tetanus Vaccine: \$20
  - Hepatitis A and B: \$163 for 3-Shot Series (This option may be chosen instead of the Hepatitis B series.)

### Phlebotomy Option

- Criminal Background & Drug Screen: Approximately \$84.50 (PHLT 103; Paid to PreCheck)
- Liability Fee: \$12 per Year (PHLT 1030)
- Respiratory N95 Mask Fitting: \$20
- CPR: \$30
- CPR Mask: \$9
- First Aid: \$25
- Student Program Picture ID; First ID is Free; Replacement ID \$5
- Campus Parking Decal: First Decal is Free; Replacement Decal \$8
- Uniforms: \$50 (varies) (PHLT 1030)
- Uniform Patch Fee: \$5 each (Purchased from bookstore or Meridy's Uniforms-Vidalia) (PHLT 1030)
- Graduation Application Fee \$35 (if student participates); Print Certificate Fee \$20
- Immunizations/Laboratory Tests (PHLT 1030)
  - PPD (two-step): \$40 (health department or physician's office)
  - Influenza Vaccine: \$25 (varies) (annual) (health department or physician's office)
  - Hepatitis B Vaccine: \$117 (Titer: \$20) (health department or physician's office) or may sign declination form; or Hepatitis B Titer: \$20
  - MMR Vaccine: \$64; or Measles Titer: \$20, Mumps Titer: \$20, Rubella Titer: \$20
  - Varicella Vaccine: \$117 or Varicella Titer: \$20
  - Tdap: \$40
  - Tetanus Vaccine: \$20
  - Hepatitis A and B: \$163 for 3-Shot Series (This option may be chosen instead of the Hepatitis B series.)

### Option One - Healthcare Technician (30 hours)

|   |           |
|---|-----------|
| <b>General Core (12 hours)</b>                            | <b>12</b> |
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| ENGL 1010 Fundamentals of English I                       | 3         |
| MATH 1012 Foundations of Mathematics                      | 3         |
| PSYC 1010 Basic Psychology                                | 3         |
| <b>Occupational Courses (18 hours)</b>                    | <b>18</b> |
| ALHS 1011 Structure & Function of Human Body              | 5         |
| ALHS 1040 Intro to Health Care                            | 3         |
| ALHS 1060 Diet & Nutrition for Allied Health Sciences     | 2         |
| ALHS 1090 Medical Terminology for Allied Health Sciences  | 2         |
| ALMA 1000 Allied Health Math (Institutional Credit Only)  | 0         |
| NAST 1100 Nurse Aide Fundamentals                         | 6         |

**Option Two - Phlebotomy (30 hours)**

|   |           |
|---|-----------|
| <b>General Core (12 hours)</b>                            | <b>12</b> |
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| ENGL 1010 Fundamentals of English I                       | 3         |
| MATH 1012 Foundations of Mathematics                      | 3         |
| PSYC 1010 Basic Psychology                                | 3         |
| <b>Occupational Courses (18 hours)</b>                    | <b>18</b> |
| ALHS 1011 Structure & Function of Human Body              | 5         |
| ALHS 1040 Intro to Health Care                            | 3         |
| ALHS 1090 Medical Terminology for Allied Health Sciences  | 2         |
| PHLT 1030 Intro to Venipuncture                           | 3         |
| PHLT 1050 Clinical Practice                               | 5         |



## HEALTHCARE PROFESSIONAL

### Technical Certificate of Credit

The Healthcare Professional Certificate will equip graduates with the basic skills to secure entry-level employment in the growing number of medical and surgical centers, scientific and diagnostic laboratories, and offices of physicians and other health practitioners. Healthcare support staff are generally tasked with learning individual patient needs through research and direct contact and working with professionals in the field to document and help meet those needs. They interview and record patients' medical information, maintain files and medical records and perform other daily clerical activities, refer individuals and family members to appropriate resources, and educate patients and caregivers about health and wellness.

To accomplish these tasks, healthcare support professionals must have a supportive nature, problem-solving abilities, well-developed communication skills, and the ability to build effective relationships. Graduates of the Healthcare Professional program will have opportunities to work alongside nurses, doctors, therapists, and other health professionals within their own communities and with appropriate credentials, potentially advance into positions requiring additional experience and skills for patient/client care, such as mental health technicians, medical lab assistants, or radiology technicians, among others.

The standard curriculum for the Healthcare Professional 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 – ASSOCIATE OF SCIENCE IN NURSING**
- Option Two – CLINICAL LABORATORY TECHNOLOGY**
- Option Three – DENTAL HYGIENE**
- Option Four – PHLEBOTOMY**
- Option Five – RADIOLOGIC TECHNOLOGY**

\*Please see your program advisor for program-specific information. For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

#### Option One – ASSOCIATE OF SCIENCE IN NURSING

- Tuition/Fees: \$3,622
- Books/Supplies:

#### Option Two – CLINICAL LABORATORY TECHNOLOGY

- Tuition/Fees: \$3,271
- Books/Supplies: \$1,500

**Option Three – DENTAL HYGIENE**

- Tuition/Fees: \$3,452
- Books/Supplies: \$1,800

**Option Four – PHLEBOTOMY**

- Tuition/Fees: \$3,792
- Books/Supplies: \$1,400

**Option Five – RADIOLOGIC TECHNOLOGY**

- Tuition/Fees: \$3,998
- Books/Supplies: \$1,600

| <b>Option One - Associate of Science in Nursing (26 hours)</b> |           |
|--|-----------|
| <b>General Core (15 hours)</b>                                 | <b>12</b> |
| ENGL 1101 Composition & Rhetoric                               | 3         |
| ENGL 2130 American Literature                                  | 3         |
| PSYC 1101 Introductory Psychology                              | 3         |
| GEN 003 General Education Elective (3 hours)                   | 3         |
| <b>Choose One (3 hours)</b>                                    | <b>3</b>  |
| MATH 1101 Mathematical Modeling                                | 3         |
| MATH 1111 College Algebra                                      | 3         |
| <b>Occupational Courses (11 hours)</b>                         | <b>11</b> |
| ALMA 1000 Allied Health Math (Institutional Credit Only)       | 0         |
| COLL 1040 College Foundations (Institutional Credit Only)      | 3         |
| BIOL 2113 Anatomy & Physiology I                               | 3         |
| BIOL 2113 L Anatomy & Physiology Lab I                         | 1         |
| BIOL 2114 Anatomy & Physiology II                              | 3         |
| BIOL 2114 L Anatomy & Physiology Lab II                        | 1         |

**Option Two - Clinical Laboratory Technology (27 hours)**

|   |           |
|---|-----------|
| <b>General Core (12 hours)</b>                            | <b>12</b> |
| ENGL 1101 Composition & Rhetoric                          | 3         |
| ENGL 2130 American Literature                             | 3         |
| MATH 1111 College Algebra                                 | 3         |
| PSYC 1101 Introductory Psychology                         | 3         |
| <b>Occupational Courses (15 hours)</b>                    | <b>15</b> |
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| BIOL 2113 Anatomy & Physiology I                          | 3         |
| BIOL 2113 L Anatomy & Physiology Lab I                    | 1         |
| BIOL 2114 Anatomy & Physiology II                         | 3         |
| BIOL 2114 L Anatomy & Physiology Lab II                   | 1         |
| CHEM 1151 Survey of Inorganic Chemistry                   | 3         |
| CHEM 1151L Survey of Inorganic Chemistry Lab              | 1         |

| Option Three - Dental Hygiene (33 hours)                  |           |
|---|-----------|
| <b>General Core (22 hours)</b>                            | <b>22</b> |
| ENGL 1101 Composition & Rhetoric                          | 3         |
| ENGL 2130 American Literature                             | 3         |
| CHEM 1151 Survey of Inorganic Chemistry                   | 3         |
| CHEM 1151L Survey of Inorganic Chemistry Lab              | 1         |
| MATH 1111 College Algebra                                 | 3         |
| PSYC 1101 Introductory Psychology                         | 3         |
| SOCI 1101 Introduction to Sociology                       | 3         |
| SPCH 1101 Public Speaking                                 | 3         |
| <b>Occupational Courses (11 hours)</b>                    | <b>11</b> |
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| BIOL 2113 Anatomy & Physiology I                          | 3         |
| BIOL 2113 L Anatomy & Physiology Lab I                    | 1         |
| BIOL 2114 Anatomy & Physiology II                         | 3         |
| BIOL 2114 L Anatomy & Physiology Lab II                   | 1         |

**Option Four - Phlebotomy (34 hours)**

|   |           |
|---|-----------|
| <b>General Core (12 hours)</b>          | <b>12</b> |
| ENGL 1101 Composition & Rhetoric        | 3         |
| ENGL 2130 American Literature           | 3         |
| MATH 1111 College Algebra               | 3         |
| PSYC 1101 Introductory Psychology       | 3         |
| <b>Occupational Courses (22 hours)</b>  | <b>22</b> |
| ALHS 1040 Intro to Health Care          | 3         |
| BIOL 2113 Anatomy & Physiology I        | 3         |
| BIOL 2113 L Anatomy & Physiology Lab I  | 1         |
| BIOL 2114 Anatomy & Physiology II       | 3         |
| BIOL 2114 L Anatomy & Physiology Lab II | 1         |
| COMP 1000 Intro to Computer Literacy    | 3         |
| PHLT 1030 Intro to Venipuncture         | 3         |
| PHLT 1050 Clinical Practice             | 5         |

| Option Five - Radiologic Technology (28 hours)            |           |
|---|-----------|
| <b>General Core (15 hours)</b>                            | <b>15</b> |
| ENGL 1101 Composition & Rhetoric                          | 3         |
| ENGL 2130 American Literature                             | 3         |
| MATH 1111 College Algebra                                 | 3         |
| PSYC 1101 Introductory Psychology                         | 3         |
| SPCH 1101 Public Speaking                                 | 3         |
| <b>Occupational Courses (13 hours)</b>                    | <b>13</b> |
| ALHS 1090 Medical Terminology for Allied Health Sciences  | 2         |
| COLL 1040 College Foundations (Institutional Credit Only) | 3         |
| BIOL 2113 Anatomy & Physiology I                          | 3         |
| BIOL 2113 L Anatomy & Physiology Lab I                    | 1         |
| BIOL 2114 Anatomy & Physiology II                         | 3         |
| BIOL 2114 L Anatomy & Physiology Lab II                   | 1         |

## HEALTHCARE MANAGEMENT DEGREE

### Degree

The Healthcare Management Associate of Applied Science Degree provides students with the programmatic preparation necessary to perform as a professional manager in a health care setting.

Healthcare managers organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

The standard curriculum for the Healthcare Management program is designed for the semester system. To graduate, degree-seeking students must earn a minimum of 60 semester credit hours.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,085
- Books/Supplies: \$3,500

### Curriculum Outline (60 hours)

| General Core (13-15 hours)  |  | 15 |
|---|--|----|
| ENGL 1101 Composition & Rhetoric  |  | 3  |
| ENGL 2130 American Literature   |  | 3  |
| PSYC 1101 Introductory Psychology   |  | 3  |
| <b>Must select MATH 1111 for HCM. May select other course(s) according to Occupational Pathway (Dental Hygiene 3-7 hours &amp; Clinical Lab Tech 1-3 hours)</b> |  |    |
| MATH 1111 College Algebra   |  | 3  |
| CHEM 1151 Survey of Inorganic Chemistry   |  | 3  |
| CHEM 1151L Survey of Inorganic Chemistry Lab  |  | 1  |
| <b>May select one of the following according to Occupational Pathway (HCM &amp; ASN) (3 hours)</b>  |  |    |
| SOCI 1101 Introduction to Sociology   |  | 3  |
| SPCH 1101 Public Speaking   |  | 3  |
| GEN 003 General Education Elective (3 hours)  |  | 3  |



| <b>Occupational Courses (45 hours)</b>                    |  | <b>45</b> |
|---|--|-----------|
| COLL 1040 College Foundations (Institutional Credit Only) |  | 3         |
| PSYC 2103 Human Development                               |  | 3         |
| ALMA 1000 Allied Health Math (Institutional Credit Only)  |  | 0         |
| ALHS 1090 Medical Terminology for Allied Health Sciences  |  | 2         |
| BIOL 2113 Anatomy & Physiology I                          |  | 3         |
| BIOL 2113 L Anatomy & Physiology Lab I                    |  | 1         |
| BIOL 2114 Anatomy & Physiology II                         |  | 3         |
| BIOL 2114 L Anatomy & Physiology Lab II                   |  | 1         |
| BIOL 2117 Introductory Microbiology                       |  | 3         |
| BIOL 2117 L Introductory Microbiology Lab                 |  | 1         |
| ACCT 1100 Financial Accounting I                          |  | 4         |
| MGMT 1100 Principles of Management                        |  | 3         |
| MGMT 2115 Human Resource Management                       |  | 3         |
| MAST 1010 Legal & Ethical Concerns in the Medical Office  |  | 2         |
| MAST 1060 Medical Office Procedures                       |  | 4         |
| MAST 1110 Administrative Practice Management              |  | 3         |
| MAST 2108 Physician's Practice Management                 |  | 6         |

## MEDICAL ADMINISTRATIVE TECHNICIAN

### Technical Certificate of Credit

The Medical Administrative Technician Certificate is a two-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.

The standard curriculum for the Medical Administrative Technician Certificate program is designed for the semester system. Students may enter the program during any semester. The program can usually be completed in two (2) semesters. To graduate, students must earn 25 credit hours.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 17 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$3,983
- Books/Supplies: \$1,700

### Curriculum Outline (25 hours)

| General Core (12 hours)         |   | 12 |
|---------------------------------|---|----|
| COLL 1040                       | College Foundations (Institutional Credit Only) | 3  |
| ENGL 1010                       | Fundamentals of English I                       | 3  |
| MATH 1012                       | Foundations of Mathematics                      | 3  |
| PSYC 1010                       | Basic Psychology                                | 3  |
| Occupational Courses (13 hours) |   | 13 |
| ALHS 1011                       | Structure & Function of Human Body              | 5  |
| ALHS 1090                       | Medical Terminology for Allied Health Sciences  | 2  |
| MAST 1010                       | Legal & Ethical Concerns in the Medical Office  | 2  |
| MAST 1060                       | Medical Office Procedures                       | 4  |

## MEDICAL ASSISTING DIPLOMA

### Diploma

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. The standard curriculum for the Medical Assisting Diploma program is designed for the semester system. A student may enter the program in the Fall semester on the Vidalia Campus and Swainsboro Campus, once all core classes are completed. To graduate, diploma-seeking students must earn a minimum of 54 semester credit hours. The program generally takes five (5) semesters to complete.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Prospective students seeking admission into the Medical Assisting Program will enroll in the [Medical Administrative Technician](#)<sup>87</sup> program initially.
- Submit a completed application;
- Be at least 17 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Advanced Placement is not available for the Medical Assisting Program at Southeastern Technical College.
- All MAST courses must be completed with a "C" or better in order to sit for the AAMA (CMA) exam.
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,343
- Books/Supplies: \$3,000-3,500
- Criminal Background & Drug Screen: Approximately \$84.50 (Paid to PreCheck)
- Liability insurance: \$12 per year
- Respiratory N95 Mask Fitting: \$20
- CPR Mask: \$9
- Immunizations/Laboratory Tests
  - MMR Vaccination: \$64
  - Varicella Vaccination: \$117
  - TB Test: \$25
  - Tdap: \$50
  - Hep B Series: \$264
  - Influenza Vaccine: \$25

- BLS CPR/1<sup>st</sup> Aid: \$55
- MAST 1080 Course Supply Fee: \$20
- MAST 1090 Course Supply Fee: \$25
- Uniforms are required prior to completion of MAST 1090: Approx. \$300

The Medical Assisting Diploma program is accredited by the [Commission on Accreditation of Allied Health Education Programs \(www.caahep.org\)](http://www.caahep.org)<sup>16</sup> upon the recommendation of the Medical Assisting Education Review Board (MAERB – 20 N. Wacker Drive, Suite 1575 Chicago, IL 60606, (312) 392-0155).

Commission on Accreditation of Allied Health Education Programs, 9355 - 113<sup>th</sup> St. N, #7709, Seminole, FL 33775. (727) 210-2350.

### Curriculum Outline (54 hours)

| General Core (12 hours)         |   | 12 |
|---------------------------------|---|----|
| COLL 1040                       | College Foundations (Institutional Credit Only) | 3  |
| ENGL 1010                       | Fundamentals of English I                       | 3  |
| MATH 1012                       | Foundations of Mathematics                      | 3  |
| PSYC 1010                       | Basic Psychology                                | 3  |
| Occupational Courses (42 hours) |   | 42 |
| ALHS 1011                       | Structure & Function of Human Body              | 5  |
| ALHS 1090                       | Medical Terminology for Allied Health Sciences  | 2  |
| ALMA 1000                       | Allied Health Math (Institutional Credit Only)  | 0  |
| MAST 1010                       | Legal & Ethical Concerns in 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 Diseases                                  | 3  |
| MAST 1170                       | Medical Assisting Externship                    | 6  |
| MAST 1180                       | Medical Assisting Seminar                       | 3  |

## NURSE AIDE

### Technical Certificate of Credit

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 (CNA). 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.). The standard curriculum for the Nurse Aide Certificate program is designed for the semester system. The program can usually be completed in one (1) semester during the daytime, but generally takes two (2) semesters (terms) to complete at night. To graduate, students must earn 13 credit hours.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

The Higher Education Opportunity Act (HEOA) requires all colleges to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses. Most of these requirements must be completed prior to the beginning of clinical or laboratory activities.

**The cost ranges are estimates and are subject to change.**

- Tuition / Fees: \$1,349
- Textbooks: \$521
- Graduation Application Fee: \$35 (if student participates); Print diploma fee: \$20
- Uniform Costs (varies) Uniform Patch Fee: \$5.00- Purchased from bookstore or Meridy's Uniforms
- Background check & drug screen (approximately \$85)
  - 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.
- Respiratory N95 Mask: \$20
- Liability Insurance: \$12 per year
- **Immunizations/Laboratory Tests**
  - Tuberculin Skin Test (TST)/PPD - Two-step: \$25 per step
  - Seasonal Influenza Vaccine: \$25

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, (678) 527-3010 or (800) 414-4358.

### Curriculum Outline (13 hours)

| <b>Occupational Courses (13 hours)</b> |  | <b>13</b> |
|--|--|-----------|
| ALHS 1040                              | Intro to Health Care                           | 3         |
| ALHS 1060                              | Diet & Nutrition for Allied Health Sciences    | 2         |
| ALHS 1090                              | Medical Terminology for Allied Health Sciences | 2         |
| NAST 1100                              | Nurse Aide Fundamentals                        | 6         |

## PRACTICAL NURSING DIPLOMA

### Diploma

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 such as administering medications, monitoring patients, changing dressings, and collaborating with other members of the health care team. 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.

Once a student has met the criteria, then he/she will follow the sequence of Practical Nursing Practice courses. After completing the general core and occupational classes, the program generally takes a minimum of three (3) consecutive semester terms to complete. To graduate, students must earn a minimum of 60 semester credit hours. Students may enter the program in either Fall or Spring semesters on the Swainsboro or Vidalia campus (day classes only).

Immediately upon graduation, STC graduates have made between \$14 and \$20 per hour.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.



### Entrance Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Prospective students seeking admission into the Practical Nursing diploma program will enroll in the Health Care Assistant - Health Care Technician option.
- Beginning Spring 2015, all students must successfully pass the TEAS with a benchmark score of at least 55% to be eligible for admission;
- Students applying for admission into the PN program must possess a minimum 3.0 GPA.
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

The Higher Education Opportunity Act (HEOA) requires all colleges to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses. Most of these requirements must be completed prior to the beginning of clinical or laboratory activities.

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,755 (tuition \$100 per credit hour; fees \$351 for 5 semesters)
- Textbooks: \$500 for entire program
- Graduation Application Fee: \$40 (if student participates); Print Diploma Fee \$10
- ATI Fee: \$500 per semester
- Licensure Exam: \$240
- ATI Comprehensive Exam: \$52 (if third attempt is required)
- STC Practical Nursing Pin: \$10
- Cogent Background: \$53
- Uniform/Supplies Costs: Up to \$300
- myClinicalExchange: \$40 Annually
- Background Check & Drug Screen: Approximately \$85 (prices vary based on clinical site requirements)
- AHA BLS & First Aid (CPR) (must remain current throughout the program): \$65
- Respiratory N95 Mask: \$20
- CPR Mask: \$9
- Liability Insurance: \$12 per year
- Immunizations/Laboratory Tests
  - MMR Vaccination: \$64
  - Measles Titer: \$20
  - Mumps Titer: \$20
  - Rubella Titer: \$20
  - Varicella Titer: \$20
  - Hepatitis B Titer: \$20
  - Varicella Vaccination: \$117
  - Tuberculin Skin Test (TST)/PPD - Two-step: \$25 per step OR IGRA laboratory test initially and then annually (\$85.00)
  - Tdap: \$40
  - Tetanus Vaccination: \$20
  - Hepatitis B Series: \$264
  - Hepatitis A and B: \$163 for 3-shot series (this option may be chosen instead of the Hepatitis B series)
  - Seasonal Influenza vaccine: \$25
- **Special Note:** A single charge may apply to more than one (1) titer being drawn at the same time.

Please note expenses related to program courses will **NOT** be refunded if the student is unable, unwilling, or ineligible to complete the clinical component of any course.

Fees are due as noted on syllabus. Failure to pay the fees by the deadline may result in the student not being allowed to return to class. ATI fees are due by 5 p.m. on the second day of class each semester.

Some clinical sites require a physical exam and proof of health insurance. Failure to supply all required (unexpired) documentation may prohibit the student from attending clinical. A student who cannot complete program clinical requirements may not continue in the practical nursing program.

**Laptop/personal computer is required. Suggested specifications include:**

- Processor i5 or i7
- Memory 8GB or higher
- Hard drive 250GB or larger
- DVD Drive either internal or external

**Required:**

- Webcam with microphone



- A minimum internet speed of 5 Mbps. (10 Mbps or more is recommended). Test your internet speed using [www.speedtest.net](http://www.speedtest.net).

Southeastern Technical College's Practical Nursing program is approved by [The Georgia Board of Nursing for the State of Georgia](#)<sup>27</sup>, 237 Coliseum Drive, Macon, GA 31217-3858, (478) 207-2440.

[Program and Student Learning Outcomes](#)<sup>21</sup>

### Curriculum Outline (60 hours)

| General Core (12 hours)  |   | 12 |
|--|---|----|
| COLL 1040  | College Foundations (Institutional Credit Only) | 3  |
| ENGL 1010  | Fundamentals of English I                       | 3  |
| MATH 1012  | Foundations of Mathematics                      | 3  |
| PSYC 1010  | Basic Psychology                                | 3  |
| Pre-Practical Nursing Admission Occupational Courses (7 hours) |   | 7  |
| ALHS 1011  | Structure & Function of Human Body              | 5  |
| ALMA 1000  | Allied Health Math (Institutional Credit Only)  | 0  |
| ALHS 1090  | Medical Terminology for Allied Health Sciences  | 2  |

| <b>Practical Nursing Occupational Courses (41 hours)</b> |  | <b>41</b> |
|--|--|-----------|
| PNSG 2010  | Intro to Pharmacology & Clinical Calculation | 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         |

## MAMMOGRAPHY

### Technical Certificate of Credit

The Mammography Certificate program is a sequence of courses that prepares registered radiologic technologists for positions in mammography departments and related businesses and industries. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. The certificate program graduates have the qualifications of an entry-level mammography technologist. Upon completion of all academic and clinical requirements, the graduate will be eligible to take the mammography post-primary certification exam administered by the American Registry of Radiologic Technologists (ARRT). The Program meets MQSA initial education requirements for mammography technologist and leads to a technical certificate that can usually be completed in one (1) or two (2) semesters.\*\*

Note: Students must purchase a dosimeter to monitor radiation exposure during the Mammography Certificate program.

The standard curriculum for the Mammography Certificate program is designed for the semester system. The program can usually be completed in one (1) or two (2) semesters. Students may enter the program during the Fall or Spring semesters. To graduate, students must earn 12 credit hours.

\*\*NOTE: Prior to enrollment in the Clinical Mammography course (RADT 2530), the student must have secured a clinical site and have a valid Memorandum of Agreement on file with Southeastern Technical College.

\*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.

\*For more detailed program information, please refer to the [Catalog & Handbook](#)<sup>82</sup>.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Must be registered by the American Registry of Radiologic Technologists (ARRT) in Radiography;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,387
- 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.

**Curriculum Outline (12 hours)**

| Curriculum Outline (12 hours)                          |    |
|--|----|
| Occupational Courses (12 hours)                        | 12 |
| RADT 2520 Mammographic Anatomy, Physics, & Positioning | 6  |
| RADT 2530 Clinical Mammography                         | 6  |

## RADIOLOGIC TECHNOLOGY DEGREE

### Degree

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, and completed the Radiography Didactic and Clinical Competency Requirements of the American Registry of Radiologic Technologists (ARRT) licensing exam.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Prospective students seeking admission into the Radiologic Technology Associate of Applied Science (AAS) Degree Program will enroll in the Health Care Management initially.
- Complete the components listed in the [Health Care Management Degree](#)<sup>84</sup> 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. BIOL and ALHS courses must have been completed within five (5) years.
- Please note that general core, general science core, and an occupational course (ALHS 1090) are required for admission into the Radiologic Technology Degree program.
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### 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 courses taken in the Health Care Management program. The Radiography program admits students once per year at the beginning of Summer Semester. Prospective students may gain admission to the college initially as Health Care Management in order to complete any learning support classes, required general core courses, occupational courses, and general core science courses. Students must have completed; COLL 1040, ENGL 1101, ENGL 2130, MATH 1111, PSYC 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ALHS 1090, and SPCH 1101 to apply for the Radiologic Technology Degree Program.

Radiologic Technology Program seats are awarded from the highest grade point average downward of the Health Care Management Degree courses until the maximum enrollment of approximately nine (9) students is reached. In the event that the class does not meet capacity by the end of Spring semester students possessing a GPA as low as 2.85 will be considered with a TEAS score of 60%. All prerequisite courses must be completed by the end of Spring semester to be considered for the Summer cohort competitive admission selection process.

*\* Beginning Fall 2018 students possessing a 2.85 to 2.99 GPA must successfully pass the TEAS with a benchmark score of at least 60% to be eligible for admission.*

### TEAS Testing Guidelines:

- Students will be allowed three (3) attempts to score the required adjusted individual score of 60%.
- It is recommended that students wait a minimum of 30 days between each attempt.
- The attempts and scores will apply to the admission criteria of the Radiologic Technology Degree program for GPAs ranging from 2.85 to 2.99.
- TEAS scores will be valid for three (3) calendar years.

All applicants must submit a college application, a change of program form, and all required documentation previously mentioned under Admission criteria to the admissions office to be considered for the summer selection of students.

*\*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 determined by the availability of the program's clinical education settings.*

### **Additional Radiologic Technology Program Requirements**

All students must be accepted into the Radiologic Technology program before beginning the RADT occupational courses. Students are required to submit all the following documentation before being eligible to attend clinical education. Students must keep all health requirements current throughout the duration of the Radiologic Technology Program.

- Forensic drug screen & criminal background check,
- Immunization Forms: (Flu vaccination history, TB skin test, Tdap, MMR, Varicella vaccinations, Hepatitis B consent or Declination form), and
- Copy of current American Heart Association (AHA) Healthcare Provider CPR card.

Students are expected to assume responsibility for their own health. Personal health insurance is strongly recommended prior to entry into the Program. Students must uphold professional and ethical standards inherent to the profession of Radiologic Technology.

STC does not offer options for advanced placement, acceleration tracks, or part-time study. The sequence of courses within the curriculum is to be completed as designed. An articulation agreement for RADT courses is not in place at this time at Southeastern Technical College. Several nearby colleges do offer a Bachelor of Science in Radiologic Technology degree.

### **Readmission to the Radiologic Technology Program**

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

1. Students who withdraw.
2. Students who fail to complete a course with a grade of C or better.
3. Students can only be readmitted ONCE.

Any student requesting readmission must reapply to the Office of Admissions before Midterm the semester before reentry.

Students must submit a letter requesting readmission to the Program Director at least three months prior to the appropriate start date that includes the following:

- Last semester 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 radiologic technology education; and
- The student must submit the program's required documents to verify proof of a current AHA Healthcare Provider CPR certification, immunizations, criminal background check, and drug screen. If there has been a break in enrollment, students will be required to repeat criminal background check and drug screen.

Students applying for re-entry beyond the first semester of RADT courses must take:

- Course comprehensive exam(s) on all course content prior to the course of readmission
- Clinical skills competency evaluation

Students applying beyond the first semester must request reinstatement within one year from the term of withdrawal or failure.

Students must score 80 or better on the challenge exams.

Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the radiologic technology program is not guaranteed. Selection for reinstatement is based on the student's GPA at the current institution and space availability.

Reinstatement may be denied due to, but not limited to, any of the following circumstances:

- Refusal by clinical agencies to accept the student for clinical experiences,
- Twelve months have elapsed since the student was enrolled in a Radiologic Technology course, and
- Students dismissed from the program previously for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the Radiologic Technology program.

In the event more than one student meets the requirements for readmission beyond the first semester of RADT courses, the following criteria will be utilized to determine the best candidate for readmission:

- Course comprehensive challenge exam(s) scores will be averaged and count 50%, and
- Health Care Management Degree core course GPA will count 50%.

## Transfer

The Radiologic Technology Program defines a transfer student as a student who has been enrolled in a Radiologic Technology program at the associate degree or bachelor's degree level for at least one semester at another college or university. Students must meet the admission requirements for STC and the Radiologic Technology Program in order to be considered for admission as a transfer Radiologic Technology student.

Any student requesting transfer must apply to the Office of Admissions and based on space availability, transfer may be considered for students meeting the following criteria.

Students must:

1. Meet admission standards for the Radiologic Technology program.
2. Be a student in good standing and eligible to return to the previous Radiologic Technology program.

Students must submit required documents for proof of current AHA Healthcare Provider CPR certification, immunizations and will be required to undergo a criminal background check and drug screen.

Students applying for transfer beyond the first semester must take:

- Course challenge exam(s) on all course content prior to the course of transfer, and
- Clinical skills competency evaluation.

Students must score 80 or better on the comprehensive challenge exam. Students must successfully complete a clinical skill competency evaluation at the same level of competency expected for the proposed course.

Any student who has had two (2) unsuccessful attempts in any Radiologic Technology program semesters will not be considered for transfer.

Students must complete 25% of the Radiologic Technology Program hours required for graduation at STC.

Readmission to the Radiologic Technology Program will not be allowed if a transfer student withdraws or fails a Radiologic Technology course at STC.

Meeting minimal standards does not guarantee acceptance due to limited space availability.

## Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$6,404 (tuition \$100 per credit hour; fees \$351 each semester)
- Textbooks (approximately \$1,000 for entire program)
- Additional Fees: \$1,200
- Rad Tech Boot Camp/Clover Learning: \$150 for 14-month license/access
- Graduation Application Fee \$40 (if student participates); Print diploma fee \$10
- Uniform Costs: Up to \$300
- myClinicalExchange: \$40 annually
- Background Check & Drug Screen with Alcohol: Approximately \$84.50 paid to Precheck
- AHA BLS (CPR): \$30 (Credential must remain current throughout the program.)
- CPR Mask: \$9
- Respiratory N95 Mask: \$20
- Liability Insurance: \$12 per year
- Immunizations/Laboratory Tests
  - MMR Vaccination: \$64
  - Measles Titer: \$20
  - Mumps Titer: \$20
  - Rubella Titer: \$20
  - Varicella Titer: \$20
  - Hepatitis B Titer: \$20
  - Varicella Vaccination: \$117
  - Tuberculin Skin Test (TST)/PPD-Two-step: \$25 per step OR Interferon gamma release assay (IGRA) laboratory test \$85.
  - Tdap: \$40
  - Tetanus Vaccination: \$20
  - Hepatitis B Series: \$264
  - Hepatitis A & B: \$163 for 3 shot series (this option may be chosen instead of the Hepatitis B series)
  - Seasonal Influenza Vaccine: \$25

**Laptops will be required. Suggested specifications include:**

- Processor i5 or i7
- Memory 8GB or higher
- Hard drive 250GB or larger
- DVD Drive either internal or external
- Webcam with microphone required

\*Reliable internet connection required. Mobile Hotspots are not allowed.

Please note expenses related to Program courses will **NOT** be refunded if the student is unable, unwilling, or ineligible to complete the clinical component of any course. Fees are due as noted on syllabus. Failure to pay the fees by the deadline may result in the student not being allowed to return to class. Rad Tech Boot Camp and Dosimeter fees are due by 5 p.m. on the first day of class Summer semester.



*\*Special Note: Conviction of a felony could prevent a health science program student from participating in any clinical experience. Furthermore, other 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.*

## Additional Documents

[Radiologic Technology Program Student Handbook](#)<sup>88</sup>

[Clinical Education Affiliates](#)<sup>89</sup>

[Program Effectiveness Data](#)<sup>23</sup>

[Radiologic Technology Program Core Performance Standards](#)<sup>90</sup>

[Program Mission, Goals, and Student Learning Outcomes](#)<sup>91</sup>

## Radiologic Technology Curriculum

The standard curriculum for the Radiologic Technology program is designed for the semester system. The degree occupational courses require 80 credit hours to complete and can generally be completed in five (5) semesters upon admission to the Radiologic Technology program. Students may enter the program Summer semester. Please note that general core, general science core, and one occupational course (ALHS 1090) are completed in the Health Care Management.

Special Note: A grade of "C" or higher is required in any course in Radiologic Technology in order to remain in the program.

**Accreditation:** The Radiologic Technology Degree program at Southeastern Technical College was last evaluated in November of 2016 by the Joint Review Committee on Education in Radiologic Technology and was awarded an 8 year accreditation. The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiologic Technology Degree Program at Southeastern Technical College.

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182

<https://www.jrcert.org/><sup>22</sup>

**Licensure/ Certification:** Upon completion of the program, students will have completed the Radiography Didactic and Clinical Competency Requirements of the American Registry of Radiologic Technologists (ARRT) Certification Exam. However, the American Registry of Radiologic Technologists has a policy of not allowing persons who are convicted of a felony or gross misdemeanor to take the National Certifying Examination. Because of this policy, there may be an inability of the person with the conviction to work in the profession. The Radiologic Technology Program meets Georgia TCSG standards.

*\*NOTE: Arrest or conviction of a misdemeanor (excluding minor traffic violations) or felony could inhibit a student's eligibility to take the licensing exam(s) required by the profession. Early notification to the appropriate board is required.*

[Program Effectiveness Data](#) <sup>23</sup>

### Curriculum Outline (80 hours)

| Curriculum Outline (80 hours)                             |    |
|---|----|
| General Core (18 hours)                                   | 18 |
| COLL 1040 College Foundations (Institutional Credit Only) | 3  |
| ENGL 1101 Composition & Rhetoric                          | 3  |
| ENGL 2130 American Literature                             | 3  |
| MATH 1111 College Algebra                                 | 3  |
| PSYC 1101 Introductory Psychology                         | 3  |
| SPCH 1101 Public Speaking                                 | 3  |
| General Core Science Courses (8 hours)                    | 8  |
| BIOL 2113 Anatomy & Physiology I                          | 3  |
| BIOL 2113 L Anatomy & Physiology Lab I                    | 1  |
| BIOL 2114 Anatomy & Physiology II                         | 3  |
| BIOL 2114 L Anatomy & Physiology Lab II                   | 1  |

| <b>Occupational Courses (54 hours)</b> |  | <b>54</b> |
|--|--|-----------|
| ALHS 1090                              | Medical Terminology for Allied Health Sciences | 2         |
| RADT 1010                              | Introduction to Radiology                      | 4         |
| RADT 1030                              | Radiographic Procedures I                      | 3         |
| RADT 1060                              | Radiographic Procedures II                     | 3         |
| RADT 1065                              | Radiologic Science                             | 2         |
| RADT 1075                              | Radiographic Imaging                           | 4         |
| RADT 2090                              | Radiographic Procedures III                    | 2         |
| RADT 1085                              | Radiologic Equipment                           | 3         |
| RADT 1200                              | Principles of Radiation Biology & Protection   | 2         |
| RADT 2260                              | Radiologic Technology Review                   | 3         |
| RADT 1320                              | Clinical Radiography I                         | 4         |
| RADT 1330                              | Clinical Radiography II                        | 7         |
| RADT 2340                              | Clinical Radiography III                       | 6         |
| RADT 2360                              | Clinical Radiography IV                        | 9         |

## 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.

### 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.

## **PROGRAMS IN INDUSTRIAL TECHNOLOGIES**

### **Air Conditioning Technology**

Air Conditioning Technician Assistant  
Air Conditioning Technology Diploma

### **Basic CNC Technician**

Basic CNC Technician

### **Electrical Construction Technology**

Commercial Wiring  
Electrical Construction Technology Diploma  
Electrical Contracting Technician  
Electrical Systems Assistant  
Industrial Electrical Technology Diploma  
Residential Wiring Technician

### **Welding & Joining Technology**

Advanced Shielded Metal Arc Welder  
Basic Shielded Metal Arc Welder  
Flux Cored Arc Welder  
Gas Metal Arc Welder  
Gas Tungsten Arc Welder  
Welding & Joining Technology Diploma

## AIR CONDITIONING TECHNICIAN ASSISTANT

### Technical Certificate of Credit

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.

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 one (1) to two (2) semesters. To graduate, students must earn a minimum of 12 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,216
- Books/Supplies: \$180

### Curriculum Outline (12 hours)

| Occupational Courses (12 hours)                |  | 12 |
|--|--|----|
| AIRC 1005 Refrigeration Fundamentals           |  | 4  |
| AIRC 1010 Refrigeration Principles & Practices |  | 4  |
| AIRC 1020 Refrigeration Systems Components     |  | 4  |

# AIR CONDITIONING TECHNOLOGY DIPLOMA

## Diploma

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.

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 three (3) semesters to complete. To graduate, students must earn a minimum of 54 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$5,488
- Books/Supplies: \$866

## Curriculum Outline (54 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |

| Occupational Courses (43 hours)  |  | 43 |
|--|--|----|
| AIRC 1005 Refrigeration Fundamentals   |  | 4  |
| AIRC 1010 Refrigeration Principles & Practices   |  | 4  |
| AIRC 1020 Refrigeration Systems Components   |  | 4  |
| AIRC 1030 HVACR Electrical Fundamentals  |  | 4  |
| AIRC 1040 HVACR Electrical Motors  |  | 4  |
| AIRC 1050 HVACR Electrical Components & Controls   |  | 4  |
| AIRC 1060 AC Systems Application & Installation  |  | 4  |
| AIRC 1070 Gas Heat   |  | 4  |
| AIRC 1080 Heat Pumps & Related Systems   |  | 4  |
| AIRC 1090 Troubleshooting Air Conditioning Systems   |  | 4  |
| OCC 003 Occupational Elective (3 hours)  |  | 3  |
| <b>Approved Electives: WELD 1000, ELTR 1090 with Prerequisites of AIRC 1030 &amp; 1040, ELTR 1205, ELTR 1210 with Prerequisites of 1030 &amp; 1040</b> |  |    |



## BASIC CNC TECHNICIAN

### Technical Certificate of Credit

Basic CNC Technician Technical Certificate (TCC) graduates will be able to gain employment as entry-level CNC Machine Tool Technicians. Machinists set up and operate a variety of computer-controlled and mechanically controlled machine tools to produce precision metal parts, instruments, and tools. This TCC will also provide hands-on training for similar occupations in this field.

To graduate, students must earn a minimum of 24 credit hours.



### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>92</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,958
- Books/Supplies: \$500

### Curriculum Outline (24 hours)

| Occupational Courses (24 hours) |                              | 24 |
|---------------------------------|------------------------------|----|
| MCHT 1012                       | Blueprint for Machine Tool   | 3  |
| MATH 1012                       | Foundations of Mathematics   | 3  |
| AMCA 2110                       | CNC Fundamentals             | 4  |
| AMCA 2130                       | CNC Mill Manual Programming  | 5  |
| AMCA 2150                       | CNC Lathe Manual Programming | 5  |
| AMCA 2170                       | CNC Practical Applications   | 4  |

## COMMERCIAL WIRING

### Technical Certificate of Credit

The Commercial Wiring Technical Certificate provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting.

Students may enter the program in any semester. The certificate may be completed in two (2) semesters. To graduate, students must earn a minimum of 18 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,824
- Books/Supplies: \$727

### Curriculum Outline (18 hours)

| Occupational Courses (18 hours) |  | 18 |
|---------------------------------|--|----|
| ELTR 1020                       | Alternating Current Fundamentals         | 3  |
| ELTR 1060                       | Electrical Prints, Schematics, & Symbols | 2  |
| ELTR 1080                       | Commercial Wiring I                      | 5  |
| ELTR 1090                       | Commercial Wiring II                     | 3  |
| IDFC 1007                       | Industrial Safety Procedures             | 2  |
| IDFC 1011                       | Direct Current I                         | 3  |

# ELECTRICAL CONSTRUCTION TECHNOLOGY DIPLOMA

## Diploma

The Electrical Construction Technology Diploma 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.

The standard curriculum for the Electrical Construction Technology Diploma program is designed for the semester system. Students may enter the program in any semester. The program generally takes three (3) semesters to complete. To graduate, students must earn a minimum of 46 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$5,800
- Books/Supplies: \$1,749

## Curriculum Outline (46 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |

| Occupational Courses (35 hours) |  | 35 |
|---------------------------------|--|----|
| ELTR 1020                       | Alternating Current Fundamentals         | 3  |
| ELTR 1060                       | Electrical Prints, Schematics, & 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  |
| IDFC 1007                       | Industrial Safety Procedures             | 2  |
| IDFC 1011                       | Direct Current I                         | 3  |
| XXX xxx                         | Elective (7 hours)                       | 7  |

# ELECTRICAL CONTRACTING TECHNICIAN

## Technical Certificate of Credit

The Electrical Contracting Technician Technical Certificate 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.

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 three (3) to four (4) semesters. To graduate, students must earn a minimum of 26 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$3,648
- Books/Supplies: \$1,249

## Curriculum Outline (26 hours)

| Occupational Courses (26 hours) |  | 26 |
|---------------------------------|--|----|
| ELTR 1020                       | Alternating Current Fundamentals         | 3  |
| ELTR 1060                       | Electrical Prints, Schematics, & 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  |
| IDFC 1011                       | Direct Current I                         | 3  |

# ELECTRICAL SYSTEMS ASSISTANT

## Technical Certificate of Credit

The Electrical Systems Assistant Certificate will provide students the occupational knowledge and skills necessary for entry-level employment as an electrician.

Students may enter the program in any semester term. The program may be completed in one (1) semester. To graduate, students must earn a minimum of 14 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,349
- Books/Supplies: \$3,600

## Curriculum Outline (14 hours)

| Occupational Courses (14 hours) |   | 14 |
|---------------------------------|---|----|
| COLL 1040                       | College Foundations (Institutional Credit Only) | 3  |
| IDFC 1007                       | Industrial Safety Procedures                    | 2  |
| IDFC 1011                       | Direct Current I                                | 3  |
| ELTR 1020                       | Alternating Current Fundamentals                | 3  |
| MATH 1012                       | Foundations of Mathematics                      | 3  |

# INDUSTRIAL ELECTRICAL TECHNOLOGY DIPLOMA

## Diploma

The Industrial Electrical Technology Diploma program is a sequence of courses designed to prepare students for careers in the 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.

The standard curriculum for the Industrial Electrical Technology Diploma program is designed for the semester system. Students may enter the program in any semester. The program generally takes three (3) to four (4) semesters to complete. To graduate, students must earn a minimum of 46 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$5,800
- Books/Supplies: \$1,749

## Curriculum Outline (46 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |



| Occupational Courses (35 hours) |  | 35 |
|---------------------------------|--|----|
| ELTR 1020                       | Alternating Current Fundamentals         | 3  |
| ELTR 1060                       | Electrical Prints, Schematics, & 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                       | N.E.C. Industrial Wiring Applications    | 4  |
| IDFC 1007                       | Industrial Safety Procedures             | 2  |
| IDFC 1011                       | Direct Current I                         | 3  |
| XXX xxx                         | Elective (5 hours)                       | 5  |

## RESIDENTIAL WIRING TECHNICIAN

### Technical Certificate of Credit

The Residential Wiring Technical Certificate prepares students for employment in the construction industry as qualified residential wiring technicians.

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 two (2) semesters. To graduate, students must earn a minimum of 13 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,848
- Books/Supplies: \$631

### Curriculum Outline (13 hours)

| Occupational Courses (13 hours) |  | 13 |
|---------------------------------|--|----|
| ELTR 1020                       | Alternating Current Fundamentals         | 3  |
| ELTR 1060                       | Electrical Prints, Schematics, & Symbols | 2  |
| ELTR 1205                       | Residential Wiring I                     | 3  |
| ELTR 1210                       | Residential Wiring II                    | 3  |
| IDFC 1007                       | Industrial Safety Procedures             | 2  |

## ADVANCED SHIELDED METAL ARC WELDER

### Technical Certificate of Credit

The Advanced Shielded Metal Arc Welder Certificate program provides students the 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. The standard curriculum for the Advanced Shielded Metal Arc Welding (SMAW) Certificate program is designed for the semester system. The program generally takes two (2) semesters to complete. To graduate, students must earn a minimum of 12 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,026
- Books/Supplies: \$4425

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

### Curriculum Outline (12 hours)

| Occupational Courses (12 hours) |                                       | 12 |
|---------------------------------|---------------------------------------|----|
| WELD 1050                       | Horizontal Shielded Metal Arc Welding | 4  |
| WELD 1060                       | Vertical Shielded Metal Arc Welding   | 4  |
| WELD 1070                       | Overhead Shielded Metal Arc Welding   | 4  |

## BASIC SHIELDED METAL ARC WELDER

### Technical Certificate of Credit

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. 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 one (1) semester to complete if students begin during Fall semester. To graduate, students must earn a minimum of 12 semester hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$703
- Books/Supplies: \$135

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

### Curriculum Outline (12 hours)

| Occupational Courses (12 hours) |                                      | 12 |
|---------------------------------|--------------------------------------|----|
| WELD 1000                       | Introduction to Welding Technology   | 4  |
| WELD 1010                       | Oxyfuel Cutting & Plasma Arc Cutting | 4  |
| WELD 1040                       | Flat Shielded Metal Arc Welding      | 4  |

## FLUX CORED ARC WELDER

### Technical Certificate of Credit

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. 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 two (2) semesters to complete. To graduate, students must earn a minimum of 16 semester hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,349
- Books/Supplies: \$325

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

### Curriculum Outline (16 hours)

| Occupational Courses (16 hours) |                                      | 16 |
|---------------------------------|--------------------------------------|----|
| WELD 1000                       | Introduction to Welding Technology   | 4  |
| WELD 1010                       | Oxyfuel Cutting & Plasma Arc Cutting | 4  |
| WELD 1030                       | Blueprint Reading for Welders        | 4  |
| WELD 1153                       | Flux Cored Arc Welding               | 4  |

## GAS METAL ARC WELDER

### Technical Certificate of Credit

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. 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 one (1) semester to complete. To graduate, students must earn a minimum of 16 semester hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,349
- Books/Supplies: \$325

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

### Curriculum Outline (16 hours)

| Occupational Courses (16 hours) |                                      | 16 |
|---------------------------------|--------------------------------------|----|
| WELD 1000                       | Introduction to Welding Technology   | 4  |
| WELD 1010                       | Oxyfuel Cutting & Plasma Arc Cutting | 4  |
| WELD 1030                       | Blueprint Reading for Welders        | 4  |
| WELD 1090                       | Gas Metal Arc Welding                | 4  |

## GAS TUNGSTEN ARC WELDER

### Technical Certificate of Credit

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. 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 one (1) semester to complete. To graduate, students must earn a minimum of 16 semester hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,349
- Books/Supplies: \$325

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

### Curriculum Outline (16 hours)

| Occupational Courses (16 hours) |                                      | 16 |
|---------------------------------|--------------------------------------|----|
| WELD 1000                       | Introduction to Welding Technology   | 4  |
| WELD 1010                       | Oxyfuel Cutting & Plasma Arc Cutting | 4  |
| WELD 1030                       | Blueprint Reading for Welders        | 4  |
| WELD 1110                       | Gas Tungsten Arc Welding             | 4  |

## WELDING & JOINING TECHNOLOGY DIPLOMA

### Diploma

The Welding & Joining 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 & Joining Technology Diploma. 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 three (3) semesters to complete. To graduate, students must earn a minimum of 58 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$3,024
- Books/Supplies: \$1,045

Welding & Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#)<sup>5</sup> Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, [SENSE@aws.org](mailto:SENSE@aws.org).

### Curriculum Outline (58 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |



| <b>Occupational Courses (47 hours)</b> |  | <b>47</b> |
|--|--|-----------|
| WELD 1000                              | Introduction to Welding Technology       | 4         |
| WELD 1010                              | Oxyfuel Cutting & Plasma Arc Cutting     | 4         |
| WELD 1030                              | Blueprint Reading for Welders            | 4         |
| 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 | 4         |
| WELD 1150                              | Advance Gas Tungsten Arc Welding         | 3         |
| WELD 1153                              | Flux Cored Arc Welding                   | 4         |

## PERSONAL AND PUBLIC SERVICES TECHNOLOGIES INTRODUCTION

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.
- 

### 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.

## **PROGRAMS IN PERSONAL & PUBLIC SERVICE TECHNOLOGIES**

### **Cosmetology**

Cosmetology Diploma  
Hair Designer  
Shampoo Technician

### **Criminal Justice Technology**

Criminal Justice Technology Degree  
Criminal Justice Technology Diploma  
Introduction to Criminal Justice

### **Early Childhood Care & Education**

Early Childhood Care and Education Basics  
Early Childhood Care and Education Degree  
Early Childhood Care and Education Diploma  
Early Childhood Program Administration

### **Fish & Wildlife Management**

Fish & Wildlife Management Degree  
Fish & Wildlife Management Diploma  
Wildlife Management Assistant

# COSMETOLOGY DIPLOMA

## Diploma

The Cosmetology Diploma 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 and scalp treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical texture services, skin and nail care, hair coloring, hair lightening, reception, sales, salon management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the Georgia State Board of Cosmetology and Barbers. Program graduates receive a Cosmetology Diploma and, after receiving their license, are employable as a master cosmetologist, nail technician, esthetician, make-up artist, color specialist, platform artist, film, or theater stylist, cosmetology educator/instructor. The standard curriculum for the Cosmetology Diploma program is designed for the semester system. A new Cosmetology class begins every Fall and Spring semester. New students enrolling Summer Semester are encouraged to register for general essential core courses in preparation for the next beginning cosmetology class. The program generally takes four (4) to five (5) semesters to complete. To graduate, students must earn a minimum of 55 semester credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$6,904
- Books/Supplies: \$850
- Kit/Supplies: \$1,500
- Uniform/Lab Coat/Shoes: \$175
- Licensure/Certification Exam: \$144
- Hepatitis B Vaccination (optional): Approximately \$260
- Liability Insurance: \$12 a year
- Course Supply Fee: \$390

The Technical College System of Georgia's Cosmetology curriculum is approved by the [Georgia State Board of Cosmetology and Barbers](#)<sup>13</sup>. Graduates are eligible to take the Master Cosmetologist Licensure Exam. Cosmetology diploma graduates are eligible to take the Master Cosmetologist Licensure Exam and graduates of the Hair Designer Technical Certificate of Credit are eligible to take the Hair Designer Licensure Exam.

## Curriculum Outline (55 hours)

|  |  |           |
|--|--|-----------|
| <b>General Core (11 hours)</b>         |  | <b>11</b> |
| COLL 1040                              | College Foundations (Institutional Credit Only)  | 3         |
| EMPL 1000                              | Interpersonal Relations/Professional Development | 2         |
| ENGL 1010                              | Fundamentals of English I                        | 3         |
| MATH 1012                              | Foundations of Mathematics                       | 3         |
| <b>Occupational Courses (44 hours)</b> |  | <b>44</b> |
| COSM 1000                              | Introduction to Cosmetology Theory               | 4         |
| COSM 1010                              | Chemical Texture Services                        | 3         |
| COSM 1020                              | Hair Care & Treatment                            | 3         |
| 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                              | Physical Hair Services Practicum                 | 3         |
| COSM 1090                              | Hair Services Practicum I                        | 3         |
| COSM 1100                              | Hair Services Practicum II                       | 3         |
| COSM 1110                              | Hair Services Practicum III                      | 3         |
| COSM 1115                              | Hair Services Practicum IV                       | 2         |
| COSM 1120                              | Salon Management                                 | 3         |
| COSM 1125                              | Skin & Nail Care Practicum                       | 2         |

## HAIR DESIGNER

### Technical Certificate of Credit

The Hair Designer Technical Certificate of Credit is a sequence of courses that prepares students for careers in the field of hair design. 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, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical texture services, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the Georgia State Board of Cosmetology and Barbers. This program prepares individuals to work as a hair designer, color specialist, platform artist, film, or theater stylist, hair design educator/instructor. The standard curriculum for the Hair Designer Certificate program is designed for the semester system. The certificate generally takes three (3) semesters to complete. To graduate, students must earn a minimum of 36 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$4,653
- Books/Supplies: \$600
- Kit/Supplies: \$1,200
- Liability Insurance: \$12 a year
- Uniform/Lab Coat/Shoes: \$175
- Licensure Exam: \$144
- Hepatitis B Vaccination (optional): Approximately \$260
- Supply Fee: \$330

The Technical College System of Georgia's Cosmetology curriculum is approved by the [Georgia State Board of Cosmetology and Barbers](#)<sup>13</sup>. Graduates of the Hair Designer Technical Certificate of Credit are eligible to take the Hair Designer Licensure Exam.

### Curriculum Outline (36 hours)

| <b>Occupational Courses (36 hours)</b>       | <b>36</b> |
|--|-----------|
| COSM 1000 Introduction to Cosmetology Theory | 4         |
| COSM 1010 Chemical Texture Services          | 3         |
| COSM 1020 Hair Care & Treatment              | 3         |
| COSM 1030 Haircutting                        | 3         |
| COSM 1040 Styling                            | 3         |
| COSM 1050 Hair Color                         | 3         |
| COSM 1080 Physical Hair Services Practicum   | 3         |
| COSM 1090 Hair Services Practicum I          | 3         |
| COSM 1100 Hair Services Practicum II         | 3         |
| COSM 1110 Hair Services Practicum III        | 3         |
| COSM 1115 Hair Services Practicum IV         | 2         |
| COSM 1120 Salon Management                   | 3         |

# SHAMPOO TECHNICIAN

## Technical Certificate of Credit

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, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception and sales, salon management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate and are employable as a shampoo technician, cosmetology salesperson, salon manager, or salon owner.

The standard curriculum for the Shampoo Technician Certificate program is designed for the semester system. The certificate generally takes two (2) semesters to complete. To graduate, students must earn a minimum of 15 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,551
- Books/Supplies: \$600
- Kit: \$248
- Uniform/Lab Coat/Shoes \$175
- Supply Fee: \$30

## Curriculum Outline (15 hours)

| Occupational Courses (15 hours) |  | 15 |
|---------------------------------|--|----|
| EMPL 1000                       | Interpersonal Relations/Professional Development | 2  |
| COLL 1040                       | College Foundations (Institutional Credit Only)  | 3  |
| COSM 1000                       | Introduction to Cosmetology Theory               | 4  |
| COSM 1020                       | Hair Care & Treatment                            | 3  |
| COSM 1120                       | Salon Management                                 | 3  |



## CRIMINAL JUSTICE TECHNOLOGY DEGREE

### Degree

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.

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 (6) semesters to complete. To graduate, students must earn a minimum of 63 semester hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

**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**

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$8,322
- Books/Supplies: \$3,400

### Curriculum Outline (63 hours)

| <b>General Core (18 hours)</b>  |  | <b>18</b> |
|---|--|-----------|
| COLL 1040 College Foundations (Institutional Credit Only)   |  | 3         |
| ENGL 1101 Composition & Rhetoric  |  | 3         |
| ENGL 2130 American Literature   |  | 3         |
| <b>Choose One (3 hours)</b>   |  | <b>3</b>  |
| MATH 1101 Mathematical Modeling   |  | 3         |
| MATH 1111 College Algebra   |  | 3         |
| <b>Choose Two (6 hours)</b>   |  | <b>6</b>  |
| 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 (45 hours)</b>  |  | <b>45</b> |
| COMP 1000 Intro to Computer Literacy  |  | 3         |
| CRJU 1010 Intro 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/Cultural Perspectives for Criminal Justice   |  | 3         |
| CRJU 2020 Constitutional Law for Criminal Justice   |  | 3         |
| CRJU 2050 Criminal Procedure  |  | 3         |
| CRJU 2070 Juvenile Justice  |  | 3         |
| OCC 015 Occupational Elective (15 hours)  |  | 15        |
| <b>Choose One (3 hours)</b>   |  | <b>3</b>  |
| CRJU 2090 Criminal Justice Practicum  |  | 3         |
| CRJU 2100 Criminal Justice Internship/Externship  |  | 3         |
| <b>Approved Electives: CRJU 1021, CRJU 1054, CRJU 1062, BUSN 1100, BUSN 1240, BUSN 1330, BUSN 1440, CIST 1001, CIST 1601, CIST 1122, CIST 2612, MGMT 1100, MGMT 1105, MGMT 1115</b> |  |           |

# CRIMINAL JUSTICE TECHNOLOGY DIPLOMA

## Diploma

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.

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 five (5) semesters to complete. To graduate, students must earn a minimum of 51 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

**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**

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$6,935
- Books/Supplies: \$2,800

## Curriculum Outline (51 hours)

| General Core (12 hours) |   | 12 |
|-------------------------|---|----|
| COLL 1040               | College Foundations (Institutional Credit Only) | 3  |
| ENGL 1010               | Fundamentals of English I                       | 3  |
| MATH 1012               | Foundations of Mathematics                      | 3  |
| PSYC 1010               | Basic Psychology                                | 3  |

| <b>Occupational Courses (39 hours)</b>  |  | <b>39</b> |
|---|--|-----------|
| COMP 1000 Intro to Computer Literacy  |  | 3         |
| CRJU 1010 Intro 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/Cultural Perspectives for Criminal Justice   |  | 3         |
| CRJU 2020 Constitutional Law for Criminal Justice   |  | 3         |
| CRJU 2050 Criminal Procedure  |  | 3         |
| CRJU 2070 Juvenile Justice  |  | 3         |
| OCC 005 Occupational Elective (5 hours)   |  | 5         |
| OCC 004 Occupational Elective (4 hours)   |  | 4         |
| <b>Choose One (3 hours)</b>   |  | <b>3</b>  |
| CRJU 2090 Criminal Justice Practicum  |  | 3         |
| CRJU 2100 Criminal Justice Internship/Externship  |  | 3         |
| <b>Approved Electives: CRJU 1021, CRJU 1054, CRJU 1062, BUSN 1100, BUSN 1240, BUSN 1330, BUSN 1440, CIST 1001, CIST 1601, CIST 1122, CIST 2612, MGMT 1100, MGMT 1105, MGMT 1115</b> |  |           |

# INTRODUCTION TO CRIMINAL JUSTICE

## Technical Certificate of Credit

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.

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 two (2) semesters to complete. To graduate, students must earn a minimum of 12 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

**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**

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,706
- Books/Supplies: \$800

## Curriculum Outline (12 hours)

| Occupational Courses (12 hours) |                               | 12 |
|---------------------------------|-------------------------------|----|
| CRJU 1010                       | Intro to Criminal Justice     | 3  |
| CRJU 1030                       | Corrections                   | 3  |
| CRJU 1040                       | Principles of Law Enforcement | 3  |
| CRJU 2050                       | Criminal Procedure            | 3  |

## EARLY CHILDHOOD CARE AND EDUCATION BASICS

### Technical Certificate of Credit

The Early Childhood Care and Education (ECCE) Basic Technical Certificate of Credit includes three (3) basic ECCE 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 a health, safety, and nutrition course. 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.

The standard curriculum for the Early Childhood Care and Education Basics Certificate program is designed for the semester system. The certificate generally takes one (1) to (2) semesters to complete. To graduate, students must earn a minimum of nine (9) credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

#### Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$1,251
- Books/Supplies: \$445
- Course Supply Fees
  - ECCE 1105 Health, Safety, & Nutrition CPR/First Aid Vouchers: \$27
- CPR/First Aid is a requirement for ECCE 1105 Health Safety and Nutrition. All students are required to be certified in CPR/First Aid before exiting this course.

### Curriculum Outline (9 hours)

| Occupational Courses (9 hours)                      |  | 9 |
|---|--|---|
| ECCE 1101 Intro to Early Childhood Care & Education |  | 3 |
| ECCE 1103 Child Growth & Development                |  | 3 |
| ECCE 1105 Health, Safety, & Nutrition               |  | 3 |

## EARLY CHILDHOOD CARE AND EDUCATION DEGREE

### Degree

The Early Childhood Care & 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.

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.

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 Development Center located at the Swainsboro campus. Students must have their own reliable transportation when traveling to off-campus internship sites. Students must complete a Comprehensive Fingerprint Records Check and receive a satisfactory determination by Bright from the Start: Georgia Department of Early Care and Learning.

The standard curriculum for the Early Childhood Care & Education program is designed for the semester system. Students are accepted into the program each semester. The program generally takes six (6) semesters to complete. To graduate, students must earn a minimum of 72 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$9,306
- Books/Supplies: \$2,975
- Course Supply Fees
  - ECCE 1121 Practicum Liability Insurance: \$12
  - ECCE 1105 Health, Safety, & Nutrition CPR/First Aid Vouchers: \$27
  - ECCE 1112 Curriculum and Assessment: \$10
  - ECCE 1113 Creative Activities for Children: \$20
  - ECCE 2115 Language and Literacy: \$10
  - ECCE 2116 Math and Science: \$10
  - ECCE 2245 Internship I Liability Insurance: \$12
  - ECCE 2246 Internship II Liability Insurance: \$12
- Hepatitis B Vaccination: Approximately \$260. Some internship and practicum sites require a Hepatitis B Vaccination.
- CPR/First Aid is a requirement for ECCE 1105 Health Safety and Nutrition. All students are required to be certified in CPR/First Aid before exiting this course.

The Early Childhood Care & Education Paraprofessional Training program is approved by the Georgia Professional Standards Commission, Two Peachtree Street, Suite 6000, Atlanta, GA 30303, (800) 869-7775. <http://www.gapsc.com/><sup>14</sup>

The Southeastern Technical College Child Development Center is a [Bright from the Start: Georgia Department of Early Care and Learning](#)<sup>15</sup> two-star Quality Rated Child Care Center. Quality Rated Child Care is a systemic approach to assess, improve, and communicate the level of quality in early education and school-age care programs. By participating in Georgia's voluntary Quality Rated program, families have assurance the program provides an environment and experience that is best for their child's development. Bright from the Start: Georgia Department of Early Care and Learning, 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334 (404) 656-5957 or (888) 442-7735.

### Curriculum Outline (72 hours)

| General Core Courses (21 hours)                           |  | 21       |
|---|--|----------|
| COLL 1040 College Foundations (Institutional Credit Only) |  | 3        |
| ENGL 1101 Composition & Rhetoric                          |  | 3        |
| ENGL 2130 American Literature                             |  | 3        |
| PSYC 1101 Introductory Psychology                         |  | 3        |
| SOCI 1101 Introduction to Sociology                       |  | 3        |
| SPCH 1101 Public Speaking                                 |  | 3        |
| <b>Choose One: (3 hours)</b>                              |  | <b>3</b> |
| MATH 1101 Mathematical Modeling                           |  | 3        |
| MATH 1111 College Algebra                                 |  | 3        |



| <b>Occupational Courses (45 hours)</b>  | <b>45</b> |
|---|-----------|
| ECCE 1101 Intro to Early Childhood Care & Education                                 | 3         |
| ECCE 1103 Child Growth & Development  | 3         |
| ECCE 1105 Health, Safety, & Nutrition   | 3         |
| ECCE 1112 Curriculum & Assessment   | 3         |
| ECCE 1113 Creative Activities for Children  | 3         |
| ECCE 1121 Early Childhood Care & Education Practicum I                              | 3         |
| ECCE 2115 Language & Literacy   | 3         |
| ECCE 2116 Math & Science  | 3         |
| ECCE 2201 Exceptionalities  | 3         |
| ECCE 2202 Social Issues & Family Involvement  | 3         |
| ECCE 2203 Guidance & Classroom Management   | 3         |
| ECCE 2245 Early Childhood Care/Education Internship I                               | 6         |
| ECCE 2246 Early Childhood Care/Education Internship II                              | 6         |
| <b>Specialization Area - Choose One Of The Following Specializations: (6 hours)</b> | <b>6</b>  |
| <b>Paraprofessional (6 hours)</b>   | <b>6</b>  |
| ECCE 2310 Paraprofessional Methods & Materials                                      | 3         |
| ECCE 2312 Paraprofessional Roles & Practices  | 3         |
| <b>Program Administration (6 hours)</b>   | <b>6</b>  |
| ECCE 2320 Program Administration & Facility Management                              | 3         |
| ECCE 2322 Personnel Management  | 3         |

## EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA

### Diploma

The Early Childhood Care and Education (ECCE) 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. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

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. Students must complete a Comprehensive Fingerprint Records Check and receive a satisfactory determination by Bright from the Start: Georgia Department of Early Care and Learning.

The standard curriculum for the Early Childhood Care and Education program is designed for the semester system. Students may enter any semester. The program generally takes four (4) to five (5) semesters to complete. To graduate, students must earn a minimum of 53 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,055
- Books/Supplies: \$2,200
- Course Supply Fees:
  - ECCE 1121 Practicum Liability Insurance: \$12
  - ECCE 1105 Health, Safety, & Nutrition CPR/First Aid Vouchers: \$27
  - ECCE 1112 Curriculum and Assessment: \$10
  - ECCE 1113 Creative Activities for Children: \$20
  - ECCE 2115 Language and Literacy: \$10
  - ECCE 2116 Math and Science: \$10
  - ECCE 2245 Internship I Liability Insurance: \$12
  - ECCE 2246 Internship II Liability Insurance: \$12
- Hepatitis B Vaccination: Approximately \$260. Some internship and practicum sites require a Hepatitis B Vaccination.
- CPR/First Aid is a requirement for ECCE 1105 Health Safety and Nutrition. All students are required to be certified in CPR/First Aid before exiting this course.

### Curriculum Outline (53 hours)

|  |           |
|--|-----------|
| <b>General Core (11 hours)</b>                             | <b>11</b> |
| COLL 1040 College Foundations (Institutional Credit Only)  | 3         |
| EMPL 1000 Interpersonal Relations/Professional Development | 2         |
| ENGL 1010 Fundamentals of English I                        | 3         |
| MATH 1012 Foundations of Mathematics                       | 3         |
| <b>Occupational Courses (42 hours)</b>                     | <b>42</b> |
| ECCE 1101 Intro to Early Childhood Care & Education        | 3         |
| ECCE 1103 Child Growth & Development                       | 3         |
| ECCE 1105 Health, Safety, & Nutrition                      | 3         |
| ECCE 1112 Curriculum & Assessment                          | 3         |
| ECCE 1113 Creative Activities for Children                 | 3         |
| ECCE 1121 Early Childhood Care & Education Practicum I     | 3         |
| ECCE 2115 Language & Literacy                              | 3         |
| ECCE 2116 Math & Science                                   | 3         |
| ECCE 2202 Social Issues & Family Involvement               | 3         |
| ECCE 2203 Guidance & Classroom Management                  | 3         |
| ECCE 2245 Early Childhood Care/Education Internship I      | 6         |
| ECCE 2246 Early Childhood Care/Education Internship II     | 6         |

## EARLY CHILDHOOD PROGRAM ADMINISTRATION

### Technical Certificate of Credit

The Early Childhood Program Administration Technical Certificate of Credit program is a sequence of three (3) 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. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

The standard curriculum for the Early Childhood Administration Certificate program is designed for the semester system. The certificate generally takes one (1) semester to complete. To graduate, students must earn a minimum of nine (9) credit hours.

### Requirements

- Submit a completed application;
- Be at least 18 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,602
- Books/Supplies: \$445

### Curriculum Outline (9 hours)

| Occupational Courses (9 hours) |  | 9 |
|--------------------------------|--|---|
| ECCE 1103                      | Child Growth & Development                   | 3 |
| ECCE 2320                      | Program Administration & Facility Management | 3 |
| ECCE 2322                      | Personnel Management                         | 3 |

## FISH & WILDLIFE MANAGEMENT DEGREE

### Degree

The Fish & Wildlife Management program consists of courses and projects that affect wildlife populations and wildlife recreational users. These projects usually involve habitat manipulation, management of wildlife populations, land acquisition, research, or the creation of opportunities for people to enjoy wildlife. Healthy wildlife populations depend on good habitat, so habitat maintenance and improvement receive a lot of emphasis. On private lands, efforts are geared toward incentive programs to improve habitat, especially for agricultural and woodland landowners.

Graduates of the Fish & Wildlife Management Associate of Applied Science Degree program are prepared to serve as entry-level technicians in a wide variety of wildlife-related environments.

The standard curriculum for the Fish & Wildlife Management Degree program is designed for the semester system. Students may enter the Fish & Wildlife Management Degree program any semester. Full-time degree students can complete the program in approximately five (5) semesters. To graduate, students must earn a minimum of 64 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$7,800
- Books/Supplies: \$1,800
- Liability Insurance: \$12
- Basic CPR and First Aid: \$36
- Course Supply Fee: \$10

### Curriculum Outline (64 hours)

| <b>General Core (19 hours)</b>   |  | <b>19</b> |
|--|--|-----------|
| COLL 1040 College Foundations (Institutional Credit Only)                        |  | 3         |
| ENGL 1101 Composition & Rhetoric   |  | 3         |
| ENGL 2130 American Literature  |  | 3         |
| MATH 1111 College Algebra  |  | 3         |
| BIOL 1111 Biology I  |  | 3         |
| BIOL 1111 L Biology Lab I  |  | 1         |
| <b>Choose One (3 hours)</b>  |  | <b>3</b>  |
| PSYC 1101 Introductory Psychology  |  | 3         |
| SOCI 1101 Introduction to Sociology  |  | 3         |
| <b>Occupational Courses (45 hours)</b>   |  | <b>45</b> |
| FORS 1030 Dendrology   |  | 3         |
| FORS 1100 Forest Technology  |  | 3         |
| FORS 1210 GPS/GIS Aerial Photography   |  | 4         |
| FWMT 1000 Intro to Wildlife Management   |  | 3         |
| FWMT 1010 Equipment Use  |  | 3         |
| FWMT 1020 Wildlife Policy & Law  |  | 3         |
| FWMT 1070 Mammology  |  | 3         |
| FWMT 2010 Wildlife Management Techniques   |  | 4         |
| FWMT 2020 Habitat Manipulation   |  | 4         |
| FWMT 2030 Fish Pond Management   |  | 3         |
| FWMT 2040 Fish & Wildlife Management Internship                                  |  | 3         |
| XXX xxx Guideline Electives (6 hours)  |  | 6         |
| <b>Choose One (3 hours)</b>  |  | <b>3</b>  |
| COMP 1000 Intro to Computer Literacy   |  | 3         |
| GUI 003 Guided Elective (3 hours)  |  | 3         |
| <b>Approved Electives: FWMT 1040, FWMT 1050, FWMT 1060, CRJU 1010, CRJU 1040</b> |  |           |

# FISH & WILDLIFE MANAGEMENT DIPLOMA

## Diploma

The Fish & 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.

The standard curriculum for the Fish & Wildlife Management Diploma program is designed for the semester system. Students may enter the Fish & Wildlife Management Diploma program each semester. The program generally takes three (3) or more semesters to complete. To graduate, students must earn a minimum of 40 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$5,800
- Books/Supplies: \$1,800
- Liability Insurance: \$12
- Basic CPR and First Aid: \$34

## Curriculum Outline (40 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |

| Occupational Courses (29 hours)  |  | 29 |
|--|--|----|
| FWMT 1000 Intro 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  |
| XXX xxx Guideline Electives (6 hours)  |  | 6  |
| <b>Approved Electives: FWMT 1020, FWMT 1030, FWMT 1040, FWMT 1050, FWMT 1060</b> |  |    |



## WILDLIFE MANAGEMENT ASSISTANT

### Technical Certificate of Credit

The Wildlife Management Assistant Certificate is for Fish & Wildlife Management. This certificate provides 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.

The standard curriculum for the Wildlife Management Assistant Certificate program is designed for the semester system. Students may enter the program any semester. The program may be completed in two (2) semesters. To graduate, students must earn a minimum of 12 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,900
- Books/Supplies: \$490
- Liability Insurance: \$12
- Basic CPR & First Aid: \$34

### Curriculum Outline (12 hours)

| Occupational Courses (12 hours) |                              | 12       |
|---------------------------------|------------------------------|----------|
| FWMT 1000                       | Intro to Wildlife Management | 3        |
| FWMT 1020                       | Wildlife Policy & Law        | 3        |
| FWMT 1070                       | Mammology                    | 3        |
| <b>Choose One (3 hours)</b>     |                              | <b>3</b> |
| FORS 1030                       | Dendrology                   | 3        |
| FWMT 1060                       | Ornithology                  | 3        |

## **PROGRAMS IN TRANSPORTATION & LOGISTICS**

### **Automotive Technology**

Automotive Chassis Technician Specialist  
Automotive Climate Control Technician  
Automotive Electrical/Electronic Systems Technician  
Automotive Engine Performance Technician  
Automotive Engine Repair Technician  
Automotive Technology Diploma  
Automotive Transmission/Transaxle Tech Specialist

### **Commercial Truck Driving**

Commercial Truck Driving

### **Diesel Equipment Technology**

Diesel Electrical/Electronic System Technician  
Diesel Engine Service Technician  
Diesel Equipment Technology Diploma  
Diesel Truck Maintenance Technician

## AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST

### Technical Certificate of Credit

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.

The standard curriculum for the 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 (4) required courses are offered. The program may be completed in two (2) semester terms. To graduate, students must earn a minimum of 17 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,933
- Books/Supplies: \$500

### Curriculum Outline (17 hours)

| Occupational Courses (17 hours) |  | 17 |
|---------------------------------|--|----|
| AUTT 1010                       | Intro to Automotive Technology           | 2  |
| AUTT 1020                       | Automotive Electrical Systems            | 7  |
| AUTT 1030                       | Automotive Brake Systems                 | 4  |
| AUTT 1050                       | Automotive Suspension & Steering Systems | 4  |

## AUTOMOTIVE CLIMATE CONTROL TECHNICIAN

### Technical Certificate of Credit

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.

The standard curriculum for the 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 (3) required courses are offered. The program may be completed in as little as one (1) semester and no more than two (2) semesters to complete. To graduate, students must earn a minimum of 14 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>831</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,434
- Books/Supplies: \$500

### Curriculum Outline (14 hours)

| Occupational Courses (14 hours)              |  | 14 |
|--|--|----|
| AUTT 1010 Intro to Automotive Technology     |  | 2  |
| AUTT 1020 Automotive Electrical Systems      |  | 7  |
| AUTT 1060 Automotive Climate Control Systems |  | 5  |

# AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN

## Technical Certificate of Credit

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.

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 (1) or both of the required courses are offered. The program generally takes one (1) semester to complete. To graduate, students must earn a minimum of nine (9) credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,009
- Books/Supplies: \$500

## Curriculum Outline (9 hours)

| Occupational Courses (9 hours) |                                | 9 |
|--------------------------------|--------------------------------|---|
| AUTT 1010                      | Intro to Automotive Technology | 2 |
| AUTT 1020                      | Automotive Electrical Systems  | 7 |

## AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN

### Technical Certificate of Credit

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.

The standard curriculum for the 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 (3) required courses are offered. The program may be completed in as little as two (2) semesters. To graduate, students must earn a minimum of 16 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,848
- Books/Supplies: \$500

### Curriculum Outline (16 hours)

| Occupational Courses (16 hours) |                                | 16 |
|---------------------------------|--------------------------------|----|
| AUTT 1010                       | Intro to Automotive Technology | 2  |
| AUTT 1020                       | Automotive Electrical Systems  | 7  |
| AUTT 1040                       | Automotive Engine Performance  | 7  |

## AUTOMOTIVE ENGINE REPAIR TECHNICIAN

### Technical Certificate of Credit

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.

The standard curriculum for the 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 (3) required courses are offered. The program may be completed in as little as one (1) semester and no more than two (2) semesters. To graduate, students must earn a minimum of 15 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$1,519
- Books/Supplies: \$500

### Curriculum Outline (15 hours)

| Occupational Courses (15 hours) |                                | 15 |
|---------------------------------|--------------------------------|----|
| AUTT 1010                       | Intro to Automotive Technology | 2  |
| AUTT 1020                       | Automotive Electrical Systems  | 7  |
| AUTT 2010                       | Automotive Engine Repair       | 6  |

## AUTOMOTIVE TECHNOLOGY DIPLOMA

### Diploma

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 Automotive Technology Diploma that qualifies them as well-rounded entry-level technicians.

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 five (5) semesters to complete. To graduate, students must earn a minimum of 55 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$5,651
- Books/Supplies: \$1,000

### Curriculum Outline (55 hours)

| General Core (11 hours) |  | 11 |
|-------------------------|--|----|
| COLL 1040               | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000               | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010               | Fundamentals of English I                        | 3  |
| MATH 1012               | Foundations of Mathematics                       | 3  |



| <b>Occupational Courses (44 hours)</b> |   | <b>44</b> |
|--|---|-----------|
| AUTT 1010                              | Intro to Automotive Technology                  | 2         |
| AUTT 1020                              | Automotive Electrical Systems                   | 7         |
| AUTT 1030                              | Automotive Brake Systems                        | 4         |
| AUTT 1040                              | Automotive Engine Performance                   | 7         |
| AUTT 1050                              | Automotive Suspension & Steering Systems        | 4         |
| AUTT 1060                              | Automotive Climate Control Systems              | 5         |
| AUTT 2010                              | Automotive Engine Repair                        | 6         |
| AUTT 2020                              | Automotive Manual Drive Train & Axles           | 4         |
| AUTT 2030                              | Automotive Automatic Transmissions & Transaxles | 5         |

## AUTOMOTIVE TRANSMISSION/TRANSAXLE TECH SPECIALIST

### Technical Certificate of Credit

The Automotive Transmission/Transaxle Tech Specialist Certificate program provides students with the skills to enter the automotive industry as entry-level transmission, transaxle, and drive line technicians. 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.

The standard curriculum for the 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 (4) required courses are offered. The program may be completed in as little as two (2) semesters. To graduate, students must earn a minimum of 18 credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,018
- Books/Supplies: \$500

### Curriculum Outline (18 hours)

| Occupational Courses (18 hours) |   | 18 |
|---------------------------------|---|----|
| AUTT 1010                       | Intro to Automotive Technology                  | 2  |
| AUTT 1020                       | Automotive Electrical Systems                   | 7  |
| AUTT 2020                       | Automotive Manual Drive Train & Axles           | 4  |
| AUTT 2030                       | Automotive Automatic Transmissions & Transaxles | 5  |

# COMMERCIAL TRUCK DRIVING

## Technical Certificate of Credit

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 7½ week course of study. Day classes meet 8:00 am to 4:00 pm Mondays through Thursdays. Night classes meet from 5:00 p.m. to 10:00 p.m. and includes Saturdays from 7:30 a.m. to 1:30 p.m.

The standard curriculum for the Commercial Truck Driving (CTD) program includes three (3) semester courses taught sequentially within the 7 1/2 week course of study. Each course of the sequence must be successfully completed within the designated teaching time frame of the course before moving on to the next course. Students will be withdrawn from remaining courses if successful completion is not acquired on pre-requisite courses. Although the College operates on the semester system, due to the nature of the coursework, the CTD program will offer classes five (5) times during the school year, enabling five (5) cohorts of students each year. The program will therefore admit new students five (5) times a year. To graduate, students must earn a minimum of nine (9) semester credit hours. Starting and ending dates may be found by contacting Student Affairs or the program instructor.

## Requirements

- Submit a completed application;
- 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 eight (8) points or three (3) moving violations in the last three (3) years and no DUI in the last seven (7) years
  - Must be completed within 30 days of program start date;
- Pass a DOT physical
  - Not required until all other criteria has been met.
- Obtain a Commercial Learner's Permit prior to acceptance
- 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.
- Satisfy [Placement Testing](#)<sup>93</sup> requirements.
- Due to limited space in the program, applicants will be admitted to the truck driving program on a first-come, first-served basis. Once an applicant has completed and submitted all the required paperwork, he/she will be added to the list of students that are ready to begin the program.

## Program Costs

**Costs are estimates and are subject to change.**

- Tuition/Fees: \$2,256

[Additional Fees & CTD Information](#)<sup>93</sup>

[Additional Fees & CTD Information – Second Attempt/Same Semester](#)<sup>94</sup>

[Additional Fees & CTD Information – Second Attempt/Next Semester](#)<sup>95</sup>

**Curriculum Outline (9 hours)**

| <b>Occupational Courses (9 hours)</b>                      |  | <b>9</b> |
|--|--|----------|
| CTDL 1010 Fundamentals of Commercial Driving               |  | 3        |
| CTDL 1020 Combination Vehicle Basic Operation & Range Work |  | 2        |
| CTDL 1030 Combination Vehicle Advanced Operations          |  | 4        |

# DIESEL ELECTRICAL/ELECTRONIC SYSTEM TECHNICIAN

## Technical Certificate of Credit

The Diesel Electrical and Electronic Systems Technician Certificate program provides the student with training for becoming an entry-level diesel electrical/electronics systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

The standard curriculum for the Diesel Electrical/Electronic System Technician program is designed for the semester system. Students may enter the program beginning any semester. The program generally takes two (2) semesters to complete. To complete this Technical Certificate of Credit, students must earn a minimum of 10 credits.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$
- Books/Supplies: \$

## Curriculum Outline (10 hours)

| Occupational Courses (10 hours) |   | 10 |
|---------------------------------|---|----|
| DIET 1000                       | Intro to Diesel Technology, Tools, & Safety | 3  |
| DIET 1010                       | Diesel Electrical & Electronic Systems      | 7  |

## DIESEL ENGINE SERVICE TECHNICIAN

### Technical Certificate of Credit

The Diesel Engine Service Technician Certificate program provides the student with training to become an entry-level diesel engine service technician. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and support systems.

The standard curriculum for the Diesel Engine Service Technician is designed for the semester system and students may enter the program any semester. A full-time student can complete this program in two (2) semesters. To graduate, students must earn a minimum of 16 semester credit hours.

### Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

### Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,410
- Books/Supplies: \$800

### Curriculum Outline (16 hours)

| Occupational Courses (16 hours) |   | 16 |
|---------------------------------|---|----|
| DIET 1000                       | Intro to Diesel Technology, Tools, & Safety | 3  |
| DIET 1010                       | Diesel Electrical & Electronic Systems      | 7  |
| DIET 1030                       | Diesel Engines                              | 6  |

# DIESEL EQUIPMENT TECHNOLOGY DIPLOMA

## Diploma

The Diesel Equipment Technology Diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment 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 truck, heavy equipment, and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology Diploma that qualifies them as entry-level diesel equipment technicians.

The standard curriculum for the Diesel Equipment Technology Diploma program is designed for the semester system. Students may enter the Diesel Equipment Technology program each semester. The program generally takes four (4) semesters to complete. To graduate, students must earn a minimum of 47 credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$4,820
- Books/Supplies: \$1,550
- ASE Student Certifications Exams: \$30

## Curriculum Outline (47 hours)

| General Core Curriculum (11 hours) |  | 11 |
|------------------------------------|--|----|
| COLL 1040                          | College Foundations (Institutional Credit Only)  | 3  |
| EMPL 1000                          | Interpersonal Relations/Professional Development | 2  |
| ENGL 1010                          | Fundamentals of English I                        | 3  |
| MATH 1012                          | Foundations of Mathematics                       | 3  |

| <b>Occupational Curriculum (24 hours)</b>   | <b>24</b> |
|---|-----------|
| DIET 1000 Intro to Diesel Technology, Tools, & Safety                               | 3         |
| DIET 1020 Preventive Maintenance  | 5         |
| DIET 1040 Diesel Truck & Heavy Equipment HVAC Systems                               | 3         |
| <b>Students May Take Only DIET 1012 (7 hours)</b>                                   | <b>7</b>  |
| DIET 1010 Diesel Electrical & Electronic Systems                                    | 7         |
| <b>Or Both DIET 1011 and DIET 1012 (7 hours)</b>                                    |           |
| DIET 1011 Diesel Electrical & Electronic Systems I                                  | 4         |
| DIET 1012 Diesel Electrical & Electronic Systems II                                 | 3         |
| <b>Students May Take Only DIET 1030 (6 hours)</b>                                   | <b>6</b>  |
| DIET 1030 Diesel Engines  | 6         |
| <b>Or Both DIET 1031 and DIET 1032 (6 hours)</b>                                    |           |
| DIET 1031 Diesel Engine Repair  | 3         |
| DIET 1032 Diesel Engine Support Systems   | 3         |
| <b>Specialization Area - Choose One of the Following Specializations (12 hours)</b> | <b>12</b> |
| <b>Medium/Heavy Truck Specialization (12 hours)</b>                                 | <b>12</b> |
| DIET 2000 Truck Steering & Suspension Systems                                       | 4         |
| DIET 2010 Truck Brake Systems   | 4         |
| DIET 2020 Truck Drive Trains  | 4         |
| <b>Heavy Equipment Specification (12 hours)</b>                                     | <b>12</b> |
| DIET 2001 Heavy Equipment Hydraulics  | 6         |
| DIET 2011 Off Road Drivelines   | 6         |



# DIESEL TRUCK MAINTENANCE TECHNICIAN

## Technical Certificate of Credit

The Diesel Truck Maintenance Technician Certificate program provides training in the essential knowledge, skills, and attitudes necessary for employment as a maintenance technician on semi-trucks, trailers, or other diesel equipment. The topics covered include diesel shop safety, tools and equipment, preventive maintenance procedures, truck brake systems, and truck drive trains.

The standard curriculum for the Diesel Truck Maintenance Technician is designed for the semester system and students may enter the program any semester. A full-time student can complete this program in two (2) semesters. To graduate, students must earn a minimum of 23 semester credit hours.

## Requirements

- Submit a completed application;
- Be at least 16 years of age;
- Submit official high school/high school equivalent transcripts;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#)<sup>31</sup> requirements.

## Program Costs

Costs are estimates and are subject to change.

- Tuition/Fees: \$2,410
- Books/Supplies: \$660

## Curriculum Outline (23 hours)

| Occupational Courses (23 hours) |   | 23 |
|---------------------------------|---|----|
| DIET 1000                       | Intro to Diesel Technology, Tools, & Safety | 3  |
| DIET 1010                       | Diesel Electrical & Electronic Systems      | 7  |
| DIET 1020                       | Preventive Maintenance                      | 5  |
| DIET 2010                       | Truck Brake Systems                         | 4  |
| DIET 2020                       | Truck Drive Trains                          | 4  |

## **ECONOMIC DEVELOPMENT CENTER INFORMATION**

Southeastern Tech's Economic Development Division has multiple programs to offer business, industry, and the citizens of its eight (8) 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) 538-3197.

### **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. Contact the Vice President of Economic Development Programs at (912) 538-3197 for more information.

### **Conference and 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) 538-3197.

## DEPARTMENT OF ADULT EDUCATION

An individual must be sixteen years old or older to enroll in adult education. 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, evening, and online.

### Eligibility for Enrollment

Eighteen years and older must provide positive proof of identification.

The following applies to individuals who are sixteen and seventeen year olds:

### Application Procedures for Under-Age

Complete the application, request to enter a state-approved Adult Education program for under-age youth, obtained from the local adult education program, and 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.
3. Parental approval is required as part of the documentation.

### Exceptions to Parental Approval

- 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)

### High School Equivalency Testing

Testing 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 (4) or \$40 per section.

Sixteen and seventeen year olds must enroll in an adult education program to apply for under-age testing. The Application for Under-Age Testing is signed by the instructor after the student meets certain enrollment criteria, as explained in the program orientation. The request for testing will be sent to the program administrator for approval and then to the Office of High School Equivalency in Atlanta for final approval.

To register and pay for Pearson Vue computer-based testing, visit the Pearson Vue website at [www.ged.com](http://www.ged.com)<sup>96</sup>. Payment may be either a debit or credit card.

For additional information on enrolling in an adult education program or testing call Southeastern Technical College adult education office in Vidalia at (912) 538-3167 or the Swainsboro campus at (478) 289-2248.

To request an official transcript call (800) 946-9433 or (404) 679-1645 or on-line at <https://tcsge.edu/adult-education/adult-education-high-school-equivalency-ged/ged-testing/request-a-ged-transcript/><sup>897</sup>.

## Adult Education Class Locations

### Candler County Center

Instructor: Sharlyon Sikes  
25 West Daniel Street  
Metter, GA 30439  
(912) 685-5021

- Monday - Thursday, 8:00 a.m. - 1:30 p.m.
- Monday - Wednesday, 4:30 p.m. - 7:30 p.m.

### Economic Development Center/Adult Education

Toombs County  
Instructor: Melissa Durden/Senecca Underwood  
100-A Brinson Road  
Vidalia, GA 30474  
(912) 538-3167

- Monday - Thursday, 8:00 a.m. - 1:30 p.m.
- Monday - Tuesday, 5:00 p.m. - 8:00 p.m.

### Glennville Adult Education Center

Instructor: Sara Mercer  
211 South Tillman Street  
Glennville, GA 30427  
(912) 654-5227

- Monday - Thursday, 8:00 a.m. - 4:00 p.m.
- Monday - Wednesday 4:00 p.m. - 7:00 p.m.

### Jenkins County Center

Instructor: Annette Cobb  
210 Hendrix Street  
Millen, GA 30442  
(478) 982-1303

- Monday - Thursday, 7:30 a.m. - 1:30 p.m.

### Johnson County Center

Instructor: Enola Proctor  
37 Georgia Avenue  
Wrightsville, GA 31096  
(478) 864-4908

- Monday, Tuesday, Wednesday, 8:00 a.m. - 2:00 p.m.

### **Swainsboro Campus**

Instructors: Annette Merier/Pamela Flanders  
346 Kite Road  
Swainsboro, GA 30401  
(478) 289-2247/2237

- Monday - Thursday, 8:00 a.m. - 4:00 p.m.
- Monday - Tuesday, 4:30 p.m. - 7:30 p.m.

### **Tattnall-Reidsville Adult Learning Center**

Instructor: Eleanor Surrency  
123 Tattnall Street  
Reidsville, GA 30453  
(912) 557-7769

- Tuesday - Wednesday, 8:00 a.m. - 3:00 p.m.

### **Treutlen County/Soperton Adult Education**

Instructor: Laneka Smith  
429 Parkview Drive  
Soperton, GA 30457  
(912) 529-5760

- Monday, Tuesday, Wednesday, Thursday, 12:30 p.m. - 4:30 p.m.

## **Transition to College**

Research shows that one (1) year of college-level credit, plus a credential, makes the biggest difference or “tipping point” in the earnings after leaving college. High school dropouts earn \$4,900 less than a high school graduate, \$8,800 less than someone with a Technical Certificate and \$12,200 less than someone with an Associate’s degree. The Adult Education Division Office of the Transition Specialists works to move our graduates into postsecondary education or training for family-sustaining employment and career advancement. Call today at (478) 289-2248.

## FACULTY & STAFF

**Ajohda, Sadia, (2012)***Director/Instructor of Biology Courses*

Office: test (912) 538-3216

Masters, M.S., Biology, Georgia Southern University

Bachelors, B.A., Biology &amp; Psychology, Brewton Parker College

**Akridge, Travis, (2005)***Director of Safety & Security*

(478) 299-3530

Masters, M.S., Criminal Justice, Troy University

Bachelors, B.S., Justice Studies, Georgia Southern University

**Anderson, Angie, (2019)***Accounts Payable Technician*

(912) 538-3139

Associate, A.A.S., Business, East Georgia College

Diploma, Information &amp; Office Technology, Southeastern Technical College

**Badie, Willie, (2017)***Custodian*

(912) 538-3117

**Beasley, Lucky, (1997)***Maintenance Technician/Receiving Clerk*

(912) 538-3159

**Bell, Courtney, (2018)***Cosmetology Instructor*

(912) 538-3202

Diploma, Cosmetology, Ogeechee Technical College

License, Master Cosmetologist, Georgia State Board of Cosmetology and Barbers

**Bell, Joanna, (2014)***Practical Nursing Instructor*

(478) 289-2201

Bachelors, B.S.N., Nursing, Chamberlain University

Associate, A.S.N., Nursing, Middle Georgia State College

Associate, A.A., General Studies, East Georgia State College

**Blackburn, Chris, (2018)***English Instructor*

(912) 538-3211

Masters, M.A., English, Georgia Southern University

Bachelors, B.A., English, Georgia Southern University

Associate, A.A., English, East Georgia State College

Diploma, CISCO Networking Academy, Swainsboro Technical College

**Braddy, Donna Jean, (2005)**

*Associate of Science in Nursing Instructor*

(912) 538-3172

Masters, M.S.N., Leadership in Health Care Systems Education Focus, Regis University

Bachelors, B.S.N., Nursing, Medical College of Georgia

Associate, A.S.N., Middle Georgia College

Certificate, Health Care Education, Regis University

Certificate, BLS Instructor

**Broughan, Twan, (2004)**

*Administrative Assistant to the President*

(912) 538-3101

Bachelors, B.A., Business Administration, Georgia Southern University

Associate, A.A., Management, East Georgia College

Certificate, Computer Application Specialist, Swainsboro Technical College

**Brown, Kimbie, (2004)**

*Medical Assisting Instructor*

(478) 289-2243

Bachelors, B.S., Community Health, Georgia Southern University

Diploma, Medical Assisting, Ogeechee Technical College

**Bryson, Melanie, (2008)**

*Dental Hygiene Instructor*

(912) 538-3250

Bachelors, B.A.S., Dental Hygiene, St. Petersburg College

Associate, A.S., Dental Hygiene, Medical College of Georgia

License, Registered Dental Hygienist

Certificate, BLS Instructor

**Burroughs, Sunny, (2020)**

*Childcare Development Center*

(478) 289-2241

**Busby, Julie, (1997)**

*Auditorium Manager*

(912) 538-3135

Bachelors, B.F.A., Georgia Southwestern College

**Calhoun, Larry, (2007)**

*President*

(912) 538-3101

Doctorate, Ed.S., Occupational Studies, University of Georgia

Masters, M.P.A., Public Administration, Golden Gate University

Bachelors, B.S., Zoology, University of Georgia

**Carey, Brittany, (2016)**

*Child Development Center Assistant Director/Teacher*

(478) 289-2241

Associate, A.A.S., Early Childhood Care & Education, Southeastern Technical College

Diploma, Early Childhood Care & Education, Southeastern Technical College

Certificate, Early Childhood Care & Education, Southeastern Technical College



**Coleman, Teresa, (1996)***Vice President for Academic Affairs*

(912) 538-3103

Masters, M.S., Post-Secondary Education, Troy University

Bachelors, B.B.A., Accounting, University of Georgia

**Coney, Althea, (2006)***Cosmetology Instructor*

(912) 538-3203

Diploma, Cosmetology, Southeastern Technical College

License, Master Cosmetologist, Georgia State Board of Cosmetology and Barbers

**Conner, Vicky, (2007)***English Instructor*

(912) 538-1992

Masters, M.A., English, Georgia Southern University

Bachelors, B.A., English, Brewton-Parker College

**Corner, Jennifer, (2009)***Director, Associate of Science in Nursing and Practical Nursing*

(912) 538-3253

Masters, Leadership in Health Care Systems Education Focus, Regis University

Bachelors, Nursing, University of South Alabama

Certificate, Health Care Education, Regis University

Certificate, BLS Instructor

**Criswell, Tony, (2006)***Industrial Electrical and Maintenance Technician Instructor*

(478) 289-2235

Bachelors, B.S., Human Capital Performance, Valdosta State University

Associate, A.A.S., Industrial Electrical Technology, East Georgia College

Diploma, Electrical Construction and Maintenance, Southeastern Technical College

Diploma, Industrial Electrical Technology, Southeastern Technical College

Diploma, Solid State Industrial Electronics, Swainsboro Technical College

Diploma, Electronics Technology, Swainsboro Technical College

Certificate, Air Conditioning Technician Assistant, Southeastern Technical College

Certificate, American Heart Heartsaver Instructor

Teaching Affiliation, Certified Master Instructor, National Center for Construction Education and Research (NCCER)

Teaching Affiliation, Certified Craft Instructor for Core Curriculum and Electrical, National Center for Construction Education and Research (NCCER)

Teaching Affiliation, Authorized OSHA Outreach Construction Trainer

**Cross, Susan, (1989)***Executive Director of Adult Education*

(478) 289-2257

Masters, M.S., Education, Georgia Southern University

Bachelors, B.A., Political Science/History, Georgia Southern University

Certificate, Level 5 Reading Specialist, P-12, Georgia Southern University

Certificate, Adult Numeracy Instruction

**Crumpler, Michael, (2001)***Welding Instructor*

(912) 538-3257

Associate, A.A., General Studies, Brewton Parker College

Diploma, Welding and Joining Technology, Heart of Georgia Technical College

Certificate, AWS CWE 0508003E Welding Educator Hobart Institute of Welding Technology

Certificate, AWS CWI 05080131 Welding Inspector Hobart Institute of Welding Technology

Certificate, AWS CWS 0710003S Welding Supervisor Hobart Institute of Welding Technology

Certificate, Structural Welder, Pipe Welder, and Boilermaker, B.E. & K. Industrial Construction

Certificate, FCAW, GMAW, GTAW, and SMAW, B.E. & K. Industrial Construction

**Cumbee, Chris, (2011)**

*Welding Instructor*

(478) 289-2325

Diploma, Welding and Joining Technology, Swainsboro Technical College

Certificate, CAD Specialist, Southeastern Technical College

Certificate, AWS CWE 1108002E Welding Educator

Certificate, AWS CWI 11080041 Welding Inspector

Certificate, SMAW, FCAW, GMAW, TIG Welding

**Dasher, Leah, (2003)**

*Director of Library Services*

(912) 538-3186

Masters, M.S., Library and Information Science, Valdosta State University

Masters, M.S., Management Information Systems, Strayer University

Bachelors, B.S., Business Administration, Brewton-Parker College

**Davis, Dennis, (2020)**

*Commercial Truck Driving Program Lead Instructor*

(912) 537-0064

Bachelors, B.S., Agriculture Science/Food Science, University of Georgia

Associate, A.S., Middle Georgia College

License, Class A CDL

**Davis, Don, (2016)**

*Mathematics Instructor*

(912) 538-1957

Masters, M.S., Industrial Management, Georgia Institute of Technology

Bachelors, B.S., Industrial Management, Georgia Institute of Technology

Associate, A.S., Industrial Management, Middle Georgia College

**DeFore, Lori, (2010)**

*Dental Hygiene Instructor*

(912) 538-3251

Bachelors, B.S., Dental Hygiene, University of Louisiana

Bachelors, B.Th., Andersonville Seminary

Associate, A.S., Dental Hygiene, Macon State College

Certificate, TITC Business English Instructor

Certificate, ITTT TESOL Instructor

License, Registered Dental Hygienist

**Dotson, Barry, (1994)**

*Vice President for Student Affairs*

(912) 538-3141

Doctorate, Ed.D., University of Georgia  
Masters, M.Ed., Georgia Southern University  
Associate, A.B.J., University of Georgia

**Dukes, Leisa, (1998)**

*Psychology Instructor*

(478) 289-2345

Masters, M.Ed., Counseling & Psychology, Troy University  
Bachelors, B.A., Liberal/General Studies, Brewton Parker College

**Durrence, Ashley, (2010)**

*Director of Accounting*

(912) 538-3109

Masters, M.B.A., Business Administration, Georgia Southern University  
Bachelors, B.B.A., Finance, Georgia Southern University

**Easterling, Phillip, (2006)**

*Security Officer*

(478) 289-2339

**Ennis, Gigi, (2018)**

*Associate of Science in Nursing Instructor*

(478) 289-2333

Doctorate, Ph D., Public Health Policy, Walden University  
Masters, M.S., Nursing - Leadership and Management, Walden University  
Associate, A.S., Nursing, Darton College

**Ennis, Valerie, (2016)**

*Accountant*

(912) 538-3118

Masters, M.S., Management, Wilmington University  
Bachelors, B.S., Organizational Leadership, Valdosta State University  
Associate, A.A.S., Business Management, Southeastern Technical College

**Ethredge, Rebecca, (2007)**

*Director of Financial Aid*

(912) 538-3107

Bachelors, B.S., Biology, Georgia Southern University

**Fagler, Mitchell, (2001)**

*Vice President for Institutional Effectiveness*

(478) 289-2272

Masters, M.B.A., Management, Georgia Southern University  
Bachelors, B.A., Journalism (Minor in Political Science), University of Georgia  
Associate, A.A., General Studies, East Georgia College

**Fee, Danita, (2020)**

*Payroll Technician*

(478) 289-2251

**Felkel, Shane, (2003)**

*Systems Support Specialist*

(912) 538-3204

Associate, A.A.T., Southeastern Technical College

Diploma, Electronics, Heart of Georgia Technical College

**Flanders, Pamela, (2017)**

*Adult Education Instructor*

(478) 289-2247

Masters, General Psychology, Capella University

**Fountain, Will, (2018)**

*Automotive Technology Instructor*

(912) 538-3155

Certificate, National Institute for Automotive Service Excellence

Certificate, General Motors Training Facility

Teaching Affiliation, Valdosta State University

**Freeman, Stacy, (2016)**

*Director of Auxiliary Services*

(912) 538-3129

**Frost, Paula 'Pete', (2012)**

*English Instructor*

(912) 538-3163

Masters, M.Ed., Middle Grades Education, Georgia College & State University

Bachelors, B.A., English, Mercer University

Certificate, Upper Level English, Valdosta State University

Certificate, T-4 Teaching

**Gaffney, Christine, (2001)**

*Custodian*

(912) 538-3117

**Garnto, Maxine, (2008)**

*Nurse Aide Instructor*

(478) 289-2228

Diploma, Practical Nursing, Swainsboro Technical School

Certificate, BLS Instructor

**Gay, Macy, (2018)**

*Student Affairs Specialist*

(478) 289-2274

**Graham, Bethany, (2021)**

*Student Affairs Assistant*

(478) 289-2261

Associate, A.S., Biology, Pueblo Community College

**Graham, Paul, (2001)**

*Director of Information Technology*

(912) 538-3149

Masters, M.S., Applied Computer Science, Columbus State University  
 Bachelors, B.S., Computer Science, Valdosta State University  
 Certificate, CompTIA A+  
 Certificate, CompTIA Network+  
 Certificate, CompTIA iNet+  
 Certificate, Microsoft Certified Professional MCP  
 Certificate, Certified Internet Webmaster CIW  
 Certificate, MCSA  
 Certificate, MCSE

**Gramiak, Jennifer, (2006)**

*Dental Hygiene Program Director/Instructor*  
 (912) 538-3210

Doctorate, Ed.D., Adult and Career Education, Valdosta State University  
 Masters, M.S., Post Secondary Education-Higher Education Administration, Troy University  
 Bachelors, B.S., Dental Hygiene, Medical College of Georgia  
 License, Registered Dental Hygienist  
 Certificate, BLS Instructor

**Greene, William 'Chip', (2007)**

*Electronics Technology Instructor*  
 (912) 538-3102

Masters, M.S., Electrical Engineering, Georgia Institute of Technology  
 Bachelors, B.E.T., Electrical Engineering Technology, Southern Technical Institute  
 Other, ISCET - Associate Certified Electronics Technician - ESA

**Gross, Sarah, (1999)**

*Director of Facilities*  
 (912) 538-3187

Bachelors, B.S., Furnishings & Interiors, University of Georgia  
 Associate, A.A.T., Drafting, Central Georgia Technical College  
 Certificate, Building Operator Certification

**Hairr, Linda, (2011)**

*Cosmetology Instructor*  
 (478) 289-2238

Diploma, Cosmetology, Swainsboro Technical College  
 License, Cosmetology Instructor, Georgia State Board of Cosmetology and Barbers  
 License, Master Cosmetologist, Georgia State Board of Cosmetology and Barbers

**Hancock, Daniel, (2018)**

*History Instructor*  
 (912) 538-3110

Bachelors, B.A. History, Georgia Southern University  
 Associate, A.A. History, South Georgia State College

**Harrell, Russ, (2019)**

*Admissions Coordinator*  
 (478) 289-2259

Bachelors, B.A., Business Administration/Accounting (Minor in Marketing), Georgia Southern University  
 Associate, A.A.S., Business Administration, East Georgia State College Swainsboro

**Harrison, Erica, (2015)**

*Biology Instructor*

Doctorate, Ed.D., Educational Leadership, Liberty University

Masters, M.S., Biology, Georgia Southern University

Bachelors, B.S., Biology, Brewton Parker

**Hart, Bee, (2003)**

*Mathematics Instructor*

(912) 538-3131

Doctorate, Ed.D., Education Administration, Georgia Southern University

Masters, M.S., Mathematics, Georgia Southern University

Bachelors, B.S., Chemistry, University of Georgia

**Hart, Brad, (2005)**

*Director of Enrollment Services*

(912) 538-3121

Masters, M.Ed., Postsecondary Education, Troy University

Bachelors, B.S., Justice Studies, Georgia Southern University

**Helms, Lana, (2017)**

*Special Services Advisor*

(912) 538-3213

Bachelors, B.A.S., Organizational Leadership, Valdosta State University

Associate, A.A., General Studies, East Georgia State College

Diploma, Expanded Functions Certified Dental Assisting, Ogeechee Technical College

**Helms, Lance, (2003)**

*Director of Career Services*

(912) 538-3207

Masters, M.Ed., Adult and Career Education, Valdosta State University

Bachelors, B.B.A., Finance, Georgia Southern University

Associate, A.B.A., Business Administration, East Georgia College

**Hendrix, Beth, (2006)**

*Associate of Science in Nursing Bridge Instructor*

(478) 289-2284

Masters, M.S.N., Leadership in Health Care Systems Education Focus, Regis University

Masters, M.P.H., Public Health, Georgia Southern University

Bachelors, B.S.N., Nursing, Georgia Southern University

Certificate, BLS Instructor

**Hill, Annie, (2018)**

*Child Development Center Director*

(478) 289-2241

Diploma, Early Childhood & Care, Swainsboro Technical College

Certificate, Infant/Toddler Child Care Specialist, Swainsboro Technical College

**Hill, Karen, (2018)**

*Childcare Development Center*

(478) 289-2241

Associate, A.A.S., Early Childhood Care & Education, Southeastern Technical College

**Hinson, Brooke, (2005)***Associate of Science In Nursing Instructor*

(912) 538-3144

Bachelors, B.S.N., Nursing, Regis University

Associate, A.S.N., Nursing, Middle Georgia College

Diploma, P.N., Altamaha Technical College

Certificate, BLS Instructor

**Holton, Samuel, (2004)***Learning Support and Speech Instructor, RDG & ENG*

(478) 289-2236

Doctorate, Ed.D., Reading &amp; Curriculum Development, Nova Southeastern University

Masters, M.Ed., Reading Education, Georgia Southern University

Bachelors, B.A., English, Georgia Southern University

Associate, A.A., General Studies, East Georgia College

**Jackson, Lynn, (2015)***Admissions Secretary/Receptionist*

(912) 538-3150

Associate, A.A.T., Computer Technology, Southeastern Technical College

Associate, A.A.T., Website Design, Southeastern Technical College

Certificate, T.C.C., Certified Manufacturing Specialist, Southeastern Technical College

**James, Rebecca, (2020)***Clinical Laboratory Technology Instructor*

(912) 538-3183

Bachelors, B.S., Medical Laboratory Science, Thomas University

Associate, A.S., Clinical Laboratory Technology, Southeastern Technical College

Certificate, Health Care Science - Phlebotomy, Southeastern Technical College

Certificate, Medical Laboratory Technician, American Society for Clinical Pathology

Certificate, Medical Technologist (MT), American Association of Bioanalysts

**Jenkins, Tommy, (2001)***Economic Development Center Training Manager*

(912) 538-3200

Certificate, EMT, Swainsboro Technical College

Certificate, Paramedic - Region V EMS

Certificate, Level 1 EMS First Responder Instructor

Certificate, ACLS Instructor

Certificate, PALS Instructor

Certificate, BLS Instructor CPR &amp; First Aid

Certificate, PHTLS Instructor

Certificate, GEMS Instructor

Certificate, EMT-P

**Jennings, Mary Martha, (2019)***Associate of Science in Nursing Instructor*

(912) 538-3201

Masters, M.S., Nursing, Family Nurse Practitioner, Georgia Southwestern State University

Bachelors, B.S.N., Nursing, Georgia Southwestern State University

Bachelors, B.S., Forest Resources, University of Georgia

**Jernigan, Tina, (2003)**

*Business Management Instructor*

(912) 538-3123

Masters, M.H.R.M., Human Resource Management, DeVry University

Certificate, Graduate Certificate, Accounting, DeVry University

Bachelors, B.B.A., Management/Entrepreneurship, Georgia Southern University

Associate, A.A., East Georgia College Graduate

Certificate, Microsoft Office User Specialist

Certificate, Medical Administrative Assistant

Certificate, Billing and Coding Specialist

Certificate, Electronic Health Record Specialist

**Johnson, Christina, (2020)**

*Associate of Science in Nursing Bridge Instructor*

(478) 289-2333

Masters, M.S., Nursing Education, Walden University

Bachelors, B.S., Science in Nursing - Cum Laude, University of South Carolina Aiken

Associate, A.S., Pre-Nursing, Georgia Military College

Certificate, BLS: Basic Life Support

Certificate, ACLS: Advanced Cardiac Life Support

Certificate, PALS: Pediatric Advanced Life Support

Certificate, CCRN: Critical Care Registered Nurse

Certificate, TCRN: Trauma Certified Registered Nurse

Certificate, TNCC: Trauma Nurse Core Course

**Johnson, Dominique Rountree, (2020)**

*Childcare Development Center Teacher*

(478) 289-2241

**Jonas, Lanie, (2007)**

*Director of Human Resources*

(912) 538-3230

Bachelors, B.B.A., Business Administration, Shorter University

Associate, A.S., Business Administration, South University

Associate, A.S., Accounting, South University

**Jones, Jim, (2000)**

*Emergency Services Education Program Director/Instructor*

(912) 538-3218

Bachelors, B.A.S., Paramedic Technology, Siena Heights University

Certificate, EMT, Southeastern Technical Institute

Certificate, Paramedic, Dodge County Hospital

License, Georgia Office of EMS/Trauma, Licensed Paramedic

License, Georgia Department of Public Health, Licensed Level III Instructor

Certificate, Advanced Cardiac Life Support Instructor

Certificate, Pediatric Advanced Life Support Instructor

Certificate, Basic Life Support Instructor

Certificate, Pre-Hospital Trauma Life Support Instructor

Other, National Registry of Emergency Medical Technicians, Certified Paramedic

Other, National Registry of EMTs - Paramedic

**Kersey, Ryan, (1999)**

*Maintenance Supervisor*

(478) 289-2283



Diploma, Heating & Air Conditioning Technology, Swainsboro Technical Institute  
Diploma, Residential & Commercial Electrical Wiring, Swainsboro Technical Institute

**Landaverde, Precious, (2015)**

*Transition Coordinator/Pearson Vue Test Administrator*  
(478) 289-2248

Masters, M.Ed., Adult Education, Georgia Southern University  
Bachelors, B.G.S., Justice Studies/Sociology, Minor in Writing, Georgia Southern University  
Associate, A.A., Psychology, East Georgia College

**Lee, Melinda, (2019)**

*Certified Nurse Aid (CNA) Instructor*  
(912) 538-3275  
Diploma, Practical Nursing, Swainsboro Technical College

**Lewis, Dustin, (2019)**

*Maintenance Technician*  
(478) 289-2283

**Lewis, Mike, (2017)**

*Security Officer*  
(912) 538-3212

**Lively, Amanda, (2000)**

*Registrar*  
(912) 538-3160  
Masters, M.S., Clinical Psychology, Georgia Southern University  
Bachelors, B.A., Psychology, Brewton-Parker College

**McCall, Kathy, (2003)**

*Registrar Assistant*  
(912) 538-3113  
Diploma, Microcomputer Specialist, Southeastern Technical College

**McDonald, Jason, (2017)**

*Welding Instructor*  
(912) 538-3180  
Diploma, Welding & Joining Technology, Southeastern Technical College

**Mercer, Latrelle, (2018)**

*Accounting Technician*  
(912) 538-7265  
Diploma, Business Healthcare Technology, Southeastern Technical College  
Diploma, Medical Assisting, Swainsboro Technical Institute

**Mercer, Sara, (2004)**

*Adult Education Instructor*  
(912) 654-5227  
Masters, M.Ed., Early Childhood Education, University of Phoenix  
Bachelors, B.G.S., General Studies, Georgia Southern University

**Merier, Annette, (2003)**

*Adult Education Instructor*

(478) 289-2237

Bachelors, B.S., Secondary Education/Science, Georgia Southern University

**Morales, Lidia, (2019)**

*Admissions Assistant*

(912) 538-3143

Associate, Web Development/Design, Southeastern Technical College

**Morris, Jeannie, (2021)**

*Financial Aid Specialist*

(912) 538-3226

Bachelors, B.B.A., Management, Brewton-Parker College

**Mountain, Karen, (2007)**

*Business Technology Instructor*

(478) 289-2220

Masters, M.Ed., Business Education, Georgia Southern University

Bachelors, B.S., Business Education, Georgia Southern University

Associate, A.A., Business Education, East Georgia College

Associate, A.A.S., Accounting, Business Administration, East Georgia College

Diploma, Accounting, Swainsboro Technical College

Certificate, Microsoft Office Specialist Master

Certificate, IC3-Internet and Computing Core

Teaching Affiliation, Microsoft Certified Trainer (MOS Master)

Continuing Education, Executive Leadership Training, Heart of Georgia Technical College

Other, Leadership Dublin-Laurens, University of Georgia's Fanning Institute

Other, Leadership Emanuel, University of Georgia's Fanning Institute

**Moye, Stephanie, (1997)**

*Computer Information Systems Instructor/Blackboard Point of Contact*

(912) 538-3161

Masters, M.S., Information Systems, Strayer University

Bachelors, B.B.A., Information Systems, Georgia Southern University

Associate, A.A., East Georgia College

Certificate, Microsoft Certified Professional MCP

Certificate, Microsoft Certified Systems Engineer MCSE

Certificate, Cisco Certified Network Associate, CCNA

Certificate, CompTIA A+ Certification

**Newton, Candi, (2017)**

*Practical Nursing Instructor*

(912) 538-3145

Associate, A.S.N, Nursing, Abraham Baldwin Agricultural College

Diploma, P.N., Southeastern Technical College

**Noles, Liz, (2019)**

*Business Technology Instructor*

(912) 538-3175

Masters, M.B.A, Georgia Southern University

Masters, M.A., Social Science, Criminology & Political Science, Georgia Southern University

Bachelors, B.S., Justice Studies, Georgia Southern University  
 Bachelors, B.A., Political Science, Georgia Southern University  
 Certificate, Medical Administrative Assistant, National Healthcare Association  
 Certificate, Billing & Coding Specialist, National Healthcare Association  
 Certificate, Electronic Health Record Specialist, National Healthcare Association

**O'Neal, Amy, (2019)**

*Practical Nursing Instructor*

(478) 289-2245

Bachelors, B.S., Nursing, Georgia Southern University

Associate, A.A., Brewton-Parker

License, Georgia Registered Professional Nurse RN135023

**Oglesby, Mary, (2003)**

*Receptionist*

(478) 289-2200

Diploma, Microcomputer Specialist, Swainsboro Technical College

Diploma, Information & Office Technology, Swainsboro Technical College

**Osborne, Natalie, (2018)**

*Director of Marketing and Public Relations*

(912) 538-3157

Bachelors, B.S., Public Relations, Georgia Southern University

Associate, A.A.S., Business Administration, East Georgia College

**Pankey, Raymond, (2015)**

*Custodian*

(478) 289-2283

**Patton, Terrance, (2019)**

*GED Test Administrator*

(478) 289-2260

Masters, M.A., Education, Secondary Education, Union College

Bachelors, B.S., History - Cum Laude, Union College

**Pittman-Willhite, Dusty, (2005)**

*Academic Affairs Administrative Assistant*

(912) 538-3117

Diploma, Business Office Technology, Southeastern Technical College

Certificate, Microsoft Office User Specialist - MOUS Word, Excel

**Poe, Joel, (2005)**

*Computer Support Specialist*

(912) 538-3206

Associate, A.A.T., Electronics, Southeastern Technical College

**Poole, Delorice, (2018)**

*Purchasing Technician*

(912) 538-3133

Bachelors, B.S., Business Administration/Health Services, DeVry University

**Powell, Denise, (1997)**

*Vice President for Administrative Services*

(912) 538-3162

Masters, M.B.A., General Management, Troy University

Bachelors, B.S., Accounting, Brewton-Parker College

Associate, A.A., Business Administration, East Georgia College

Other, Certified Government Financial Manager

**Powell, Tara, (2004)**

*Radiologic Technology Program Director*

(912) 538-3152

Masters, M.B.A., Healthcare Management, Brenau University

Bachelors, B.S., Radiologic Science, Florida Hospital College

Diploma, Radiologic Technology, Gwinnett Technical College

License, Licensed Radiologic Technologist ARRT

License, Licensed Mammographer ARRT

License, Licensed Computer Tomographer ARRT

License, Registered Diagnostic Medical Sonographer ARDMS

**Powers, James, (2014)**

*Computer Information Systems Instructor*

(478) 289-2221

Masters, M.S., Information Systems, University of Phoenix

Bachelors, B.A., Computer Science, State University of New York

**Raines, Karann, (2001)**

*Criminal Justice Technology Instructor*

(912) 538-3219

Masters, M.Ed., Criminal Justice, Troy University

Bachelors, B.S., Criminal Justice, Georgia Southern University

**Rhymes, Nora, (2000)**

*Student Accounts Specialist*

(912) 538-3104

Associate, A.A.S., Business Administration, East Georgia College

Diploma, Business Office Technology, Southeastern Technical College

Diploma, Accounting, Southeastern Technical College

**Robison, Gina, (1993)**

*Dean of Business Technologies & Human Services, Blackboard Point of Contact*

(912) 538-3122

Masters, M.Ed., Business Education, Georgia Southern University

Bachelors, B.S., Business Education, Brewton-Parker College

Certificate, Microsoft Office User Specialist, MOS Word Expert, Excel Expert, Access, PowerPoint

**Roessler, Dana, (1997)**

*Dean of Health Sciences*

(912) 538-3198

Masters, M.S.N., Nursing, Regis University

Bachelors, B.S.N., Nursing, Texas Woman's University

**Rogers, Carla, (1995)**

**Banner AR Specialist**

(912) 538-3120

Diploma, Accounting, Southeastern Technical College

**Rollins, Erin, (2016)***Health Science Administrative Assistant/Instructor*

(912) 538-3193

Associate, A.S., Medical Coding &amp; Billing, Keiser University

Diploma, Medical Assisting, Swainsboro Technical College

Certificate, Medical Administrative Technician, Swainsboro Technical College

Certificate, Phlebotomy, Southeastern Technical College

Associate, A.A. General Studies, East Georgia College

Certificate, Certified Medical Assistant, American Association of Medical Assistants

Teaching Affiliation, Instructor of CPR &amp; Basic Life Support, American Heart Association

**Rowell, Melissa, (1996)***High School Initiatives Coordinator*

(912) 538-3142

Bachelors, B.A.S., Valdosta State University, Organizational Leadership

Associate, A.A.S., East Georgia College

Diploma, Information &amp; Office Technology, Southeastern Technical Institute

**Rustin, Susan, (1999)***Director of Economic Development*

(912) 538-3197

Bachelors, B.S., Business Administration, Troy University

Associate, A.A.S., East Georgia College

Diploma, Business Office Technology, Southeastern Technical Institute

**Salem, Treshan (2019)***Security Officer*

(912) 538-3212

Bachelors, B.S., Criminal Justice, Strayer University

Associate, A.A.S., Criminal Justice, Southeastern Technical College

**Scott, Vince, (2017)***Air Conditioning Technology Instructor*

(912) 538-3146

Diploma, Heating &amp; Air Conditioning, Swainsboro Technical Institute

**Shape, Wanda***Custodian*

(912) 538-1307

**Shenk, Brooke, (2018)***Adult Education Administrative Assistant*

(478) 289-2260

Associate, A.A., Business Technology, Southeastern Technical College

**Sikes, Rachel, (2016)***Practical Nursing Instructor*

(912) 538-3209

Bachelors, B.S., Bachelor of Science in Nursing, Georgia Southern University  
Certificate, Advanced Cardiovascular Life Support (ACLS)  
Certificate, Basic Life Support (BLS)  
Certificate, Pediatric Advanced Life Support (PALS)

**Smith, Caroline, (2020)**

*Student Affairs Assistant*

(912) 538-3215

Bachelors, B.S. Microbiology, University of Georgia

**Smith, Ola, (2013)**

*Academic Affairs Assistant to Dean*

(478) 289-2215

Diploma, Information & Office Technology, Swainsboro Technical Institute

**Snell, Kajuanna, (2017)**

*Administrative Services Technician*

(478) 289-2217

Diploma, Accounting, Swainsboro Technical College

Certificate, Full Charge Bookkeeper, Swainsboro Technical College

Certificate, Nursing Assistant, Southeastern Technical College

**Spell, Keegan, (2018)**

*Radiologic Technology Instructor / Clinical Coordinator*

(912) 538-3112

Bachelors, B.S., Radiologic Science, Georgia Southern University

Diploma, Radiologic Technology, Southeastern Technical College

**Standard, David, (2008)**

*Psychology Instructor*

(912) 538-3173

Masters, M.S., Psychology, Troy University

Bachelors, B.A., Psychology, Brewton-Parker College

**Strange, Ricky, (2005)**

*Commercial Truck Driving Administrative Assistant*

(912) 537-0064

Certificate, CDL License

Certificate, CPR Certified

Certificate, First Responder

**Sturgis, Sherry, (2019)**

*Biology Instructor / Fish & Wildlife Management Instructor*

(478) 289-2303

Masters, M.S., Biology (Ecology & Wildlife, Biology emphasis), Georgia Southern University

Bachelors, B.S., Biology & Journalism, Georgia Southern University

**Sumner, Dean, (2004)**

*Assistant Director of Information Technology*

(478) 289-2316

Masters, M.M.I.S., Expert & Decision Support Systems, Georgia College and State University

Bachelors, B.B.A., Business Administration, Georgia College and State University

Associate, A.A., East Georgia College

**Sumner, Mindy, (2018)**

*Early Childhood Care & Education Instructor*

(912) 538-3256

Masters, M.Ed., Early Childhood Education, Georgia Southern University

Bachelors, B.A., Early Childhood Education, Georgia Southern University

Associate, A.A., General Studies, East Georgia College

**Sweat, Lori, (1995)**

*Accounting Instructor*

(478) 289-2223

Masters, M.S., Accounting, Strayer University

Certificate, Executive Graduate Certificate in Professional Accounting, Strayer University

Bachelors, B.B.A., Accounting/Public Accounting, Georgia Southern University

Associate, A.A., Business Administration and Economics, East Georgia College

Other, Certified Public Accountant

**Taylor, John, (2001)**

*Computer Information Systems Instructor*

(912) 538-3116

Masters, M.S., Computer Science, Columbus State University

Bachelors, B.S., Computer Science, University of Georgia

Certificate, Cisco Certified Network Associate, CCNA

Certificate, Certified Internet Webmaster

Certificate, CompTIA A+ Certification

Certificate, CompTIA Network + Certification

Certificate, CompTIA iNet + Certification

Certificate, MS Server 2003 Certification

Certificate, CompTIA Security+ Certification

**Thomas, Helen, (1995)**

*Special Needs Specialist*

(912) 538-3126

Bachelors, B.B.A., Management Information Systems, Georgia Southern University

**Thomas, Laquanda, (2013)**

*English Instructor*

(478) 289-2219

Masters, M.Ed., Curriculum and Instruction, University of Phoenix

Masters, M.A., English, Southern New Hampshire University

Bachelors, B.A., English, Georgia Southern University

**Thompson, Tiffany, (2018)**

*Health Science Core Instructor*

(912) 538-3252

Bachelors, B.S.N., Nursing, Georgia Southern University

Other, RN, BSN

**VanDyke, Sheila, (2018)**

*Practical Nursing Instructor*

(912) 538-3105

Bachelors, B.S.N., Nursing, Georgia Southern University  
Diploma, Practical Nursing, Heart of Georgia Technical College

**Vereen, Karen, (1999)**

*Registrar's Office*

(478) 289-2271

Bachelors, B.B.A, General Business, Georgia College

Associate, A.A., Business, East Georgia College

**Walker, Melanie, (2011)**

*Student Navigator / VA Specialist*

(912) 538-3127

Masters, M.B.A., Management, Strayer University

Bachelors, B.B.A., Management, Strayer University

Associate, A.A., General Studies, Strayer University

Associate, A.A.B.A., Management, Strayer University

Diploma, Business Office Technology, Southeastern Technical College

**Walker, Rosetta, (2005)**

*Custodian*

(912) 538-1307

**Washington, Standley, (1997)**

*Network Support Specialist*

(912) 538-3179

Diploma, Electronics Technology, Southeastern Technical Institute

Certificate, A+ Certified Professional

Certificate, CompTIA A+ Certified Professional

Certificate, CompTIA Network+ Certification

Certificate, Microsoft Certified Professional MCP

Certificate, MCSA

**Waters, Stephannie, (2007)**

*Medical Assisting Instructor*

(912) 538-3195

Bachelors, B.S., Sienna Heights University

Bachelors, B.A.S., Medical Assisting, Swainsboro Technical College

Diploma, Medical Assisting, Swainsboro Technical College

**Watson, Kirby, (2020)**

*Accountant*

(912) 538-3133

Associate, A.A.S., Accounting, Ogeechee Technical College

Certificate, Computerized Accounting Specialist, Ogeechee Technical College

Certificate, Payroll Accounting Specialist, Southeastern Technical College

Certificate, Office Accounting Specialist, Southeastern Technical College

**Welch, LaKeisha, (2018)**

*Practical Nursing Instructor*

(912) 538-2337

Bachelors, B.S., Nursing, Georgia Southern University



**West, Cheryl, (2000)***Dean of General Education & Learning Support*

(912) 538-3208

Masters, M.Ed., Georgia Southern University

Bachelors, B.A., Tift College

**Whitfield, Linda, (2007)***Business Technology Instructor*

(912) 538-3158

Masters, M.Ed., Business Education, Georgia Southern University

Bachelors, B.S.Ed., Business Education, Georgia Southern University

Associate, A.A., Business Administration, East Georgia College

Diploma, Accounting, Swainsboro Technical College

Certificate, GA Teacher Certification-Business Education

Certificate, Medical Administrative Assistant

Certificate, Electronic Health Record Specialist

**Wilcox, Blythe, (2000)***Executive Director of Institutional Advancement*

(912) 538-3147

Bachelors, B.S., Business Administration, Presbyterian College

Other, Professional in Human Resources (PHR)

Certificate, Customer Service Specialist

**Williams, Cynthia, (2008)***Director, Clinical Laboratory Technology*

(912) 538-3183

Masters, M.S., Post Secondary Education/Higher Education Administration, Troy University

Bachelors, B.S., Biology, Southern University

Other, AMT, Glenwood Paramedical Institute

Other, American Medical Technologist

License, Georgia Department of Human Resources Lab Licensure

Other, American Society for Clinical Laboratory Science

**Wilson, Kay, (1994)***Early Childhood Care & Education Instructor*

(478) 289-2213

Masters, M.S., Preschool Education, Nova University

Bachelors, B.S., Family and Consumer Science, University of Wyoming

Associate, A.A.S., Early Childhood Care &amp; Education, Swainsboro Technical College

Diploma, Child Development and Related Care, Swainsboro Technical College

**Wilson, Rosemerry, (2006)***Financial Aid Technician*

(478) 289-2268

Associate, A.A., Business Administration and Economics, East Georgia State College

Associate, A.A.T., Accounting, Swainsboro Technical College

Diploma, Computer Information Specialist - Networking, Swainsboro Technical College

Associate, A.A.T., Computer Information Systems, Swainsboro Technical College

**Wilson, Sonya, (2003)***Dean of Industrial Technologies/GVTC Crd/Blackboard Point of Contact*

(478) 289-2298

Masters, M.Ed., Educational Leadership, Augusta State University

Bachelors, B.S.Ed., Secondary Math Education, Georgia Southern University

Associate, A.A., Education, East Georgia College

**Wright, Jay, (2019)**

*Custodian*

(478) 289-2283

**Wyatt, Jeffrey, (2020)**

*Diesel Equipment Technology Instructor*

(478) 289-2218

Diploma, Truck Repair Technician, Heart of Georgia Technical College

**Yearty, James, (2019)**

*Computer Numeric Control Instructor*

(478) 289-2323

Certificate, Machine Tool Technology, Ben-Hill Irwin Technical College

## ADDENDUM

### Interim Addendum to Student Code of Conduct

Southeastern Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

### Risks of COVID-19

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no vaccine for COVID-19 at this time.

COVID-19's highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its highly contagious and sometimes "hidden" nature, it is very difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. Southeastern Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

Southeastern Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus to live and/or attend classes. We are providing you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

### Warning

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

In order to minimize the risks associated with COVID-19, the policies and guidelines below are incorporated into the Southeastern Technical College Student Code of Conduct and are applicable to all students.

Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

### General Principles:

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States Centers for Disease Control and Prevention (CDC).

In addition, the State of Georgia has issued guidelines for personal behavior during the COVID-19 pandemic and you must comply with such guidelines at all times. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.

From time to time the College may implement additional requirements restricting your behavior and you agree to comply with such requirements.

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

## **Requirements:**

Students will comply with governmental, state, and campus directives concerning maintaining required physical distancing (six feet) between themselves and other individuals on campus;

Students will use a face covering of their choosing that conforms to CDC guidelines anytime that they are in an indoor space where the College deems that social distancing is not practical, including but not limited to academic spaces and dining areas (except while eating) unless given different instructions by authorized college personnel;

Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;

Students understand and agree that they may be subject to regular testing for the COVID-19 virus and contact tracing, if testing and contact tracing is available, and they agree to submit to this testing and tracing, and the confidential reporting of the results to the College, without objection;

If students develop any symptom of COVID-19 as described by the CDC, they will immediately:

Inform the College by notifying appropriate personnel;

If living on campus, stay in their dorm room until given further instructions by the College;

Remain off campus if not currently residing on campus;

If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health authorities, and/or move to a different room in order to receive medical care and/or self-quarantine.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.

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