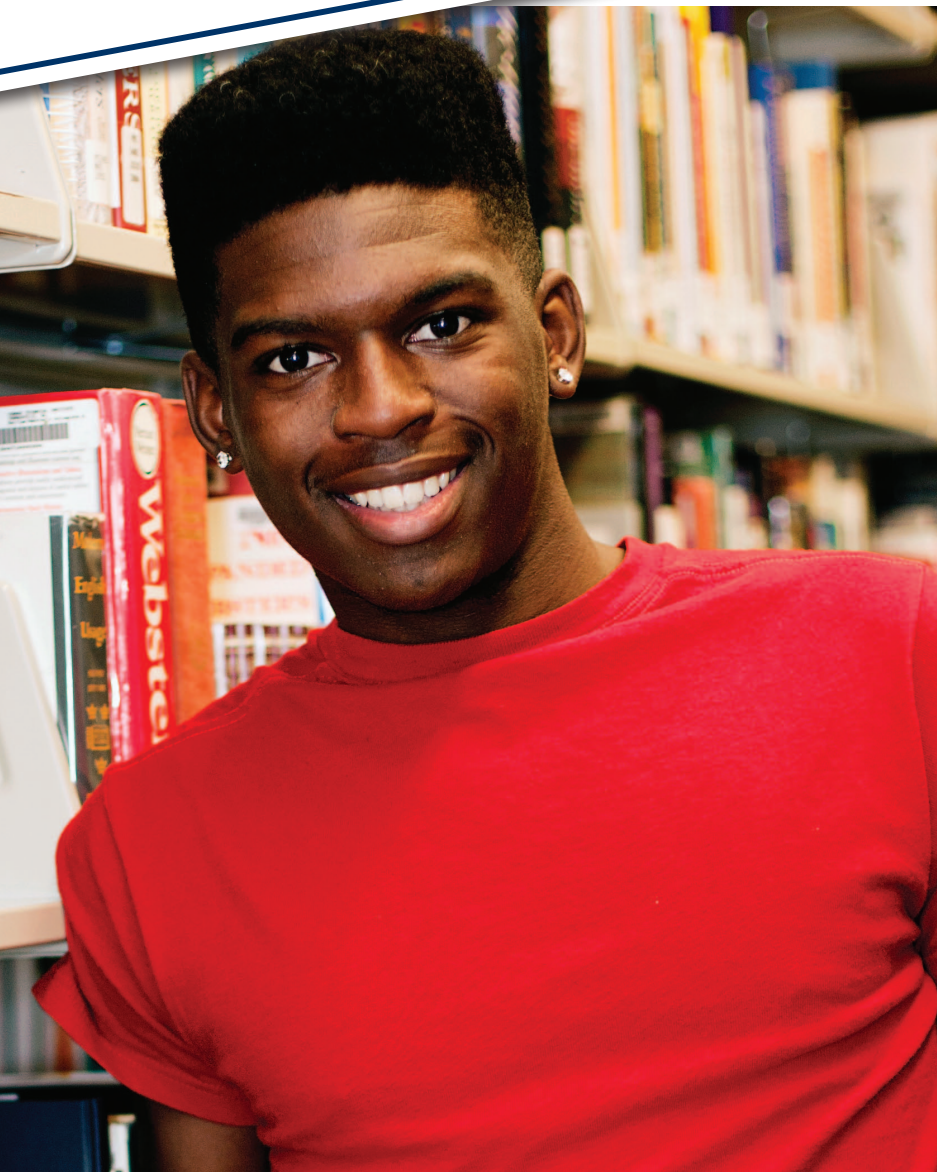




 **SOUTHERN REGIONAL**
TECHNICAL COLLEGE
Catalog and Student Handbook



2015-2016

The information in this Catalog/Student Handbook accurately reflects policies in force at the time of publication. Students are admitted to the College under and are subject to the provisions of the Catalog/Student Handbooks for the term they initially enroll. Students in all programs are admitted under and are subject to the provisions of the Catalog/Student Handbook and applicable addendums for the term they are admitted to the program at Southern Regional Technical College. If for any reason, a break in enrollment occurs, students must reapply and satisfy the Catalog/Student Handbook requirements for the term of their re-entry to any program. The provisions of this catalog are not to be regarded as an irrevocable contract between Southern Regional Technical College and the student. The College reserves the right to change any provision or requirement at any time.

THE PRESIDENT'S MESSAGE



Craig R. Wentworth, Ed.D.

On behalf of our faculty and staff, welcome to Southern Regional Technical College (SRTC). As President of SRTC, I congratulate you on your decision to further your education and thank you for selecting our College. The faculty and staff at the new Southern Regional Technical College are committed to helping students attain their educational and career goals. By providing high quality education and training, SRTC prepares students to meet the requirements of today's workforce. In this ever-changing job market, it is essential for one to acquire the knowledge and skills necessary for careers that are in demand now and for the future. Education and training from SRTC will prepare you for those careers and will not only benefit you, but also the communities and employers we serve.

SRTC offers many educational opportunities including associate degree, diploma, and certificate programs, customized training for business and industry, adult education, and continuing education courses. Additionally, the College offers support services such as financial aid, advisement, and career placement and counseling. With locations in Colquitt, Grady, Mitchell, Tift, Thomas, Turner, and Worth counties, we are dedicated to serving the educational and training needs of our seven-county service delivery area.

The information in this College Catalog/Student Handbook will provide you with helpful information on everything you need to know to make your educational experience at SRTC a positive one. Information on the admissions process, scholarships, financial aid, student affairs, academic programs, clubs and student organizations, and campus policies and procedures, just to name a few topics, can be found within these pages. Also, we urge you to visit the SRTC website often, as new information is updated constantly and is available to you with only a few clicks of your mouse. You can find us at www.southernregional.edu.

We are proud of our tradition of delivering quality education and services to the citizens and communities of southwest Georgia. I wish you much success here at Southern Regional Technical College, and I thank you for selecting us to assist with your educational and training endeavors.

Sincerely,

A handwritten signature in black ink that reads "Craig R. Wentworth, Ed.D." The signature is written in a cursive, slightly slanted style.

Craig R. Wentworth, Ed.D.
President

COLLEGE ACCREDITATION STATUS

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.

The Commission is to be contacted only if there is evidence that appears to support significant non-compliance of the College with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed to Southern Regional Technical College, 15689 U.S. Highway 19 North, Thomasville, GA 31792, Phone: 229.225.5060, Fax: 229.227.2666.

Refer to the Program Accreditation section of the Catalog/Student Handbook for program accreditation status.

WARRANTY STATEMENT

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow the Georgia system of technical colleges to offer their business partners this guarantee:

“If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.”

This warranty is in effect for a period of two years after graduation.

EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Lisa Newton and Dr. Jeanine Long. At Southern Regional Technical College (SRTC), the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, lnewton@southernregional.edu. The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, jlong@southernregional.edu.

TOBACCO FREE CAMPUS

Substantial evidence exists that smoking and/or other forms of tobacco use is unhealthy for those who smoke and for nonsmokers exposed to secondary smoke. Southern Regional Technical College (SRTC) developed this procedure to establish a tobacco-free work and learning environment. The regulations of this procedure are as follows:

1. All SRTC campuses are tobacco-free environments. Tobacco use is prohibited inside and outside all buildings and parking lots and within any College vehicle or any vehicle operated by the College. SRTC prohibits smoking, or any forms of electronic, alternative smoking devices or other forms of tobacco products. Neither smoking nor the use of tobacco products are allowed on any SRTC campus outside of a personal vehicle. Disposing of cigarette/cigar butts, other tobacco products, or tobacco residue in the parking lots or on any SRTC property is not allowed. This procedure applies to all persons while on campus.
2. Sidewalks, streets, and neighboring property are not to be used as tobacco use areas.
3. This procedure is communicated through various sources, including but not limited to new employee orientation, new student orientation, catalog/handbook, College procedures, department meetings, employee newsletters, signage, and verbal communication.
4. With the exception of employees, monetary fines and/or sanctions will be levied for the violations as follows:

- | | |
|---|------|
| • Disposing of tobacco products or residue on SRTC property | \$10 |
| • Smoking on campus or use of tobacco products on campus | \$10 |
| • Second Offense within twelve months | \$25 |
| • Third Offense within twelve months | \$50 |
| • Fourth Offense within twelve months will be referred to the respective Vice President for appropriate disciplinary action which could include but is not limited to a fine of | \$75 |

Fines must be paid to Administrative Services within five days of the violation. Students who do not pay fines promptly will have accounting holds placed on their student accounts in the Banner Student System until such time as payment is made.

5. Employees are required to follow and support this procedure and to work in a positive manner in influencing other employees, students, and visitors to refrain from any tobacco use. Employees who violate this procedure are subject to the delivery of disciplinary action up to and including dismissal pursuant to the provisions of the State Board policy on Positive Discipline and the TCSG procedure governing Adverse Employment Actions.

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CATALOG AND STUDENT HANDBOOK

The statements set forth in this Catalog/Student Handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this College.

While the provisions of this Catalog/Student Handbook will ordinarily be applied as stated, Southern Regional Technical College reserves the right to change any provision listed in this Catalog/Student Handbook, including but not limited to entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the College calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Admissions Office. The most current version of the Catalog/Student Handbook and all College data may be found on the College website (www.southernregional.edu).

It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation.

PROJECT MANAGERS:

Amy A. Maison

Vice President for Institutional Advancement and Marketing

Kevin Cronin

Program Specialist for Academic Affairs

A special thanks to all other faculty and staff who contributed to this Catalog/Student Handbook.



SOUTHERN REGIONAL
TECHNICAL COLLEGE



General Information

MISSION STATEMENT

Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high-quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Grady, Mitchell, Thomas, Tift, Turner, and Worth counties.

VISION

Southern Regional Technical College will meet the evolving needs of tomorrow's workforce by providing engaging and cost-effective educational opportunities, preparing learners for success, and promoting seamless, lifelong learning. Southern Regional Technical College will provide state-of-the-art, well-maintained, and safe facilities to further support an optimal student-learning environment.

VALUES

At Southern Regional Technical College, we value honesty, integrity, and excellence. We are committed to the success of our students by providing high-quality programs, services, and facilities along with professional and caring faculty and staff. We hold ourselves accountable to our students, employees, and community by honoring our commitments and striving to provide the highest quality education.

COLLEGE GOALS

- Deliver accessible quality credit courses and programs that serve the intellectual and career needs of the individual and the business and industry of our seven-county service area.
- Provide comprehensive programs, services, activities and recruitment initiatives to promote student success.
- Promote high school initiatives and opportunities throughout the service delivery area and provide college-wide student retention and graduation strategies.
- Recruit, hire, train, and retain qualified faculty and staff.
- Maintain financial stability and a fiscal environment, which promotes growth through responsible planning and management of resources.
- Advance technology and infrastructure to support teaching, learning, and administrative functions.
- Promote Economic Development in our service delivery region by providing quality training that meets the needs of business and industry and continuing education programs that enhance the lives of individuals.
- Ensure a culture of accountability and continuous improvement through a research-based system of assessment, planning, and budgeting to achieve expected outcomes.
- Strengthen public perception and develop mutually beneficial community partnerships from business and industry, public-sector sources, private foundations, and individuals.

THE HISTORY OF SOUTHERN REGIONAL TECHNICAL COLLEGE

On June 5, 2014, the State Board of the Technical College System of Georgia approved the consolidation of Moultrie Technical College and Southwest Georgia Technical College to become Southern Regional Technical College (SRTC) effective July 1, 2015. Southern Regional Technical College proudly serves Colquitt, Grady, Mitchell, Thomas, Tift, Turner, and Worth counties. Both colleges individually have long histories of delivering quality education as a result of strong community interest. The following histories of the two technical colleges demonstrate the impact of the colleges and how important high quality education and training have been and will continue to be to the citizens of south Georgia.

Moultrie Technical College originated as Moultrie Area Vocational-Technical School in the fall of 1964 at 361 Industrial Drive. The school opened its doors to 40 students, and offered five programs of study including Automotive Mechanics, Diesel Mechanics, Machine Shop, Drafting and Design Technology, and Electronics. The following year, Heating & Air Conditioning, Accounting, and Secretarial and Clerical Programs were added. Full-time enrollment increased to 100. In 1966, the Welding program was added, and full-time enrollment increased to 180. By the late 1960's, Cosmetology, Practical Nursing and related instruction (Communication Skills and Mathematics) programs were added. At this time, full-time enrollment had increased to 280.

By the end of the 1970's, full-time enrollment had increased to 430. Autobody Repair and Consumer Education programs had been added, as well as off-campus Practical Nursing programs in Tifton and Cordele. For the first time, Adult General Education for Colquitt County was added to the offerings of the school. Not only were programs added, a \$210,000 expansion was completed that provided growth space for office occupations, the Career Development Center, and student lounge, as well as provided space for related subject classrooms. Moultrie Vocational-Technical School was continuing to grow.

In 1998, Moultrie Area Technical Institute opened the Tift area Technical Center off I-75 in Tifton. In July of 2000, Georgia legislation renamed the state's eligible technical institutes as technical colleges. On July 6, 2000, the State Board voted to change the name of Moultrie Technical Institute to Moultrie Technical College (MTC). On November 20, 2000, MTC began offering Associate of Applied Technology degrees. During this time, MTC broke ground for a new \$14 million campus located on Veterans Parkway in Moultrie. This campus officially opened in 2003.

From 2005 to 2012, MTC experienced student enrollment growth due to the addition of new programs of study. MTC became accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in December 2013, with a retroactive date of January 2013. This was a monumental achievement for the College.

Southwest Georgia Technical College began on April 1, 1947, when the Thomas County Vocational School opened for business at the decommissioned Air Base in Thomas County for the purpose of assisting veterans returning from the war in making a transition from military to civilian life. The first programs offered included Auto Mechanics, Electrical Wiring, Construction (including Carpentry and Cabinetmaking), Machine Shop and Welding, and Sheet Metal Fabrication. In July 1954, a new facility was constructed in Thomasville, and half-day classes were made available to students attending Thomasville and Douglass High Schools. In 1958, Thomas County Vocational School received recognition at the state level and was designated as an official location. Doors opened for students in two facilities in July 1963 due to segregation, and in 1965, the two area schools were combined to become a single institution, Thomas Area Technical School.

In 1972, the Paul G. Sewell Vocational Center was completed. Fifteen years later, the Paul G. Sewell Vocational Center, under the governance of the Thomasville City School System, was transferred to the State Board of Postsecondary Vocational Education and renamed Thomas Technical Institute. In 1989, Thomas Technical Institute expanded its programming to include Adult Literacy.

General Information

In 1993 and 1994, Thomas Technical Institute was approved by the State Board to offer its first Associate of Applied Technology degree programs and added a number of certificate programs to complement existing diploma programs. During 1995 to 1997, Thomas Technical Institute went through a self-study accreditation process with the Southern Association of Colleges and Schools Commission on Colleges. Thomas Technical Institute was voted into membership by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on December 8, 1997, with accreditation retroactive to January 1, 1997. Achieving SACSCOC accreditation indicated that Thomas Technical Institute reached a new quality benchmark of excellence.

In July of 2000, Georgia legislation renamed the state's eligible technical institutes as technical colleges. On July 6, 2000, the State Board voted to rename Thomas Technical Institute as Southwest Georgia Technical College, thus providing a name that was more reflective of the region that the institution served. On December 11, 2002, and again ten years later on June 21, 2012, SACSCOC voted to reaffirm the College's accreditation.

Due to increased enrollment, the Georgia Legislature approved an \$11,750,000 expansion for the College in March of 2002 for a new two-story classroom/student affairs/administration building and renovation of the Sewell Building. The College continued to expand in 2010 when it began construction of the \$12.76 million Health Science Building. The 52,000 square foot Health Science Building opened in August 2011 housing programs such as Associate of Science in Nursing, Practical Nursing, and Veterinary Technology in addition to a virtual hospital, veterinary clinic, and lecture hall/auditorium.

PROGRAM ACCREDITATION*

Program	Accrediting or Certifying Agency	Status
Air Conditioning Technology: SRTC-Thomasville	Heating, Ventilating, and Air Conditioning (HVAC) Excellence Home Office 1701 Pennsylvania Ave NW Washington, District of Columbia 20006 Tel: 800-394-5268 Fax: 800-546-3726 http://www.hvacexcellence.org/	<i>Accredited</i>
Associate of Science in Nursing: SRTC-Thomasville	Professional Licensing Boards Division Georgia Board of Nursing 237 Coliseum Drive Macon, Georgia 31217 Phone: 478-207-1640 http://sos.ga.gov/index.php/licensing/plb/45	<i>Approved</i>
	Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road, NE, Suite 850 Atlanta, Georgia 30326 Phone: 404-975-5000, 866-747-9965 Fax: 404-975-5020 http://www.acenursing.org	<i>Accredited</i>

General Information

Automotive Technology: SRTC-Moultrie SRTC-Thomasville	National Automotive Technicians Education Foundation, Inc. (NATEF) 101 Blue Seal Drive, S.E., Suite 101 Leesburg, Virginia 20175 Phone: 703-669-6650 Fax: 703-669-6125 http://www.natef.org	<i>Master Accredited</i>
Cisco Network Specialist: SRTC-Thomasville	Cisco Systems, Inc. 170 West Tasman Drive San Jose, California 95134	<i>Approved</i>
Clinical Laboratory Technology: SRTC-Thomasville	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720 Rosemont, Illinois 60018-5119 Phone: 773-714-8880 Fax: 773-714-8886 http://www.naacls.org	<i>Accredited</i>
Cosmetology: SRTC-Moultrie SRTC-Thomasville SRTC-Tifton Tift County High School Turner County High School	Professional Licensing Boards Division Georgia Board of Cosmetology 237 Coliseum Drive Macon, Georgia 31217-3858 Phone: 478-207-2440 http://sos.state.ga.us/plb/cosmetology	<i>Approved</i>
Esthetician: SRTC-Moultrie		
Firefighter I Firefighter II Fire Officer I Fire Officer II SRTC-Tifton	Georgia Firefighter Standards & Training Council (GFSTC) 1000 Indian Springs Drive Forsyth, Georgia 31029 Phone: 478-993-4521 Fax: 478-993-4511 www.gfstconline.org	<i>Approved</i>
Medical Assisting: SRTC-Moultrie SRTC-Thomasville SRTC-Tifton The Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, Florida 33756 Phone: 727-210-2350 http://www.caahep.org Medical Assisting Education Review Board (MAERB) 20 N. Wacker Drive, Suite 1575 Chicago, Illinois 60606 Phone: 800-228-2262 Fax: 312-899-1259 http://www.maerb.org	<i>Accredited</i>

General Information

Neuromuscular Massage Therapist

SRTC-Moultrie

Professional Licensing Boards Division Georgia Board of Massage Therapy *Approved*

237 Coliseum Drive
Macon, Georgia 31217-3858
Phone: 478-207-2440
<http://sos.ga.gov/index.php/licensing/plb/33>

National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) *Approved*

1901 South Meyers Road, Suite 240
Oakbrook Terrace, Illinois 60181
Phone: 630-627-8000
<http://www.ncbtmb.org>

Nurse Aide & Patient Care Assistant

Alliant Georgia Medical Care Foundation (GMCF) *Approved*

1455 Lincoln Parkway
Suite 800
Atlanta, Georgia 30346
Phone: 800-982-0411
Fax: 678-527-3001
<http://www.gmcf.org>

Paramedicine: SRTC-Thomasville

The Paramedicine program associate degree and diploma programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP) *Accredited*

1361 Park Street
Clearwater, Florida 33756
Phone: 727-210-2350
<http://www.caahep.org>

Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

8301 Lakeview Parkway, Suite 111-312
Rowlett, Texas 75088
Phone: 214-703-8445
Fax: 214-703-8992
<http://www.coaemsp.org>

Paramedicine: SRTC-Thomasville

Emergency Medical Technician (EMT) & Advanced Emergency Medical Technician (AEMT):

SRTC-Moultrie
SRTC-Thomasville
SRTC-Tifton

Georgia Department of Public Health *Approved*

Office of Emergency Medical Services and Trauma
2600 Skyland Drive - Lower Level
Atlanta, Georgia 30319
Phone: 404-679-0547
<http://ems.ga.gov>

Practical Nursing:

SRTC-Cairo
SRTC-Moultrie
SRTC-Thomasville
SRTC-Tifton

Professional Licensing Boards Division Georgia Board of Nursing *Approved*

237 Coliseum Drive
Macon, Georgia 31217-3858
Phone: 478-207-2440
<http://sos.ga.gov/index.php/licensing/plb/45>

General Information

Radiology Technology: SRTC-Moultrie	Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Drive Suite 2850 Chicago, IL 60606-3182 Phone: 312-704-5300 http://www.jrcert.org	<i>Accredited</i>
Respiratory Care: SRTC-Thomasville	Commission on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road Bedford, Texas 76021-4244 Phone: 817-283-2835 http://www.coarc.com	<i>Probationary**</i>
Surgical Technology: SRTC-Thomasville SRTC-Tifton	Commission on Accreditation of Allied Health Education Program (CAAHEP) 1361 Park Street Clearwater, Florida 33756 Phone: 727-210-2350 http://www.caahep.org	<i>Accredited</i>
The Surgical Technology associate degree program at SRTC-Thomasville and the diploma program at SRTC-Thomasville and SRTC-Tifton are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA).	Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) 6 West Dry Creek Circle, Suite 210 Littleton, Colorado 80120-8031 Phone: 303-694-9262 Fax: 303-741-3655 http://www.arcstsa.org	
Veterinary Technology: SRTC-Thomasville	American Veterinary Medical Association (AVMA) 1931 North Meacham Road Schaumburg, Illinois 60173 Phone: 800-248-2862 ext. 6624 https://www.avma.org	<i>Provisional Accreditation</i>

*At the time of the publishing of the catalog, Moultrie Technical College and Southwest Georgia Technical College had notified all program accrediting and certifying agencies that the two institutions would be consolidated into Southern Regional Technical College effective July 1, 2015, pending approval by the Southern Association of Colleges and Schools Commission on Colleges, and had requested appropriate accreditation and certification approvals from agencies as listed.

** The Southwest Georgia Technical College (SWGTC) Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com)

Commission on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835

The CoARC program accreditation number for Southwest Georgia Technical College is 200439.

Statement of Probation

Because the SWGTC Respiratory Care program did not meet the minimum required threshold of 80% on CRT credentialing success for the three-year average (graduation cohorts 2011, 2012, 2103), the Commission on Accreditation for Respiratory Care (CoARC) has placed the program on probationary status. A probationary accreditation status requires the program to submit progress reports to CoARC with updates on CRT credentialing success. Probationary accreditation status does not prohibit the eligibility of currently enrolled students to sit for the National Board for Respiratory Care (NBRC) CRT and RRT exams, upon graduation from the program. Southwest Georgia Technical College is deeply committed to the credentialing success of our graduates. The implementation of a systematic plan of action is in progress in order to ensure that the CRT credentialing success threshold is met. A one year probation period review is scheduled for November 2015.

COLLEGE CALENDAR

Entrance Dates: The academic year at Southern Regional Technical College consists of three semesters- fall, spring and summer —with normal school holidays. A number of programs may be entered at the beginning of each semester. However, some programs begin on a twice per year or once per year cycle. Check with the admissions office to inquire about program start dates.

The College Calendar is subject to change upon approval by the President.
Please note that SRTC conducts most business Monday through Thursday and has limited functions available on Fridays.

Fall Semester 2015

August 17, 2015	Monday	Late Registration
August 18, 2015	Tuesday	Fall Semester Classes Begin
August 20, 2015	Thursday	Last Day to Drop
August 24, 2015	Monday	Last Day to Add
September 7, 2015	Monday	Holiday – Labor Day (School Closed)
October 8, 2015	Thursday	Mid-Term
October 15-16, 2015	Thursday-Friday	EXPO/Fall Break (No Classes)
October 26-October 30, 2015	Monday-Friday	Advisement/Pre-Registration Week
November 3, 2015	Tuesday	New Student Registration (No Classes)
November 11, 2015	Wednesday	Holiday – Veterans Day (School Closed)
November 25, 2015	Wednesday	Annual Leave Option-Faculty (No Classes)
November 26-27, 2015	Thursday-Friday	Holidays- Thanksgiving (School Closed)
December 10, 2015	Thursday	Fall Semester Classes End
December 11, 2015	Friday	Work Day (5-Day)
December 14, 2015	Monday	Fall Semester Exam Day
December 15, 2015	Tuesday	Teacher Work Day/Grades Due
December 16-18, 2015	Wednesday-Friday	Annual Leave Option-Faculty
December 21, 2015	Monday	Annual Leave Option (5-Day)
December 21, 2015	Monday	Holiday (Robert E. Lee’s Birthday) (4-Day)
December 22-25, 2015	Tuesday-Friday	Holidays – Christmas (School Closed)
December 28-31, 2015	Monday-Thursday	Annual Leave Option-Faculty

Spring Semester 2016

January 1, 2016	Friday	Holiday – New Year’s (School Closed)
January 4, 2016	Monday	Late Registration
January 5, 2016	Tuesday	Spring Semester Classes Begin
January 7, 2016	Thursday	Last Day to Drop
January 11, 2016	Monday	Last Day to Add
January 14, 2016	Thursday	Summer/Fall Semesters Graduation
January 18, 2016	Monday	Holiday – MLK, Jr. (School Closed)
January 19, 2016	Tuesday	Professional Development Day (No Classes)
February 26, 2016	Friday	Mid-Term
March 14-18, 2016	Monday-Friday	Advisement/Pre-Registration Week
March 30-April 5, 2016	Wednesday-Tuesday	Spring Break (No Classes)
April 13, 2016	Wednesday	New Student Registration (No Classes)
April 28, 2016	Thursday	Annual Planning Work Day (No Classes)
April 29, 2016	Friday	Work Day (No Classes)
May 2, 2016	Monday	Spring Semester Classes End
May 3, 2016	Tuesday	Spring Semester Exam Day
May 4, 2016	Wednesday	Teacher Workday/Grades Due
May 5-6, 2016	Thursday-Friday	Annual Leave Option-Faculty
May 9-13, 2016	Monday-Friday	Annual Leave Option-Faculty

Summer Semester 2016

May 16, 2016	Monday	Late Registration
May 17, 2016	Tuesday	Summer Semester Classes Begin
May 19, 2016	Thursday	Last Day to Drop
May 23, 2016	Monday	Last Day to Add
May 30, 2016	Monday	Holiday – Memorial Day (School Closed)
June 9, 2016	Thursday	Spring Semester Graduation
June 21, 2016	Tuesday	Mid-Term
June 27-July 1, 2016	Monday-Friday	Advisement/Pre-Registration Week
July 4, 2016	Monday	Holiday – Independence Day Observed (School Closed)
July 5-8, 2016	Tuesday-Friday	Summer Break (No Classes)
July 12, 2016	Tuesday	New Student Registration (No Classes)
August 3, 2016	Wednesday	Summer Semester Classes End
August 4, 2016	Thursday	Summer Semester Exam Day
August 5, 2016	Friday	Work Day (5-Day)
August 8, 2016	Monday	Teacher Workday/Grades Due
August 9-12, 2016	Tuesday-Friday	Annual Leave Option-Faculty

CLASS SCHEDULE

Most classes are scheduled between 8:00 a.m. and 10:00 p.m. according to the contact hours prescribed by the program guide. Clinical hours reflect shifts at clinical sites.

Classes do not necessarily have to meet in the classroom or laboratory area that is usually assigned to the program. Instructors may schedule field trips or live work projects that will be of educational benefit to the students' welfare. It is expected that all students will participate in such projects as assigned by the instructor.

ADMINISTRATIVE ORGANIZATION

Southern Regional Technical College is under the policy and administrative control of the State Board of the Technical College System of Georgia. This Board was established with the responsibility for the governance and management of all the state-supported technical colleges. The Board executes its responsibilities in two primary ways:

- A. by adopting policies to provide general guidelines for governing the system, and
- B. by electing a Commissioner and, under his/her supervision, presidents of the colleges, who are given the responsibility and the authority for the administration of the system in accord with the adopted policies.

STATE BOARD OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA

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Mr. Joe W. Yarbrough, Chairman

Mr. Shaw Blackman, Vice Chairman

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	Mr. Robert "Buzz" Law
	Ms. Sylvia E. Russell
	Ms. Shirley Smith
	Mr. W. Jackson Winter, Jr.

LOCAL BOARD OF DIRECTORS

Southern Regional Technical College is supported and advised by a Board of Directors composed of fifteen members, who were nominated for their positions by area industry and educational officials. Each member was selected and approved by the State Board of the Technical College System of Georgia.

The Board's purpose is to: advise on program direction; serve as a check and balance for the development and implementation of College goals, objectives, policies and procedures; and advocate within the community issues of importance to the technical college system, and Georgia's workforce development efforts.

SRTC BOARD OF DIRECTORS

Colquitt County:

Mrs. Dawn Johns
Mrs. Katrina McIntosh
Mr. Lewis Herndon

Grady County:

Mr. Chadd Mathis

Mitchell County:

Mr. Ray Muggridge
Dr. Bonita Richter

Tift County:

Mrs. Ellen Eaton
Mrs. Lynn Lovett

Thomas County:

Ms. Sabrina Boykins-Everett
Mr. Don Sims
Mr. Zachariah P. Wheeler

Worth County:

Mr. Cal McMillan
Mrs. Kim Gilman

FREQUENTLY CALLED NUMBERS

General Information

Cairo	378-2901
Camilla	522-3640
Moultrie	891-7000
Thomasville	225-4096
Tifton	391-2600

Bookstore

Moultrie	217-4151
Thomasville	225-5204
Tifton	391-2605

Business Office

Moultrie	217-4127
Thomasville	225-5204

Admissions

Registrar	217-4135
Moultrie	217-4133
Thomasville	225-5060
Tifton	391-3713

Financial Aid

Moultrie	217-4131
Thomasville	225-5036
Tifton	386-3164

Economic Development

Moultrie	217-4257
Thomasville	227-3579
Tifton	391-2635

Advancement & Marketing

Moultrie	217-4138
Thomasville	225-3995
Tifton	225-3995
Foundation	227-2415

School of

Arts & Sciences	217-4134
Business	225-5030
Health Sciences	225-4078
Industrial Technology	225-5030
Professional Services	391-2624

Adult Education

Ashburn	567-8782
Cairo	378-2909
Camilla	522-3641
Moultrie	217-4181
Sylvester	277-2177
Thomasville	225-5292
Tifton	391-2615

Library & Media Services

Cairo	378-2910
Moultrie	891-7020
Thomasville	225-3958
Tifton	391-2623

Cosmetology Services

Moultrie	891-7014
Thomasville	226-9647
Tifton	391-2607



SOUTHERN REGIONAL
TECHNICAL COLLEGE



Student Affairs

STUDENT AFFAIRS

ORIENTATION

In order that new students may be fully informed and aware of all phases of college life, an orientation program is provided upon enrollment. The orientation for new students at Southern Regional Technical College (SRTC) is accomplished in two (2) phases. The first phase is provided through **COLL 1500 – Student Success** elective credit (not occupational-related elective) course. Students can choose to register for a traditional face-to-face or on-line course. SRTC staff members discuss financial aid and scholarships, career placement services, counseling services, the calendar of events for the semester, the College's work ethics program, student Right to Know requirements, student activities, and other support services. Students are shown access to the Southern Regional Technical College Catalog and Student Handbook located on the College website. Orientation activities allow students to meet various staff members and become familiar with the campus.

The second phase of the orientation process is conducted by the program Faculty. Program requirements, safety rules, and relevant program requirements are explained and questions answered.

COUNSELING SERVICES

Southern Regional Technical College (SRTC) believes counseling services can be an important partner in the educational process. Brief counseling services (4 to 6 weeks) are available to any student who requests or may be referred for assistance. Upon evaluation, students who need more than brief counseling may be referred to community resources.

Other counseling services include the following: a connection to college-wide resources; personal counseling to encourage self-exploration/discovery in a safe and confidential environment; and career counseling and strategies to achieve educational and occupational goals.

Individuals in need of counseling assistance are encouraged to make appointments when possible by contacting Student Affairs.

DISABILITY SERVICES

The Southern Regional Technical College (SRTC) Disability Services seeks to assure applicants and students with disability equal access to its programs of study, activities, and services.

Disability Services are provided to ensure equal access to all aspects of the technical college experience for students with disabilities through the most appropriate accommodations. Services may be provided from the point of application through graduation and are based on each individual's needs.

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. SRTC strives to provide reasonable, quality services/accommodations based on the nature of the disability. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program.

If a student has a disability and is in need of accommodations, he or she is encouraged to contact the Disability Services Coordinator to self-identify and provide appropriate documentation. Accommodations will be provided based on individual need and medical documentation. Self-disclosures regarding the existence of a disability, or the functional limitations imposed by a disability, are made on a confidential basis. A statement regarding the process of self-disclosure for applicants with disability is included in the Southern Regional Technical College Catalog and Student Handbook.

A Special Populations survey is provided to each student attending new student orientation, identified as new by an instructor, or enrolled in COLL 1500 upon which the student may request more information regarding Disability Services. Referrals for disability services may come from within the College, other colleges or agencies. However, the student must self-identify and request assistance from the Disability Services Coordinator before accommodations can be provided. Disability Services files are confidential and are kept in a secured location within the office of the Disability Services Coordinator. These files may not be accessed without written permission of the student or as otherwise provided by law. These files contain information concerning the nature of the student's

disability, appropriate documentation, services requested, and case notes recording services provided.

Procedure for Acquiring and Utilizing Disability Services Accommodations

1. Student self-identifies disability on the Student Request for Disability Support Form in a confidential meeting with Disability Services Coordinator.
2. Student provides appropriate documentation of disability.
3. Disability Services Coordinator reviews documentation submitted by student, determines eligibility, selects appropriate accommodations, and notifies impacted instructors by form.
4. It is the student's responsibility to contact the Disability Services Coordinator each term to request continued accommodations.
5. Follow-up is conducted throughout the term to review, update, or continue accommodations.

Services Provided May Include:

- A. Registration assistance
- B. Orientation to the campus
- C. Career exploration
- D. Testing modification
- E. Recording/Enlarging reading materials
- F. Accessible parking
- G. Information and referral to campus and community support services
- H. Counseling
- I. Special equipment
- J. Architectural accessibility

CAREER PLACEMENT AND FOLLOW-UP

Career Services, a unit of Student Affairs, provides services to assist students, graduates, and alumni in locating gainful employment in the field for which they have been trained. The Career Services staff maintains communication with employers and with employment resources to inform students and alumni of available employment opportunities. Southern Regional Technical College will make every effort to assist students to find employment through resume and cover letter writing, interviewing techniques and job search strategies, and information on current job openings in the area. Computers with internet access and other resources are available in the Student Affairs area in Moultrie-Veterans Parkway, Building A; Thomasville, Building A; or Tifton, Building A. Students may call to schedule an appointment.

STUDENTS' RIGHT TO PRIVACY

Student Records

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) (Buckley Amendment). Southern Regional Technical College (SRTC) accords all the rights under the law to students who are or have been enrolled. No one outside the College shall have access to any information from students' educational records without the written consent of students, except the following:

1. College personnel;
2. Officials of other colleges in which students seek to enroll;
3. Persons or organizations providing student financial aid;
4. Accrediting agencies carrying out their accreditation function;
5. Persons in compliance with a judicial order; or
6. Persons in an emergency in order to protect the health or safety of students or other personnel.

Within the College, only those staff members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These staff members include administrators, financial aid and academic personnel, and all are held within a need-to-know limitation.

Directory Information

At its discretion, SRTC may release directory information according to the provisions of the FERPA. Directory information includes the following:

1. Full name of student;
2. Address(es);
3. Telephone number(s);
4. County of residence;
5. Email address(es);
6. Major and field(s) of study;
7. Degrees, awards, and honors including nature and date received;
8. Dates of attendance;
9. Enrollment status (full time/part time);
10. Name of institution last attended;
11. Participation in official activities; and
12. Photograph(s).

Any student who objects to the release of directory information must notify the Registrar's Office in writing, clearly stating what directory information they do not wish to have released. A student need only file this notification once during his or her enrollment. Even if a student elects to prohibit the release of directory information, SRTC may still require the student to wear or present a student ID badge.

CAMPUS VISITS

Southern Regional Technical College encourages prospective students, businesses, and guests to visit and see any College campus. All visitors who desire a tour are asked to contact the Student Affairs staff on that campus prior to the visit, so arrangements can be made for an organized tour.

VALIDATION 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 issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. The Technical College System of Georgia (TCSG) will accept the following:
 - Alabama:** Issued after August 1, 2000
 - Florida:** Issued after January 1, 2010 AND have a gold star in the upper right hand corner.
 - South Carolina:** Issued after November 1, 2008
 - Tennessee:** Issued after May 29, 2004.
 - Any State:** Any valid drivers' license or ID card with this gold star in the upper right hand corner.



- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable .
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A 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.

ADMISSIONS

ADMISSIONS POLICY

Southern Regional Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, 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 educational programs and activities including admissions policies, scholarship and loan programs, athletic, and other Department and Technical College administered programs. It also encompasses the employment of personnel and contracting for goods and services.

Southern Regional Technical College promotes the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

ADMISSIONS PROCESS

Admission to Southern Regional Technical College (SRTC) is a multi-step process that consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The admissions requirements and procedures established at SRTC are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, and other appropriate evaluations. Admissions requirements follow the guidelines developed by the State Board of the Technical College System of Georgia and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available. SRTC assures implementation of this procedure to include consistent interpretation and administration of the following activities:

- recruitment
- orientation to admission procedures, as needed
- assessment of students
- career counseling and job placement assistance
- financial aid counseling
- procedures to assist persons with disabilities
- program placement
- placement into degree, diploma, certificate on a regular or provisional basis
- learning support programs

Eligible Applicants

A. Applicants for admission must be at least sixteen (16) years of age. Education requirements vary according to the particular program of study. Program standards set the requirements for a high school diploma or General Educational Development (GED®) diploma for admission into a program of study. All students in programs not requiring a high school diploma or GED® diploma for entry must receive a high school diploma or GED® diploma prior to graduation from SRTC.

B. The President of SRTC has the authority to waive the 16 years of age requirement for secondary students who are participating in an articulated program of study.

Required Academic Criteria for Admissions

A. A high school diploma (verified by an official transcript including graduation date and diploma type) or General Educational Development (GED®) diploma will be required for admission to SRTC, unless otherwise specified by the program's standards. Home school students may follow an alternative path for admissions, described below. High school diplomas from unaccredited institutions, certificates of attendance, or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or GED® diploma.

B. The President of SRTC has the authority to grant a waiver to the admissions requirement as it relates to possessing a high school diploma or GED® diploma for those secondary students or those pursuing a GED® diploma who are otherwise eligible to enroll in a specific program of study that is agreed upon by the secondary school or the Adult Education Department and SRTC.

However, prior to graduation from SRTC, students in degree, diploma, and specified certificate programs must receive a high school diploma or GED® diploma.

C. In order for the high school diploma to be accepted by SRTC, the high school must be accredited by a regional accrediting agency such as:

- 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 Accreditation Commission
- Southern Association of Colleges and Schools/Council on Accreditation and School Improvement
- Georgia Accrediting Commission
- Georgia Association of Christian Schools
- Association of Christian Schools International
- Georgia Private School Accreditation Council
- Accrediting Commission for Independent Study
- Southern Association of Independent Schools
- Distance Education Training Council
- Florida Council of Independent Schools
- Florida Association of Christian Colleges and Schools
- Florida Council of Private Schools
- South Carolina Independent School Association
- Alabama Independent School Association
- Texas Private School Accreditation Commission
- National Council for Private School Accreditation
- North American Christian School Accrediting Agency
- Tennessee Association of Christian Schools
- A public school regulated by a school system and state department of education

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

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

E. Applicants of homeschools located outside the State of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores as required by SRTC.

INTERNATIONAL STUDENTS

Submit a completed admission application and nonrefundable application fee in US currency by credit card, money order, or check drawn on a U.S. bank payable to the College by the appropriate admission deadline.

Submit official transcripts from high school (or GED) and all colleges attended by the application deadline. All transcripts must be received in envelopes sealed by the sending institution. Applications with a college degree are not required to submit a high school or GED transcript. All international transcripts must be evaluated by an approved evaluation service and sent directly to the college. Visit the Southern Regional Technical College website at www.srtc.edu for a list of Approved Transcript Evaluation Agencies.

High school transcripts or diplomas should be evaluated by the document evaluation method. Students with college credit or a degree from a college or university outside the United States must submit a course by course evaluation of the transcript.

VERIFYING STUDENT LAWFUL PRESENCE

- 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).

INTERNATIONAL STUDENTS

It is the policy of the state that VISA status is not a condition for admission to technical colleges; however, prospective students must meet the state approved admission requirements as outlined for all students. While VISA status is not a condition for admission, it is critical information that may be collected for effective student advisement and tuition purposes. SRTC does not issue I-20 VISAs.

SENIOR CITIZENS

Residents of Georgia who are 62 years of age or older may attend credit classes without payment of tuition. Proof of age must be presented at registration to receive the tuition waiver. All fees will be assessed. Admission under this provision is granted on a space available basis and does not apply to continuing education classes.

ASSESSMENT

The ability of a student to succeed in a program at Southern Regional Technical College (SRTC) is greatly determined by the math and language skills possessed by the student. SRTC is committed to assist each student to achieve at his/her maximum potential. It is the philosophy of the College that a student is not helped by admitting him/her to a program in which he/she does not possess the basic educational skills needed to succeed. Therefore, all students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at the College. Students will then be admitted in accordance with the academic standards applicable to the program.

SRTC utilizes the state-approved assessment instruments (ASSET or COMPASS) to assess program readiness. Minimum scores for entry into programs are established to meet state requirements. Official scores on a validated assessment instrument such as ACT and SAT can also be used to assess program readiness.

Assessment scores will be considered valid for placement purposes for a period of five years (60 months) and are transferable to any Technical College System of Georgia (TCSG) college.

I. ASSESSMENT/PLACEMENT TESTS

The ASSET is an approved admission placement exam in a convenient pencil/paper format. Scoring is performed on software developed by ACT. The student's raw score is automatically converted to a scaled score, which is used in determining the student's admission status.

The COMPASS exam is the primary placement exam used by SRTC. The COMPASS is an untimed computerized assessment tool. Each test produces a placement recommendation based on the correct responses to items presented.

II. ADMINISTRATION OF THE PLACEMENT EXAM

Placement testing is administered through the Office of Admissions by the designee assigned by the Vice President for Student Affairs. Persons administering the ASSET or COMPASS receive in-service training on administering the exam.

- a. Each student shall be assessed prior to being accepted as an award seeking student into any credit program.
- b. Each student will receive an interpretation of his/her assessment scores prior to beginning his/her educational experience.
- c. Provisions will be made for the assessment of students with disabilities who need special assistance and consideration upon request and documentation.

III. CANDIDATES FOR PLACEMENT TESTING

Any applicant for admittance to a credit associate degree, diploma, or certificate program is required to undergo placement testing unless he/she can provide documentation of the following:

- a. Official scores on validated assessment instruments (such as ACT or SAT) or Georgia High School Graduation Test (GHS GT) in English/ Language Arts (ELA) provided that the scores are not more than five years old and meet the minimum score as listed below.
- b. Passing grades of C or better in college-level English and college-level math courses from a regionally or nationally accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math courses required in the applicant’s chosen program of study.

	Associate Degree
Minimum SAT:	Verbal 480, Math 440
Minimum ACT:	English 20, Reading 17, Math 19
*Minimum GHS GT	N/A

	Diploma/Certificate
Minimum SAT:	Verbal 430, Math 400
Minimum ACT:	English 12, Reading 13, Math 17
*Minimum GHS GT	English/Language Arts (ELA 235 or higher)

*A score of 235 or higher on the ELA portion of the GHS GT will ONLY exempt testing in writing and reading for placement into diplomas and technical certificate of credit programs. This will not exempt testing for degree seeking students.

IV. TEST REGISTRATION

Applicants must register for the assessment exam with the Office of Admissions.

V. RETEST

Students or applicants may be reassessed. Applicants who fail to meet the minimum scores for regular admissions are given one opportunity to retest. Students must wait 30 days prior to retesting.

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

ASSESSMENT PROCEDURE

Admission to SRTC is not a guarantee to admission to a degree, diploma, or certificate program. The admissions process encourages students to enter programs in which they have a reasonable expectation of success.

In addition, pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any document. Applicants furnish false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.

Credentials submitted become and remain the property of SRTC and will not be returned to the applicant, duplicated, nor transferred to another institution.

Admission to specific programs requires that applicants have adequate educational preparation, as measured by satisfactory placement assessment scores and prerequisite assessment. If evaluation of admission information indicates that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course(s) to provide the needed preparation. Information on entrance standards required for programs and other requirements unique to each program may be obtained in the Admissions Office or contacting the program advisor.

Several of the College's programs in the School of Health Sciences have competitive admissions criteria including but not limited to admissions scores and weighted scoring combinations whereby top ranked students may be admitted. Applicants for admission into these programs should be aware of the time limit policy and the exemption test policy.

No student will be allowed to transfer into occupational courses of programs that have a competitive process. The transfer student must go through the same process that is required of Southern Regional Technical College students.

ADMISSIONS CATEGORIES

Minimum admissions requirements shall be established for each program.

Students shall be admitted to SRTC in one of the following categories:

- a. Regular Status
- b. Provisional Status
- c. Learning Support Status
- d. Special Admit Status
- e. Transient Status
- f. Dual Status
- g. ACCEL Status
- h. Joint Status
- i. Move On When Ready Status
- j. Audit Status
- k. Transfer Status

Minimum admissions requirements are implemented for each standard degree, diploma, or certificate program.

A. Regular Admission Requirements

Students who attain placement scores that meet the program specific admission standards and who have properly completed the admission procedure will be admitted into a program as regular admission.

B. Provisional Admission Requirements

Students who 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 specific occupational courses as long as class pre-and co-requisites are satisfied. All associate degree, diploma, and certificate 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.

C. Learning Support Admission Requirements

Learning Support studies consist of classes designed for students who score below the program –specific admission standards established by the state (TCSG) and SRTC. To aid these students in attaining program level admission scores, SRTC provides curricula and instruction in the areas of reading, English, and math. The SRTC Required Scores Chart is used to identify the level of learning support needed based upon admission scores into specific programs. Upon satisfactorily completing required learning support courses and meeting regular program-specific admission requirements, students exit learning support studies.

D. Special Admit Admission Requirements (Non-Credential Seeking)

The special admission category is designed to be an admissions method for non-award seeking students. The following specifics define the parameters of this classification:

1. Be classified as non-award seeking at the time of entry by the admissions office.
2. Be granted special student status upon recommendation of the Director of Admissions/ Student Affairs.
3. Receive credit for regular program coursework, which is satisfactorily completed.
4. Receive credit for a non-limited number of courses, but have the ability to transfer only 15 credit hours into a specific program for award seeking purposes.
5. Have the option of applying for regular student status but must go through the regular student admissions process. This includes taking the state approved placement assessment. The number of hours taken as a special student in no way waives the requirement of the regular admission process.
6. Adhere to the specific institutional prerequisite

requirements when selecting courses.

7. Will not be eligible for any financial aid.

E. Transient Admission Requirements

A student in good standing at another accredited college may be permitted to enroll as a transient student on a space-available basis at SRTC in order to complete course studies to be transferred back to the home college. A transient student should be advised in writing by the home college concerning recommended courses.

Students wishing to enroll at SRTC as a transient student must:

1. Submit an application for admission to SRTC with a \$20 non-refundable application fee.
2. Present a statement or transient agreement from the home college stating that the student is in good standing and eligible to return to that college and list the courses the student is eligible to take. A current statement or transient agreement is required for each term of enrollment.
3. Pay scheduled fees.
4. SRTC students wishing to be a transient student elsewhere must be in good standing at SRTC and all prerequisite requirements for the course or courses are met. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Credit hours earned as a transient student cannot exceed seventy-five percent (75%) of the course work needed for graduation from any certificate, diploma, or degree at SRTC.

Beginning Fall Semester 2015, Move On When Ready will include Dual Enrollment, Joint Enrollment, and ACCEL (Admissions' Categories F through I)

F. Dual Enrollment

(Diploma and Certificate Programs only)

The purpose of Dual Enrollment is to offer additional educational opportunities for Georgia high school students. Students can earn credit both from high school and from SRTC while still in high school. Students can earn credit both from high school and from SRTC while still attending high school. Tuition, fees, and books are available to eligible students enrolled in HOPE eligible programs.

G. ACCEL

The purpose of the Accel Program is to provide Georgia high school students with the opportunity to earn college degree-level credit hours as they simultaneously meet their high school graduation requirements. This program offers career-oriented students the option to begin working toward a college degree while still pursuing a high school diploma. The following guidelines govern this program:

- Students must be classified as an 11th grader (high school junior) or 12th grader (high school senior) in a public or private high school in Georgia that is eligible to participate in the Accel program.
- Students must submit an Accel application to the high school and be approved through the advisement process at both the student's high school and postsecondary institution to be a dual credit student.
- Students must abide by the rules of both the high school and the postsecondary institution the student is attending and can be denied participation in the Accel program for such violations by either the high school or the postsecondary institution.
- Students must complete an application for college admission, make appropriate scores on the ASSET or COMPASS exams or provide appropriate ELA, ACT, or SAT scores, and provide documentation of parental consent.
- Students will receive a letter grade and a work ethics grade that will appear on the college transcript. The high school transcript will reflect the numerical grade that corresponds to the letter grade.
- Accel pays the exact amount of a student's tuition and fees each semester and provides a book voucher depending on the number of hours attempted.
- Students must meet eligibility requirements for Accel such as Selective Service registration if applicable, Georgia residency, etc.
- Hours for which a student receives Accel payment will not be included in the paid hours limit for HOPE Scholarship programs.
- Students must have permission of the high school to participate.

**H. Joint Enrollment
(Diploma and Certificate Programs only)**

The purpose of Joint Enrollment is to offer additional educational opportunities for Georgia high school students. High school students participating in Joint Enrollment must be enrolled in a diploma or a technical certificate program. Course credit is awarded at SRTC. A joint enrolled student is eligible to receive HOPE provided he/she meets other eligibility requirements. Hours paid by HOPE will be included in the paid hours limits for HOPE Scholarship programs. For more detailed information, contact the Office of the SRTC High School Coordinator or local high school guidance counselor.

High school students who enroll as Joint Enrollment must be 16 years of age and have met all College admission requirements for their selected program of study. Joint enrollment students may enroll in general academic courses, as well, technical courses.

I. Move On When Ready

Funds for full-time college while still in high school Move On When Ready (MOWR) is a 2009 state law that allows Georgia students entering eleventh or twelfth grade to take all of their courses at a TCSG college or through any other state institution or a virtual course approved by the State Board of Education. The student pays no college tuition because the law provides that the funding that would normally be applied to the high school education instead follows the student to the college, as arranged by the Georgia Department of Education. To be eligible, students must have spent the prior school year in attendance at a public high school in Georgia. Students who enroll in a TCSG college or other Georgia colleges or universities in the MOWR program receive credits that allow them to complete the requirements for their high school graduation and diploma. The student must be a legal resident of Georgia and maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements and meet all college admission and registration requirements.

J. Auditing a Class

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval. Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Credit is not awarded for courses taken on an audit basis. Financial aid services are not available for courses being audited. Applicants requesting to audit a course(s) are not required to take the admissions placement exam or submit transcripts. Admission will be granted on a space available basis.

K. Transfer Admission Requirements

Applicants to SRTC who have been previously enrolled at a postsecondary college may be considered for admission once an application is submitted with a \$20 non-refundable application fee. Applicants who are in good standing at their previous college may be accepted in good standing. Applicants who are on academic warning or academic probation at their previous college may be accepted only on academic probation. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first semester enrolled to continue the next semester. Transfer students who are on academic suspension from their former institution are considered for admission to the College on the same basis as suspended students from SRTC who apply on academic probation. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first semester enrolled to continue the next semester.

Applicants for transfer admission must submit an application for admission and \$20 non-refundable application fee and meet all admission requirements to include official transcripts from secondary and post-secondary schools. Applicants who have not taken an entrance assessment within the last five (5) years may be required to do so under the assessment guidelines for testing. Each Technical College will develop its own retesting policy and charges may apply.

ENTRANCE REQUIREMENTS FOR SELECT CREDIT PROGRAMS

Entrance requirements vary and students should refer to the College catalog to obtain specific entrance requirement information.

A. Education: A high school diploma (to exclude diplomas marked as certificate of attendance or special education certificate) or Educational Development (GED®) diploma is required for admission to all programs with the exception of certain certificate programs specified in Board approved program proposals. The President of SRTC has the authority to grant a waiver to the admissions requirement as it relates only to possessing a GED® or high school diploma for secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and the technical college. However, prior to graduation from SRTC students in degree, diploma, and specified certificate programs must receive a high school diploma or GED®.

B. Age: Applicants 16 years of age or older who seek access to quality instruction designed to develop or improve occupational competencies. The President of SWGTC has the authority to waive the “16 years of age” requirement for secondary students who are participating in an articulated program of study.

C. Applicants who have not taken an entrance assessment within the last five (5) years may be required to do so. SRTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SRTC accepts a student’s official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHS GT) in English/Language Arts if the scores meet the College program’s required minimums. A 235 or higher score on the ELA portion of the GHS GT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student’s SAT, ACT, or GHS GT in English/Language Arts scores do not meet the College’s program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any Technical College System of Georgia (TCSG) college. Each technical College will

develop its own retesting policy and charges may apply.

Note: Students or applicants who have successfully completed, with a “C” grade or better, transferable nationally accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant’s chosen program of study. There is no time requirement on these courses for most programs. For all programs in the School of Health Science, there is a five (5) year time limit on transferrable math courses. Students preparing to enter (taking courses for) a diploma or associate degree program in the School of Health Sciences must complete all ALHS and prerequisite courses within five (5) years and two attempts.

D. Health: Applicants must be physically able to attend end school regularly and must meet the physical demands for the course in which they plan to enroll. Physical examinations for most applicants to the School of Health Sciences are required after official acceptance to the program. Physical forms will be issued at the proper time.

E. Criminal background checks: Required by most programs in the School of Health Sciences, Criminal Justice Technology, and Early Childhood Care and Education.

F. Competitive Admissions: Several programs in the School of Health Sciences are based on competitive admissions criteria. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with the applicants.

ONLINE

SRTC offers online courses. Students interested in enrolling in online classes should log on to www.southernregional.edu/online to review the Technology Requirements for online learning. Students who have completed admissions requirements may register for an online course through their program advisor after verifying the hardware and software requirements. For more information regarding online courses, contact the Director of Online Instruction.

DOUBLE MAJORS

Students are allowed to enroll in a maximum of two majors with common core curriculum at one time.

CHANGE OF MAJOR

Students have the privilege of changing their major from one program to another while enrolled in Southern Regional Technical College, provided they have the necessary qualifications and room is available. Students desiring to change majors must complete an application/reapplication and meet all requirements to make the change by the published deadline. Students are encouraged to check with the Financial Aid office prior to changing their major to determine how their financial aid will be affected.

ADMISSION APPEAL

Applicants who feel that they have been discriminated against on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status are encouraged to make use of the appeal process. Those who are dissatisfied with an admissions decision or have a complaint are also encouraged to discuss with the Director of Admissions any concern relative to denial of admission based on the discrimination factors listed.

1. The applicant may appeal in writing within 30 days of admissions decision to the Admissions Appeal Committee, which shall consist of the Vice President for Student Affairs, Executive Vice President, and the Program Instructor. The written complaint should contain a complete description of the alleged discrimination and should be submitted to the Director of Admissions to be forwarded to the Admissions Appeal Committee.
2. Within 5 working days of the receipt of the complete appeals package, notification of the date, time, and location of the Admissions Appeals Committee meeting will be sent to the applicant. If the applicant wishes to appear before the Committee, but is unable to make the scheduled meeting, he/she should contact the Vice President for Student Affairs before the scheduled meeting.
3. When the Committee has reviewed all the information it deems necessary and made its decision, the Committee will send a written report to the applicant within 5 working days of the receipt of the complete appeals package.

4. The decision of the Admissions Appeals Committee may be appealed in writing to the President of MTC. An appointment will be set for the applicant to appear to state his/her case. The President's decision of the appeal is final.

ADVANCED PLACEMENT

Southern Regional Technical College (SRTC) acknowledges that learning occurs in a variety of settings. Advanced placement allows a student to receive course credit based on previous experience and learning, formal or informal, and results in advanced standing within an associate degree, diploma, or technical certificate of credit program.

SRTC grants credit for previous education, training, or experience in the following areas:

Transfer Credit

Course credit may be awarded for courses completed with a "C" or better earned at a previously attended college, university or postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Transfer of credit earned at a Foreign Institution that have standing considered equivalent to regional accreditation in the U.S. may be accepted. Transfer credit will be recorded on the student's SRTC transcript with a grade designation of "TR", "TRA", "TRB", or "TRC". The third letter indicates the grade earned in the course and will not be calculated in the student's Academic GPA. It is the responsibility of the applicant to provide official transcript documentation to the Registrar's office.

For transfer credit to be awarded:

1. The applicant must furnish, as part of the application process, a certified sealed (original) or certified electronic copy of his/her transcript from the former institution.
2. Coursework and learning outcomes must be at the collegiate level, have the same content and quality, and are comparable to SRTC's own degree, diploma, or certificate program.

3. The final grade must be a “C” or better.
4. The applicant must successfully undergo a skills examination provided by the departmental instructor(s) at SRTC when applicable.
5. No more than 75% of the course credit from a program of study may be transferred from other institutions.
6. Transfer of occupation credit is limited to five (5) years. For Health Science majors, there is a five (5) year time limit on mathematics. All other areas of Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics and other General Education courses have no time limits, unless specifically noted for the program.
7. Learning Support credit from another college will not be accepted.

Secondary Articulation

Secondary Articulation credit earned under the Secondary Articulation Agreements may be awarded to recent high school graduates subject to validation of credit and enrollment at SRTC within 2 years of high school graduation. A final examination/exemption examination for the course will be administered and the student must score a 70 or above on the exam to receive articulated credit. The credit will be recorded by the letters “AC” on the official SRTC transcript and will not be calculated in the Academic GPA.

Standardized Exam Credit

SRTC awards credit for standardized examinations including but not limited to, the College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) credit. Students must meet the minimum scores of 3 or higher, have the official test scores mailed directly from the issuing agency, and time limits that apply to transfer credit will apply to credit by exam. The credit will be recorded by the letters “TR” on the official SRTC transcript and will not be calculated in the Academic GPA.

Prior Learning Assessment (PLA)

SRTC evaluates and awards credit for prior learning assessment through previous training (experiential learning) or military training. The work experience, corporate training, professional training, military service or other training must be consistent with the SRTC mission and course work and learning outcomes comparable to SRTC’s degree programs. Experiential Learning credit will be recorded by the letters “EXP” on the official SRTC transcript and will not be calculated in the Academic GPA. Military training credit may be awarded for training received in the Armed Forces. The training should be certified by the Guide to the Evaluation of Education Experience in the Armed Services, published by the American Council on Education. Military credit will be recorded by the letters “TRM” on the official SRTC transcript and will not be calculated in the student’s Academic GPA.

Credit by Examination (Exemption)

SRTC offers institutional exemption exam credit for students accepted or enrolled at SRTC. Exemption credit will be recorded by the letters “EXP” or “EXE” on the official SRTC transcript and will not be calculated in the student’s Academic GPA. Students may request permission for an exemption exam through the Registrar’s office and will receive an Exemption Examination form if applicable.

1. A student may not request exemption examination for courses previously enrolled unless the course exceeds the time limits, nor may the student take an exemption exam for a course more than once.
2. The student must pay an exemption fee of 25% of the tuition cost of the course prior to the exemption exam and present the receipt to the administering faculty when scheduling the exam.
3. If the student earns a minimum score of 70 or higher, the administering faculty will report the course number, course title, credit hours and score on the Exemption Examination form and return it to the Registrar’s office.

Residency Requirements

SRTC requires that a minimum of twenty-five percent (25%) of the coursework of a particular program of study be completed at SRTC.

Designation of Credit

1. Exemption credit awarded will be indicated by use of the letters "EXP" or "EXE" on transcript/permanent records.
2. Transfer/Transient credit awarded will be indicated on transcript/permanent records by the use of the letters "TR," "TRA," "TRB," or "TRC."
3. Articulated credit awarded will be indicated on transcript/permanent records by use of the letters "AC."
4. Military Training credit awarded will be indicated on transcript/permanent records by use of the letters "TRM."

STUDENT STATUS

The normal rate of progress through a program is established by the program length in the program specific standard and program guide.

Full-time student status is obtained by registering for twelve (12) or more credits for a program per semester. In some programs, more credits must be taken per semester to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per semester may enhance scheduling difficulties and further delay graduation.

GEORGIA RESIDENCY REQUIREMENTS

To be classified as an in-state student for tuition purposes, a student must meet the Georgia Residency Requirements of the Technical College System of Georgia (TCSG) for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. Determining a student's residency status is based on objective circumstances that indicate a student's intent to maintain a permanent presence or Domicile, in the State of Georgia. No single factor is conclusive. There is no set number of factors required to be met to document residency.

In order to qualify for certain types of financial aid, additional residency requirements may apply.

Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southern Regional Technical College service area (Jefferson, Leon, Gadsden) are not subject to out-of-state tuition.

Dependent Students: A dependent student is an individual under the age of 24 who receives financial support from a parent or court-appointed Legal Guardian whose federal or state income tax return lists the individual as "dependent".

- A dependent student meets the Georgia Residency Requirements if his or her parent or court-appointed Legal Guardian has established and maintained Domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which in-state tuition is sought; and
- The student graduated from an Eligible High School located in the State of Georgia; or
- The parent claimed the student as a dependent on the parent's most recent federal income tax return.

Independent Students: An independent student is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or court-appointed Legal Guardian who has ceased to provide support and right to that individual's care, custody and earnings.

- An independent student meets the Georgia Residency Requirements if he or she has established and maintained Domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which in-state tuition is sought.

OUT-OF-STATE APPLICANTS

Out-of-state applicants are encouraged to apply for admission to Southern Regional Technical College. Every effort is made to accommodate as many students as possible.

INTERNATIONAL STUDENTS

Southern Regional Technical College accepts international students who are not U.S. residents but have provided documentation that they have received a Georgia High School Diploma, Georgia G.E.D., or other documentation establishing they are legally in the country, such as a green card.

Southern Regional Technical College is not approved by the INS as an I-20 school. We do not accept students with F & M visas.

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

- An eligible non-citizen must meet the Georgia Residency Requirements listed above to receive the in-state tuition rate.
- Ineligible non-citizens cannot qualify for in-state tuition.

- Ineligible non-citizens will be charged four (4) times the rate of Georgia residents.

SPECIAL PROGRAMS/OPPORTUNITIES

Articulation Agreements

Southern Regional Technical College (SRTC) has an articulation agreement with Albany State University for those students wanting to complete a baccalaureate degree in Criminal Justice, Early Childhood Care and Education, or Social Work. Students earning an Associate degree in Criminal Justice, Early Childhood Care and Education, or Social Work will qualify to transfer over 90% of their earned credit.

Southern Regional Technical College has an articulation agreement with Thomas University for those students wanting to complete a baccalaureate degree in Business Administration, Medical Laboratory Science, Criminal Justice, Early Childhood Education, Social Work, or Nursing. Students earning an Associate degree in Business Management, Clinical Laboratory Technology, Criminal Justice, Early Childhood Education, Social Work, and Nursing will qualify to transfer over 80% of their earned credit.

Southern Regional Technical College has an articulation agreement with Valdosta State University for those students wanting to complete a baccalaureate degree in Human Capital Performance or Organizational Leadership. Students earning an Associate degree in Accounting; Nursing; Business Management; Clinical Laboratory Technology; Crime Scene Investigations; Criminal Justice Technology; Early Childhood Care and Education; Paralegal Studies; Social Work Assistant; and Veterinary Technology will qualify to transfer over 90% of their earned credit.

The Technical College System of Georgia (TCSG) has articulation agreements with certain institutions for select programs and courses. Further information regarding these agreements can be found on the Transfer Agreements page of the SRTC website.

STUDENT FINANCIAL AID

Financial aid is available to eligible students enrolled in Southern Regional Technical College. The fundamental purpose of financial aid is to assist students in obtaining a post-secondary education by providing access to funding programs that can assist with educational expenses.

General Eligibility Requirements

To qualify for federal financial aid programs, a student should:

- Complete a Free Application for Federal Student Aid (FAFSA) and provide the Financial Aid Office with any needed documents to complete award.
- Be a U.S. citizen or eligible non-citizen.
- Have a high school diploma or have successfully completed a state-approved high school equivalency exam.
- Be registered with Selective Service, if male age 18 or older.
- Not be in default of a federal student loan nor owe a refund on any Title IV program.
- Be making satisfactory academic progress in accordance with SAP policy.

To qualify for state financial aid programs, a student should:

- Complete a Free Application for Federal Student Aid (FAFSA) or a HOPE Program Application (GSFAPPS) and provide the Financial Aid Office with any needed documents to complete award.
- Be a U.S. citizen or eligible non-citizen.
- Meet Georgia residency requirements in accordance with GSFC regulations.
- Be registered with Selective Service, if male age 18 or older.
- Not be in default of a federal student loan nor owe a refund on any Title IV or state program.
- Be making satisfactory academic progress in accordance with SAP policy.

Application Procedures

To apply for both federal and state financial aid, a student should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. A new FAFSA is required each academic year for students seeking federal aid. Students wishing to apply only for state financial aid programs can complete the HOPE Program Application (GSFAPPS) at www.gacollege411.org. All forms necessary for financial aid can be obtained in the SRTC Financial Aid Office or found on the SRTC website. Students should be mindful of Financial Aid application Priority Dates to ensure funds are available on the first day of the term to apply towards tuition, fees and/or books. Financial Aid Priority Dates are posted on the SRTC website, Financial Aid page.

Sources of Financial Aid – Federal Aid Programs

Federal Pell Grant

Pell Grant is a federal Title IV program that provides funds to students who meet certain need-based eligibility requirements. The amount of Pell a student can receive is based on the Estimated Family Contribution (EFC) reported on the student's Student Aid Report (SAR) as determined by Federal Student Aid Programs from the student's FAFSA application, the cost of attendance, federal appropriations, and the student's actual class load per semester. Pell Grant is available for degrees, diplomas, and some certificate programs. Students enrolled in 12 or more hours are considered full-time students. Students taking less than 12 hours will have their award prorated as follows: nine to eleven hours – 75% of Pell award; six to eight hours – 50% of Pell award; five or less hours- 25% of Pell award. Students with limited Pell-eligibility may receive no award if enrollment is less than full-time. Eligible students can receive Pell Grant up to the equivalent of six years of full-time attendance at any institution or until they earn a Bachelor's degree or higher.

SRTC verifies all students selected for verification by the US Department of Education, if the student is in a Pell-eligible program and can receive federal funds. Additionally, the Financial Aid Office selects students for verification who appear to have reported potentially incomplete or conflicting FAFSA information. The Financial Aid Office may request additional documentation, as necessary, at any time to determine the validity of reported information. Verification must be completed before Title IV funds are awarded and disbursed to the student.

Students who complete the awarding/verification process and have financial aid awarded in excess of tuition and fees will have funds made available for use in the Bookstore for book and supply purchases one week prior to the term start date.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a federal grant that is designed to assist those students who receive Pell Grant and who demonstrate exceptional financial need, as determined by their FAFSA information. Due to limited funding by the US Department of Education, not all eligible students will receive this award. Funds are awarded throughout the year.

Federal Work Study (FWS)

The Federal Work Study program provides students the opportunity to work part-time to help pay for the costs of their education. Eligible students must have unmet need as determined by student's FAFSA information and award package and be enrolled in an eligible program. Students must complete all awarding and verification requirements before being determined eligible for FWS. Due to limited funding by the US Department of Education, only a pre-determined number of positions are available each year. Interested students should apply online at the SRTC website, Human Resources.

Loans

SRTC does not participate in federal loan programs.

Veterans Administration

Most of the programs at SRTC are eligible for veterans training benefits. Persons eligible for veterans training assistance may begin the eligibility process by visiting the SRTC website's Veterans page, by contacting SRTC's certifying officials, or through their local or regional veterans administration office.

Workforce Investment Act (WIA)

The purpose of this act is to prepare economically disadvantaged youth, unskilled adults, or people facing serious barriers to employment with the training necessary for entry into the labor force. For those who qualify, WIA can assist with tuition, fees, books and supplies, and provide additional monies in certain cases. Not all programs are covered by WIA. Interested students should visit the SRTC website, Financial Aid page to obtain contact information for the WIA Office.

Sources of Financial Aid – State Aid Programs

ACCEL Scholarship

The ACCEL Scholarship is available to high school students who are taking degree level core curriculum to meet high school graduation requirements while enrolled at SRTC. Students must meet all Georgia residency requirements and complete an ACCEL application, in conjunction with their high school counselor, at www.gacollege411.org. Students interested in this program should contact a High School Coordinator at SRTC.

HERO (Helping Educate Reservist and their Offspring) Scholarship

Georgia HERO Scholarship provides financial assistance to students seeking a post-secondary education who are a current member of the Georgia National Guard or US Military Reserves who are/were deployed overseas on active service on or after February 1, 2003 to a location designated as a combat zone; the dependent of a guard/reservist who meets the above criteria; or a spouse of a guard/reservist who was deployed to combat zone and who was killed, died of severe injuries received while in a combat zone, or became 100% disabled as a result of injuries. Students can apply for the HERO Scholarship on the Georgia Student Finance Commission website, www.gacollege411.org.

HOPE GED Voucher

The HOPE GED Voucher is issued to students who successfully complete their high school equivalency exam in Georgia, typically the GED® exam. Georgia Student Finance Commission provides the voucher directly to the student upon confirmation of successful completion of the high school equivalency exam. The voucher must be redeemed within 24 months of issue date by submitting the voucher to the Financial Aid Office. Students must meet Georgia residency requirements and be enrolled in a credit program to be eligible for a HOPE GED Voucher payment.

HOPE (Helping Outstanding Pupils Educationally) Grant

The HOPE Grant provides funding to students enrolled in diploma and certificate programs. The HOPE Grant pays a portion of tuition up to a maximum of 63 paid semester hours or a limit of 127 paid hours of HOPE/Zell Miller Grant and HOPE/Zell Miller Scholarship hours combined. The percentage of tuition paid is established by the Georgia Student Finance Commission annually. A student's eligibility for the HOPE Grant is not based on high school performance or high school GPA. Students must meet all Georgia residency requirements to be eligible.

To retain eligibility for the HOPE Grant, a student must maintain a 2.00 HOPE GPA at the 30 and 60 paid hours checkpoints. Students who lose HOPE Grant at the 30 hour checkpoint can regain it, if they have elevated their HOPE GPA up to a 2.00, at 60 hours. HOPE Grant eligible students who have earned a HOPE GPA of 3.50 or higher will be evaluated for Zell Miller Grant eligibility. The HOPE Grant GPA includes all coursework taken, even at prior institutions, for which the student received a HOPE Grant or Zell Miller Grant payment, excluding courses taken while attending as a dual enrolled high school student. Additionally, hours taken as a dually enrolled high school student are excluded from the 63 hours HOPE paid hours limit.

HOPE (Helping Outstanding Pupils Educationally) Scholarship

The HOPE Scholarship provides funding to students enrolled in degree programs. The HOPE Scholarship pays a portion of tuition up to a maximum of 127 attempted hours. Only students who graduated from high school and were identified as a HOPE Scholar by the Georgia Student Finance Commission for meeting minimum GPA and academic rigor requirements in high school are eligible for the HOPE Scholarship as entering freshmen. Other students may qualify if they achieve a 3.00 HOPE Scholar GPA at the end of 30, 60, or 90 attempted degree-level hours. Students must meet all Georgia residency requirements. The percentage of tuition paid is established by the Georgia Student Finance Commission annually.

To retain eligibility for the HOPE Scholarship, a student must maintain a 3.00 HOPE Scholar GPA at the 30, 60, and 90 attempted hours checkpoints and at the end of each Spring term, even if not enrolled for Spring term. A HOPE Scholarship recipient who has lost HOPE Scholarship eligibility at two checkpoints cannot regain eligibility. A student must have been receiving the HOPE Scholarship to be considered as having lost the HOPE Scholarship. HOPE Scholarship eligible students enrolled part-time for their first three terms of enrollment will have their HOPE Scholar GPA evaluated after the third term, regardless of the number of attempted hours. All attempted degree-level coursework is included in the HOPE Scholar GPA, even hours from previous institutions. Degree level (ACCEL) courses taken as a high school student after Summer term 2011 are excluded from HOPE Scholar GPA calculations, as well.

In order to receive a HOPE Scholarship payment a student must be determined eligible within seven (7) years of their graduation from high school, the

date they would have graduated if the student had not withdrawn, or successful completion of a high school equivalency exam, whichever comes first. Once a student has reached the 127 attempted hours limit, the 127 combined paid hours limit of HOPE/Zell Miller Grant and HOPE/Zell Miller Scholarship hours combined, or earned a Bachelor's degree, the student is no longer eligible for HOPE Scholarship. Students who feel they meet HOPE Scholarship eligibility requirements should submit a request for HOPE Scholarship evaluation to the Financial Aid Office.

SALT (Student Access Loan Technical)

The SALT program is designed to assist students who need additional funding to cover tuition expenses. This is a loan program and funds must be repaid to Georgia Student Finance Commission upon graduation or ceasing to be enrolled as a half-time student. Interested students can submit an application for the SALT program annually at www.gacollege411.org. The application acceptance period typically occurs in the summer prior to the upcoming aid year. These funds are awarded by GSFC on a first-come, first-served basis until the state allocation level is met. Application does not guarantee selection for the SALT program. Students are required to make monthly payments to GSFC while enrolled. Students who graduate with a 3.50 GPA can have their SALT debt cancelled by submitting a copy of their academic transcript to GSFC. Being a previous SALT recipient does not assure that a student would be selected for the SALT program in subsequent aid years. Students must meet all Georgia residency requirements. If a student has previously defaulted on a student loan (federal, state, or private), the loan must be paid in full to be eligible for the SALT program.

SIWDG (Strategic Industries Workforce Development Grant)

The SIWDG program is available to HOPE Grant or Zell Miller Grant eligible students who are enrolled in designated diploma and certificate programs identified as high-demand fields in Georgia. Georgia Student Finance Commission establishes the list of designated programs annually. SIWDG is awarded to eligible students in designated programs only. A student must receive a HOPE Grant or Zell Miller Grant payment for the term of enrollment in which SIWDG is awarded. Students who lose HOPE Grant eligibility will also lose SIWDG eligibility and are subject to the 63 paid semester hours limit. Dually enrolled high school students are not eligible for SIWDG.

Zell Miller Grant

The Zell Miller Grant provides funding to students enrolled in diploma and certificate programs who maintain a 3.50 HOPE GPA. The Zell Miller Grant pays a portion of tuition up to a maximum of 63 paid semester hours or a limit of 127 paid hours of HOPE/Zell Miller Grant and HOPE/Zell Miller Scholarship hours combined. The Zell Miller Grant pays a higher portion of tuition than the HOPE Grant. The percentage of tuition paid is established by the Georgia Student Finance Commission annually. A student's eligibility for the Zell Miller Grant is not based on high school performance or high school GPA. Students must meet all Georgia residency requirements to be eligible.

To retain eligibility for the Zell Miller Grant, a student must maintain a 3.50 HOPE GPA at the end of each term of enrollment. Students who do not earn a 3.50 HOPE GPA will be evaluated for HOPE Grant eligibility. Students are subject to HOPE GPA evaluation at the 30 and 60 paid hour checkpoints. The HOPE GPA includes all coursework taken, even at prior institutions, for which the student received a HOPE Grant or Zell Miller Grant payment, excluding courses taken while attending as a dual enrolled high school student. Additionally, hours taken as a dually enrolled high school student are excluded from the 63 hours HOPE Grant paid hours limit.

First-time post-secondary students enrolled in a diploma or certificate program, who received a HOPE Grant payment, may be eligible for a retroactive Zell Miller Grant payment following their first term of enrollment, if the student earns a 3.50 HOPE GPA after that one term. Dually enrolled high school students are not eligible for the Zell Miller Grant.

Zell Miller Scholarship

The Zell Miller Scholarship provides funding to students enrolled in degree programs. The Zell Miller Scholarship pays a portion of tuition up to a maximum of 127 attempted hours. The Zell Miller Scholarship pays a higher portion of tuition than the HOPE Scholarship. The percentage of tuition paid is established by the Georgia Student Finance Commission annually. Only students who graduated from high school and were identified as a Zell Miller Scholar by the Georgia Student Finance Commission for meeting GPA requirements, academic rigor requirements, and SAT or ACT test score requirements or being named the valedictorian or salutatorian in high school are eligible for the Zell Miller Scholarship. Students must meet all Georgia residency requirements.

To retain eligibility for the Zell Miller Scholarship, a student must maintain a 3.30 HOPE Scholar GPA at the 30, 60, and 90 attempted hours checkpoints. A Zell Miller Scholarship recipient who has lost Zell Miller Scholarship eligibility at two checkpoints cannot regain eligibility. A student must have been receiving the Zell Miller Scholarship to be considered as having lost the Zell Miller Scholarship. Students are subject to the end of Spring checkpoints, even if not enrolled for Spring term. Students who do not have a 3.30 HOPE Scholar GPA at designated checkpoints will be evaluated for HOPE Scholarship eligibility. Zell Miller Scholarship eligible students enrolled part-time for their first three terms of enrollment will have their HOPE Scholar GPA evaluated after the third term, regardless of the number of attempted hours. All attempted degree-level coursework is included in the HOPE Scholar GPA, even hours from previous institutions. Degree level (ACCEL) courses taken as a high school student after Summer term 2011 are excluded from HOPE Scholar GPA calculations, as well.

In order to receive a Zell Miller Scholarship payment a student must be determined eligible within seven (7) years of their graduation from high school, the date they would have graduated if the student had not withdrawn, or successful completion of a high school equivalency exam, whichever comes first. Once a student has reached the 127 attempted hours limit, the 127 combined paid hours limit of HOPE/Zell Miller Grant and HOPE/Zell Miller Scholarship hours combined, or earned a Bachelor's degree, the student is no longer eligible for Zell Miller Scholarship. Students who feel they meet Zell Miller Scholarship eligibility requirements should submit a request for Zell Miller evaluation to the Financial Aid Office.

Additional Sources of Financial Aid

SRTC Foundation Scholarships

Southern Regional Technical College Foundation, Inc. awards scholarships based on academic excellence and financial need to eligible students. Information on available Foundation Scholarships can be found on the SRTC website and in the Financial Aid Office. Applications for Foundation Scholarships should be submitted to the SRTC Foundation Office.

Student Affairs

External Scholarships

Various civic, social, and professional organizations provide scholarships to deserving students. In most cases, these scholarships are awarded based on academic excellence and financial need. Other selection criteria may be used based on donor preferences. Information on available scholarships can be located on the SRTC website and in the Financial Aid Office.

Vocational Rehabilitation

Vocational Rehabilitation is a state funded, federally supplemented program that is designed to provide financial assistance for educational expenses for students with documented disabilities who wish to enter the workforce. The SRTC Special Population Coordinators can assist students in obtaining a referral for services under Vocational Rehabilitation. Students who feel they may meet Vocational Rehabilitation eligibility should contact an SRTC Special Populations Coordinator for more information.

HOPE Residency Considerations

A student who meets Georgia residency requirements at the time of high school graduation, or equivalent, as determined by TCSG residency requirements and GSFC regulations, is required to be a Georgia resident for at least 12 months prior to the first day of the term for which the student enrolls. A student who does not meet Georgia residency requirements at the time of graduation, or equivalent, as determined by TCSG residency requirements and GSFC regulations, is required to be a Georgia resident for at least 24 months prior to the first day of the term for which the student enrolls. Special residency provisions exist for military personnel, their spouse and dependents, if stationed in Georgia or if Georgia is the home state of record. Dually enrolled high school students are required to meet Georgia residency requirements for 12 months prior to the first day of the term for which the student enrolls.

Learning Support Students

A student who is determined to be HOPE Grant or Zell Miller Grant eligible may receive HOPE Grant payments for Learning Support coursework that is required for his or her declared diploma or certificate program. The HOPE Scholarship and Zell Miller Scholarship programs do not pay for Learning Support coursework for degree-seeking students. Pell Grant recipients who are admitted as Regular or Provisional status in Admissions may use Pell funds for up to 30 semester hours of learning support coursework. Students admitted to Learning Support status in Admissions are not eligible for federal aid payments.

Repeated Coursework

In most instances, students can retake a course they have previously enrolled in and receive financial aid for the repeated course. The state aid programs have attempted and paid hours limits and retaking courses excessively can cause a student to exhaust state-funding eligibility before the student completes their program of study. Federal aid programs limit a student to one repeat attempt for a previously passed course or its equivalent. Retaking a course does not replace the original course grade for HOPE or Zell Miller GPA calculations nor Satisfactory Academic Progress requirements.

Bachelor's Degree Recipients

Once a student has earned a Bachelor's degree or higher, the student is no longer eligible for Pell Grant, HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, Zell Miller Grant, or SIWDG.

Payment of Funds

Students receive their financial aid awards on a semester basis. Unless paid by other sources, the student's tuition, fees and bookstore charges will be deducted from the student's financial aid award and the balance remaining will be paid directly to the student by the end of the fourth week of the term.

For students enrolled in mini-terms (parts of term), Title IV aid will be disbursed to the student's account as each part of term class begins.

Financial Aid Authorizations

Students are encouraged to submit financial aid authorizations for Title IV aid through the BANNERWeb secure login area to authorize non-mandatory fees to be deducted from their financial aid awards. Examples of non-mandatory fees include, but are not limited to: late fees, library fines, and graduation fees. Non-mandatory fees that are not authorized by the student to be deducted from financial aid will be the student's responsibility to self-pay. Tuition and mandatory fees do not require student authorization to be deducted from financial aid awards.

Return to Title IV Calculations (R2T4)

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire enrollment period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

The Financial Aid Department will recalculate enrollment period award amounts of the Title IV grant funds for students who totally withdraw, officially or unofficially, from school. If a student stops attending, the amount of Title IV aid the student did not earn must be calculated. The percentage of aid earned is derived from the number of calendar days the student completed divided by the number of calendar days in the enrollment period. In the event that the withdrawal is discovered before funds are disbursed to the student, the school will simply reduce the student's disbursement. If funds were disbursed to the student prior to the withdrawal, the student will be billed for the amount of funds over awarded. If the amount disbursed to the student is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Students who complete the enrollment period with grades of all F's or any combination of all withdrawals and F's will be considered for a Return to Title IV (R2T4) calculation based on the last date of attendance recorded for those courses.

Once Southern Regional Technical College (SRTC) determines that the student has withdrawn, an R2T4 calculation will be completed in BANNER within 30 days and award updates will be reported to the Department of Education through the COD invoicing process. Should the student's award amounts change, the student will receive an updated award notification reflecting the award reduction. Once an R2T4 calculation is completed, it is possible that the revised financial aid award may not cover all institutional charges due to the College; at which point, the charges become the student's responsibility to pay. Institutional charges are assessed in accordance with the SRTC Procedure: Refunds. The student will receive a bill from the College should the reduction in aid generate a balance on the student's account. The Business Office will promptly return the excess funds to the appropriate program within time frames established by the Department of Education. Funds will be returned to the Department of Education in the following order: Federal Pell Grant, then Federal Supplemental Educational Opportunity Grant (SEOG). If the student fails to return the funds to the College in 45 days, the school may report the overpayment via National Student Loan Data System for Students (NSLDS). Any student who owes a balance due to a financial aid over award will be ineligible for further financial aid until he/she has repaid the funds.

Example:

The enrollment period consists of 105 calendar days. The student withdraws on the 42nd calendar day of the enrollment period. Therefore, the student completed 42 of 105 days, or 40% of the enrollment period. If the student was awarded federal funds of \$900 for the enrollment period, the student would have earned 40% of the award or \$360. In this case, had funds already been disbursed at \$900, the student would have received an overpayment of \$540. The overpaid funds would need to be returned to the College by the student. The federal regulations provide a provision for protection allowance for the student, so the student's portion to return may be less than unearned amount in some instances.

Students who attend through the 60% point of the enrollment period generally have earned all their Title IV funds.

Satisfactory Academic Progress Monitoring

In accordance with U.S. Department of Education federal regulations, students must maintain Satisfactory Academic Progress (SAP) in their course of study to continue receiving Federal Title IV financial aid. Federal Title IV financial aid at Southern Regional Technical College (SRTC) includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and Federal Work Study (FWS).

The State of Georgia administered financial aid programs (including HOPE Grant, HOPE Scholarship, Zell Miller Grant, Zell Miller Scholarship, HERO, Student Access Loan - Technical) follow the same SAP requirements as federal aid.

Notification

Each student's SAP status is evaluated at the end of each term of enrollment, regardless of the receipt of financial aid. Students are notified if there is a change in their eligibility. The Financial Aid Department uses the SRTC student e-mail as the primary means of communication. Students may check their SAP status on BannerWeb at any time. It is the student's responsibility to be aware of SAP requirements and his or her respective SAP status. Failure to receive a notification of SAP status does not exempt a student from the requirements or consequences of their respective SAP status or any applicable deadlines.

GPA Requirements - Qualitative Measure

In order to receive financial aid, students must maintain a minimum cumulative Grade Point Average (GPA) of 2.0. All periods of enrollment at SRTC are included when calculating GPA and completion rate for SAP purposes, including terms in which the student did not receive financial aid. All prior terms of enrollment at Moultrie Technical College and Southwest Georgia Technical College are also included in the calculation, as this is a cumulative measure.

All attempts of repeated courses are included in the GPA calculation. Grades for Learning Support courses are not included in the GPA calculation for financial aid purposes. Incomplete grades, transfer credit, exemption exam credit, credit for previous experience, grades for audited courses, and articulated credit are NOT included in the financial aid GPA. Grades included in the GPA calculation for SAP purposes are: A, B, C, D, F, and WF.

Pace of Progression (Completion Rate) - Quantitative Measure

In order to receive financial aid, students must successfully complete 67% of all credit hours attempted at SRTC to maintain satisfactory progress. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted.

All periods of enrollment at SRTC are included when calculating completion rate, including terms in which the student did not receive financial aid. Credit hours for all prior terms of enrollment at Moultrie Technical College and Southwest Georgia Technical College are included in the calculation, as this is a cumulative measure. All attempts of repeated courses are considered attempted hours in the completion rate calculation. Credit hours for which a student earns a grade of I, IP, W, and WF, as well as all Learning Support credit hours are counted as hours attempted for SAP purposes. Incomplete grades, withdrawals, and failures are considered unsuccessful completions.

Transfers of credit are counted as credit hours attempted and earned in the calculation of completion rate. Exemption exam credit, credit for previous experience, grades for audited courses, and articulated credit are NOT included in the completion rate calculation. Grades which are considered successful completions for financial aid SAP purposes are: A, B, C, D, TR, and S. Grades which are considered unsuccessful completions for financial aid SAP purposes are: F, W, WP, WF, I, IP, and U.

Maximum Time Frame for Federal Pell Grant and Title IV Aid Programs

The purpose of the Federal Title IV financial aid programs is to assist students in meeting their educational expenses while they progress toward timely completion of their educational objectives. For that reason, students must complete their educational objective within a maximum time frame of one and one-half times the length of the program in which they are enrolled. Program length is measured in credit hours and is determined by the number of credit hours required for completion of the program. For example, students enrolled in a diploma program that requires 90 credit hours to complete will receive financial aid for no more than 135 attempted hours. Students in programs requiring 126 credit hours will receive financial aid for no more than 189 attempted hours, etc. If it is determined that a student cannot mathematically complete his/her program of study within 150% of the program's length, then he/she will become ineligible for financial aid. Students who consistently meet the 67% completion rate requirement should also meet this requirement. Students who fail to meet the 67% completion rate requirement at any time risk exceeding the maximum time frame before completing their program.

All periods of enrollment are included when calculating maximum time frame, even terms in which the student did not receive financial aid. All attempts of repeated courses are included. Credit hours for which a student receives an Incomplete grade (I or IP) are considered attempted hours. Transfer credit hours (TR) which are counted toward a student's program of study are included in this calculation. Exemption exam credit (EX) and credit for previous work or life experience that is counted toward a student's program of study is also included in this calculation.

Once a student is found to have exceeded the maximum time frame allowed, he or she will be ineligible for all types of Title IV federal and State of Georgia financial aid. Students may appeal a loss of financial aid eligibility due to maximum time frame requirements if extenuating circumstances prevented them from completing their program within the specified time frame.

If a student graduates from one program and re-enrolls in another program, the maximum time frame will be reset. However, all previous credit hours attempted that count toward the new program will be included in the new time frame calculation. (For example, if a student graduates from the Accounting diploma program, and re-enrolls in the Accounting degree program, all previously taken Accounting courses that are counted toward both programs will be counted in the time frame calculation for the new program.)

Financial Aid Warning

Students who fail to maintain either a 2.0 cumulative GPA or 67% cumulative completion rate will be placed on financial aid warning. Students on financial aid warning will continue to receive financial aid for one term only despite not meeting the SAP requirements. Students on financial aid warning must meet all SAP requirements by the end of their warning period in order to receive financial aid in subsequent terms.

Financial Aid Suspension

Students who fail to meet all SAP requirements after their term on financial aid warning are placed on financial aid suspension and are not eligible for any form of financial aid. Students have the right to appeal a financial aid suspension if there are extenuating circumstances that have prevented them from meeting the SAP requirements.

Reinstatement of Aid

A student who has been placed on financial aid suspension will regain eligibility for financial aid when he/she has met the minimum cumulative requirements for Satisfactory Academic Progress (SAP). Not enrolling for a term or paying for tuition does not automatically reinstate a student's eligibility for financial aid.

SAP requirements must be met or an appeal must be approved in order to receive aid.

Appeals Process

Students have the right to appeal a financial aid suspension if there are extenuating circumstances that prevented them from meeting the SAP requirements. The appeals process is as follows:

1. All appeals must be in writing and signed by the student. A Request for Appeal form is available in the Financial Aid Department, and on the College website.
2. Appeals will be considered for extenuating circumstances only, which may include, but are not limited to, the death of a family member, an injury or illness of the student or their immediate family member, or other special circumstances that are generally outside of the control of the student. The appeal **MUST** include information explaining why the student failed to make SAP and what has changed in the student's situation that will allow him/her to make SAP within the next term of enrollment. Appeals submitted without this information will not be considered.
3. All appeals must include documentation of the extenuating circumstances that led to the student's suspension. Acceptable documentation may include, but is not limited to the following: medical records, birth or death certificates, obituaries, letters on official letterhead from third party sources not related to the student with appropriate signatures and contact information, etc. The Financial Aid Appeals Committee may reject and refuse to consider any appeals submitted without sufficient documentation.
4. All appeals must be filed with the Financial Aid Department by the published deadline in order to be considered for the next term of enrollment. Appeals submitted after the deadline or with missing signatures or incomplete information may not be considered prior to the start of the next term of enrollment.
5. The Financial Aid Appeals Committee will review all appeals and their decision is **FINAL**. Appeals submitted after the Committee has met may not be considered.
6. Each student appealing a Financial Aid suspension is responsible for payment of all tuition and fees until an appeal is approved by the Financial Aid Appeals Committee or the student meets SAP requirements and is eligible for aid.

7. The Financial Aid Appeals Committee has the right to request additional information from the student, the Financial Aid Department, the Registrar's Office, or other sources of information in order to make a more informed decision.

8. All appeals are considered on a case-by-case basis. Once an official decision has been made on an appeal, the Financial Aid Department will notify the student of the outcome of their appeal through their student e-mail. SAP status will be updated on the student's BannerWeb account as soon as possible.

Financial Aid Probation

Students whose appeals are approved may be placed on financial aid probation if it is mathematically possible for them to meet SAP requirements at the end of their probation term. Students on probation are eligible to receive financial aid for one term only. In order to receive financial aid after the probation period, a student must meet all SAP requirements. Failure to meet SAP requirements after one term on probation will result in the student being placed on financial aid suspension and losing eligibility for all forms of financial aid.

Academic Plans

If it is not mathematically possible for a student whose appeal was approved to make SAP by the end of the probation term, the student will be required to follow an Academic Plan in order to maintain financial aid eligibility.

Academic Plans will be developed for each applicable student on an individual basis by the Financial Aid Appeals Committee. Academic Plans may include any activity or requirement that the Financial Aid Appeals Committee believes will enable the student to meet SAP requirements by a specific point in time and ultimately enable the student to successfully complete his/her program of study in a timely manner.

Students on an Academic Plan are required to meet all the requirements of the Plan each term in order to receive aid for the subsequent term. The Financial Aid Department will verify that all requirements of the Plan were met prior to posting aid for the subsequent term. Failure to meet all requirements of an Academic Plan will result in the student being placed on financial aid suspension and losing all financial aid eligibility. A student may appeal a financial aid suspension in this situation if there were extenuating circumstances that prevented him/her from meeting the requirements of the Plan.

Academic Plans are developed with the goal of the student successfully completing his/her current program of study in a timely manner. Should a student change his/her program of study, the Academic Plan may be repealed and the student may be placed back on financial aid suspension until he/she re-submits an appeal explaining how he/she will make SAP in the next term of enrollment with the new program of study. A financial aid hold may be placed on students on Academic Plans to prevent aid from being posted for subsequent terms until program of study, SAP status, and Academic Plan requirements have been verified by the Financial Aid Department.

TUITION AND FEES

All Tuition and Fees are payable at registration for each semester except as noted. Students with unpaid fees by the payment deadline will be purged from enrollment records for the term. The payment deadline shall be no later than the seventh calendar day of the term. Fee assessment each term includes registration, technology, instructional, and accident insurance fees. **FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF ANY SEMESTER, OR COURSE.**

APPLICATION FEE

Applicants for a credit course or program are charged a one time, nonrefundable \$20.00 application fee.

LATE REGISTRATION FEE

Any student who does not register and pay for classes by the designated time will be charged a late fee of \$45.00.

TRANSCRIPT FEE

Students may receive official transcripts upon written request. Transcripts may require two business days to process. Transcripts will not be released until all "Holds" are removed. There is a \$5.00 charge for each transcript.

GRADUATION FEE

The Graduation Fee is payable with last semester fees by all students participating in graduation. It covers such items as caps and gowns, honor cords, invitations, rental of facility, diploma tubes, and the privilege of participating in the ceremony.

BOOKS, TOOLS, AND UNIFORMS

Textbooks: Textbooks are required in all programs and some programs require the purchase of new books each semester. The cost of textbooks will vary among programs and may increase without prior notice.

Tools: Tools are required in some programs, particularly in the skilled and technical programs. The tools are the property of the student and are essential to the occupational field for which they are training. Total cost will vary among programs. Each student will be given a list of the necessary tools, equipment, and kits that will be required of them.

Uniforms: Uniforms are required in some programs. Students will be notified when to purchase uniforms, and arrangements will be made by the instructor to facilitate the purchase.

LIABILITY INSURANCE

This fee is required of all students who are enrolled in an Early Childhood Education, Cosmetology or program in the School of Health Sciences and will be attending practicum or clinical training at an affiliating practicum or clinical site. This fee is to provide for liability insurance. The fee is charged at registration for the semester in which practicum begins and each July thereafter.

Note: This may mean students in some programs will be assessed twice within one calendar year.

INSURANCE

All students are required to participate in a group accident insurance policy provided by the school. The cost for this insurance is assessed upon registration.

DEGREE AND ENROLLMENT VERIFICATION

The National Student Clearinghouse (NSC) is now Southern Regional Technical College's authorized agent for providing degree and enrollment verifications. Employers or background screening firms requesting degree verifications may contact the NSC directly at www.degreeverify.com. Anyone needing an enrollment verification may request one in writing from the Student Affairs office, or they may go to www.studentclearinghouse.org.

EXEMPTION OF MANDATORY FEES FOR U.S. ACTIVE DUTY MILITARY, MILITARY RESERVE AND GEORGIA NATIONAL GUARD COMBAT VETERANS

1. Eligible participants must be Georgia residents who are active members of the U.S. Active Duty Military, Military Reserves and/or the Georgia National Guard and were deployed overseas for active service in a location or locations designated by the U. S. Department of Defense as combat zones on or after September 11, 2001 and served for a consecutive period of one hundred and eighty-one (181) days, or who received full disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service. Additionally, eligible participants must meet the admissions requirements of the College and be accepted for admission.
2. Upon request, eligible participants shall receive an exemption of all mandatory fees charged by the College for a term for which all students are required to make payment.
3. Students receiving this exemption shall be eligible to use the services and facilities these fees are used to provide. This benefit shall not apply to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g. application fees).

ONLINE STUDENTS

Transient students taking online classes are not charged insurance or activity fees. SRTC does not charge online students for Proctoring when taking classes through a TCSG College. Online students should be aware that other sites may charge fees. The student is responsible for any expenses incurred to secure a proctor.

DUAL ENROLLED HIGH SCHOOL STUDENTS

Dual Enrolled High School Students are exempt from paying fees associated with traditional enrollment.

ADULT EDUCATION

Students attending the Adult Education programs will not be charged tuition fees or any other charges or be required to purchase any books or any other materials that are needed for participation in the program.

SENIOR CITIZEN

Residents of Georgia who are 62 years of age or older may request a tuition waiver. If tuition is waived under this policy, admission will be granted only on a space available basis. Proof of age must be presented at registration to receive a tuition waiver. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, non-credit courses, or seminars. Students who qualify for this waiver must pay all applicable fees and purchase books/supplies.

CAMPUS PARKING

Southern Regional Technical College (SRTC) has established parking and traffic policies in an attempt to provide as much freedom as possible while protecting the health and safety of all who attend and visit the campus.

All persons operating a motor vehicle on the SRTC campus do so at their own risk. Students and visitors are encouraged to secure vehicles while parked in the parking lot against theft and damage. SRTC is not responsible for damages or loss incurred while on campus.

Operating a vehicle on campus is a privilege, not a right. All persons operating a motor vehicle on campus are expected to adhere to traffic and parking regulations posted throughout the campus.

REFUND POLICY

In keeping with the state-wide enrollment processing policy from the Technical College System of Georgia, Southern Regional Technical College implemented a three (3) day drop period and a seven (7) calendar day add period at the beginning of each semester. Students have the first three days of each semester to drop any or all of the courses they are registered for. If students drop course(s) during this period, they will receive a 100% refund of all tuition and applicable fees, will not earn a "W" grade in the class and not have any hours counted as attempted hours for financial aid. If students drop any course(s) after the third day of the semester, they will receive no refund and will have the credit hours count as attempted hours for financial aid. Students who withdraw or are withdrawn after the three (3) day drop period should be aware that they may be required to return a percentage of their Financial Aid award based on the percentage of the course attended.

Refunds, when due, will be made without requiring a request from the student.

Refunds, when due, will be made within thirty (30) days of the following circumstances: (1) of the last day of attendance if written notification has been provided to the College by the student; or (2) from the date the College terminates the student or determines withdrawal by the student.

SEMESTER TUITION AND FEE SCHEDULE

Credit Hour	Tuition*	Fees**	Technology Fee	Instructional Fee	Total
1	\$89.00	\$84.00	\$105.00	\$50.00	\$328.00
2	\$178.00	\$84.00	\$105.00	\$50.00	\$417.00
3	\$267.00	\$84.00	\$105.00	\$50.00	\$506.00
4	\$356.00	\$84.00	\$105.00	\$50.00	\$595.00
5	\$445.00	\$84.00	\$105.00	\$50.00	\$684.00
6	\$534.00	\$84.00	\$105.00	\$50.00	\$773.00
7	\$623.00	\$84.00	\$105.00	\$50.00	\$862.00
8	\$712.00	\$84.00	\$105.00	\$50.00	\$951.00
9	\$801.00	\$84.00	\$105.00	\$50.00	\$1040.00
10	\$890.00	\$84.00	\$105.00	\$50.00	\$1129.00
11	\$979.00	\$84.00	\$105.00	\$50.00	\$1218.00
12	\$1068.00	\$84.00	\$105.00	\$50.00	\$1307.00
13	\$1157.00	\$84.00	\$105.00	\$50.00	\$1396.00
14	\$1246.00	\$84.00	\$105.00	\$50.00	\$1485.00
15	\$1335.00	\$84.00	\$105.00	\$50.00	\$1574.00

A full-time student is twelve credit hours or more; less than 12 credit hours is considered part-time.

*COMMERCIAL TRUCK DRIVING EXEMPTION: Students enrolled in the Commercial Truck Driving program will pay \$132 per Credit Hour.

**FEES: The fee column above represents a combination of registration, accident insurance, and student activity fees.

ADDITIONAL FEES

Application (one time, non-refundable)	\$20.00
Diploma Replacement	\$25.00
Fuel Surcharge (Commercial Truck Driving)	\$185.00
Late Registration Fee	\$45.00
Graduation Fee (payable with last semester fees)	\$35.00
Liability Insurance *	\$10.00
Liability Insurance - EMT and Paramedicine	\$40.00
Return Check Fee	\$30.00
Test Fee (Exemption Exam)	25% of the tuition cost for the course
Transcript Fee	\$5.00

*Required for all Early Childhood Education, Cosmetology, and Health Science students, except EMT, AEMT, and Paramedicine students per year.

- Programs in the School of Health Sciences have additional expenses which may vary by program and semester.
- Out-of-state students will pay tuition twice the rate of Georgia residents. Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southern Regional Technical College service area (Jefferson, Leon, & Gadsden) are not subject to out-of-state tuition.
- Ineligible non-citizens will be charged four (4) times the rate of Georgia residents.
- The cost of books, tools, uniforms, or special equipment is extra and not included in the fees listed above.
- Cash, check, Master Card, Visa, and Discover are accepted.
- Credit card payment of fees may be submitted online through the College website, www.southernregional.edu.

STUDENT ACTIVITIES

Special events are scheduled throughout the year for the purpose of bringing the student body, faculty, and staff together for social interaction. Cook outs, games, and special events may be planned for these days. Participation and attendance is limited to currently enrolled students.

SCHOOL ORGANIZATIONS POLICY

To initiate consideration for the approval to establish a student organization, the organization must:

- A. be recognized by the US Department of Education;
- B. solicit support from peers;
- C. be professional or technical education related;
- D. gain at least two faculty or staff sponsors who will present to and receive approval from the Vice President for Academic Affairs and the Vice President for Student Affairs; and
- E. establish operational guidelines in accordance with The Technical College System of Georgia (TCSG) State Board Policy (V.N. Student Organization/Club Accounts)

The President has the right to approve or disapprove the establishment of a new student organization.

STUDENT FUNDRAISING

Fundraising for Student Activities

Fundraising projects by student organizations shall be related to the Mission of the College. All student fundraising projects shall have prior approval from the President or the President's designee and shall be in compliance with sound business practices.

ELECTRONICS AND AMATEUR RADIO CLUB

The Electronics and Amateur Radio Club (ARC) is established to promote a better understanding of Amateur Radio Operators and students enrolled at Southern regional Technical College. The club's purposes are to increase the knowledge both from an operating and theoretical standpoint, and to further the technical knowledge of the club through the presentations; to promote interest in amateur radios and Electronics; and to organize an active, reliable group of Amateur Radio Operators to handle communications during such emergencies as may disrupt other lines of communications.

LIMITLESS GAMING

The purpose of The Southern Regional Technical College gaming club, Limitless Gaming, shall be to provide Southern Regional Technical College Students social access to other students with similar interests in gaming. Membership in the club encourages academic excellence and affiliation with the College.

All registered Southern Regional Technical College students that maintain a minimum GPA of 2.0 or above are eligible for membership in this organization. If a student's GPA falls below the minimum GPA of 2.0 they will be suspended from the Southern Regional Technical College gaming club until such time that their GPA meets the minimum GPA of 2.0. Voting members shall be designated as those individuals who have attended a minimum of three or more meetings and/or events during the Spring and Fall semester. Associate (non-voting) memberships may be offered to faculty, administrators, staff, and other members of the Southern Regional Technical College community.

NATIONAL TECHNICAL HONOR SOCIETY

As a national organization, NTHS has as its purpose:

The local chapter of the National Technical Honor Society (NTHS) was established in 1985. As a national organization, NTHS has as its purpose:

1. To reward excellence in workforce education;
2. To encourage scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility;
3. To promote business and industry's critical workplace values.

To be eligible for membership into NTHS, a student must:

- Have successfully completed one full semester of attendance at Southern Regional Technical College (SRTC) with a minimum of 12 semester hours.
- Have a GPA of 3.75 with a minimum of 6 credit hours for the semester in which he/she is nominated and a cumulative GPA of 3.30.
- Have an instructor nomination.

Benefits of Membership Include:

- Certificate of membership
- Membership card and pin
- Seal indicating membership on diploma or completion document
- Three letters of recommendation sent upon request to any business, industry, or educational institution.
- Eligibility for NTHS scholarships.

NTHS is open to every student at SRTC. The requirements for membership must be maintained through graduation to remain eligible.

PHI BETA LAMBDA

The purpose of Phi Beta Lambda (PBL) is to provide opportunities for college students to develop vocational competencies for business and office occupations. PBL is an integral part of the instructional program, and in addition promotes a sense of civic and personal responsibility. PBL is a non-profit educational association made up of students pursuing careers in all areas.

The specific goals of PBL are to:

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.
3. Create more interest in and understanding of American business enterprise.
4. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community.
5. Encourage and practice efficient money management.
6. Encourage scholarship and promote college loyalty.
7. Assist students in the establishment of occupational goals.
8. Facilitate the transition from school to work.

SKILLSUSA

As a national organization, SkillsUSA has as its purpose:

1. To unite in a common bond all students enrolled in trade, industrial, technical, and health education.
2. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
3. To foster a deep respect for the DIGNITY OF WORK.
4. To assist students in establishing realistic vocational goals.
5. To help students attain a purposeful life.
6. To create enthusiasm for learning.
7. To promote high standards in trade ethics, workmanship, scholarship, and safety.
8. To create among students, faculty members, patrons of the College, and persons in business and labor a sincere interest and esteem for trade, industrial, technical, and health education.
9. To develop patriotism through a knowledge of our Nation's heritage and the practice of DEMOCRACY.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association, as stated in its constitution is to:

1. Contribute to and promote the ideals, objectives, and goals of Southern Regional Technical College (SRTC);
2. Promote school pride, community awareness, and citizenship;
3. Improve student morale;
4. Provide a forum for students' expressions; and
5. Develop leadership skills.

The SGA membership is a broad representation of students from all programs of study. Membership consists of two representatives from each of the TCSG state recognized student organizations on campus (Phi Beta Lambda, SkillsUSA, and National Technical Honor Society); and one representative on each campus from each of the four vocational program areas.

VETERANS CLUB

Southern Regional Technical College's Veteran's Club has as its purpose:

1. To provide military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation.
2. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
3. To unite in a common bond all veteran's enrolled in trade, industrial, technical, and health education.

GOAL PROGRAM

The Georgia Occupational Award of Leadership (GOAL) program was established in 1971 to recognize and reward excellence among students studying at Georgia's technical colleges. GOAL is sponsored at the state-level by FOX5 Atlanta, DeVry University, Georgia REAL, and Chevrolet and is an outstanding example of education joining hands with business and industry. Each year, instructors nominate students to represent their program in the annual competition. The College winner competes at the state level for the honor of representing the Technical College System of Georgia during the next year. The GOAL program is the first program of its kind in the nation to honor excellence among technical students at the postsecondary level.

EAGLE PROGRAM

The Exceptional Adult Georgian in Literacy Education (EAGLE) Program was launched in 1993 to recognize and honor adult learners that have demonstrated exceptional achievement in adult literacy classes. EAGLE is designed to create a greater awareness of educational opportunities that are available in local communities across the state and to encourage involvement in lifelong learning pursuits.

Each year, adult education teachers identify their most outstanding students and nominate them for the EAGLE competition. To be eligible for consideration, students must meet certain criteria that includes: leadership skills, community involvement, and academic progress. One student is selected to represent each College through the use of local competitions. This student is designated as the College's EAGLE Delegate and will compete at the regional level. Two delegates will be selected from each of the four regional competitions to compete during the State EAGLE Leadership Institute. The winner of this competition will be designated as the State EAGLE Winner. EAGLE delegates serve as ambassadors and promote literacy education in Georgia.



SOUTHERN REGIONAL
TECHNICAL COLLEGE



Economic Development

PROGRAMS AND SERVICES

CONTINUING EDUCATION UNITS

Institutional Continuing Education Units (CEUs) are available for many Economic Development Seminars. The Continuing Education Unit represents ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

PROFESSIONAL LEARNING UNITS

Southern Regional Technical College is approved by the Georgia Department of Education to issue Professional Learning Units (PLUs) for specific continuing education courses.

The Southern Regional Technical College Department of Economic Development is in charge of the design and administration of the PLU program for teachers. Professional learning activities will be offered to complement and/or enhance existing classroom activities and to establish Southern Regional Technical College as a reliable source of quality professional learning credit courses.

PROFESSIONAL ENRICHMENT TRAINING

Topics include, but are not limited to: Supervisory Skills, Communication Skills, Computer Training, Customer Service, Team Building exercises, and Workplace Spanish.

PERSONAL ENRICHMENT

Topics include, but are not limited to: Genealogy, Piano for Hopelessly Busy People, Photography, Beginning Crochet, Driver's Education, and Photoshop.

FREQUENCY OF OFFERINGS

Seminars are offered year round. Copies of the current schedule may be obtained by contacting one of the Southern Regional Economic Development locations or visiting the College website (www.southernregional.edu)

ADMISSIONS PROCEDURES

SRTC offers seminars and other activities to meet specific community educational needs. Seminars carry no academic credit, do not require entrance testing, and are not transferable to credit programs. Payment of fees allows for registration in the seminar.

FEES AND REGISTRATION

The Economic Development registration fee must be paid in advance of class start date. Cash, Check, MasterCard, VISA and company billing are accepted. You are officially enrolled and your name placed on the roster as soon as we receive your registration form and payment. Students may be accepted on the first day of class on a space-available basis only.

Waiver of fees for senior citizens does not apply to Economic Development Program offerings.

SEMINAR CANCELLATION

Seminars/courses with insufficient enrollment may be canceled at the discretion of the Economic Development Division. If a class is cancelled, every effort will be made to contact all students who have pre-registered. Students who have not pre-registered are responsible for finding out about classes that may have been cancelled. The Division reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructors and class location.

REFUND POLICY FOR NON-CREDIT PROGRAMS

Participants in non-credit seminars cancelled for insufficient enrollment or other institutional reasons will receive a full automatic refund. Refunds or exchanges may be made if requested at least 24 hours (one working day) before the first class date. No refunds will be given after a seminar begins.

CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY

SRTC is your limitless resource for training. Customized Training is specifically designed to meet your company's unique needs, when you need it! It can include, but is not limited to, training consultation, training analysis, training development, and instruction. The costs of training vary depending on seminars taught. Customized, on-site training is available for most of our offerings. Whether it is technical skills, industrial skills and safety, supervisory development, or computer training, we can provide training with a custom fit.

HEALTH AND SAFETY TRAINING

SRTC is an American Heart Association Certified Training Center. Topics include: First Aid, CPR, Basic Life Support for Health Care Providers, Advanced Cardiovascular Life Support, Pediatric Advanced Life Support, Basic Life Support Instructor Course, Medical Records Coding and more.

INDUSTRIAL AND OSHA TRAINING

Topics include: Lean Six Sigma Manufacturing, General Industry OSHA Safety Requirements, Customer Service Skills, Leadership Training, Forklift Operator Training.

QUICK START

Georgia's Quick Start program is nationally recognized for providing high-quality training services at no cost to new and expanding businesses in Georgia that meet eligibility factors.

THE RETRAINING TAX CREDIT

The Retraining Tax Credit is available to employers who provide retraining for employees for a tax credit up to 50% of the costs of retraining each full-time employee up to \$500 each. The credit amount shall not exceed \$1,250 per year per full-time employee who has successfully completed more than one approved retraining program. The training must enhance the skills of employees otherwise unable to function effectively on new equipment, be approved by the Technical College System of Georgia (Southern Regional Technical College is your liaison), and be provided at no cost to the employee.

FACILITY RENTAL

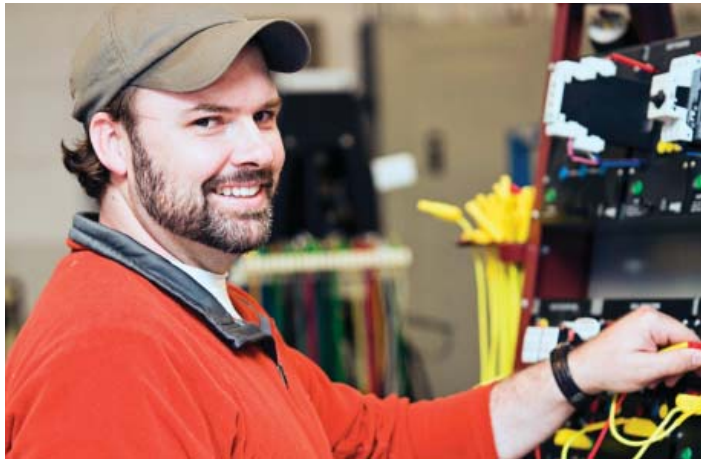
SRTC offers computer labs, classrooms, seminar rooms, and meeting rooms for rental. Technical support, instructional equipment, catering, and other services may also be provided for a fee. For more information, contact the Southern Regional Economic Development Department at one of the College locations.

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SOUTHERN REGIONAL

TECHNICAL COLLEGE



Academic Programs

CREDENTIALS AWARDED

Southern Regional Technical College offers associate degrees, diplomas, and technical certificates of credit level programs of study. The Economic Development department offers courses for CEU and PLU credit, as well as noncredit courses and seminars.

PURPOSE OF PROGRAM

The purpose of the associate degree, diploma, and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in their respective fields.

CURRICULUM

The curriculum of Southern Regional Technical College is designed to meet the demands of business and industry in the area, as well as of the state and nation in light of population trends, industrial growth, employment potential, and present and future job needs.

COURSE OFFERINGS

All courses are offered a minimum of once per year depending on the program. However, most courses in the School of Business and in the School of Industrial Technology are offered from 2 to 3 times per year. Most General Education courses are offered every semester. Courses are offered when enrollment demand and instructor availability make it feasible. SRTC reserves the right to cancel or change scheduling elements of any course or program at any time.

COURSE NUMBERING

Learning Support courses are numbered 0090. General Education courses numbered 1000 through 1099 are Certificate and Diploma courses. General Education courses numbered 1101 and above are Associate Degree courses. Note: General Education courses found in certificate and diploma programs numbered 1000 through 1099 are not transferable as Associate Degree courses.

FACULTY

Faculty members of Southern Regional Technical College are subject to standards which are equivalent to those required in other colleges supported by public funds. Each faculty member is experienced in his/her respective field and maintains high standards of instruction. Thus, faculty members not only possess significant experience and occupational competence, but also professional instructor training.

ADVISORY COMMITTEES

Each instructional department of the College maintains contact with private industry through its advisory committee. An advisory committee is a group of competent and respected individuals in the profession who are interested in the College's focus to provide high quality educational courses, services, and training programs through both traditional and distance delivery methods. Program advisory committees contribute substantially as consultants in the following areas: current industrial needs related to job skills, job placement trends, and follow-up surveys of College graduates.

CREDIT CAMPUS SITE LOCATIONS

Southern Regional Technical College offers credit courses at six sites: Cairo: 1550 Highway 84 West; Camilla: 44 South Ellis Street; Moultrie: 800 Veterans Parkway North; Thomasville: 15689 US Highway 19 N; and Tifton: 52 Tech Drive.

Additionally, SRTC offers credit courses and provides services at area high schools and at local business/industry.

ONLINE CREDIT COURSES

Southern Regional Technical College (SRTC) offers a wide variety of courses online to provide students with the opportunity to attend classes any time/place. Online courses begin and end each term just as traditional courses, with weekly due dates and deadlines. However, students can attend class from home and at the time that is most convenient, log into the classroom and complete the coursework. SRTC is a member of the Georgia Virtual Technical Connection (GVTC), which delivers courses and programs through the Internet and is an innovation of the TCSG. For more information on online education, visit the College web site at:

<http://www.southernregional.edu/distance-education>.

STUDENT ACCESS TO PART-TIME FACULTY

All students are afforded access to part-time faculty before or after class, by appointment, or through email. Faculty will provide contact information on the course syllabus.

GAINFUL EMPLOYMENT

For more information about our graduation rates, the median debt of students who completed our programs, and other important information, please visit our website at: <http://demo.www.southernregional.edu/gainful-employment-disclosures>.

LIBRARY

Southern Regional Technical College provides students, faculty, staff, and business and industry with a broad range of resources that include access to in-house and online resources, reference materials, library orientations/instruction, technology, equipment, instructional support, research assistance, proctoring, assistance to support all areas of the curricula, and text telephone for the hearing impaired (229-227-2655).

In addition, the Library Services Department provides space for studying, computer utilization, and meeting facilities.

Resource collections tailored to specific curriculum are located at College facilities in SRTC-Cairo, SRTC-Camilla, SRTC-Moultrie-Industrial Drive, SRTC-Moultrie-Veterans Parkway, SRTC-Thomasville, and SRTC-Tifton.

Also, students can obtain their SRTC student ID from the Library with proof of current registration.

ACADEMIC ADVISEMENT PROCEDURES

The academic advisement program at Southern Regional Technical College is provided by the Academic Affairs faculty and staff. Each student is assigned to an advisor who will assist with academic counseling, course scheduling, and progress monitoring throughout the student's enrollment. It is the student's responsibility to be aware of courses required for graduation/completion of the chosen major, to meet all graduation/completion requirements, and to complete the registration process each semester. All students entering Southern Regional Technical College (SRTC) for their first semester are assigned an advisor.

First Semester Students: Degree, Diploma, & Certificate Programs

Student advisement will take place every semester at designated times for new students and will be completed so that all students may participate in new student registration.

Currently Enrolled Students

Student advisement will take place every semester at designated times for currently enrolled students and will be completed so that all students may participate in early registration.

First Semester Students: Continuing Education

The Economic Development department staff will enroll students in courses based on criteria established by the department.

First Semester Students: Adult Education

Students enrolled in Adult Education will be assigned an advisor by appropriate personnel in that department.

STUDENT STATUS/LOAD

The normal rate of progress through a program is established by the program length in the specific standard and program guide.

Full-time student status is obtained by registering for a minimum of twelve (12) or more credits for a program per semester. However, considerably more credits must be taken per semester to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per semester may create scheduling difficulties and further delay graduation and/or financial aid.

Students may register for up to eighteen (18) credit hours per semester. Written permission from the Vice President for Academic Affairs is required for any credit hours above eighteen (18).

It is strongly recommended that students adhere closely to their advisors' recommended course load per semester.

WEB REGISTRATION & ADVISEMENT

As a convenience for students, Southern Regional Technical College (SRTC) offers web-registration. The student is required to seek his/her advisor's counsel prior to using the web-registration services. This counsel may be received in person, over the phone, or electronically by fax or email. Failure to seek the advisor's counsel may cause the College to remove students from classes for which they were ineligible. The College reserves the right to remove the web-registration privilege from students who abuse the privilege.

TO DROP/ADD A COURSE

If the student should decide to drop a course(s) or withdraw from the College during the first three days of the semester, they may do so via BannerWeb or by contacting their advisor or Student Affairs. Students who officially withdraw from course(s) or the College may be entitled to a refund based on the refund policy. Students who desire to withdraw from a course after the first three (3) days of the semester but prior to the last two weeks of the term, must complete the Online Withdrawal available through the SRTC Website. A student should not assume that non-attendance constitutes an official withdrawal.

STUDENT WITHDRAWAL FROM COLLEGE

Any student wishing to discontinue enrollment and/or attendance in any class at Southern Regional Technical College is responsible for formally withdrawing or dropping all courses for which they are enrolled (see To Drop/Add A Course and the Withdrawal Policy in the Student Handbook). Failure to do so may result in:

1. Loss or severe penalty to Financial Aid Status (Includes Pell & HOPE).
2. Issuance of unsatisfactory or failing grades in each class.
3. Being placed in an unsatisfactory academic status.

CURRICULUM CHANGES

If a student withdraws and re-enters into a new curriculum, the student will be required to meet the requirements of the new curriculum. The previous transcript will be evaluated and equated to the new curriculum. Courses are subject to revision and/or cancellation without notice.

GRADING

Each student's academic progress, conduct, and attitude are continuously appraised. At the end of each semester, the achievement of each student is reported using the following system of grade assignment:

CREDIT COURSES

Grade	Numeric Score	Quality Points
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	0 - 59	0
W	Withdrawn	Not Computed
I	Incomplete	
IP	In Progress	
AC (A, B, C)	Articulated Credit	Not Computed
AU	Audit	Not Computed
TR (A, B, C, M)	Transfer Credit	Not Computed
EXE, EXP	Exemption Credit	Not Computed

LEARNING SUPPORT COURSES

Grade	Numeric Score	Quality Points
A*	90 - 100	
B*	80 - 89	
C*	70 - 79	
D*	60 - 69	
F*	0 - 59	
W*	Withdrawn	

NON-CREDIT COURSES

Grade	Numeric Score	Quality Points
S	Satisfactory	Not Computed
U	Unsatisfactory	Not Computed

W – This grade signifies that a student withdrew from a course prior to the last two weeks of term. No credit is given and no grade points are calculated. A grade of "W" is not included in calculating the grade point average but is counted as coursework attempted.

ACADEMIC PROGRAMS

IP – This grade signifies that for administrative reasons the course continues beyond the end of the term. Grades of “IP” not cleared by the end of the following term will be converted to an “F”.

I – This grade signifies that a student has satisfactorily completed 80% of the class days of the required course work, but for non-academic reasons beyond the student’s control, has not been able to complete the course. The Incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and received approval from the Vice President for Academic Affairs or designated representative. Grades of “I” not cleared within the first two weeks of the next term will be converted to an “F”. Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the Vice President for Academic Affairs or a designated representative; however, under no circumstances extended beyond the term.

AC (A, B, C) – Articulated credit may be awarded for coursework completed under formal articulation agreements when established competencies have been achieved. A grade of “AC” will be given for the course(s).

AU – A student may choose to audit a course rather than take it for credit. By auditing a course, the student is allowed to attend course in accordance with the following guidelines: (1) meet established admissions requirements for Southern Regional Technical College (SRTC), (2) have the approval of the instructor and follow regular registration procedures, (3) obtain prior approval from the Vice President for Academic Affairs for any changes from audit to credit or credit to audit status, and (4) pay the appropriate fee for auditing the course. Anyone auditing must attend class and observe normal attendance regulations. The audit period of a course must conform to the same time period allowed for credit, with no extension of time. An audit grade may not be later changed to a credit grade. A student who is auditing a course is eligible to receive all materials available to credit students except for tests. The instructor may provide “practice tests” for the audit student. Students auditing a course are not eligible for financial aid for that course.

TR (A, B, C, M) – A grade of “TR” indicates that the student has successfully completed the course at another postsecondary institution or earned military credit. A grade of “TR” carries no quality points. The student will, however, receive comparable credit hours at SRTC for the credit hours received at the former institution.

EXE – A grade of “EXE” indicates that a student has exempted a course through examination. Credit is given but grade points are not calculated.

EXP – A grade of “EXP” indicates a course being held in escrow or that the student received credit for the course through portfolio presentation. Credit is given but grade points are not calculated.

S – A grade of “S” indicates that the student has successfully mastered all of the course competencies. A grade of “S” carries no quality points, but institutional credit hours for that course will be awarded to the student.

U – A grade of “U” indicates that the student did not master all of the course competencies. A grade of “U” carries no quality points.

Federal and state regulations require students meet minimum academic requirements to remain eligible for financial aid each semester. In order to maintain financial aid eligibility at Southern Regional Technical College, students must meet minimum cumulative Grade Point Average (GPA) requirements as well as successfully complete, within a maximum timeframe, all coursework required for completion of the chosen program of study, SRTC requires that all financial aid recipients earn a cumulative GPA of 2.0 and successfully complete, with a grade of “C” or better, at least two-thirds or 66.67% of all credit hours attempted.

Grades are based upon quality and quantity of achievement in both the classroom and the laboratory. Students failing to maintain a standard of satisfactory progress will be withdrawn from Southern Regional Technical College.

Satisfactory Academic Standing

Students must maintain a minimum of a 2.0 cumulative GPA to be in satisfactory academic standing. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic semester. The semester GPA must be 2.0 or above at the end of the probationary semester to maintain satisfactory status. Failure to maintain satisfactory status during a probationary semester will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full semester. Upon readmission, the student must make a 2.0 or above each semester to maintain satisfactory standing or will be dismissed.

Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program but may apply for another program in another department. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

Overall GPA must be 2.0 or better before graduation can occur. Graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the final attempt will be used in calculating the grade point average for graduation.

LICENSURE AND REGISTRY

The graduates of the following programs have the opportunity to apply for state or national licensure/registry or board examinations: Associate of Science in Nursing, Clinical Laboratory Technology, Cosmetology, EMT, Medical Assisting, Neuromuscular Massage Therapist, Paramedicine, Nurse Aide, Patient Care Assisting, Practical Nursing, Respiratory Care, Radiologic Technology, Surgical Technology, and Veterinary Technology. It is recommended that students graduating from these programs take the respective examinations in order to have greater employment opportunities.

Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing/registry exam.

WORK ETHICS

The Technical College System of Georgia (TCSG) instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethics coursework, students are required to complete the WKET 1000 course and a WKET 2000 level Work Ethics course prior to graduation. WKET 1000 will be offered in conjunction with an entry level occupational course appropriate for their program and must be completed in order to progress. WKET 2000 level courses are offered in conjunction with a capstone occupational course appropriate for their program and must be completed in order to graduate. For more information, please see the Distance Education Coordinator or your advisor.

Work Ethic Learning Outcome: Students will successfully pass a work ethics assessment which will demonstrate knowledge of personal characteristics in demand in the workplace which are reflected in the College's work ethics initiative. Those characteristics include: appearance, attendance, attitude, character, communication, cooperation, organization skills, productivity, respect, and teamwork. These characteristics have been included in each program of study and will be assessed as a part of the School of Business, School of Health Sciences, School of Industrial Technology, and the School of Professional Services.

ACADEMIC PROGRAMS

The following tables list the occupational course for each program in which the student is required to complete the Introductory Work Ethics Course (WKET 1000) and the Capstone Work Ethics Course (WKET 20X0) in order to graduate.

SCHOOL OF BUSINESS

Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2010
ACCOUNTING		
Accounting, AAS	ACCT 1100	ACCT 1115
Accounting, Diploma	ACCT 1100	ACCT 1115
Office Accounting Specialist, TCC	ACCT 1100	ACCT 1115
Payroll Accounting Specialist, TCC	ACCT 1100	ACCT 1115
BUSINESS ADMINISTRATIVE TECHNOLOGY		
Business Administrative Technology, AAS	BUSN 1440	BUSN 2210
Business Administrative Technology, Diploma (Business Track)	BUSN 1440	BUSN 2210
Business Administrative Technology, Diploma (Med Track)	BUSN 1440	BUSN 2340
Administrative Support Assistant, TCC	BUSN 1440	BUSN 2210
Medical Billing Clerk, TCC	BUSN 1440	BUSN 2370
Medical Front Office Assistant, TCC	BUSN 1440	BUSN 2340
Medical Language Specialist, TCC	BUSN 1440	BUSN 2330
Microsoft Word Application Professional, TCC	BUSN 1440	
Unit Secretary, TCC	BUSN 1440	BUSN 2340
BUSINESS MANAGEMENT		
Applied Technical Management, AAS	MGMT 1100	MGMT 2125
Business Management, AAS	MGMT 1100	MGMT 2215
Business Management, Diploma	MGMT 1100	MGMT 2215
Human Resources Management Specialist, TCC	MGMT 1110	MGMT 2130
Management and Leadership Specialist, TCC	MGMT 1100	MGMT 2130
Operations Management Specialist, TCC	MGMT 1100	MGMT 2130
Small Business Management Specialist, TCC	ACCT 1100	MGMT 2150
Supervisor/Management Specialist, TCC	MGMT 1100	MGMT 2115
Technical Management Specialist, TCC	MGMT 1100	MGMT 2115

SCHOOL OF BUSINESS (CONTINUED)

Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2010
COMPUTER INFORMATION SYSTEMS		
Computer Support Specialist, AAS	CIST 1001	CIST 1122
Computer Support Specialist, Diploma	CIST 1001	CIST 1122
Networking Specialist, AAS (Cisco Track)	CIST 1001	CIST 2454
Networking Specialist, AAS (Microsoft Track)	CIST 1001	CIST 2413
Networking Specialist, Diploma (Cisco Track)	CIST 1001	CIST 2454
Networking Specialist, Diploma (Microsoft Track)	CIST 1001	CIST 2413
CISCO Network Specialist, TCC	CIST 2452	CIST 2454
CompTIA A+ Certified Technician Preparation, TCC	CIST 1001	CIST 1122
CompTIA A+ Certified Preparation, TCC		CIST 1122
Microsoft Network Administrator, TCC	CIST 2411	CIST 2413
Network Technician, TCC	CIST 1001	
PC Repair and Network Technician, TCC	CIST 1001	CIST 1122
MARKETING MANAGEMENT		
Marketing Management, AAS	MKTG 1100	MKTG 2300
Marketing Management, Diploma	MKTG 1100	MKTG 2300
Entrepreneurship, TCC	MKTG 2010	MKTG 2210
Small Business Marketing Manager, TCC	MKTG 1100	MKTG 1190
VIDEO PRODUCTION ASSISTANT		
Video Production Assistant, TCC	CIST 2801	CIST 2803

SCHOOL OF HEALTH SCIENCES

Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2020
Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2020
Health Care Assistant, TCC		
Surgical Tech	SURG 1010	N/A
Health Care Science, TCC		
A.S.N. (Bridge)	RNSG 1911	N/A
A.S.N. (Generic)	RNSG 1911	N/A
Radiologic Tech	RADT 1010	N/A
Respiratory Care	RESP 1120	N/A
Surgical Tech	SURG 1010	N/A
Vet Tech	VETT 1010	N/A

SCHOOL OF HEALTH SCIENCES (CONTINUED)

Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2020
CLINICAL LABORATORY TECHNOLOGY		
Clinical Laboratory Technology, AAS	CLBT 1010	CLBT 2200
Clinic Assistant (Phlebotomy), TCC	PHLT 1030	PHLT 1050
HEALTH INFORMATION		
Health Information Technology, AAS	HIMT 1100	HIMT 2410
Health Information Coding, Diploma	HIMT 1100	HIMT 2410
MEDICAL ASSISTING		
Medical Assisting, AAS	MAST 1060	MAST 1180
Medical Assisting, Diploma	MAST 1060	MAST 1180
Medical Information Specialist, TCC	MAST 1120	
NEUROMUSCULAR MASSAGE		
Neuromuscular Massage Therapist, Diploma	NEUT 1001	NEUT 1110
NURSING		
Associate of Science in Nursing, A.S.N.	RNSG 1911	RNSG 2941
Practical Nursing, Diploma	PNSG 2030	PNSG 2410
Nurse Aide, TCC	NAST 1100	N/A
Patient Care Assistant, TCC	NAST 1100	N/A
PARAMEDICINE		
Paramedicine, AAS	EMSP 2110	EMSP 2710
Paramedicine, Diploma	EMSP 2110	EMSP 2710
EMS		
Advanced Emergency Medical Technician, TCC	Completed in EMT	Completed in EMT
Emergency Medical Responder, TCC	EMSP 1010	N/A
Emergency Medical Technician, TCC	EMSP 1110	EMSP 1160
EMS Professions, TCC	EMSP 1110	EMSP 1160
RADIOLOGIC TECHNOLOGY		
Radiologic Technology, AAS	RADT 1010	RADT 2260
RESPIRATORY CARE		
Respiratory Care, AAS	RESP 1120	RESP 2170
SURGICAL TECHNOLOGY		
Surgical Technology, AAS	SURG 1010	SURG 2240
Surgical Technology, Diploma	SURG 1010	SURG 2240
Central Sterile Supply Processing Technician, TCC	CSSP 1010	CSSP 1022
Central Sterile Technician, TCC	CSSP 1010	N/A
VETERINARY TECHNOLOGY		
Veterinary Technology, AAS	VETT 1010	VETT 1070

SCHOOL OF INDUSTRIAL TECHNOLOGY

Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2030
AIR CONDITIONING		
Air Conditioning Technology, Diploma	AIRC 1005	AIRC 1030
Air Conditioning Repair Specialist, TCC	AIRC 1005	AIRC 1030
Air Conditioning System Maintenance Technician, TCC	AIRC 1005	AIRC 1030
AUTOMOTIVE TECHNOLOGY		
Automotive Fundamentals, Diploma	AUTT 1010	AUTT 1020
Automotive Technology, Diploma	AUTT 1010	AUTT 1020
Automotive Chassis Technician Specialist, TCC	AUTT 1010	AUTT 1020
Automotive Climate Control Technician, TCC	AUTT 1010	AUTT 1020
Automotive Electrical/Electronic Systems Technician, TCC	AUTT 1010	AUTT 1020
Automotive Engine Performance Technician, TCC	AUTT 1010	AUTT 1020
Automotive Engine Repair Technician, TCC	AUTT 1010	AUTT 1020
Automotive Transmission/Transaxle Tech Specialist, TCC	AUTT 1010	AUTT 1020
Auto Maintenance and Light Repair Tech, TCC	AUTT 1010	AUTT 1013
Professional Motocross Technician, TCC	MCST 1000	MCST 2200
AUTOMOTIVE COLLISION AND REFINISHING		
Auto Collision Repair, Diploma	ACRP 1000	ACRP 1010
Automotive Collision Repair Assistant, TCC	ACRP 1000	ACRP 1015
Automotive Refinishing Assistant I, TCC	ACRP 1000	ACRP 1010
Automotive Refinishing Assistant II, TCC	ACRP 2001	ACRP 2002
CARPENTRY		
Carpentry, Diploma	COFC 1030	COFC 1050
Certified Construction Worker, TCC	COFC 1030	COFC 1050
Finish Carpenter, TCC	Completed in CCW	Completed in CCW
Framing Carpenter, TCC	Completed in CCW	Completed in CCW
DRAFTING		
Drafting Technology, AAS	DFTG 1101	DFTG 1103
Drafting Technology, Diploma	DFTG 1101	DFTG 1103
Advanced CAD Technician, TCC	DFTG 1101	DFTG 1103
AutoCAD Refresher, TCC	DFTG 1101	DFTG 1103
CAD Operator, TCC	DFTG 1101	DFTG 1103
Drafter's Aide, TCC	DFTG 1101	DFTG 1103
Drafter's Assistant, TCC	DFTG 1101	DFTG 1103

SCHOOL OF INDUSTRIAL TECHNOLOGY (CONTINUED)

Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2030
ELECTRONICS TECHNOLOGY		
Electronics Technology, Diploma	ELCR 1005	ELCR 1010
Basic Electronic Assembler, TCC	ELCR 1005	ELCR 1010
Mobile Electronics Technician, TCC	ELCR 1005	IDSY 1101
Biomedical Electronics Technician, TCC	BMET 1231	BMET 2243
INDUSTRIAL AND ELECTRICAL		
Electrical Construction Technology, Diploma	IDFC 1007	IDFC 1011
Electrical Systems Technology, Diploma	IDFC 1007	IDFC 1011
Industrial Electrical Technology, Diploma	IDFC 1007	IDFC 1011
Commercial Wiring, TCC	IDFC 1007	IDFC 1011
Industrial Wiring Technician, TCC	IDFC 1007	IDFC 1011
Manufacturing Maintenance Specialist, TCC	ELTR 1060	IDFC 1011
Residential Wiring Technician, TCC	IDFC 1011	ELTR 1210
INDUSTRIAL SYSTEMS TECHNOLOGY		
Industrial Systems Technology, Diploma	IDFC 1110	IDFC 1011
Advanced PLC and HMI Technician, TCC	IDSY 2700	IDSY 2750
Basic Mechatronics Specialist, TCC	IDSY 1110	AUMF 1120
Basic Mechatronics Technician, TCC	MCTX 1011	MCTX 1014
Industrial Electrician, TCC	IDFC 1130	IDFC 1011
Industrial Fluid Power Technician, TCC	IDSY 1170	IDSY 1190
Industrial Motor Control Technician, TCC	IDSY 1110	IDSY 1210
Mechatronics Specialist, TCC	ELCR 2140	ELCR 2150
Programmable Control Technician I, TCC	IDSY 1110	IDSY 1220
WELDING		
Welding and Joining Technology, Diploma	WELD 1000	WELD 1010
Basic Shielded Metal Arc Welder, TCC	WELD 1000	WELD 1010
Gas Metal Arc Welder, TCC	WELD 1000	WELD 1010
Vertical Shielded Metal Arc Welder Fabricator, TCC	N/A	N/A

SCHOOL OF PROFESSIONAL SERVICES

Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2040
COMMERCIAL TRUCK DRIVING		
Commerical Truck Driving, TCC	CTDL 1010	CTDL 1020
COSMETOLOGY		
Cosmetology, Diploma	COSM 1000	COSM 1120
Esthetician, TCC	ESTH 1000	ESTH 1070
Shampoo Technician, TCC	COSM 1000	COSM 1120
CRIME SCENE		
Crime Scene Investigation Technology, AAS	CRJU 1010	CRJU 2050
Crime Scene Fundamentals, TCC	CRJU 1010	CRJU 1063
CRIMINAL JUSTICE TECHNOLOGY		
Criminal Justice, AS	CRJU 1010	CRJU 2050
Criminal Justice Technology, AAS	CRJU 1010	CRJU 2050
Criminal Justice Technology, Diploma	CRJU 1010	CRJU 2050
Criminal Justice Specialist, TCC	CRJU 1010	CRJU 2020
Introduction to Criminal Justice, TCC	CRJU 1010	CRJU 2050
EARLY CHILDHOOD CARE AND EDUCATION		
Early Childhood Care and Education, AAS	ECCE 1101	ECCE 2240
Early Childhood Care and Education, Diploma	ECCE 1101	ECCE 2240
Child Development Specialist, TCC	ECCE 1101	ECCE 1112
Early Childhood Exceptionalities, TCC	ECCE 2201	ECCE 2362
FIRE SCIENCE		
Fire Science Technology, AAS	FRSC 1100	FRSC 2170
Fire Science Technology, Diploma	FRSC 1100	FRSC 2170
Firefighter/EMSP, Diploma	FRSC 1020	FRSC 1080
Firefighter I, TCC	FRSC 1020	N/A
Firefighter II, TCC	N/A	FRSC 2120
Fire Officer I, TCC	FRSC 1110	FRSC 2120
Fire Officer II, TCC	FRSC 1151	FRSC 2170
HORTICULTURE		
Horticulture, Diploma	HORT 1080	HORT 1150
Environmental Horticulture Technician, TCC	HORT 1080	HORT 1040
Floral Assistant, TCC	HORT 1020	HORT 1730
Garden Center Technician, TCC	HORT 1080	HORT 1140
Lawn Maintenance Technician, TCC	HORT 1080	HORT 1040
Turfgrass Maintenance Technician, TCC	HORT 1080	HORT 1330

SCHOOL OF PROFESSIONAL SERVICES (CONTINUED)

Program	Associated Occupational Course for WKET1000	Associated Occupational Course for WKET2040
WILDLIFE MANAGEMENT		
Land, Forest, Wildlife Management Technology, AAS	FWMT 1000	FWMT 1020
Land, Forest, Wildlife Management Assistant, Diploma	FWMT 1000	FWMT 1020
Fish and Wildlife Management, Diploma	FWMT 1000	FWMT 2030
Land, Forest, Wildlife Management Specialist, TCC	FWMT 1000	FWMT 1020
Wildlife Management Assistant, TCC	FWMT 1000	FWMT 1020
PARALEGAL		
Paralegal Studies, AAS	PARA 1100	PARA 2210
SOCIAL WORK		
Social Work Assistant, AS	SOCW 2010	SOCW 2090
Social Work Assistant, AAS	SOCW 2010	SOCW 2090
Social Work Assistant, Diploma	SOCW 2010	SOCW 2090



SOUTHERN REGIONAL
TECHNICAL COLLEGE



School of Arts & Sciences

GENERAL EDUCATION

The purpose of General Education at Southern Regional Technical College (SRTC) is to provide high quality educational courses in humanities/fine arts, social/behavioral sciences, natural science/mathematics, and language arts/communication through both distance and traditional delivery methods to help students develop individual skills and abilities that will enable them to 1) think critically; 2) communicate clearly and effectively in written form; and 3) apply the use of mathematics to solve common problems.

SRTC students with associate degrees and diplomas are required to demonstrate to what extent he/she has mastered appropriate General Education competencies.

LEARNING SUPPORT

Courses numbered 0090 to 0099 are classified as learning support.

Learning Support Level Student Learning Outcomes:

- Students will construct a basic paragraph.
- Students will demonstrate textbook reading skills.
- Students will find the perimeter, area, and volume of different geometric figures.
- Students will solve systems of equations with two variables using the graphing method, substitution method, and the elimination method.

Diploma programs offered through the College also include a required component of 8 semester hours of Basic Skills courses providing background in one Language Arts/Communication course, one Social/Behavioral Sciences course, and one Natural Science/Mathematics course.

Diploma Level Student Learning Outcomes:

- Students will think critically.
- Students will write an organized and grammatically correct document.
- Students will add, subtract, multiply, and divide decimal numbers.
- Students will solve linear equations using the addition principle, the multiplication principle, and both principles together.

Courses offered within the Basic Skills area for Diploma programs are:

Language Arts/Communication

ENGL 1010	Fundamentals of English I	3
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Social/Behavioral Sciences Course

EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	3

Natural Science/Mathematics

MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

The College offers a variety of General Education courses as enrollment warrants. Students should contact their academic advisor to inquire about course availability.

The College requires a minimum of 15 semester credit hours of General Education core courses for the associate degree. These semester hours are to be selected as follows: A minimum of at least one course each from Area I (Language Arts/Communication), Area II (Social/Behavioral Sciences), Area III (Natural Science/Mathematics), and Area IV (Humanities/Fine Arts).

Degree Level Student Learning Outcomes:

- Students will think critically.
- Students will write an organized and grammatically correct document.
- Students will solve quadratic equations.

Natural Science Student Learning Outcomes:

- Students will match cellular features to appropriate functions.
- Students will apply mathematics to solve quantitative chemistry problems.

Area I: Language Arts/Communication

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
ENGL 2110	World Literature	3
SPAN 1101	Introduction to Spanish Language and Culture I	3
SPAN 1102	Introduction to Spanish Language and Culture II	3
SPCH 1101	Public Speaking	3

Area II: Social/Behavioral Sciences

◆ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3
SOCI 1101	Introduction to Sociology	3

Area III: Natural Science/Mathematics

Natural Science Courses

BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	1
CHEM 1151	Survey of Inorganic Chemistry I	3
CHEM 1151L	Survey of Inorganic Chemistry Lab I	1
CHEM 1152	Survey of Organic Chemistry and Biochemistry	3
CHEM 1152L	Survey of Organic Chemistry and Biochemistry Lab	1

Mathematics Courses

MATH 1100	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1127	Intro to Statistics	3
MATH 1131	Calculus I	4

Area IV: Humanities/Fine Arts

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

The College offers a variety of General Education courses as enrollment warrants. Students should contact their academic advisor to inquire about course availability.

DISTANCE EDUCATION

The goal of Distance Education at Southern Regional Technical College (SRTC) is to provide our students the opportunity to access quality instruction anytime, anywhere. Such access is desired to facilitate a barrier-free delivery of instruction through technology. Southern Regional Technical College offers a quality technology-based learning environment that is not bound by traditional time and space limitations that provides access for students and meets the education and training needs of the publics it serves.

PROCTORING

Collegiate accreditation requires that all online courses validate the identity of the students completing the course work. In order to comply with this requirement, all students enrolled in online courses are required to have at least one proctored event (a major exam or assignment).

Additionally, Proctored Examinations may only be administered to students who have verified their identity with a government-issued Driver's License or Photo ID. Any costs associated with the verification requirements of the Proctored Examination will be the responsibility of the student. SRTC does take the protection of student information seriously and strictly follows the privacy protection guidelines of the Family Educational Rights and Privacy Act (FERPA).

The Distance Education program at SRTC serves as the central contact point for facilitating this requirement whether as the proctoring center or coordinating with other proctoring centers. Students are required to submit the proper documentation two weeks prior to the event and may do so through our website.

GEORGIA VIRTUAL TECHNICAL CONNECTION (GVTC)

Southern Regional Technical College is a member of the Georgia Virtual Technical Connection (GVTC). GVTC delivers courses and programs through the Internet and is an innovation of the Technical College System of Georgia.

SMARTERMEASURE

SmarterMeasure is a tool provided by SRTC to help students understand their online strengths and weaknesses to determine their level of readiness for taking online courses.

SMARTHINKING

SmarThinking is an online tutoring service available to all SRTC students at no cost. Focusing on the unique needs of each student, SmarThinking provides a student-centered, active learning environment. Tutors are available 24 hours a day, 7 days a week, and work directly with students through SmarThinking's proprietary interactive whiteboard in an encouraging and collaborative learning environment. SmarThinking current tutors SRTC students in the following areas: Reading, Writing, Math (non-medical), Accounting, Anatomy and Physiology, Biology, Chemistry, and Computer Technology.

TUTORING CENTER

Tutoring Services are available at the Tutoring Centers located at many of SRTC's Sites. These services are provided for all SRTC students at no charge. While the Center focuses its attention on mathematics, tutoring services are readily available for many subject areas. Students in need of tutorial services for other subject areas not listed above are encouraged to contact the nearest Tutoring Center by telephone at 225-5003 to make additional arrangements. Thomasville Site: 225-5003.

OTHER RESOURCES

SRTC provides a variety of other services to our distance education students through our website, including but not limited to: the College Bookstore, college orientation presentations, and the SRTC Library and their online resources.

ADULT EDUCATION & GED® DIPLOMA

The Adult Education and GED Preparation programs offered by Southern Regional Technical College are specifically designed for adults who have different backgrounds and skills. A flexible program has been designed, which meets the needs of adults who wish to participate. Six levels of instruction extend from beginning reading, writing, and mathematics through high school equivalency completion (GED). The services are free and available at various locations in Colquitt, Grady, Mitchell, Thomas, Tift, Turner, and Worth counties.

The Beginning Literacy ABE and Beginning Basic Education ABE provide basic instruction for reading readiness, basic math skills, and an introduction to writing and grammar. The Low Intermediate ABE and High Intermediate ABE provide instruction in the areas of reading comprehension, reading in the content areas, mathematics, and language arts. The Low Adult Secondary Education and High Adult Secondary Education provide instruction in the areas of reading, science, social studies, mathematics, grammar, and writing skills. This level will develop the skills necessary for completion of the GED Test.

GED TESTING

Southern Regional Technical College is an official PearsonVue testing center. The GED TEST is available on the Moultrie, Thomasville, and Tifton Campuses. If an individual wishes to take the GED, he/she must be at least 18 years old. Registration, scheduling, and payment are done through the website: ged.com. Special permission must be secured from the Office of Adult Education in Atlanta, Georgia, for individuals 16 or 17 years of age. Each person's request is handled individually by the Georgia GED Testing Program. Additional registration information may be obtained by calling the Moultrie Campus at 229-217-4182, Thomasville Campus at 229-225-5292, or the Tifton Campus at 229-391-2615 from 8 a.m. to 5 p.m Monday through Thursday.

Successful attainment of the GED Diploma qualifies a person for admission to more advanced educational opportunities; helps a person meet educational requirements for employment or job promotion; and helps a person meet regulations of federal, state, and local boards of licensing. Industry, government, licensing board's technical colleges, colleges, and employers accept GED credentials as the equivalent of a high school education.

Transition into credit programs at SRTC is encouraged for all GED graduates. Assistance with the enrollment process is provided through Career Transitions Services. For more information, call the Career Transition Office at 229-225-5066 or 229.217.4184.

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FREQUENTLY ASKED QUESTIONS CONCERNING THE ADULT EDUCATION PROGRAM

What can adult education classes offer?

- Basic instruction in reading, writing and math skills;
- Preparation for the GED Test;
- Individualized programs of study to meet your learning needs;
- Small classes;
- Free classes and instructional materials; and
- Career transition assistance into credit enrollment for GED® graduates.

Who should attend adult education classes?

- Adults who did not finish high school but want to further their education at a technical college; and
- Adults with skills below the high school level seeking job advancement

Where do classes meet and how do I enroll in classes?

- Classes are held in Colquitt, Grady, Mitchell, Thomas, Tift, Turner, and Worth counties. Please contact the Adult Education Office for a complete listing of class sites and schedules.
 - o Colquitt County - SRTC Industrial Drive-Moultrie Campus: 229-217-4182
 - o Grady County - SRTC Cairo Campus: 229-378-2909
 - o Mitchell County - SRTC Camilla Campus: 229-522-3641
 - o Thomas County - SRTC Thomasville Campus: 229-225-5292
 - o Tift County - SRTC Tifton Campus: 229-391-2615
 - o Turner County: SRTC Ashburn Campus: 229-567-8781
 - o Worth County: SRTC Sylvester Campus: 229-777-2177
- Take a free placement test to determine your starting point.

Is there a charge to participate in the graduation ceremony?

- There is a \$35 graduation fee (payable one month prior to graduation).



SOUTHERN REGIONAL
TECHNICAL COLLEGE



School of Business

PROGRAMS IN THE SCHOOL OF BUSINESS

ACCOUNTING

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

MARKETING MANAGEMENT

Marketing Management, AAS
Marketing Management, Diploma
Entrepreneurship, TCC
Small Business Marketing Manager, TCC

BUSINESS ADMINISTRATIVE TECHNOLOGY

Business Administrative Technology, AAS
Business Administrative Technology, Diploma
Administrative Support Assistant, TCC
Medical Billing Clerk, TCC
Medical Front Office Assistant, TCC
Microsoft Word Application Professional, TCC
Technical Specialist, TCC
Unit Secretary, TCC

BUSINESS MANAGEMENT

Applied Technical Management, AAS

Business Management, AAS
Business Management, Diploma
Human Resources Management Specialist, TCC
Management and Leadership Specialist, TCC
Operations Management Specialist, TCC
Small Business Management Specialist, TCC
Technical Management Specialist, TCC
Supervisor/Management Specialist, TCC

COMPUTER INFORMATION SYSTEMS

Computer Support Specialist, AAS
Computer Support Specialist, Diploma
Networking Specialist, AAS
Networking Specialist, Diploma
CISCO Network Specialist, TCC
CompTIA A+ Certified Preparation, TCC
CompTIA A+ Certified Technician Preparation, TCC
Microsoft Network Administrator, TCC
Network Technician, TCC
PC Repair and Network Technician, TCC
Video Production Assistant, TCC

ACCOUNTING

Associate of Applied Science Degree

Program Description: The Accounting Associate Degree program is a sequence of courses that prepares students for a variety of accounting careers in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Associate of Applied Science Degree in Accounting.

Student Learning Outcomes:

- Students will calculate costs, depreciation, and disposal of plant assets.
- Students will produce an adjusted and in-balance set of books utilizing computerized accounting software.
- Students will process and record payroll transactions utilizing a simulated computerized payroll accounting system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Five (5) semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Accounting, Associate of Applied Science.

Credits Required for Graduation: 67 Minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	49
♦ ACCT 1100 Financial Accounting I	4
ACCT 1105 Financial Accounting II	4
ACCT 1110 Managerial Accounting	3
♦ ACCT 1115 Computerized Accounting	3
ACCT 1120 Spreadsheet Applications	4
ACCT 1125 Individual Tax Accounting	3
ACCT 1130 Payroll Accounting	3
ACCT Elec Accounting Electives	9
BUSN 1440 Document Production	4
COMP 1000 Introduction to Computers	3
Elec Open Open Elective – Approved TCSG credit courses	9

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

ACCOUNTING

Diploma

Program Description: The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level accounting positions in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting Diploma.

Student Learning Outcomes:

- Students will calculate costs, depreciation, and disposal of plant assets.
- Students will produce an adjusted and in-balance set of books utilizing computerized accounting software.
- Students will process and record payroll transactions utilizing a simulated computerized payroll accounting system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Three (3) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Accounting, Diploma.

Credits Required for Graduation: 45 Minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree program.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	34
♦ ACCT 1100 Financial Accounting I	4
ACCT 1105 Financial Accounting II	4
♦ ACCT 1115 Computerized Accounting	3
ACCT 1120 Spreadsheet Applications	4
ACCT 1125 Individual Tax Accounting	3
ACCT 1130 Payroll Accounting	3
ACCT Elec Accounting Electives	3
BUSN 1440 Document Production	4
COMP 1000 Introduction to Computers	3
Elec-ACCT Elective- Occupational Courses	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

OFFICE ACCOUNTING SPECIALIST

Technical Certificate of Credit

Program Description: The Office Accounting Specialist Technical Certificate of Credit provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting and basic computer skills.

Student Learning Outcomes:

- Students will calculate costs, depreciation, and disposal of plant assets.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Office Accounting Specialist, Technical Certificate of Credit.

Credits Required For Graduation: 14 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		14
◆	ACCT 1100	Financial Accounting I	4
	ACCT 1105	Financial Accounting II	4
◆	ACCT 1115	Computerized Accounting	3
	COMP 1000	Introduction to Computers	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2010 while enrolled in courses marked with a ◆.

PAYROLL ACCOUNTING SPECIALIST

Technical Certificate of Credit

Program Description: The Payroll Accounting Specialist technical certificate of credit provides entry-level skills in payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

Student Learning Outcomes:

- Students will calculate costs, depreciation, and disposal of plant assets.
- Students will produce an adjusted and in-balance set of books utilizing computerized accounting software.
- Students will process and record payroll transactions utilizing a simulated computerized payroll accounting system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Payroll Accounting Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 17 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a diploma or degree program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		17
♦ ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
♦ ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
COMP 1000	Introduction to Computers	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

BUSINESS ADMINISTRATIVE TECHNOLOGY

Associate of Applied Science Degree

Program Description: The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, database management, and presentation 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 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 Administrative Technology, Associate of Applied Science degree.

Student Learning Outcomes:

- Students will create documents including a worksheet, a memo, and a presentation using a variety of software applications.
- Students will create Mail Merge documents including letters, envelopes, and data directories.
- Students will produce properly formatted business documents such as a letter, envelope, and business report from straight and/or rough draft copy using various word processing features.

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Business Administrative Technology, Associate of Applied Science Degree.

Credits Required for Graduation: 67 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
*General Education courses and electives for the Associate level can be found on p. 73.	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3

BUSINESS ADMINISTRATIVE TECHNOLOGY Diploma

3. OCCUPATIONAL COURSES

BUSN 1190	Digital Technologies in Business
BUSN 1240	Office Procedures
BUSN 1400	Word Processing Applications
BUSN 1410	Spreadsheet Concepts and Applications
BUSN 1420	Database Applications
BUSN 1430	Desktop Publishing and Presentation Applications
♦ BUSN 1440	Document Production
BUSN 2160	Electronic Mail Applications
BUSN 2190	Business Document Proofreading and Editing
♦ BUSN 2210	Applied Office Procedures
COMP 1000	Introduction to Computers
Elec	Guided Electives
MGMT 1100	Principles of Management

and one of the following (4 hours)

ACCT 1100	Financial Accounting I
BUSN 2200	Office Accounting

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

49 **Program Description:** The Business Administrative
2 Technology program is designed to prepare graduates
3 for employment in a variety of positions in today's
4 technology-driven workplaces. The Business
4 Administrative Technology program provides learning
4 opportunities, which introduce, develop, and reinforce
4 academic and occupational knowledge, skills, and
4 attitudes required for job acquisition, retention, and
4 advancement. The program emphasizes the use of word
4 processing, spreadsheet, presentation, and database
4 applications software. Students are also introduced to
2 accounting fundamentals, electronic communications,
3 internet research, and electronic file management. The
3 program includes instruction in effective communication
3 skills and technology that encompasses office
6 management and executive assistant qualifications.
3 Also provided are opportunities to upgrade present
3 knowledge and skills or to retrain in the area of business
4 administrative technology. Graduates of the program
4 receive a Business Administrative Technology Diploma
(4) with a specialization in one of the following: Business
Administrative Assistant or Medical Administrative
Assistant.

Student Learning Outcomes:

- Students will create Mail Merge documents including letters, envelopes, and data directories.
- Students will produce properly formatted business documents such as a letter, envelope, and business report from straight and/or rough draft copy using various word processing features.

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Business Administrative Technology, Diploma.

Credits Required for Graduation: 53 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	18
BUSN 1400 Word Processing Applications	4
♦ BUSN 1440 Document Production	4
BUSN 2190 Business Document Proofreading and Editing	3
COMP 1000 Introduction to Computers	3
<i>and one of the following (4 hours)</i>	
ACCT 1100 Financial Accounting I	4
BUSN 2200 Office Accounting	(4)

and one of the following specializations (24 - 26 hours)

Business Specialization		24
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 2160	Electronic Mail Applications	2
♦ BUSN 2210	Applied Office Procedures	3
Elec	Guided Electives	6
Medical Specialization		26
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
♦ BUSN 2340	Medical Administrative Procedures	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
MAST 1120	Human Disease	3
Elec	Guided Electives	9

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

ADMINISTRATIVE SUPPORT ASSISTANT

Technical Certificate of Credit

CURRICULUM CREDITS

Program Description: The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to microcomputers, word processing, and office procedures.

Student Learning Outcomes:

- Students will create Mail Merge documents including letters, envelopes, and data directories.
- Students will produce properly formatted business documents such as a letter, envelope, and business report from straight and/or rough draft copy using various word processing features.

Program Offered at the Following Sites: Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Administrative Support Assistant, Technical Certificate of Credit.

Credits Required For Graduation: 20 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

1. OCCUPATIONAL COURSES	20
BUSN 1240 Office Procedures	3
BUSN 1400 Word Processing Applications	4
♦ BUSN 1440 Document Production	4
Elec Guided Electives	6
COMP 1000 Introduction to Computers	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

Note: Credits from this program may be applied to a degree or a diploma program.

MEDICAL BILLING CLERK

Technical Certificate of Credit

Program Description: The Medical Billing Clerk program provides instruction in medical insurance and medical billing for reimbursement purposes.

Student Learning Outcomes:

- Students will produce properly formatted business documents such as a letter, envelope, and business report from straight and/or rough draft copy using various word processing features.

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicants must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Medical Billing Clerk, Technical Certificate of Credit.

Credits Required for Graduation: 22 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		5
ALHS 1011	Structure and Function of the Human Body	5
2. OCCUPATIONAL COURSES		17
ALHS 1090	Medical Terminology for Allied Health Sciences	2
♦ BUSN 1440	Document Production	4
♦ BUSN 2370	Medical Office Billing/Coding/Insurance	3
COMP 1000	Introduction to Computers	3
Elec-BUSN	Occupational guided elective	2
Elec	Elective	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

MEDICAL FRONT OFFICE ASSISTANT

Technical Certificate of Credit

Program Description: The Medical Front Office Assistant Technical Certificate of Credit is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician’s office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

Student Learning Outcomes:

- Students will produce properly formatted business documents such as a letter, envelope, and business report from straight and/or rough draft copy using various word processing features.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Medical Front Office Assistant, Technical Certificate of Credit.

Credits Required For Graduation: 22 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	22
ALHS 1090 Medical Terminology for Allied Health Sciences	2
♦ BUSN 1440 Document Production	4
♦ BUSN 2340 Medical Administration Procedures	4
COMP 1000 Introduction to Computers	3
ENGL 1010 Fundamentals of English I	3
XXXX xxxx Specific Occupationally Guided Elect	6

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

MEDICAL LANGUAGE SPECIALIST

Technical Certificate of Credit

Program Description: The Medical Language Specialist program includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

Student Learning Outcomes:

- Students will produce properly formatted business documents such as a letter, envelope, and business report from straight and/or rough draft copy using various word processing features.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Three (3) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Medical Language Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 32 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
ALHS 1011	Anatomy and Physiology	5
2. OCCUPATIONAL COURSES		24
ALHS 1090	Medical Terminology for Allied Health Sciences	2
♦ BUSN 1440	Document Production	4
BUSN 2320	Medical Document Processing/Transcription	4
♦ BUSN 2330	Adv Medical Document Processing/Transcription	4
COMP 1000	Introduction to Computers	3
MAST 1120	Human Pathological Conditions in the Medical Office	3
Elec-BUSN	Occupational guided elective	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

MICROSOFT WORD APPLICATION PROFESSIONAL

Technical Certificate of Credit

Program Description: The Microsoft Word Application Professional Technical Certificate of Credit 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.

Student Learning Outcomes:

- Students will create Mail Merge documents including letters, envelopes, and data directories.
- Students will produce properly formatted business documents such as a letter, envelope, and business report from straight and/or rough draft copy using various word processing features.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.


Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.


Program Final Exit Point: Microsoft Word Application Professional, Technical Certificate of Credit.


Credits Required For Graduation: 14 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	14
	BUSN 1400 Word Processing Applications	4
	 BUSN 1440 Document Production	4
	COMP 1000 Introduction to Computers	3
	XXXX xxxx Occupational Guided Elective	3

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2020 while enrolled in courses marked with a .

TECHNICAL SPECIALIST

Technical Certificate of Credit

Program Description: The purpose of this certificate is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Three (3) Semesters

Entrance Date: Beginning of each term.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.


Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.


Program Final Exit Point: Technical Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 36 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	24
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (6 Hours)	6
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (6 Hours)	6
<i>and two additional course from Area I, II, III, or IV (6 hours) (as approved by program advisor)</i>	6
 <i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. OCCUPATIONAL COURSES	12
Elec-Occup Occupationally Guided Elective	9
COMP 1000 Introduction to Computers	3

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2020 while enrolled in courses marked with a .

UNIT SECRETARY

Technical Certificate of Credit

Program Description: The Unit Secretary technical certificate of credit provides training in medical terminology, keyboarding, computer usage, and English skills. Students learn to function in the center of the communication hub found in a hospital unit. Desirable traits of a unit secretary include strong communication skills, flexibility, professionalism, and responsibility.

Student Learning Outcomes:

- Students will produce properly formatted business documents such as a letter, envelope, and business report from straight and/or rough draft copy using various word processing features.

Program Offered at the Following Sites: Thomasville

Length of Program: Three (3) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Program Final Exit Point: Unit Secretary, Technical Certificate of Credit.

Credits Required for Graduation: 21 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		21
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
♦ BUSN 1440	Document Production	4
BUSN 2320	Medical Document Processing/Transcription	4
♦ BUSN 2340	Medical Administrative Procedures	4
BUSN 2380	Medical Administrative Assistant Internship I	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

APPLIED TECHNICAL MANAGEMENT
Associate of Applied Science Degree

Program Description: The AAS in Applied Technical Management allows a student to complete a diploma in a TCSG program area and to continue to this AAS. In addition to the skills and knowledge obtained in the diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

Student Learning Outcomes:

- Students will create an employee evaluation worksheet.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Five (5) Semesters

Entrance Date: Any semester

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Applied Technical Management, Associate of Applied Science.

Credits Required for Graduation: 71 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	53
ACCT 1100 Financial Accounting I	4
♦ MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 1110 Employment Rules and Regulations	3
♦ MGMT 2125 Performance Management	3
ATM Spec Applied Technical Diploma Specialization	37

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

BUSINESS MANAGEMENT

Associate of Applied Science Degree

Program Description: The Business Management program is designed to prepare students for entry into management and supervisory positions within a wide 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, Small Business Management, Operations Management, or Human Resource Management.

Student Learning Outcomes:

- Students will create and deliver a business presentation.
- Students will create an employee evaluation worksheet.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Six (6) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Business Management, Associate of Applied Science.


Credits Required for Graduation: 67 minimum semester hour credits required for graduation.


CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	18
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And additional course(s) from Area I, II, III, or IV (6 hours) (as approved by program advisor)	6
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	46
ACCT 1100 Financial Accounting I	4
COMP 1000 Introduction to Computers	3
♦ MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 1115 Leadership	3
MGMT 1120 Introduction to Business	3
MGMT 1125 Business Ethics	3
MGMT 2115 Human Resource Management	3
MGMT 2125 Performance Management	3
♦ MGMT 2215 Team Project	3
XXXX xxxx Guided Elective(s)	3
and one of the following (3 hours)	
ACCT 2140 Legal Environment of Business	3
MGMT1110 Employment Rules & Regulations	(3)
MKTG 1130 Business Reg and Compliance	(3)

4. and one of the following specializations (9 hours)

<i>General Management Specialization</i>		9
Elec- MGMT	Elec- MGMT	3
Elec- MGMT	Elec- MGMT	3
Elec- MGMT	Elec- MGMT	3
<i>Human Resources Specialization</i>		9
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2210	Project Management	3
<i>Operations Specialization</i>		9
MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3
<i>Small Business Specialization</i>		9
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2020 while enrolled in courses marked with a .

BUSINESS MANAGEMENT**Diploma**

Program Description: The Business Management program prepares experienced workers for entry into management or supervisory positions within a wide variety of businesses and industries. The Business Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a management and supervisory development diploma.

Student Learning Outcomes:

- Students will create and deliver a business presentation.
- Students will create an employee evaluation worksheet.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: 4 semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Business Management, Diploma.

Credits Required for Graduation: 51 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	40
ACCT 1100 Financial Accounting I	4
COMP 1000 Introduction to Computers	3
♦ MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 1115 Leadership	3
MGMT 1120 Introduction to Business	3
MGMT 1125 Business Ethics	3
MGMT 2115 Human Resource Management	3
MGMT 2125 Performance Management	3
♦ MGMT 2215 Team Project	3
Elec- MGMT Elective- Business Management	3
Elec- MGMT Elective- Business Management	3
<i>and one of the following (3 hours)</i>	
ACCT 2140 Legal Environment of Business	3
MGMT1110 Employment Rules & Regulations	(3)
MKTG 1130 Business Reg and Compliance	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

HUMAN RESOURCES MANAGEMENT SPECIALIST

Technical Certificate of Credit

Program Description: This certificate serves as a concentrated study emphasizing the knowledge needed by human resource managers.

Student Learning Outcomes:

- Students will create and deliver a business presentation.
- Students will create an employee evaluation worksheet.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Human Resources Management Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 18 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	18
	MGMT 1105 Organizational Behavior	3
♦	MGMT 1110 Employment Rules and Regulations	3
	MGMT 2115 Human Resource Management	3
	MGMT 2120 Labor Management Relations	3
	MGMT 2125 Performance Management	3
♦	MGMT 2130 Employee Training and Development	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

MANAGEMENT AND LEADERSHIP SPECIALIST

Technical Certificate of Credit

Program Description: This certificate serves as an expanded overview in the field of management.

Student Learning Outcomes:

- Students will create an employee evaluation worksheet.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Management and Leadership Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 18 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	18
COMP 1000 Introduction to Computers	3
♦ MGMT 1100 Principles of Management	3
MGMT 1110 Employment Rules and Regulations	3
MGMT 1115 Leadership	3
MGMT 2125 Performance Management	3
♦ MGMT 2130 Employee Training and Development	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

OPERATIONS MANAGEMENT SPECIALIST

Technical Certificate of Credit

Program Description: This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

Student Learning Outcomes:

- Students will create an employee evaluation worksheet.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Operations Management Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 18 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	18
	COMP 1000 Introduction to Computers	3
♦	MGMT 1100 Principles of Management	3
	MGMT 2125 Performance Management	3
♦	MGMT 2130 Employee Training and Development	3
	MGMT 2200 Production/Operations Management	3
	MGMT 2210 Project Management	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

SMALL BUSINESS MANAGEMENT SPECIALIST

Technical Certificate of Credit

Program Description: This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

Student Learning Outcomes:

- Students will create an employee evaluation worksheet.
- Students will create a business plan.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Small Business Management Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 19 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		19
	◆ ACCT 1100	Financial Accounting I	4
	COMP 1000	Introduction to Computers	3
	MGMT 1110	Employment Rules and Regulations	3
	MGMT 2125	Performance Management	3
	MGMT 2140	Retail Management	3
	◆ MGMT 2150	Small Business Management	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2020 while enrolled in courses marked with a ◆.

SUPERVISOR/MANAGEMENT SPECIALIST

Technical Certificate of Credit

Program Description: This certificate serves as an introduction to the basics of supervision and/or management.

Student Learning Outcomes:

- Students will create and deliver a business presentation.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: One (1) semester

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admission.

Program Final Exit Point: Supervisor/Management Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 12 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		12
♦	MGMT 1100	Principles of Management	3
	MGMT 1115	Leadership	3
♦	MGMT 2115	Human Resources Management	3
	<i>and one of the following (3 hours)</i>		
	MGMT 1110	Employment Rules and Regulations	3
	MGMT 2120	Labor Management Relations	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

TECHNICAL MANAGEMENT SPECIALIST

Technical Certificate of Credit

Program Description: This certificate is designed to allow integration of management knowledge and other areas of technical training.

Student Learning Outcomes:

- Students will create and deliver a business presentation.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of every semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Technical Management Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 24 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	24
COMP 1000 Introduction to Computers	3
♦ MGMT 1100 Principles of Management	3
♦ MGMT 2115 Human Resource Management	3
Elec- MGMT Occupationally Guided Elective	12
and one of the following (3 hours)	
MGMT 1110 Employment Rules and Regulations	3
MGMT 2120 Labor Management Relations	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

COMPUTER SUPPORT SPECIALIST

Associate of Applied Science Degree

Program Description: The Computer Information Systems – Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, database management, and computer networking. Program graduates are qualified for employment as computer support specialist.

Student Learning Outcomes:

- Students will design and configure a new desktop computer.
- Students will install and configure an operating system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Computer Support Specialist, Associate of Applied Science.

Credits Required for Graduation: 65 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	47
COMP 1000 Introduction to Computers	3
♦ CIST 1001 Computer Concepts	4
♦ CIST 1122 Hardware Installation and Maintenance	4
CIST 1305 Program Design and Development	3
CIST 1601 Information Security Fundamentals	3
CIST 2921 IT Analysis, Design, and Project Management	4
CIST DB CIST Database Elective	4
CIST Prod Guided Office Productivity Course	3
Elec -CIST Elective- CIST	12
Elec- OS Elective CIST Operating System Course	3
and one of the following (4 hours)	
CIST 1401 Computer Networking Fundamentals	4
CIST 2441 Cisco Networking for Home & Sm. Bus.	(4)
CIST 2451 Introduction to Networks - CISCO	(4)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

COMPUTER SUPPORT SPECIALIST

Diploma

Program Description: The Computer Information Systems – Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, database management, and computer networking. Program graduates are qualified for employment as computer support specialist.

Student Learning Outcomes:

- Students will design and configure a new desktop computer.
- Students will install and configure an operating system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Computer Support Specialist, Diploma.

Credits Required for Graduation: 58 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree program.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	2
MATH 1012	Foundations of Mathematics	3
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		47
COMP 1000	Introduction to Computers	3
♦ CIST 1001	Computer Concepts	4
♦ CIST 1122	Hardware Installation and Maintenance	4
CIST 1305	Program Design and Development	3
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST DB	CIST Database Elective	4
CIST Prod	Guided Office Productivity Course	3
Elec -CIST	Elective- CIST	12
Elec- OS	Elective CIST Operating System Course	3
and one of the following (4 hours)		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home & Sm. Bus.	(4)
CIST 2451	Introduction to Networks - CISCO	(4)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

NETWORKING SPECIALIST

Associate of Applied Science Degree

Program Description: The Computer Information Systems – Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, and computer networking. Program graduates are qualified for employment as networking specialists.

Student Learning Outcomes:

- Students will design and configure a new desktop computer.
- Students will install and configure an operating system.
- Students will setup, troubleshoot, and maintain a server environment.
- Students will setup, troubleshoot, and maintain a complex local area network (LAN).

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.



Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Networking Specialist, Associate of Applied Science. Graduates who complete CIST 2451, CIST 2452, CIST 2453, and CIST 2454 are eligible to sit for the Cisco CCNA certification exam.

Credits Required for Graduation: 69 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	51
COMP 1000 Introduction to Computers	3
 CIST 1001 Computer Concepts	4
 CIST 1122 Hardware Installation and Maintenance	4
Elec- CIST Elective CIST	14
Elec-OS Elective CIST Operating System Course	3
Elec-Sec CIST Security Course	3
and one of the following (4 hours)	
CIST 1401 Computer Networking Fundamentals	4
CIST 2441 Cisco Networking for Home & Sm. Bus.	(4)
CIST 2451 Introduction to Networks - CISCO	(4)

3. and one of the following specializations (16 hours)

CISCO Exploration Specialization 16

◆	CIST 2452	CISCO Routing and Switching Essentials	4
	CIST 2453	CISCO Scaling Networks	4
◆	CIST 2454	CISCO Connecting Networks	4

and one of the following (4 hours)

	CIST 2451	Introduction to Networks - CISCO	4
	Elec-CIST	Elective CIST	(4)

Microsoft Specialization 16

◆	CIST 2411	Microsoft Client	4
	CIST 2412	Microsoft Server Directory Svcs	4
◆	CIST 2413	Microsoft Server Infrastructure	4
	CIST MS	CIST Microsoft Course	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2010 while enrolled in courses marked with a ◆.

NETWORKING SPECIALIST

Diploma

Program Description: The Computer Information Systems – Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, and computer networking. Program graduates are qualified for employment as networking specialists.

Student Learning Outcomes:

- Students will design and configure a new desktop computer.
- Students will install and configure an operating system.
- Students will setup, troubleshoot, and maintain a server environment.
- Students will setup, troubleshoot, and maintain a complex local area network (LAN).

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Networking Specialist, Diploma. Graduates who complete CIST 2451, CIST 2452, CIST 2453, and CIST 2454 are eligible to sit for the Cisco CCNA certification exam.

Credits Required for Graduation: 57 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree program.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	2
MATH 1012	Foundations of Mathematics	3
2. OCCUPATIONAL COURSES		46
COMP 1000	Introduction to Computers	3
♦ CIST 1001	Computer Concepts	4
♦ CIST 1122	Hardware Installation and Maintenance	4
Elec- CIST	Elective CIST	9
Elec-OS	Elective CIST Operating System Course	3
Elec-Sec	CIST Security Course	3
<i>and one of the following (4 hours)</i>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2441	Cisco Networking for Home & Sm. Bus.	(4)
CIST 2451	Introduction to Networks - CISCO	(4)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. and one of the following specializations (16 hours)		
<i>CISCO Exploration Specialization</i>		16
♦ CIST 2452	CISCO Routing and Switching Essentials	4
CIST 2453	CISCO Scaling Networks	4
♦ CIST 2454	CISCO Connecting Networks	4
<i>and one of the following (4 hours)</i>		
CIST 2451	Introduction to Networks - CISCO	4
Elec-CIST	Elective CIST	(4)
<i>Microsoft Specialization</i>		16
♦ CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Svcs	4
♦ CIST 2413	Microsoft Server Infrastructure	4
CIST MS	CIST Microsoft Course	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

CISCO NETWORK SPECIALIST

Technical Certificate of Credit

Program Description: 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.

Student Learning Outcomes:

- Students will setup, troubleshoot, and maintain a complex local area network (LAN).

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Program Length: Four (4) Semesters.

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria. Applicants must have CIST 1122, a CIS Degree, or Diploma from a regionally accredited college or university, two years experience in field, or receive the approval of the advisor for admission.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.



Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.


Program Final Exit Point: Cisco Network Specialist, Technical Certificate of Credit. Graduates who complete CIST 2451, CIST 2452, CIST 2453, and CIST 2454 are eligible to sit for the Cisco CCNA certification exam.


Credits Required for Graduation: 16 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	16
	<i>CISCO Exploration Specialization</i>	
	CIST 2451 Introduction to Networks - CISCO	4
	 CIST 2452 CISCO Routing and Switching Essentials	4
	CIST 2453 CISCO Scaling Networks	4
	 CIST 2454 CISCO Connecting Networks	4

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2010 while enrolled in courses marked with a .

COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION

Technical Certificate of Credit

Program Description: The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

Student Learning Outcomes:

- Students will design and configure a new desktop computer.
- Students will install and configure an operating system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Program Length: Two (2) Semesters.

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: CompTIA A+ Certified Technician Preparation, Technical Certificate of Credit.

Credits Required for Graduation: 18 minimum semester hour credits required.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		18
COMP 1000	Introduction to Computers	3
♦ CIST 1001	Computer Concepts	4
♦ CIST 1122	Hardware Installation and Maintenance	4
Elec- CIST	Elective- CIST Course	4
Elec- OS	Elective- CIST Operating System Course	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

COMPTIA A+ CERTIFIED PREPARATION

Technical Certificate of Credit

Program Description: 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.

Student Learning Outcomes:

- Students will design and configure a new desktop computer.
- Students will install and configure an operating system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Program Length: One (1) Semesters.

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: CompTIA A+ Certified Preparation, Technical Certificate of Credit.

Credits Required for Graduation: 10 minimum semester hour credits required.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	10
	COMP 1000 Introduction to Computers	3
	◆ CIST 1122 Hardware Installation and Maintenance	4
	Elec- OS Elective- CIST Operating System Course	3

Students are required to complete WKET 2010 while enrolled in courses marked with a ◆.

MICROSOFT NETWORK ADMINISTRATOR

Technical Certificate of Credit

Program Description: The Microsoft Network Administrator technical certificate of credit provides training in Microsoft networking. This certificate will prepare the student 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.

Student Learning Outcomes:

- Students will setup, troubleshoot, and maintain a server environment.

Program Offered at the Following Sites: Thomasville

Length of Program: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Microsoft Network Administrator, Technical Certificate of Credit.

Credits Required for Graduation: 16 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		16
	♦	CIST 2411 Microsoft Client	4
		CIST 2412 Microsoft Server Directory Services	4
	♦	CIST 2413 Microsoft Server Infrastructure	4
		CIST 2414 Microsoft Server Administrator	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

NETWORK TECHNICIAN
Technical Certificate of Credit

Program Description: The Network Technician Technical Certificate of Credit provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure, and maintain networks using Windows networking software.

Student Learning Outcomes:

- Students will install and configure an operating system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Network Technician, Technical Certificate of Credit.

Credits Required For Graduation: 14 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	14
COMP 1000 Introduction to Computers	3
♦ CIST 1001 Computer Concepts	4
XXXX xxxx CIST Operating Systems Elective	3
<i>and one of the following (4 hours)</i>	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Cisco Network Fundamentals	(4)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
 Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.

PC REPAIR AND NETWORK TECHNICIAN

Technical Certificate of Credit

Program Description: The PC Repair and Network Technician certificate prepares the student with the skills needed to perform personal computer troubleshooting and repair.

Student Learning Outcomes:

- Students will design and configure a new desktop computer.
- Students will install and configure an operating system.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: PC Repair and Network Technician, Technical Certificate of Credit. Eligible to apply to take the CompTia A+ certification exam.

Credits Required for Graduation: 18 minimum semester hour credits required for graduation plus prerequisites.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		18
◆	CIST 1001	Computer Concepts	4
◆	CIST 1122	Hardware Installation and Maintenance	4
	COMP 1000	Introduction to Computers	3
	Elec-OS	CIST Operating System Course	3
	and one of the following (4 hours)		
	CIST 1401	Computer Networking Fundamentals	4
	CIST 2441	Networking for Home and Small Bus	(4)
	CIST 2451	Introduction to Networks - CISCO	(4)

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2010 while enrolled in courses marked with a ◆.

VIDEO PRODUCTION ASSISTANT

Technical Certificate of Credit

Program Description: The Interactive Video Production Assistant Technical Certificate of Credit will train competent entry-level video recording assistants who can successfully get an entry level job or continue with their education goals in one of our other program areas. Subject matter includes basic training in digital audio/video recording that can be presented in a web format.

Student Learning Outcomes:

- Students will produce video content for a client.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Video Production Assistant, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	12
♦ CIST 2801 Interactive Video Productions I	4
CIST 2802 Interactive Video Productions II	4
♦ CIST 2803 Interactive Video Productions III	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

MARKETING MANAGEMENT

Associate of Applied Science

Program Description: The Marketing Management Associate of Applied Science Degree program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing. Graduates of the program receive a Marketing Management Associate of Applied Science Degree with specializations in marketing management, and/or entrepreneurship.

Student Learning Outcomes:

- Students will identify the role of marketing mix in achieving a competitive advantage in the marketplace.
- Students will create an employee evaluation worksheet.
- Students will determine the most effective mode of advertising to accomplish marketing goals.
- Students will construct a viable business plan for a new business venture.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.


Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Marketing Management, AAS

Credits Required For Graduation: 66 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Degree Level Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	48
COMP 1000 Introduction to Computers	3
ACCT 1100 Financial Accounting I	4
MGMT 1100 Principles of Management	3
 MKTG 1100 Principles of Marketing	3
MKTG 1160 Professional Selling	3
MKTG 1190 Integrated Marketing Communications	3
MKTG 2090 Marketing Research	3
XXXX xxxx Elective	3
and one of the following (3 hours)	
ACCT 2140 Legal Environment of Business	3
MGMT1110 Employment Rules & Regulations	(3)
MKTG 1130 Business Reg and Compliance	(3)
and one of the following (2 hours)	
BUSN 1190 Digital Technologies in Business	2
BUSN 1430 Desktop Publishing and Presentation Applications	(4)
MKTG 2030 Digital Publishing and Design	(3)

and two of the following (6 hours)

MKTG 2000	Global Marketing	3
◆ MKTG 2290	Marketing Internship/Practicum	(3)
◆ MKTG 2300	Marketing Management	(3)

3. and one of the following specializations (12 hours)

Entrepreneurship Specialization 12

MKTG2010	Small Business Management	3
MKTG2210	Entrepreneurship	6

and one of the following (3 hours)

MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	(3)

Marketing Management Specialization 12

MKTG1370	Consumer Behavior	3
Elec-MKTG	Marketing Elective	3
Elec-MKTG	Marketing Elective	3

and one of the following (3 hours)

MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2010 while enrolled in courses marked with a ◆.

MARKETING MANAGEMENT

Diploma

Program Description: The Marketing Management Diploma program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing. Graduates of the program receive a Marketing Management Diploma with specializations in marketing management, entrepreneurship, retail management, and professional selling.

Student Learning Outcomes:

- Students will identify the role of marketing mix in achieving a competitive advantage in the marketplace.
- Students will create an employee evaluation worksheet.
- Students will determine the most effective mode of advertising to accomplish marketing goals.
- Students will construct a viable business plan for a new business venture.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.




Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Marketing Management, Diploma.

Credits Required For Graduation: 46 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		35
 MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
XXXX xxxx	Elective	3
<i>and one of the following (3 hours)</i>		
ACCT 2140	Legal Environment of Business	3
MGMT1110	Employment Rules & Regulations	(3)
MKTG 1130	Business Reg and Compliance	(3)
<i>and one of the following (2 hours)</i>		
BUSN 1190	Digital Technologies in Business	2
BUSN 1430	Desktop Publishing and Presentation Applications	(4)
COMP 1000	Introduction to Computers	(3)
MKTG 2030	Digital Publishing and Design	(3)
<i>and one of the following (3 hours)</i>		
 MKTG 2290	Marketing Internship/Practicum	3
 MKTG 2300	Marketing Management	(3)

3. and one of the following specializations (12 hours)

Entrepreneurship Specialization 12

MKTG2010 Small Business Management 3

MKTG2210 Entrepreneurship 6

and one of the following (3 hours)

MKTG 1210 Services Marketing 3

MKTG 2070 Buying and Merchandising (3)

Marketing Management Specialization 12


MKTG1370 Consumer Behavior 3


Elec-MKTG Marketing Elective 6

and one of the following (3 hours)

MKTG 1210 Services Marketing 3

MKTG 2070 Buying and Merchandising (3)

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2010 while enrolled in courses marked with a .

ENTREPRENEURSHIP

Technical Certificate of Credit

Program Description: The Entrepreneurship Technical Certificate of Credit prepares individuals to perform development, marketing and management functions associated with owning and operating a business.

Student Learning Outcomes:

- Students will identify the role of marketing mix in achieving a competitive advantage in the marketplace.
- Students will construct a viable business plan for a new business venture.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Entrepreneurship, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		12
◆ MKTG 2210	Entrepreneurship	6
and one of the following (3 hours)		
ACCT 2140	Legal Environment of Business	3
MGMT1110	Employment Rules & Regulations	(3)
MKTG 1130	Business Regulations and Compliance	(3)
and one of the following (3 hours)		
MGMT1100	Principles of Management	3
◆ MKTG 2010	Small Business Management	(3)

Students are required to complete WKET 1000 while enrolled incourses marked with a ◆.

Students are required to complete WKET 2010 while enrolled in courses marked with a ◆.

SMALL BUSINESS MARKETING MANAGER
Technical Certificate of Credit

Program Description: The Small Business Marketing Manager Technical Certificate of Credit prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations.

Student Learning Outcomes:

- Students will identify the role of marketing mix in achieving a competitive advantage in the marketplace.
- Students will create an employee evaluation worksheet.
- Students will determine the most effective mode of advertising to accomplish marketing goals.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Administrative Support Assistant, Technical Certificate of Credit.

Credits Required For Graduation: 15 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

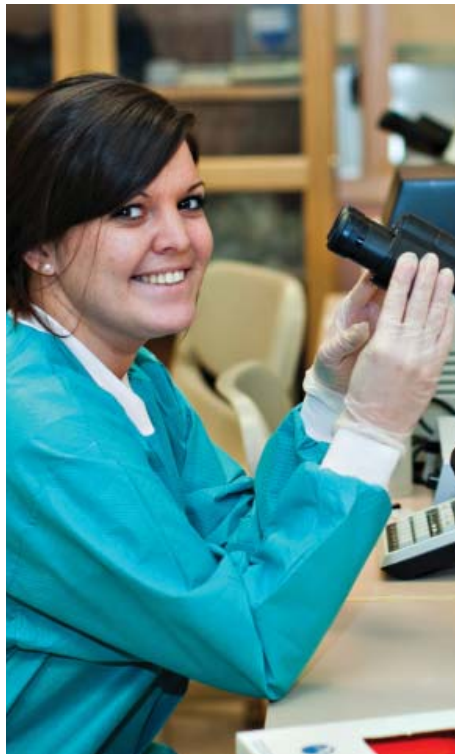
CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		15
♦ MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
♦ MKTG 1190	Integrated Marketing Communications	3
MKTG 2010	Small Business Management	3
<i>and one of the following (3 hours)</i>		
ACCT 2140	Legal Environment of Business	3
MGMT1110	Employment Rules & Regulations	(3)
MKTG 1130	Business Regulations and Compliance	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
 Students are required to complete WKET 2010 while enrolled in courses marked with a ♦.



SOUTHERN REGIONAL
TECHNICAL COLLEGE



School of Health Sciences

PROGRAMS IN THE SCHOOL OF HEALTH SCIENCES

HEALTH CARE ASSISTANT

Health Care Assistant, TCC
Health Care Science, TCC

CLINICAL LABORATORY TECHNOLOGY

Clinical Laboratory Technology, AAS
Clinic Assistant (Phlebotomy), TCC

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

Health Information Management Technology, AAS
Health Information Coding, Diploma

MEDICAL ASSISTING

Medical Assisting, AAS
Medical Assisting, Diploma
Medical Information Specialist, TCC

NEUROMUSCULAR MASSAGE THERAPIST

Neuromuscular Massage Therapist, Diploma

NURSING

Associate of Science in Nursing, A.S.N.
Practical Nursing, Diploma
Nurse Aide, TCC
Patient Care Assistant, TCC

PARAMEDICINE

Paramedicine, AAS
EMS Professions, Diploma
Paramedicine, Diploma
Advanced Emergency Medical Technician, TCC
Emergency Medical Responder, TCC
Emergency Medical Technician, TCC

RADIOLOGIC TECHNOLOGY

Radiologic Technology, AAS

RESPIRATORY CARE

Respiratory Care, AAS

SURGICAL TECHNOLOGY

Surgical Technology, AAS
Surgical Technology, Diploma
Central Sterile Supply Processing Technician, TCC
Central Sterile Technician, TCC

VETERINARY TECHNOLOGY

Veterinary Technology, AAS

TECHNICAL STANDARDS FOR HEALTH SCIENCE

The School of Health Sciences has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the programs of the School of Health Science and professional practice.

1. Working in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule or vial and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting and transferring of patients weighing up to 600 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 pounds).
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.
7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.
8. Criminal background checks and drug toxicology are required by clinical facilities for most health science programs. Due to results of these checks, some students may be ineligible to participate in the clinical component of the program. Cost associated with these screenings will be paid for by the student.

DOCUMENTATION OF STANDARDS

*Items 1-5 are documented by physical exam.

*Item 6 is documented by satisfactory completion of ENGL 1101 (Literature and Composition) for degree level students or by satisfactory completion of ENGL 1010 (Fundamentals of English I) for diploma level students. Satisfactory completion of these courses is documented by the attainment of a grade of C or better in the course.

*Item 7 is documented by satisfactory Admissions Placement Exams.

*Item 8 is documented by satisfactory criminal background checks and drug toxicology, as appropriate for the selected program.

HEALTH CARE SCIENCE

Technical Certificate of Credit

Program Description: Health Care Science is a three (3) semester technical certificate of credit that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Student Learning Outcomes:

Students will be able to perform one of the following items dependent on their concentration.

- A.S.N.: Students will maintain a sterile field throughout a procedure.
- Radiologic Technology: Students will critique a professional article and apply it to current radiologic technology practice. **(GOAL 4: Students will demonstrate professional growth and development.)**
- Respiratory Care: Students will deliver Oxygen Therapy using accepted protocols.
- Surgical Technology: Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.
- Veterinary Technology: Students will discriminate diagnostic radiographs by recognizing proper technique, contrast, positioning, and collimation on canine and feline radiographs.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: 3 Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions procedures. Admission to the specialization courses may be affected by the specialization program's competitive admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students will be expected to attain an American Heart Healthcare Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Healthcare Science Concentration Courses or before completing the competitive admissions process for other allied health programs of study.

Program Final Exit Point: Health Care Science, Technical Certificate of Credit.

Credits Required for Graduation: 39 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
<i>Required Course(s):</i>	
PSYC 1101 Introductory Psychology	
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Degree Level Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	3
COMP 1000 Introduction to Computers	3

4. CONCENTRATION SPECIFIC COURSE (Select one track)	18-21	20
Associate of Science in Nursing (Generic)		19
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
◆ RNSG 1911	Health Assessment Through the Lifespan	2
RNSG 1920	Theoretical and Technical Foundations for Nursing Practice	5
Associate of Science in Nursing (Bridge)		18
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
◆ RNSG 1911	Health Assessment Through the Lifespan	2
RNSG 1960	Transition to Associate Degree Nursing	4
Radiologic Technology		21
ALHS 1090	Medical Terminology for AHS	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
◆ RADT 1010	Introduction to Radiology	4
RADT 1030	Radiographic Procedures I	3
RADT 1320	Clinical Radiography I	4
Respiratory Care Technology		19
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
◆ RESP 1120	Introduction to Respiratory Therapy	3
RESP 1130	Respiratory Therapy Lab	4
Surgical Technology		20
ALHS 1090	Medical Terminology for AHS	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
◆ SURG 1010	Introduction to Surgical Technology	8
SURG 1080	Surgical Microbiology	2
Veterinary Technology		20
BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
VETT 1010	Introduction to Veterinary Tech	1
◆ VETT 1030	Veterinary Clinical Procedures I	4
VETT 1060	Animal Anatomy and Physiology	4
VETT 1070	Veterinary Diagnostic Imaging	3
** CHEM 1211 and CHEM 1211L may be substituted for CHEM 1151 and CHEM 1151L.		
Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.		

HEALTH CARE ASSISTANT

Technical Certificate of Credit

Program Description: Health Care Assistant is a three (3) semester technical certificate of credit that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Program Final Exit Point: Health Care Assistant, Technical Certificate of Credit.

Credits Required for Graduation: 42 minimum semester hour credits required for graduation.

Student Learning Outcomes:

Students will be able to perform one of the following items dependent on their concentration.

- **Surgical Technology:** Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: 3 Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students will be expected to attain an American Heart Healthcare Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Healthcare Science Concentration Courses or before completing the competitive admissions process for other allied health programs of study.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	9
ENGL 1010 Fundamentals of English I	3
PSYC 1010 Basic Psychology	3
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	30
ALHS 1011 Structure and Function of the Human Body	5
ALHS 1040 Introduction to Health Care	3
ALHS 1090 Medical Terminology for AHS	2
COMP 1000 Introduction to Computers	3
♦ SURG 1010 Introduction to Surgical Technology	8
SURG 1020 Principles of Surgical Technology	7
SURG 1080 Surgical Microbiology	2

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

CLINICAL LABORATORY TECHNOLOGY

Associate of Applied Science Degree

Program Description: Clinical Laboratory Technology is a 6 semester associate of applied science degree program. Students learn to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take a national certification examination which is necessary for clinical employment.

This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences. National Accreditation Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Rd., Suite 720, Rosemont, IL 60018; Phone: 773-714-8880 Ext. 4181; Fax: 773-714-8886; Website: www.naacls.org

Student Learning Outcomes:

- Students will evaluate patient body fluid samples for suitability for testing.
- Students will perform testing of body fluids using proper test procedures and protocols.
- Students will report laboratory test results in the proper format.
- Students will perform ABO and RH blood type analysis.

Program Offered at the Following Sites: Thomasville

Length of Program: Six (6) Semesters

Entrance Date: Students are able to be admitted at the beginning of any semester. All CLT courses begin spring semester based on admissions criteria.

Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, Drug Toxicology, up-to-date immunizations, Eye Test for Color Blindness

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Final Exit Point: Clinical Laboratory Technology, Associate of Applied Science. Eligible to apply for the ASCP Board of Certification exam, American Association of Bioanalysts (AAB), or American Medical Technologists (AMT).

Credits Required for Graduation: 76 minimum semester hour credits required for graduation

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	19
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (7 Hours)**	7
<i>Required Course(s):</i>	
<i>One Mathematics Course</i>	
CHEM 1151 Survey of Inorganic Chemistry	
CHEM 1151L Survey of Inorganic Chemistry Lab	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<p><i>*General Education courses and electives for the Associate level can be found on p. 73.</i></p> <p><i>** CHEM 1211 and CHEM 1211L may be substituted for CHEM 1151 and CHEM 1151L.</i></p>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3

3. OCCUPATIONAL COURSES

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
◆ CLBT 1010	Intro to Clinical Laboratory Tech
CLBT 1030	Urinalysis/Body Fluids
CLBT 1040	Hematology/Coagulation
CLBT 1050	Serology/Immunology
CLBT 1060	Immunoematology
CLBT 1070	Clinical Chemistry
CLBT 1080	Microbiology
CLBT 2090	Clinical UrinalySis, Serology, and Preanalytic Specimen Processing Practicum
CLBT 2100	Clinical Immunoematology Practicum
CLBT 2110	Clinical Hematology/Coagulation Practicum
CLBT 2120	Clinical Microbiology Practicum
CLBT 2130	Clinical Chemistry Practicum
◆ CLBT 2200	CLT Certification Review

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2020 while enrolled in courses marked with a ◆.

CLINIC ASSISTANT (PHLEBOTOMY)

54 **Technical Certificate of Credit**

3

1 **Program Description:** This certificate program provides entry level preparation for initial employment as a clinical assistant. This program provides training in the necessary skills and knowledge required to provide area health care facilities and mobile lab facilities with prospective employees. This certificate program focuses on the drawing of blood for laboratory testing.

3 **Student Learning Outcomes:**

- Students will collect appropriate specimens for testing in the Clinical Laboratory.

2

2

5

3 **Program Offered at the Following Sites:** Thomasville

4 **Length of Program:** Two (2) Semesters

4 **Entrance Date:** See admissions office for program start dates

4 **Entrance Requirements:** Refer to Admissions criteria

2 **Age:** Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Drug Toxicology, Criminal Background Check.

Program Final Exit Point: Clinic Assistant, Technical Certificate of Credit. Eligible to apply for the Phlebotomy Technician exam.

Credits Required for Graduation: 11 minimum semester hour credits required for graduation

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		11
ALHS 1058	Laboratory Screening and Monitoring	3
◆ PHLT 1030	Introduction to Venipuncture	3
◆ PHLT 1050	Clinical Practice	5

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

Associate of Applied Science Degree

Program Description: The Health Information Management Technology program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

Student Learning Outcomes:

- Students will apply legal principles, policies, regulations and standards for accessing and securing health information.
- Students will manage paper or electronic medical records for reimbursement, accreditation, research, and quality assurance purposes.
- Students will accurately select and sequence diagnostic and procedural medical codes from health information records based on official coding and reimbursement guidelines.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Five (5) Semesters

Entrance Date: Any semester

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: A Criminal background check and drug toxicology may be required for Internship/ Externship and/or Employer. Results will affect employment options and will need to be discussed with your advisor.

Program Final Exit Point: Health Information Management Technology, Associate of Applied Science.

Credits Required for Graduation: 68 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3

SCHOOL OF HEALTH SCIENCES

2.	OCCUPATIONAL COURSES	50
	ALHS 1090 Medical Terminology for Allied Health	2
	BIOL 2113 Anatomy and Physiology I	3
	BIOL 2113L Anatomy and Physiology I Lab	1
	BIOL 2114 Anatomy and Physiology II	3
	BIOL 2114L Anatomy and Physiology II Lab	1
◆	HIMT 1100 Introduction to Health Information Technology	3
	HIMT 1150 Computer Applications in Healthcare	3
	HIMT 1200 Legal Aspects of Healthcare	3
	HIMT 1250 Health Record Content and Structure	2
	HIMT 1350 Pharmacotherapy	2
	HIMT 1400 Coding and Classification – ICD basic	4
	HIMT 1410 Coding and Classification – ICD Adv	3
	HIMT 2150 Healthcare Statistics	2
	HIMT 2200 Performance Improvement	3
	HIMT 2300 Healthcare Management	3
	HIMT 2400 Coding and Classification - CPT/HCPCS	3
◆	HIMT 2410 Revenue Cycle Management	3
	HIMT 2460 Health Information Tech Practicum	3
	MAST 1120 Human Disease	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2020 while enrolled in courses marked with a ◆.

HEALTH INFORMATION CODING

Diploma

Program Description: Health Information Coding prepares students to be medical coders and billers to classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

Student Learning Outcomes:

- Students will apply legal principles, policies, regulations and standards for accessing and securing health information.
- Students will manage paper or electronic medical records for reimbursement, accreditation, research, and quality assurance purposes.
- Students will accurately select and sequence diagnostic and procedural medical codes from health information records based on official coding and reimbursement guidelines.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Four (4) Semesters

Entrance Date: Beginning of every semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: A Criminal background check and drug toxicology may be required for Internship/ Externship and/or Employer. Results will affect employment options and will need to be discussed with your advisor.

Program Final Exit Point: Health information Coding, Diploma.

Credits Required for Graduation: 51 minimum semester hour credits required for graduation

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		40
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health	2
♦ HIMT 1100	Introduction to Health Information Technology	3
HIMT 1150	Computer Applications in Healthcare	3
HIMT 1200	Legal Aspects of Healthcare	3
HIMT 1250	Health Record Content and Structure	2
HIMT 1350	Pharmacotherapy	2
HIMT 1400	Coding and Classification – ICD Basic	4
HIMT 1410	Coding and Classification – ICD Advanced	3
HIMT 2400	Coding and Classification - CPT/HCPCS	3
♦ HIMT 2410	Revenue Cycle Management	3
HIMT 2500	Certification Seminar	4
MAST 1120	Human Disease	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

MEDICAL ASSISTING

Associate of Applied Science Degree

Program Description: Medical Assisting is a five (5) semester degree program that trains the student for administrative and clinical duties, primarily in physicians' offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician. Administrative skills include answering phones, scheduling appointments, filing medical and insurance reports, and arranging for hospital admissions and laboratory services.

Student Learning Outcomes:

- Students will phone in new or refills for prescription medications.
- Students will apply sterile gloves and maintain sterility.
- Students will administer an Intramuscular Injection.
- Students will correctly summarize causes, symptoms, ways to diagnose, method of transmission (if any) and treatment options for a specific disease as assigned.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters of prerequisite courses and Four (4) Semesters of occupational courses

Entrance Date: Beginning of each term for general education courses; however, all prerequisite courses (BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology Lab I, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology Lab II, One Degree level Mathematics course, and ALHS 1090 – Medical Terminology for AHS) must be successfully completed prior to beginning certain cohort occupational courses.

Program Admission: Moultrie: Fall; Thomasville: Spring Semester; Tifton: Summer.

Entrance Requirements: Refer to Admissions criteria. Contact Advisor or Admissions for details.

Age: Applicants must be 17 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, First Aid Certification, Physical Exam, Current Immunizations, Drug Toxicology and Criminal Background Check.

Program Final Exit Point: Medical Assisting, Associate of Applied Science.

Credits Required for Graduation: 66 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3

3. OCCUPATIONAL COURSES

ALHS 1090	Medical Terminology
BIOL 2113	Anatomy & Physiology I
BIOL 2113L	Anatomy & Physiology I Lab
BIOL 2114	Anatomy & Physiology II
BIOL 2114L	Anatomy & Physiology II Lab
COMP 1000	Introduction to Computers
MAST 1010	Legal & Ethical Concerns in the Med Office
MAST 1030	Pharmacology in the Medical Office
♦ MAST 1060	Medical Office Procedures
MAST 1080	Medical Assisting Skills I
MAST 1090	Medical Assisting Skills II
MAST 1100	Medical Insurance Management
MAST 1110	Administrative Practice Management
MAST 1120	Human Diseases
MAST 1170	Medical Assisting Externship
♦ MAST 1180	Medical Assisting Seminar

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

MEDICAL ASSISTING**Diploma**

48

Program Description: Medical Assisting is a five (5) semester diploma program that trains the student for administrative and clinical duties, primarily in physicians' offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician. Administrative skills include answering phones, scheduling appointments, filing medical and insurance reports, arranging for hospital admissions and laboratory services. The Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Student Learning Outcomes:

- Students will phone in new or refills for prescription medications.
- Students will apply sterile gloves and maintain sterility.
- Students will administer an Intramuscular Injection.
- Students will correctly summarize causes, symptoms, ways to diagnose, method of transmission (if any) and treatment options for a specific disease as assigned.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) semesters of prerequisite courses and Four (4) semesters of occupational courses

Entrance Date: Beginning of each term for general education courses; however, all prerequisite courses (ALHS 1011 – Structure and Function of the Human Body, One Diploma level Mathematics course, and ALHS 1090 – Medical Terminology for AHS) must be successfully completed prior to beginning certain cohort occupational courses.

Program Admission: Moultrie: Fall; Thomasville: Spring Semester; Tifton: Summer.

Entrance Requirements: Refer to Admissions criteria. Contact Advisor or Admissions for details.

Age: Applicant must be 17 years of age.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, First Aid Certification, Drug Toxicology, Physical Exam, Current Immunizations, Criminal Background Check.

Note: As of January 2001, felons are not eligible to sit for the Medical Assisting Certification Examination unless granted a waiver by the Certifying Board. The waiver would be based on one or more mitigating circumstances listed in the Disciplinary Standards. Disciplinary standards are available in the office of the Southern Regional Technical College Medical Assisting Program Director.

In order for a student to graduate, he/she must sit for the Certified Medical Assistant Exam prior to graduation.

Program Final Exit Point: Medical Assisting, Diploma. Eligible to apply for additional national certification exams.

Credits Required for Graduation: 57 minimum semester hour credits required for graduation.

The Southern Regional Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street, Clearwater, FL, 33756; Phone: 1-727-210-2350; web site: www.caahep.org.

Note: Certain Credits from this program may be applied to the Medical Assisting degree program.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		9
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
2. OCCUPATIONAL COURSES		45
ALHS 1090	Medical Terminology	2
ALHS 1011	Structure and Function of the Human Body	5
COMP 1000	Introduction to Computers	3
MAST 1010	Legal & Ethical Concerns in the Med 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

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

MEDICAL INFORMATION SPECIALIST

Technical Certificate of Credit

Program Description: The Medical Information Specialist TCC focuses on the skills necessary for entry level work in the Medical Assisting field. This program will introduce students to medical terminology, human body systems and human body structure, human diseases, and human behavior and attitudes.

Student Learning Outcomes:

- Students will correctly summarize causes, symptoms, ways to diagnose, method of transmission (if any) and treatment options for a specific disease as assigned.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters.

Entrance Date: Beginning of each term.

Program Admission: Beginning of every term..

Entrance Requirements: Refer to Admissions criteria. Contact Advisor or Admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.


Program Final Exit Point: Medical Information Specialist, Technical Certificate of Credit.


Credits Required for Graduation: 13 minimum semester hour credits required for graduation.

Note: Certain Credits from this program may be applied to the Medical Assisting diploma and/or Degree programs.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		3
PSYC 1010	Basic Psychology	3
2. OCCUPATIONAL COURSES		52
ALHS 1090	Medical Terminology	2
ALHS 1011	Structure and Function of the Human Body	5
MAST 1120	Human Disease	3

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2020 while enrolled in courses marked with a .

NEUROMUSCULAR MASSAGE THERAPIST Diploma

Program Description: The Neuromuscular Massage Therapist Diploma program consists of a sequence of courses that prepares students for careers in the field of Neuromuscular Therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Curriculum fundamentals, Swedish massage, musculoskeletal anatomy, identification of diseases and conditions, medical documentation, and client care prepare the graduate for an entry level position. Specialized training in nervous system pathology, postural analysis, neuromuscular therapy, muscle energy techniques, myofascial release and clinical reasoning establish this program and its graduates as specialists in their field. Program graduates receive a Neuromuscular Massage Therapist Diploma, which qualifies them to take the Massage and Bodywork Licensing Examination (MBLEx) offered by the Federation of State Massage Therapy Board and apply for Georgia Licensure through the GBMT.

Student Learning Outcomes:

- Students will demonstrate advanced assessment techniques.
- Students will perform a full body massage integrating therapeutic massage techniques.
- Students will design a treatment goal in a massage session.

Program Offered at the Following Sites: Moultrie-Veterans Parkway

Length of Program: Three (3) Semesters

Entrance Date: Fall semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Neuromuscular Massage Therapist, Diploma. Eligible to submit application to the Federation of State Massage Therapy Board to register for the MBLEx licensing examination.

Credits Required For Graduation: 59 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
and one of the following (3 hours)	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
and one of the following (2 hours)	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3

3. OCCUPATIONAL COURSES		48
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology	2
◆ NEUT 1001	Musculoskeletal Anatomy & Physiology I	4
NEUT 1005	Musculoskeletal Anatomy and Physiology II	4
NEUT 1010	Neural Science	4
NEUT 1020	Pathology for the Neuromuscular Therapist	2
NEUT 1030	Neuromuscular Therapy Fundamentals	3
NEUT 1050	Technique and Theory I	5
NEUT 1060	Clinic I	2
NEUT 1080	Techniques and Theory II	3
NEUT 1081	Techniques and Theory III	3
NEUT 1100	Adjunctive Modalities	3
◆ NEUT 1110	Licensure Review	3
NEUT 1120	Clinic II	3
NEUT 1230	Professional Leadership for the Neuromuscular Therapist	2

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2020 while enrolled in courses marked with a ◆.

ASSOCIATE OF SCIENCE IN NURSING

Associate of Science

Program Description: The Associate of Science in Nursing program supports Southern Regional Technical College's commitment to serve the citizens of the surrounding counties, the state of Georgia, and the southeast region. The A.S.N. nursing program accepts the challenge to respond to societal health care needs by offering two options leading to the associate of science in nursing: the Generic Option and the L.P.N.-A.S.N. Bridge Option.

The A.S.N. program is designed to prepare students as entry-level practitioners to provide safe, effective nursing care and promote healthy transitions for culturally diverse clients in a variety of settings. This program develops critical thinking, integrates accumulated knowledge from nursing, the sciences and humanities, and emphasizes the values of caring, accountability, responsibility and professional ethics. The A.S.N. program has been granted approval by the Georgia Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing.

Student Learning Outcomes:

- Students will maintain a sterile field throughout a procedure.
- Students will start an IV and hang IV piggy back medications.
- Students will respond to changes in the health assessment of the client with proper nursing care actions.

Program Offered at the Following Sites: Thomasville

Length of Program:

Generic Option: 2 semester of prerequisite courses, 4 semesters of general education and occupational courses.

LPN- A.S.N. Bridge: 3 semesters of prerequisite courses, 3 semesters of general education and occupational courses.

Entrance Date: Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (which are listed as follows) must be successfully completed prior to competitive program admission deadline.

Generic Option: BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology I Lab, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology II Lab,, ENGL 1101 – Composition & Rhetoric, MATH 1111 – College Algebra.

Bridge Option: BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology I Lab, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology II Lab, BIOL 2117 – Introductory Microbiology, BIOL 2117L – Introductory Microbiology Lab, ENGL 1101 – Composition and Rhetoric, MATH 1111 – College Algebra, PSYC 1101 – Introductory Psychology, COMP 1000 – Introduction to Computers, one Humanities Elective, and one additional General Education Elective.

Generic Option Admission – Main Campus: Spring & Fall.

L.P.N. – A.S.N. Bridge Option Admission – Main Campus: Spring.

All materials to be considered for the Spring Generic Option must be completed by the end of Summer semester. All materials to be considered for the Fall Generic Option must be completed by the end of Spring semester. All materials to be considered for the Spring L.P.N. – A.S.N. Bridge Option must be completed by the end of Summer semester.

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. The generic option must be completed within 3 years of successful completion of RNSG 1920. The bridge option must be completed within 2 years of successful completion of RNSG 1960.

General Information: Students who are unsuccessful in RNSG 1920 may apply for readmission to RNSG 1920 (limited to one readmission). Students who are unsuccessful in RNSG 1960 must apply for the Generic Option and are not eligible for the Bridge Option.

Students will not be eligible to apply for admission to the Generic A.S.N. program if they have failed out of any A.S.N., A.D.N., or B.S.N. program at another institution. Students will be considered for admission to the Generic A.S.N. program five (5) years after the last nursing course failure. However, the student who completes a P.N. program does not have to wait five (5) years before applying for the L.P.N. Bridge Option.

Age: Applicant must be 18 years of age or older prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis. All pre-requisite and co-requisite courses in math and science must have been taken within five (5) years of program start/re-entry date.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: All students, both Generic and Bridge option, will be required to take and achieve minimum required scores on standardized and program-generated achievement tests. Physical Exam, Immunization record, drug toxicology screening tests, and Criminal Background Check are required upon start of the program. The student must also hold a current American Heart Association BLS Healthcare provider CPR card upon entry into and throughout the program.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not have access to clinical sites. If clinical placement is not available, the student may be withdrawn from the A.S.N. program. Successful completion of all program requirements does not guarantee student will be eligible to take the NCLEX-RN licensing examination and/or receive a registered nursing license.

CURRICULUM CREDITS

GENERIC OPTION

Program Final Exit Point: Associate of Science in Nursing, A.S.N.. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate of Science in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination.

Credits Required for Graduation: 75 minimum semester hour credits required for graduation

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
<i>Required Course(s):</i>	
PSYC 1101 Introductory Psychology	
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
MATH 1111 College Algebra	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	57
BIOL 2113 Anatomy & Physiology I	3
BIOL 2113L Anatomy & Physiology I Lab	1
BIOL 2114 Anatomy & Physiology II	3
BIOL 2114L Anatomy & Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
COMP 1000 Introduction to Computers	3

SCHOOL OF HEALTH SCIENCES

◆	RNSG 1911	Health Assessment Through the Lifespan	3
	RNSG 1920	Theoretical and Technical Foundations for Nursing Practice	5
	RNSG 1931	Introduction to Nursing Principles of Pharmacy	3
	RNSG 1940	Life Transitions I: Intro to Promotion of Health	6
	RNSG 1950	Life Transitions II: Promotion of Mental Health	5
	RNSG 2910	Life Transitions III: Obstetrics	4
	RNSG 2920	Life Transitions IV: Pediatrics	4
	RNSG 2930	Life Transitions V: Medical Surgical 2	6
◆	RNSG 2941	Life Transitions VI: Clinical Decision Making Virtual Hospital Experience)	6

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.
 Students are required to complete WKET 2020 while enrolled in courses marked with a ◆.

L.P.N.-A.S.N. BRIDGE OPTION

Note: Upon successful completion of RNSG 1960, 11 additional semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

Program Offered at the Following Sites: Thomasville

Program Final Exit Point: Associate of Science in Nursing, A.S.N. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate of Science in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination.

Credits Required for Graduation: 75 minimum semester hour credits required for graduation

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
<i>Required Course(s):</i>	
PSYC 1101 Introductory Psychology	
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
MATH 1111 College Algebra	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3

3. OCCUPATIONAL COURSES		46
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
COMP 1000	Introduction to Computers	3
◆ RNSG 1911	Health Assessment Through the Lifespan	3
RNSG 1931	Introduction to Nursing Principles of Pharmacy	3
RNSG 1960	Transition to Associate Degree nursing (Bridge Option Student only)	5
RNSG 2910	Life Transitions III: Obstetrics	4
RNSG 2920	Life Transitions IV: Pediatrics	4
RNSG 2930	Life Transitions V: Medical Surgical 2	6
◆ RNSG 2941	Life Transitions VI: Clinical Decision Making Virtual Hospital Experience)	6

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2020 while enrolled in courses marked with a ◆.

PRACTICAL NURSING

Diploma

Course Description: The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

Student Learning Outcomes:

- Students will maintain a sterile field throughout a procedure.
- Students will take and record patient vital signs in the laboratory setting prior to facility clinical experience.
- Students will provide safe nursing care in various clinical settings.

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: One (1) semester prerequisites, Four (4) semesters occupational courses.

Entrance Dates: Beginning of each term for general education courses; however, applicants must attain an acceptable score on the Psychological Service Bureau – Nursing Aptitude Exam (PSB-NAE) and successfully complete all prerequisite courses (ALHS 1011 – Structure and Function of the Human Body, ALHS 1060 – Diet and Nutrition for Allied Health Sciences, ENGL 1010 – Fundamentals of English I, MATH 1012 – Foundations of Mathematics, PSYC 1010 – Basic Psychology, PNSG 2010 – Introduction to Pharmacology and Clinical Calculations) prior to beginning certain cohort occupational courses.

Program Admission: Students are admitted to occupational courses at the following sites during the listed terms: Cairo – Spring, Moultrie – Spring, Thomasville – Fall, Tifton – Fall.

Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 18 months of successful completion of PNSG 2030.

Age: Applicant must be 17 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Standardized achievement tests will be given. All students are required to participate in the standardized evaluation process. Failure to participate will result in failure of the course. American Heart Healthcare Provider CPR Certification, Physical Exam, Drug Toxicology, and Criminal Background Check are required. A current Flu immunization is required for clinicals.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements or granted permission to take the licensing examination.

Credits Required for Graduation: 60 minimum semester hour credits required for graduation

Note: A bridge program to an Associate of Science in Nursing program exists.

CURRICULUM CREDITS

1.	BASIC SKILLS COURSES	9
	ENGL 1010 Fundamentals of English I	3
	MATH 1012 Foundations of Mathematics	3
	PSYC 1010 Basic Psychology	3
2.	INSTITUTIONAL CREDIT	3
	COLL 1500 Student Success	3
3.	OCCUPATIONAL COURSES	48
	ALHS 1011 Struct and Func of the Human Body	5
	ALHS 1060 Diet and Nutrition for Allied Health Sciences	2
	PNSG 2010 Introduction to Pharmacology and Clinical Calculations	2
	◆ PNSG 2030 Nursing Fundamentals	6
	PNSG 2035 Nursing Fundamentals Clinical	2
	PNSG 2210 Medical-Surgical Nursing I	4
	PNSG 2220 Medical-Surgical Nursing II	4
	PNSG 2230 Medical-Surgical Nursing III	4
	PNSG 2240 Medical-Surgical Nursing IV	4
	PNSG 2250 Maternity Nursing	3
	PNSG 2255 Maternity Nursing Clinical	1
	PNSG 2310 Medical-Surgical Nursing Clinical I	2
	PNSG 2320 Medical-Surgical Nursing Clinical II	2
	PNSG 2330 Medical-Surgical Nursing Clinical III	2
	PNSG 2340 Medical-Surgical Nursing Clinical IV	2
	◆ PNSG 2410 Nursing Leadership	1
	PNSG 2415 Nursing Leadership Clinical	2

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2020 while enrolled in courses marked with a ◆.

NURSE AIDE

Technical Certificate of Credit

Program Description: The Nurse Aide Technical Certificate of Credit prepares students with classroom training and laboratory practice ;as well as, the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the Georgia State Nurse Aide registry.

Student Learning Outcomes:

- Students will demonstrate proper Hand Washing Technique to promote infection control practice and methods for preventing the spread of disease.
- Student will demonstrate assessing and recording Pulse, Respiration, and Blood Pressure.
- Students will demonstrate proper Catheter Care technique to promote infection control practice and methods for preventing the spread of disease.

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 17 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Dental Exam, Drug Toxicology, and Criminal Background Check.


Program Final Exit Point: Nurse Aide, Technical Certificate of Credit.


Credits Required for Graduation: 13 minimum semester hour credits required for graduation


Note: Some credits from this program may be applied to a diploma program. Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements. This could result in being withdrawn from the program.

** Upon successful completion of NAST 1100, Students may apply to the National Nurse Aide Assessment Program (NNAAP) which determines competency to be enrolled in the Georgia State Nurse Aide registry.*

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	13
ALHS 1040 Introduction to Health Care	3
ALHS 1060 Diet and Nutrition for Allied Health Sciences	2
ALHS 1090 Medical Terminology for Allied Health Sciences	2
 NAST 1100 Nurse Aide Fundamentals	6

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2020 while enrolled in courses marked with a .

PATIENT CARE ASSISTANT

Technical Certificate of Credit

Program Description: The Patient Care Assistant Technical Certificate of Credit prepares students with rigorous classroom training and practice as well as the clinical experiences to perform a full range of patient care duties or services under nursing or medical direction. This includes taking vital signs, obtaining lab specimens, assisting with activities of daily living, observing and charting patient information, and reporting appropriate information to supervisors. It may also include providing various outreach services to clients within the community. Students who successfully complete the Patient Care Assistant Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

Student Learning Outcomes:

- Students will demonstrate proper Hand Washing Technique to promote infection control practice and methods for preventing the spread of disease.
- Student will demonstrate assessing and recording Pulse, Respiration, and Blood Pressure.
- Students will demonstrate proper Catheter Care technique to promote infection control practice and methods for preventing the spread of disease.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Patient Care Assistant, Technical Certificate of Credit.

Credits Required For Graduation: 23 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		2
EMPL 1000	Interpersonal Relation & Prof Dev	2
2. OCCUPATIONAL COURSES		21
ALHS 1011	Struct and Func of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computers	3
♦ NAST 1100	Nurse Aide Fundamentals	6

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

PARAMEDICINE

Associate of Applied Science Degree

Program Description: The Paramedicine associate of 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 Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

Student Learning Outcomes:

- Students will establish a working IV within three attempts or six minutes with no critical errors.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Five (5) Semester

Entrance Date: Paramedic specific courses begin at the start of the Spring Semester each term.

Program Admission: Spring Semester

Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details.

Age: 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Applicants for the Paramedicine Program **MUST** have completed an approved EMT program and possess a valid state license as an EMT, EMT-I, or Advanced EMT by Georgia, another state, or the NREMT. American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: EMT Certified applicants must have completed the Advanced EMT curriculum successfully.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Final Exit Point: Paramedicine, Associate of Applied Science Degree. Eligible to apply for the National Registry of Paramedic State Boards. The state of Georgia recognizes the National Registry.

Credits Required for Graduation: 70 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3

**General Education courses and electives for the Associate level can be found on p. 73.*

2. INSTITUTIONAL CREDIT

COLL 1500 Student Success

3. OCCUPATIONAL COURSES

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
♦ EMSP 2110	Foundations of Paramedicine
EMSP 2120	Applications of Pathophysiology for Paramedics
EMSP 2130	Advanced Resuscitative Skills for Paramedics
EMSP 2140	Advanced Cardiovascular Concepts
EMSP 2310	Therapeutic Mod of Cardiovascular Care
EMSP 2320	Therapeutic Mod of Medical Care
EMSP 2330	Therapeutic Mod of Trauma Care
EMSP 2340	Therapeutic Mod for Special Patient Populations
EMSP 2510	Clinical Applications for the Paramedic - I
EMSP 2520	Clinical Applications for the Paramedic - III
EMSP 2530	Clinical Applications for the Paramedic - III
EMSP 2540	Clinical Applications for the Paramedic - IV
EMSP 2550	Clinical Applications for the Paramedic - V
EMSP 2560	Clinical Applications for the Paramedic - VI
EMSP 2570	Clinical Applications for the Paramedic - VII
♦ EMSP 2710	Field Internship for the Paramedic
EMSP 2720	Practical Appl for the Paramedic

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

**3 PARAMEDICINE
3 Diploma**

52 Program Description: The Paramedicine diploma 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 diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to 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 Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

Student Learning Outcomes:

- Students will establish a working IV within three attempts or six minutes with no critical errors.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Four (4) semesters

Entrance Date: Paramedic specific courses begin at the start of the Spring Semester each term.

Program Admission: Spring Semester

Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details.

Age: 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Applicants for the Paramedicine Program MUST have completed an approved EMT program and possess a valid state license as an EMT, EMT-I, or Advanced EMT by Georgia, another state, or the NREMT. American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: EMT Certified applicants must have completed the Advanced EMT curriculum successfully.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Final Exit Point: Paramedicine, Diploma. Eligible to apply for the National Registry of Paramedic State Boards. The state of Georgia recognizes the National Registry.

Credits Required for Graduation: 58 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		6
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		49
ALHS 1011	Structure and Function of the 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 Mod of Cardiovascular Care	3
EMSP 2320	Therapeutic Mod of Medical Care	5
EMSP 2330	Therapeutic Mod of Trauma Care	4
EMSP 2340	Therapeutic Mod for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic - I	2
EMSP 2520	Clinical Applications for the Paramedic - III	2
EMSP 2530	Clinical Applications for the Paramedic - III	2
EMSP 2540	Clinical Applications for the Paramedic - IV	1
EMSP 2550	Clinical Applications for the Paramedic - V	1
EMSP 2560	Clinical Applications for the Paramedic - VI	1
EMSP 2570	Clinical Applications for the Paramedic - VII	1
♦ EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Appl for the Paramedic	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

EMS PROFESSIONS

Diploma

Program Description: Students who complete the EMS Professions diploma 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 certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is 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.

Student Learning Outcomes:

- Students will spinal immobilize a supine patient without critical error.
- Students will perform a patient assessment on a simulated trauma patient with no critical errors.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Three (3) Semesters

Entrance Date: Evening Admit - Fall Semester; Day Admit - Spring Semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: A high school diploma or GED is desirable but not required for the program admission but is required prior to graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, American Heart Healthcare Provider CPR Certification, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Final Exit Point: EMS Professions, Diploma. Eligible to apply for the National Registry Advanced EMT State Boards.

Credits Required for Graduation: 42 Minimum semester hour credits required.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		6
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		33
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for AHS	2
♦ EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
♦ EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

ADVANCED EMERGENCY MEDICAL TECHNICIAN

Technical Certificate of Credit

Program Description: 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.

Student Learning Outcomes:

- Students will spinal immobilize a supine patient with no critical errors.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: One (1) Semester

Entrance Date: Day Evening Admit - Summer Semester;
Day Admit - Fall Semester.

Entrance Requirements: Refer to Admissions criteria. Documentation of current certification and/or licensure as an EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course) is required. Proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, AND EMSP 1160 may be accepted in place of current certification and/or licensure.

Advanced Placement: Prospective students who are already certified as an EMT wishing to enter the program at the advanced level will also be required to take a comprehensive exam at the EMT level. Students not scoring successfully on the exam will not be allowed in the program.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, American Heart Healthcare Provider CPR Certification, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Final Exit Point: Advanced Emergency Medical Technician, TCC. Eligible to apply for the National Registry Advanced EMT State Boards.

Credits Required for Graduation: 10 Minimum semester hour credits required.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	10
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

EMERGENCY MEDICAL RESPONDER

Technical Certificate of Credit

Program Description: The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of pre-hospital, industrial and first responder settings. After successful completion of a SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

Student Learning Outcomes:

- Students will perform a patient assessment on a simulated trauma patient with no critical errors.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Fall Semester

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, and Drug Toxicology.

Program Final Exit Point: Emergency Medical Responder, TCC. Eligible to apply for the National Registry EMT State Boards.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Credits Required for Graduation: 11 Minimum semester hour credits required.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		11
	ALHS 1011	Structure and Function of the Human Body	5
	ALHS 1090	Medical Terminology for ALHS	2
	♦ EMSP 1010	Emergency Medical Responder	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

EMERGENCY MEDICAL TECHNICIAN

Technical Certificate of Credit

Program Description: 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. This technical certificate of credit replaces the previous EMB1 Emergency Medical Technician (Basic) technical certificate of credit.

Student Learning Outcomes:

- Students will perform a patient assessment on a simulated trauma patient with no critical errors.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Day Evening Admit - Fall Semester; Day Admit - Spring Semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Final Exit Point: Emergency Medical Technician, TCC. Eligible to apply for the National Registry EMT State Boards.

Credits Required for Graduation: 16 Minimum semester hour credits required.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	16
♦ EMSP 1110 Introduction to the EMT Profession	3
EMSP 1120 EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130 Medical Emergencies for the EMT	3
EMSP 1140 Special Patient Populations	3
EMSP 1150 Shock and Trauma for the EMT	3
♦ EMSP 1160 Clinical and Practical Applications for the EMT	1

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

RADIOLOGIC TECHNOLOGY

Associate of Applied Science Degree

Program Description: The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments 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 an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Successful completion of the program will enable students to sit for the Radiography examination administered by the American Registry of Radiologic Technologists.

Student Learning Outcomes:

GOAL 1: Students will demonstrate clinical competence.

- Students will demonstrate appropriate positioning skills.
- Students will evaluate images for diagnostic quality.
- Students will use appropriate radiation protection procedures.

GOAL 2: Student will communicate effectively.

- Students will use effective oral communication skills.
- Students will use effective written communication skills.

GOAL 3: Students will employ critical thinking skills.

- Students will manipulate technical factors for clinical competencies.
- Students will evaluate the developed radiographic image for appropriate image quality.

GOAL 4: Students will demonstrate professional growth and development.

- Students will critique a professional article and apply it to current radiologic technology practice.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville

Length of Program: Two (2) semesters of prerequisite courses found in the Healthcare Science, TCC, Four (4) semester of occupational courses

Entrance Date: Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (ALHS 1090 – Medical Terminology, BIOL 2113 - Anatomy & Physiology I, BIOL 2113L - Anatomy & Physiology Lab I, BIOL 2114 - Anatomy & Physiology II, BIOL 2114L - Anatomy & Physiology Lab II, ENGL 1101 - Composition and Rhetoric, a Degree level Mathematics Course, a Social Science Course, and a Humanities Course) must be successfully completed prior to competitive program admission deadline.

Program Admission: Fall Semester

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Policy.

Age: Applicant must be 18 years of age or older prior to first clinical course (RADT 1320).

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Individuals who have been convicted of a felony offense may be denied licensure or certification. Applications for state licensure are reviewed by the designated governing body or certification by the A.R.R.T.. Licensure/Certification requirements may vary by state. Graduates of the program will submit application to The American Registry of Radiologic Technologists during the final semester of the program.

Program Final Exit Point: Radiologic Technology, Associate of Applied Science. Eligible to apply for the American Registry of Radiologic Technologist exam.

Credits Required for Graduation: 80 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES		15
Area I: Language Arts/Communication (3 Hours)		3
<i>Required Course(s):</i>		
ENGL 1101 Composition and Rhetoric		
Area II: Social/Behavioral Sciences (3 Hours)		3
Area III: Natural Sciences/Mathematics (3 Hours)		3
<i>Required Course(s):</i>		
Degree Level Mathematics Course		
Area IV: Humanities/Fine Arts (3 Hours)		3
<i>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</i>		3
 <i>*General Education courses and electives for the Associate level can be found on p. 73.</i>		
2. INSTITUTIONAL CREDIT		3
COLL 1500 Student Success		3
3. OCCUPATIONAL COURSES		62
ALHS 1090 Medical Terminology		2
BIOL 2113 Anatomy and Physiology I		3
BIOL 2113L Anatomy and Physiology I Lab		1
BIOL 2114 Anatomy and Physiology II		3
BIOL 2114L Anatomy and Physiology II Lab		1
♦ 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 1085 Radiologic Equipment		3
RADT 1200 Principles of Radiation Biology and Protect		3
RADT 1320 Clinical Radiography I		4
RADT 1330 Clinical Radiography II		7
RADT 2090 Radiographic Procedures III		2
♦ RADT 2260 Radiologic Technology Review		3
RADT 2340 Clinical Radiography III		6
RADT 2360 Clinical Radiography V		9

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ◆.

RESPIRATORY CARE

Associate of Applied Science Degree

Program Description: The Respiratory Care program is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in areas such as pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates receive an Associate of Applied Science degree in Respiratory Care. Completion of the program qualifies the graduate to sit for the credentialing examinations to become a Registered Respiratory Therapist (RRT). Graduates must successfully complete the Therapist Multiple Choice (TMC) Examination administered by the National Board for Respiratory Care, to obtain Certification as a Certified Respiratory Therapist (CRT). Upon obtaining the CRT credential, the NBRC will determine if the graduate meets the minimum cut score required to sit for the clinical simulation exam to obtain the Registered Respiratory Therapist Credential (RRT). The NBRC requires continued competency through re-credentialing and continuing education on a five-year cycle, and licensure requirements vary by state.

The Southern Regional Technical College (SWGTC) Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com)

Commission on Accreditation for Respiratory Care
CoARC

1248 Harwood Road
Bedford, Texas 76021-4244, (817) 283-2835

The CoARC program accreditation number for Southern Regional Technical College is 200439.

Student Learning Outcomes:

- Students will deliver Oxygen Therapy using accepted protocols.
- Students will correctly perform an arterial puncture.
- Students will maintain airway patency in patients using emergency airway protocols.

Statement of Probation

Because the SWGTC Respiratory Care program did not meet the minimum required threshold of 80% on CRT credentialing success for the three-year average (graduation cohorts 2011, 2012, 2013), the Commission on Accreditation for Respiratory Care (CoARC) has placed the program on probationary status. A probationary accreditation status requires the program to submit progress reports to CoARC with updates on CRT credentialing success. Probationary accreditation status does not prohibit the eligibility of currently enrolled students to sit for the National Board for Respiratory Care (NBRC) CRT and RRT exams, upon graduation from the program. Southwest Georgia Technical College is deeply committed to the credentialing success of our graduates. The implementation of a systematic plan of action is in progress in order to ensure that the CRT credentialing success threshold is met. A one year probation period review is scheduled for November 2015.

Program Offered at the Following Sites: Thomasville

Length of Program: Two (2) semesters of prerequisite courses found in the Healthcare Science, TCC, Four (4) semesters of occupational courses.

Entrance Date: Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology Lab I, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology Lab II, CHEM 1151 – Survey of Inorganic Chemistry; CHEM 1151: - Survey of Inorganic Chemistry Lab; and a Degree Level MATH course) must be successfully completed prior to competitive program admission deadline.

Program Admission: Fall Semester

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

*** CHEM 1211 and CHEM 1211L may be substituted for CHEM 1151 and CHEM 1151L*

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Individuals who have been convicted of a felony offense may be denied state licensure. Applications for state licensure are reviewed by the designated governing body for each state. Licensure requirements may vary by state. Graduates of the program will submit application to the Georgia Composite Board during the final quarter of the program.

Note: CRT to registry requires all sections 1 & 2 in curriculum and RESP#'s 1193, 2130, 2140, 2150, 2160, 2170, 2220. Graduates of a diploma-level respiratory care program prior to 1997, who hold the Advanced RRT Credential, must complete Sections 1, 2, and 3, to obtain the A.A.S. Degree.

Program Final Exit Point: Respiratory Care, Associate of Applied Science. Eligible to apply for National Board for Respiratory Care certification and registry exams.

Note: Hospitals may require RRT credential for employment.

Credits Required for Graduation: 81 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	16
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (7 Hours)	7
<i>Required Course(s):</i>	
CHEM 1151 Survey of Inorganic Chemistry	
CHEM 1151L Survey of Inorganic Chemistry Lab	
<i>One Degree Level Mathematics Course</i>	
Area IV: Humanities/Fine Arts (3 Hours)	3

**General Education courses and electives for the Associate level can be found on p. 73.*

2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	62
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy & Physiology II	3
BIOL 2114L Anatomy & Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
RESP 1110 Pharmacology	3
♦ RESP 1120 Introduction to Respiratory Therapy	3
RESP 1130 Respiratory Therapy Lab I	4
RESP 1193 Cardiopulmonary Anatomy and Physiology	4
RESP 2090 Clinical Practices I	2
RESP 2100 Clinical Practices II	2
RESP 2110 Pulmonary Disease	3
RESP 2120 Critical Respiratory Care	2
RESP 2130 Mechanical Ventilation and Airway Management	4
RESP 2140 Advanced Critical Care and Monitoring	1
RESP 2150 Pulmonary Function Testing	1
RESP 2160 Neonatal Pediatric Respiratory Care	3
♦ RESP 2170 Advanced Respiratory Care Seminar	3
RESP 2180 Clinical Practice III	2
RESP 2190 Clinical Practice IV	2
RESP 2200 Clinical Practice V	3
RESP 2220 Clinical Practice VI	7
RESP 2270 Rehabilitation and Home Care	1

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

SURGICAL TECHNOLOGY

Associate of Applied Science Degree

Program Description: The Surgical Technology, Degree program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Degree program provides learning opportunities which introduce, develop, and reinforce academic and technical 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 Surgical Technology. Graduates of the program receive a Surgical Technology degree and are qualified for employment as surgical technologists.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

Student Learning Outcomes:

- Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.
- Students will demonstrate the correct surgical hand scrub procedure.
- Students will enter into the OR and function with proper aseptic techniques.
- Students will pass instruments in the OR in assisting the surgical team.
- Students will maintain patient safety in the OR with minimal or no assistance.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Two (2) semesters of prerequisite courses found in the Health Care Science, TCC, Three (3) semesters of occupational courses.

Entrance Date: Prerequisite Courses open; however, all prerequisite/competitive admission courses (ALHS 1090 – Medical Terminology for Allied Health, BIOL 2113 – Anatomy & Physiology I, BIOL 2113L – Anatomy & Physiology Lab I, BIOL 2114 – Anatomy & Physiology II, BIOL 2114L – Anatomy & Physiology Lab II, ENGL 1101 – Composition and Rhetoric, degree level math course, one social science, and one general education elective) must be successfully completed with a minimum grade of a “C”, prior to competitive program admission deadline.

Program Admission: Tifton - Summer Semester;
Thomasville - Fall Semester

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Criteria.

Age: Applicant must be 18 years of age prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology. All may be required to be successfully passed, as prescribed by the clinical institutions.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the certification examination. Surgical Techs seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification.

Program Final Exit Point: Surgical Technology, Associate of Applied Science. Eligible to apply for a national certification examination.

Credits Required for Graduation: 73 minimum semester hour credits required for graduation

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES

Area I: Language Arts/Communication (3 Hours)

Required Course(s):

ENGL 1101 Composition and Rhetoric

Area II: Social/Behavioral Sciences (3 Hours)

Area III: Natural Sciences/Mathematics (3 Hours)

Required Course(s):

One Mathematics Course

Area IV: Humanities/Fine Arts (3 Hours)

And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)

**General Education courses and electives for the Associate level can be found on p. 73.*

2. INSTITUTIONAL CREDIT

COLL 1500 Student Success

3. OCCUPATIONAL COURSES

ALHS 1090 Medical Terminology for AHS

BIOL 2113 Anatomy and Physiology I

BIOL 2113L Anatomy and Physiology I

BIOL 2114 Anatomy and Physiology II

BIOL 2114L Anatomy and Physiology II Lab

BIOL 2117 Introductory Microbiology

BIOL 2117L Introductory Microbiology Lab

♦ SURG 1010 Introduction to Surgical Technology

SURG 1020 Principles of Surgical Technology

SURG 1080 Surgical Microbiology

SURG 1100 Surgical Pharmacology

SURG 2030 Surgical Procedures I

SURG 2040 Surgical Procedures II

SURG 2110 Surgical Technology Clinical I

SURG 2120 Surgical Technology Clinical II

SURG 2130 Surgical Technology Clinical III

SURG 2140 Surgical Technology Clinical IV

♦ SURG 2240 Seminar in Surgical Technology

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

SURGICAL TECHNOLOGY

Diploma

15

3 Program Description: The Surgical Technology, Diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Diploma program provides learning opportunities which introduce, develop, and reinforce academic and technical 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 Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

3 Student Learning Outcomes:

- 3 • Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.
- 55 2 • Students will demonstrate the correct surgical hand scrub procedure.
- 3 • Students will enter into the OR and function with proper aseptic techniques.
- 1 • Students will pass instruments in the OR in assisting the surgical team.
- 3 • Students will maintain patient safety in the OR with minimal or no assistance.

8 **Program Offered at the Following Sites:** Thomasville, Tifton

7 **Length of Program:** One (1) semester of prerequisite courses found in the Health Care Assistant, TCC, Three (3) semesters of occupational courses.

2 **Entrance Dates:** Prerequisite Courses open; however, all prerequisite/competitive admission courses (ALHS 1011 – Structure and Function of the Human Body, ALHS 1090 – Medical Terminology for Allied Health, ENGL 1010 – Fundamentals of English I, diploma level math course, PSYC 1010 – Basic Psychology) must be successfully completed with a minimum grade of a “C”, prior to competitive program admission deadline.

Program Admission: Tifton - Summer Semester; Thomasville - Fall Semester

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Criteria.

Age: Applicant must be 18 years of age prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the certification examination. All may be required to be successfully passed, as prescribed by the clinical institutions.

Program Final Exit Point: Surgical Technology, Diploma. Eligible to apply for a national certification examination.

Credits Required for Graduation: 60 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree program.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		9
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		48
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for AHS	2
♦ SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	7
SURG 1080	Surgical Microbiology	2
SURG 1100	Surgical Pharmacology	2
SURG 2030	Surgical Procedures I	4
SURG 2040	Surgical Procedures II	4
SURG 2110	Surgical Technology Clinical I	3
SURG 2120	Surgical Technology Clinical II	3
SURG 2130	Surgical Technology Clinical III	3
SURG 2140	Surgical Technology Clinical IV	3
♦ SURG 2240	Seminar in Surgical Technology	2

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

CENTRAL STERILE SUPPLY PROCESSING TECHNICIAN

Technical Certificate of Credit

Program Description: The Central Sterile Supply Processing Technician Technical Certificate of Credit is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities. Together with practical experiences provide students with the preparation necessary to be eligible to sit for the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.

Student Learning Outcomes:

- Students will enter the Central Sterile Supply Department and function with appropriate knowledge and use of instrumentation, supplies, and equipment.

Program Offered at the Following Sites: Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Summer Semester

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, American Heart Healthcare Provider CPR Certification, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Final Exit Point: Central Sterile Supply Processing Technician, Technical Certificate of Credit.

Credits Required for Graduation: 23 Minimum semester hour credits required.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		2
EMPL 1000	Interpersonal Relations and Professional Development	2
2. OCCUPATIONAL COURSES		21
ALHS 1090	Medical Terminology for AHS	2
COMP 1000	Introduction to Computers	3
♦ CSSP 1010	Central Sterile Supply Processing Technician	5
CSSP 1020	Central Sterile Supply Processing Technician Practicum I	6
♦ CSSP 1022	Central Sterile Processing Technician Practicum II	5

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

CENTRAL STERILE TECHNICIAN

Technical Certificate of Credit

Program Description: The Central Sterile Technician Technical Certificate of Credit provides students with entry-level training in nationally based competencies that will prepare graduates to function in the sterile supply processing and distribution area of health care facilities. Students will develop skills necessary to properly decontaminate, process, prepare, store, and issue both sterile and non-sterile medical and surgical supplies and equipment in the healthcare setting. Students will be prepared to operate and monitor sterilizers in healthcare facilities.

Student Learning Outcomes:

- Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Central Sterile Technician, Technical Certificate of Credit.

Credits Required For Graduation: 31 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		6
ENGL 1010	Fundamentals of English I	3
and one of the following (3 hours)		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. OCCUPATIONAL COURSES		25
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health care	3
ALHS 1090	Medical Terminology for AHS	2
♦ CSSP 1010	Central Sterile Supply Processing Technician	5
SURG 1010	Introduction to Surgical Technology	8
SURG 1080	Surgical Microbiology	2

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

VETERINARY TECHNOLOGY**Associate of Applied Science Degree**

Program Description: The Veterinary Technology program is a sequence of courses designed to prepare students for careers in the field of veterinary technology. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

The program is accredited by the American Veterinary Medical Association (AVMA) Accreditation Committee on Veterinary Education and Activities (CVTEA). Program graduates receive the Associate of Applied Science degree, are eligible to sit for the Veterinary Technician National Examination, and are qualified to apply for credentials as a Registered Veterinary Technician in the state of Georgia.

Student Learning Outcomes:

- Students will identify the most common parasites observed in small animals.
- Students will discriminate diagnostic radiographs by recognizing proper technique, contrast, positioning, and collimation on canine and feline radiographs.
- Students will perform an intravenous catheterization of a canine or feline cephalic vein using proper veterinary medical procedures.

Program Offered at the Following Sites: Thomasville

Length of Program: Six (6) Semesters

Entrance Date: Fall Semester

Entrance Requirements: Refer to Admissions criteria.

Age: 18 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.



Additional Requirements: Physical Exam. Criminal Background Check and Drug Toxicology may be required by internship sites. Rabies Vaccination is strongly encouraged.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Final Exit Point: Veterinary Technology, Associate of Applied Science. Program graduates are eligible to sit for the Veterinary Technician National Examination and are qualified to apply for credentials as a Registered Veterinary Technician in the state of Georgia.

Credits Required for Graduation: 81 minimum semester hour credits required for graduation

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	16
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (7 Hours)	7
<i>Required Course(s):</i>	
CHEM 1151 Survey of Inorganic Chemistry	
CHEM 1151L Survey of Inorganic Chemistry Lab	
MATH 1111 College Algebra	
Area IV: Humanities/Fine Arts (3 Hours)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3

3. OCCUPATIONAL COURSES		62
BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
COMP 1000	Introduction to Computers	3
VETT 1000	Veterinary Medical Terminology	2
VETT 1010	Introduction to Veterinary Technology	1
VETT 1020	Veterinary Clinical Pathology I	3
♦ VETT 1030	Veterinary Clinical Procedures I	4
VETT 1060	Animal Anatomy and Physiology	4
♦ VETT 1070	Veterinary Diagnostic Imaging	3
VETT 1110	Veterinary Pathology and Diseases	4
VETT 2120	Veterinary Clinical Pathology II	4
VETT 2130	Veterinary Clinical Procedures II	5
VETT 2160	Pharmacology for Veterinary Technicians	3
VETT 2210	Laboratory and Exotic Animals	3
VETT 2220	Veterinary Practice Management	2
VETT 2230	Veterinary Anesthesiology and Surg Proced	5
VETT 2300	Veterinary Technology Clinical Intern- ship	12

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.

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SOUTHERN REGIONAL
TECHNICAL COLLEGE



School of Industrial Technology

PROGRAMS IN THE SCHOOL OF INDUSTRIAL TECHNOLOGY

AIR CONDITIONING TECHNOLOGY

Air Conditioning Technology, Diploma
Air Conditioning Repair Specialist, TCC
Air Conditioning System Maintenance Tech, TCC

AUTOMOTIVE TECHNOLOGY

Automotive Fundamentals, Diploma
Automotive Technology, Diploma
Automotive Chassis Technician Specialist, TCC
Automotive Climate Control Technician, TCC
Automotive Electrical/Electronic Systems Tech, TCC
Automotive Engine Performance Technician, TCC
Automotive Engine Repair Technician, TCC
Automotive Transmission/Transaxle Tech Spec, TCC
Auto Maintenance and Light Repair Tech, TCC

Professional Motocross Technician, TCC

AUTOMOTIVE COLLISION AND REFINISHING

Auto Collision Repair, Diploma
Automotive Collision Repair Assistant, TCC
Automotive Refinishing Assistant I, TCC
Automotive Refinishing Assistant II, TCC

CARPENTRY

Carpentry, Diploma
Certified Construction Worker, TCC
Finish Carpenter, TCC
Framing Carpenter, TCC

DRAFTING TECHNOLOGY

Drafting Technology, AAS
Drafting Technology, Diploma
Advanced CAD Technician, TCC
AutoCAD Refresher, TCC
CAD Operator, TCC
Drafter's Assistant, TCC
Drafting Aide, TCC

ELECTRONICS TECHNOLOGY

Electronics Technology, Diploma
Basic Electronics Assembler, TCC
Biomedical Electronics Technician, TCC
Mobile Electronics Technician, TCC

ELECTRICAL CONSTRUCTION & MAINTENANCE

Electrical Construction Technology, Diploma
Electrical Systems Technology, Diploma
Industrial Electrical Technology, Diploma
Commercial Wiring, TCC
Industrial Wiring Technician, TCC
Manufacturing Maintenance Specialist, TCC
Residential Wiring Technician, TCC

INDUSTRIAL SYSTEMS TECHNOLOGY

Industrial Systems Technology, Diploma
Advanced PLC and HMI Technician I, TCC
Industrial Electrician, TCC
Industrial Fluid Power Technician, TCC
Industrial Motor Control Technician, TCC
Programmable Control Technician I, TCC
Basic Mechatronics Specialist, TCC
Basic Mechatronics Technician, TCC
Mechatronics Specialist, TCC

WELDING AND JOINING TECHNOLOGY

Welding and Joining Technology, Diploma
Basic Shielded Metal Arc Welder, TCC
Gas Metal Arc Welder, TCC
Vertical Shielded Metal Arc Welder Fabricator, TCC

AIR CONDITIONING TECHNOLOGY

Diploma

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

Student Learning Outcomes:

- Students identify basic Air Conditioning System Electrical Components.
- Students will identify electrical problems in a non-functional Heat Pump system.
- Students will identify mechanical problems in a non-functional Heat Pump system.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Three (3) Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Air Conditioning Technology, Diploma.

Credits Required for Graduation: 54 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		43
♦ AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
♦ AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4
AIRC 1060	Air Conditioning Systems Applications and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4
Elec-Occup	Occupational Elective	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AIR CONDITIONING REPAIR SPECIALIST

Technical Certificate of Credit

Program Description: The Air Conditioning Repair Specialist Technical Certificate of Credit is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

Student Learning Outcomes:

- Students identify basic Air Conditioning System Electrical Components.
- Students will identify electrical problems in a nonfunctioning Heat Pump system.

Program Offered at the Following Sites: Moultrie-Industrial Drive

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Air Conditioning Repair Specialist, Technical Certificate of Credit.

Credits Required For Graduation: 20 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	20
♦ AIRC 1005 Refrigeration Fundamentals	4
♦ AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 1040 HVACR Electrical Motors	4
AIRC 1070 Gas Heat	4
AIRC 1080 Heat Pumps and Related Systems	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AIR CONDITIONING SYSTEM MAINTENANCE TECHNICIAN

Technical Certificate of Credit

Program Description: The Air Conditioning System Maintenance Technician certificate program is a series of courses designed to prepare students for entry level positions in the HVACR industry. Topics include refrigeration fundamentals, refrigeration principles and practices, electrical fundamentals, and industrial safety procedures.

Student Learning Outcomes:

- Students identify basic Air Conditioning System Electrical Components.

Program Offered at the Following Sites: Thomasville

Length of Program: One (1) Semester.

Entrance Date: Beginning of each semester.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Air Conditioning Systems Maintenance, Technical Certificate of Credit.

Credits Required for Graduation: 12 Minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		12
◆	AIRC 1005	Refrigeration Fundamentals	4
	AIRC 1010	Refrigeration Principles and Practices	4
◆	AIRC 1030	HVACR Electrical Fundamentals	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.
Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.

AUTOMOTIVE FUNDAMENTALS

Diploma

Program Description: The Automotive Fundamentals 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 Fundamentals Diploma that qualifies them as entry-level technicians.

Student Learning Outcomes:

- Students will demonstrate proper use of a digital multimeter (DMM).
- Students will retrieve and record diagnostic trouble codes.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.




Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.


Program Final Exit Point: Automotive Fundamentals, Diploma.


Credits Required For Graduation: 43 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
and one of the following (2 hours)		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
and one of the following (3 hours)		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		32
 AUTT 1010	Automotive Technology Introduction	2
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
COMP 1000	Introduction to Computers	3
Seven (7) Credit hours of Electrical Systems courses.		
 AUTT 1020	Automotive Electrical Systems	7
AUTT 1021	Automotive Electrical Systems I	(4)
 AUTT 1022	Automotive Electrical Systems II	(3)
Seven (7) Credit hours of Engine Performance courses.		
AUTT 1040	Automotive Engine Performance	7
AUTT 1041	Automotive Engine Performance I	(3)
AUTT 1042	Automotive Engine Performance II	(4)

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2030 while enrolled in courses marked with a .

AUTOMOTIVE TECHNOLOGY Diploma

Program Description: 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 entry-level technicians.

Student Learning Outcomes:

- Students will demonstrate proper use of a digital multimeter (DMM).
- Students will retrieve and record diagnostic trouble codes.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Five (5) Semesters.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older and have a valid driver’s license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students are required to obtain the necessary tools for the program prior to enrollment.

Program Final Exit Point: Automotive Technology, Diploma.

Credits Required for Graduation: 58 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver’s license. A student with a driver’s license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	47
♦ AUTT 1010 Automotive Technology Introduction	2
AUTT 1030 Automotive Brake Systems	4
AUTT 1050 Automotive Suspension and Steering Systems	4
AUTT 1060 Automotive Climate Control Systems	5
AUTT 2020 Automotive Manual Drive Train and Axles	4
AUTT 2030 Automotive Automatic Transmissions and Transaxles	5
COMP 1000 Introduction to Computers	3
<i>Seven (7) Credit hours of Electrical Systems courses.</i>	
♦ AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	(4)
♦ AUTT 1022 Automotive Electrical Systems II	(3)
<i>Seven (7) Credit hours of Engine Performance courses.</i>	
AUTT 1040 Automotive Engine Performance	7
AUTT 1041 Automotive Engine Performance I	(3)
AUTT 1042 Automotive Engine Performance II	(4)
<i>Six (6) Credit hours of Engine Repair courses.</i>	
AUTT 2010 Automotive Engine Repair	6
AUTT 2011 Automotive Engine Repair I	(3)
AUTT 2012 Automotive Engine Repair II	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST

Technical Certificate of Credit

Program Description: The Automotive Chassis Technician Specialist Technical Certificate of Credit 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.

Student Learning Outcomes:

- Students will demonstrate proper use of a digital multimeter (DMM).

Program Offered at the Following Sites: Moultrie-Industrial Drive, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older and have a valid driver’s license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Automotive Chassis Technician Specialist, Technical Certificate of Credit.

Credits Required For Graduation: 17 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver’s license. A student with a driver’s license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	17
♦ AUTO 1010 Automotive Technology Introduction	2
AUTT 1030 Automotive Brake Systems	4
AUTT 1050 Automotive Suspension & Steering Systems	4
 <i>Seven (7) Credit hours of Electrical Systems courses.</i>	
♦ AUTO 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	(4)
♦ AUTO 1022 Automotive Electrical Systems II	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOMOTIVE CLIMATE CONTROL TECHNICIAN

Technical Certificate of Credit

Program Description: The Automotive Climate Control Technician Technical Certificate of Credit 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.

Student Learning Outcomes:

- Students will demonstrate proper use of a digital multimeter (DMM).

Offered at the Following Campus(es): Moultrie Industrial Drive

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Automotive Engine Performance Technician, TCC

Credits Required for Graduation: 14 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	14
♦	AUTT 1010 Automotive Technology Introduction	2
	AUTT 1060 Automotive Climate Control Systems	5
	<i>Seven (7) Credit hours of Electrical Systems courses.</i>	
♦	AUTT 1020 Automotive Electrical Systems	7
	AUTT 1021 Automotive Electrical Systems I	(4)
♦	AUTT 1022 Automotive Electrical Systems II	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOMOTIVE ELECTRICAL / ELECTRONIC SYSTEMS TECHNICIAN

Technical Certificate of Credit

Program Description: This 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.

Student Learning Outcomes:

- Students will demonstrate proper use of a digital multimeter (DMM).

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville, Tifton, Select High Schools

Length of Program: One (1) Semester.

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older and possess a valid driver’s license.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students are required to obtain the necessary tools for the program prior to enrollment.

Program Final Exit Point: Automotive Electrical/ Electronic Systems Technician, Technical Certificate of Credit.

Credits Required for Graduation: 9 minimum semester hour credits required for graduation

Note: Credits from this program may be applied to the Automotive diploma program.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver’s license. A student with a driver’s license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	9
♦ AUTT 1010 Automotive Technology Introduction	2
<i>Seven (7) Credit hours of Electrical Systems courses.</i>	
♦ AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	(4)
♦ AUTT 1022 Automotive Electrical Systems II	(3)

Note: AUTT 1021 and AUTT 1022 are used for part-time day and evening students in place of AUTT 1020. AUTT 1020 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN

Technical Certificate of Credit

Program Description: The Automotive Engine Performance Technician Technical Certificate of Credit introduces students to the knowledge and skills they will need as entry level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronic diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

Student Learning Outcomes:

- Students will demonstrate proper use of a digital multimeter (DMM).

Offered at the Following Campus(es): Moultrie Industrial Drive

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Automotive Engine Performance Technician, TCC

Credits Required for Graduation: 16 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		16
♦ AUTT 1010	Automotive Technology Introduction	2
AUTT 1040	Automotive Engine Performance	7
Seven (7) Credit hours of Electrical Systems courses.		
♦ AUTT 1020	Automotive Electrical Systems	7
AUTT 1021	Automotive Electrical Systems I	(4)
♦ AUTT 1022	Automotive Electrical Systems II	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOMOTIVE ENGINE REPAIR TECHNICIAN

Technical Certificate of Credit

Program Description: 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.

Student Learning Outcomes:

- Students will demonstrate proper use of a digital multimeter (DMM).

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Two (2) Semesters.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students are required to obtain the necessary tools for the program prior to enrollment.

Program Final Exit Point: Automotive Engine Repair Technician, Technical Certificate of Credit.

Credits Required for Graduation: 15 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to the Automotive diploma program.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	15
♦ AUTT 1010 Automotive Technology Introduction	2
<i>Seven (7) Credit hours of Electrical Systems courses.</i>	
♦ AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	(4)
♦ AUTT 1022 Automotive Electrical Systems II	(3)
<i>Six (6) Credit hours of Engine Repair courses.</i>	
AUTT 2010 Automotive Engine Repair	6
AUTT 2011 Automotive Engine Repair I	(3)
AUTT 2012 Automotive Engine Repair II	(3)

Note: AUTT 1021 and AUTT 1022 are used for part-time day and evening students in place of AUTT 1020. AUTT 1020 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

Note: AUTT 2011 and AUTT 2012 are used for part-time day and evening students in place of AUTT 2010. AUTT 2010 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOMOTIVE TRANSMISSION / TRANSAXLE TECH SPECIALIST

Technical Certificate of Credit

Program Description: The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Student Learning Outcomes:

- Student will drain and replace fluid and filter(s).

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville, Tifton, Select High Schools

Length of Program: Two (2) Semesters.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students are required to obtain the necessary tools for the program prior to enrollment.

Program Final Exit Point: Automotive Transmission/Transaxle Tech Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 18 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to the Automotive diploma program.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	18
♦	AUTT 1010 Automotive Technology Introduction	2
	AUTT 2020 Automotive Manual Drive Train and Axles	4
	AUTT 2030 Automotive Automatic Transmissions and Transaxles	5
Seven (7) Credit hours of Electrical Systems courses.		
♦	AUTT 1020 Automotive Electrical Systems	7
	AUTT 1021 Automotive Electrical Systems I	(4)
♦	AUTT 1022 Automotive Electrical Systems II	(3)

Note: AUTT 1021 and AUTT 1022 are used for part-time day and evening students in place of AUTT 1020. AUTT 1020 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTO MAINTENANCE AND LIGHT REPAIR TECH

Technical Certificate of Credit

Program Description: The Auto Maintenance and Light Repair TCC prepares students for entry level maintenance and repair positions in auto service shops. Students will learn the basic repair and maintenance operations in all eight ASE areas of passenger vehicles and light trucks. Graduates of this TCC will be able to pursue master level auto knowledge in the auto technology diploma or degree programs.

Student Learning Outcomes:

- Students will perform cooling system pressure and dye tests.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville, Tifton, Select High Schools

Length of Program: Four (4) Semesters.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older and have a valid driver’s license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students are required to obtain the necessary tools for the program prior to enrollment.

Program Final Exit Point: Auto Maintenance and Light Repair Tech, TCC.

Credits Required for Graduation: 20 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver’s license. A student with a driver’s license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		18
♦ AUTT 1010	Automotive Technology Introduction	2
AUTT 1011	Basic Auto Maintenance and Light Repair	6
AUTT 1012	Auto Maintenance and Light Repair II	6
♦ AUTT 1013	Auto Maintenance and Light Repair III	6

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

PROFESSIONAL MOTOCROSS TECHNICIAN

Technical Certificate of Credit

Program Description: The Professional Motocross Technician certificate program is two semester sequence of courses that prepares students to obtain entry level maintenance positions in the power sports service industry. The program emphasizes a combination of mechanical theory and practical experience relative to the maintenance of power sports equipment and team skills. Topics include shop safety, basic electrical theory, wheels and tires, precision measuring, valve adjustments, battery service, professional communication, race management, and team skills.

Student Learning Outcomes:

- Students will rebuild brake and clutch hydraulic components of a motorcycle.

Program Offered at the Following Sites: Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Fall Semester

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: A high school diploma or GED is desirable but not required for the program admission but is required prior to graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students are required to obtain the necessary tools for the program prior to enrollment.

Program Final Exit Point: Professional Motocross Technician, Technical Certificate of Credit.

Credits Required for Graduation: 16 Minimum semester hour credits required.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	16
◆	MCST 1000 Introduction to Motorcycle Technology	4
	MCST 1040 Motorcycle Chassis and Suspension Systems	4
	MCST 1110 Motorcycle Maintenance	5
◆	MCST 2100 Motocross Internship	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.

AUTO-COLLISION REPAIR

Diploma

Program Description: The Automotive Collision Repair Diploma program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing depending on the specialization area a student chooses to complete. Program graduates receive an Automotive Collision Repair Diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

Student Learning Outcomes:

- Students will demonstrate mixing and applying body filler.
- Students will perform plastic repair.
- Students will demonstrate applying primer-surface.

Program Offered at the Following Sites: Moultrie-Industrial Drive

Length of Program: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Auto-Collision Repair, Diploma.

Credits Required For Graduation: 52 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
and one of the following (2 hours)	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
and one of the following (3 hours)	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	41
♦ ACRP 1000 Introduction to Auto Collision Repair	4
ACRP 1005 Automobile Component Repair & Replacement	4
♦ ACRP 1010 Foundations of Collision Repair	5
ACRP 1015 Fundamentals of Automotive Welding	4
ACRP 1017 Mechanical and Electrical Systems I	4
ACRP 1019 Mechanical and Electrical Systems II	5
COMP 1000 Introduction to Computers	3
4. And one of the following (12 hours)	12
Major Collision Repair Specialization	
ACRP 2010 Major Collision Repair	5
ACRP 2015 Major Collision Replacements	5
ACRP 2019 Major Collision Repair Internship	2
Refinishing Specialization	
ACRP 2001 Introduction to Auto Painting and Refining	5
ACRP 2002 Painting and Refinishing Techniques	5
ACRP 2009 Refinishing Internship	2

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOMOTIVE COLLISION REPAIR ASSISTANT I

Technical Certificate of Credit

Program Description: The Automotive Collision Repair Assistant I Technical Certificate of Credit prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component replacement, automotive welding techniques, and mechanical and electrical systems.

Student Learning Outcomes:

- Students will demonstrate mixing and applying body filler.

Offered at the Following Campus(es): Moultrie Industrial Drive

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Automotive Collision Repair Assistant I, TCC

Credits Required for Graduation: 21 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		21
◆	ACRP 1000	Introduction to Auto Collision Repair	4
	ACRP 1005	Automobile Component Repair & Replacement	4
◆	ACRP 1015	Fundamentals of Automotive Welding	4
	ACRP 1017	Mechanical and Electrical Systems I	4
	ACRP 1019	Mechanical and Electrical Systems II	5

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.

AUTOMOTIVE REFINISHING ASSISTANT

I

Technical Certificate of Credit

Program Description: The Automotive Refinishing Assistant I Technical Certificate of Credit prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include: work safety, hand and power tools, basic component repair and replacement, and trim accessories and glass replacements.

Note: Credits from this program may be applied to a degree or a diploma program.

Student Learning Outcomes:

- Students will demonstrate mixing and applying body filler.

Program Offered at the Following Sites: Moultrie-Industrial Drive

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Automotive Refinishing Assistant I, Technical Certificate of Credit.

Credits Required For Graduation: 13 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		13
♦	ACRP 1000 Introduction to Auto Collision Repair	4
	ACRP 1005 Automobile Component Repair & Replacement	4
♦	ACRP 1010 Foundations of Collision Repair	5

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
 Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOMOTIVE REFINISHING ASSISTANT

II

Technical Certificate of Credit

Program Description: The Automotive Refinishing Assistant II Technical Certificate of Credit is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry level paint and refinishing specialists. Topics include: surface preparation, paint identification, spray gun equipment, spray gun techniques, blending, and tinting and matching colors.

Student Learning Outcomes:

- Students will demonstrate applying primer-surface.

Program Offered at the Following Sites: Moultrie-Industrial Drive

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Automotive Refinishing Assistant II, Technical Certificate of Credit.

Credits Required For Graduation: 10 minimum semester hour credits required for graduation.

Note: Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	10
◆	ACRP 2001 Introduction to Auto Painting and Refinishing	5
◆	ACRP 2002 Painting and Refinishing Techniques	5

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.

CURRICULUM CREDITS

CARPENTRY

Diploma

Program Description: The Carpentry Diploma program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a Carpentry Diploma and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

Student Learning Outcomes:

- Students will install gypsum board on vertical surfaces.
- Students will frame a wall system from a framing plan and specifications.
- Students will install an exterior door unit.

Program Offered at the Following Sites: Moultrie-Industrial Drive

Length of Program: Three (3) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Carpentry, Diploma.

Credits Required For Graduation: 42 minimum semester hour credits required for graduation.

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	30
◆ COFC 1050 Construction Print Reading Fundamentals	3
CARP 1105 Floor, Wall, and Stair Framing	4
CARP 1110 Ceiling & Roof Framing	4
CARP 1112 Exterior Finishes and Roof Coverings	4
CARP 1114 Interior Finishes	4
Elec-Occup Occupational Elective	3
<i>and one of the following (3 hours)</i>	
CARP 1070 Site Layout, Footings & Foundations	3
CARP 1320 SiteDev / ConcreteForming / Rigging & Reinforcing	4
<i>and one of the following (2 hours)</i>	
CARP 1190 Advanced Residential Finishes and Decks	3
CARP 1310 Doors and Door Hardware	2
CARP 1340 Carpentry Internship	3
4. And one of the following	
Construction Trades Specialization	4
◆ CARP 1080 Construction Trades Core	4
Materials and Safety Specialization	6
◆ COFC 1011 Overview of Building Construction Practices and Materials	3
COFC 1020 Professional Tool Use & Safety	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.

CERTIFIED CONSTRUCTION WORKER

Technical Certificate of Credit

Program Description: The Certified Construction Worker Certificate program offers training in the construction industry providing students with the knowledge and skills they need to work effectively on a construction site. Completion of the program qualifies graduates for entry level employment. Topics include safety, tool use and safety, materials and fasteners, and construction print reading.

Student Learning Outcomes:

- Students will frame a wall system from a framing plan and specifications.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Moultrie-Veterans Parkway, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Certified Construction Worker, Technical Certificate of Credit.

Credits Required For Graduation: 9 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	3
◆ COFC 1050 Construction Print Reading Fundamentals	3
2. And one of the following	
<i>Construction Trades Specialization</i>	6
◆ CARP 1080 Construction Trades Core	4
Elec-Carp Carpentry Elective	2
<i>Materials and Safety Specialization</i>	6
◆ COFC 1011 Overview of Building Construction Practices and Materials	3
COFC 1020 Professional Tool Use & Safety	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.

FINISH CARPENTER

Technical Certificate of Credit

Program Description: The Finish Carpenter program specializes in interior and exterior finishing of residential structures. Topics include exterior finishes and trim, interior finishes and trim, and cornice and soffit.

Student Learning Outcomes:

- Students will install an exterior door unit.

Program Offered at the Following Sites: Moultrie-Industrial Drive

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Finish Carpenter, Technical Certificate of Credit.

Credits Required For Graduation: 11 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		11
CARP 1112	Exterior Finishes and Roof Coverings	4
CARP 1114	Interior Finishes	4
CARP 1190	Advanced Residential Finishes and Decks	3

FRAMING CARPENTER

Technical Certificate of Credit

Program Description: The Framing Carpenter Technical Certificate of Credit prepares students for employment as framing carpenters. Program graduates are trained in the use of hand and power tools, materials, blueprint reading, and floor, wall, ceiling and roof framing.

Student Learning Outcomes:

- Students will install gypsum board on vertical surfaces.
- Students will frame a wall system from a framing plan and specifications.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Moultrie-Veterans Parkway, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Framing Carpenter, Technical Certificate of Credit.

Credits Required For Graduation: 11 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		11
	CARP 1070	Site Layout, Footings & Foundations	3
	CARP 1105	Floor, Wall, and Stair Framing	4
	CARP 1110	Ceiling & Roof Framing	4

DRAFTING TECHNOLOGY

Associate of Applied Science Degree

Program Description: The Drafting Technology Associate of Applied Science degree program prepares students for employment in the drafting field. The program's occupational courses are delivered utilizing a mastery learning instructional technique that allows students to enter any semester while progressing at their own rate. Classes may meet days and evenings three semesters per year. Students receive an excellent academic foundation with core courses in English, algebra, geometry and trigonometry, and psychology. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Student Learning Outcomes:

- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.
- Students will construct a working set of drawings, to scale, given engineering sketches of an assembly and a list of requirements.
- Students will develop a complete set of construction plans, to scale, for a two-story residential home given a sketch and a list of requirements.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Five (5) Semesters.

Entrance Dates: TBeginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Drafting Technology, Associate of Applied Science.

Credits Required for Graduation: 63 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (6 Hours)	6
<i>Required Course(s):</i>	
MATH 1111 College Algebra	
and either MATH 1112 or MATH 1113	
Area IV: Humanities/Fine Arts (3 Hours)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	45
♦ DFTG 1101 CAD Fundamentals	4
♦ DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1105 3D Mechanical Modeling	4
DFTG 1107 Adv. Dimensioning/Sectional Views	4
DFTG 1109 Auxiliary Views/Surface Development	4
DFTG 1111 Fasteners	4
DFTG 1113 Assembly Drawings	4
Occup-Elec Guided Occupational Elective	17

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

DRAFTING TECHNOLOGY

Diploma

Program Description: The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field. The program's occupational courses are delivered utilizing a mastery learning instructional technique that allows students to enter any semester while progressing at their own rate. Classes may meet days and evenings three semesters per year. Students receive an excellent academic foundation with core courses in English, mathematics, and psychology. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software

Student Learning Outcomes:

- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.
- Students will construct a working set of drawings, to scale, given engineering sketches of an assembly and a list of requirements.
- Students will develop a complete set of construction plans, to scale, for a two-story residential home given a sketch and a list of requirements.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Four (4) Semesters.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Drafting Technology, Diploma.

Credits Required for Graduation: 49 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		38
DFTG 1015	Practical Mathematics for Drafting	3
♦ DFTG 1101	CAD Fundamentals	4
♦ DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Adv. Dimensioning/Sectional Views	4
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
Occup-Elec	Guided Occupational Elective	7

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

ADVANCED CAD TECHNICIAN

Technical Certificate of Credit

Program Description: The Advanced CAD Technician certificate program provides students with specific skills necessary to produce architectural drawings and designs. Students utilize Computer Aided Drafting hardware and software to design and create working drawings for residential and commercial structures. Students also receive instruction in mechanical systems for architecture to further enhance their knowledge of building and construction practices in the architectural field.

Student Learning Outcomes:

- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.
- Students will develop a complete set of construction plans, to scale, for a two-story residential home given a sketch and a list of requirements.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Three (3) Semesters.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria. Applicants must be graduates of the Drafting Technology, A.A.S. or Diploma program, or possess equivalent training and experience (as deemed appropriate by the advisor).

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Advanced CAD Technician, Technical Certificate of Credit.

Credits Required for Graduation: 31 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		31
♦ DFTG 1101	CAD Fundamentals	4
♦ DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4
DFTG 1131	Residential Drawing II	4
DFTG 1133	Commercial Drawing I	4
Occup-Elec	Guided Occupational Elective(s)	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

AUTOCAD REFRESHER

Technical Certificate of Credit

Program Description: All of the courses included in the AutoCAD Refresher Technical Certificate of Credit are embedded in the Drafting Technology diploma. The AutoCAD Refresher Technical Certificate of Credit endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This technical certificate of credit could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposed.

Student Learning Outcomes:

- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: AutoCAD Refresher, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		12
	♦ DFTG 1101	CAD Fundamentals	4
	♦ DFTG 1103	Multiview/Basic Dimensioning	4
	DFTG 1105	3D Mechanical Modeling	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

CAD OPERATOR

Technical Certificate of Credit

Program Description: All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Student Learning Outcomes:

- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Two (2) Semesters.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: CAD Operator, Technical Certificate of Credit.

Credits Required for Graduation: 20 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		20
	♦	DFTG 1101 CAD Fundamentals	4
	♦	DFTG 1103 Multiview/Basic Dimensioning	4
		DFTG 1105 3D Mechanical Modeling	4
		DFTG 1107 Adv. Dimensioning/Sectional Views	4
		DFTG 1109 Auxiliary Views/Surface Development	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

DRAFTER'S ASSISTANT**Technical Certificate of Credit**

Program Description: The Drafter's Assistant certificate program will enable students to begin career laddering in the drafting profession. This certificate would provide entry level skills for graduates to work in drafting establishments or architectural firms working as assistants, aides, or runners.

Student Learning Outcomes:

- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.

Program Offered at the Following Sites: Thomasville

Length of Program: One (1) Semester.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Drafter's Assistant, Technical Certificate of Credit.

Credits Required for Graduation: 11 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		11
♦ DFTG 1101	CAD Fundamentals	4
♦ DFTG 1103	Multiview/Basic Dimensioning	4
Occup-Elec	Guided Occupational Elective(s)	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

DRAFTING AIDE

Technical Certificate of Credit

Program Description: The Drafting Aide Technical Certificate of Credit endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This technical certificate of credit could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Student Learning Outcomes:

- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Drafting Aide, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	12
♦ DFTG 1101 CAD Fundamentals	4
♦ DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1107 Advanced Dimensioning/Sectional Views	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

ELECTRONICS TECHNOLOGY

Diploma

Program Description: The Electronics Technology Diploma 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. Program graduates are to be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Diploma which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communications electronics, computer electronics, general electronics, industrial electronics, or telecommunications electronics.

Student Learning Outcomes:

- Students will utilize proper soldering techniques for through-hole mount components.
- Students will utilize proper soldering techniques for surface mount components.
- Students will measure voltage on the digital multimeter.
- Students will measure current on the digital multimeter.
- Students will measure resistance on the digital multimeter.
- Students will measure voltage and period on the oscilloscope.
- Students will construct and analyze digital circuits utilizing proper techniques.
- Students will demonstrate microprocessor applications.

Program Offered at the Following Sites: Moultrie-Veterans Parkway

Length of Program: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Electronics Technology, Diploma.

Credits Required For Graduation: 57 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
and one of the following (2 hours)	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
and one of the following (3 hours)	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	46
♦ 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
ELCR 2130 Programmable Controllers	3
ELCR 2160 Advanced Microprocessors & Robotics	3
ELCR 2170 Computer Hardware	5
ELCR 2210 Advanced Circuit Analysis	5
Elec-Occup Occupational Elective	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

BASIC ELECTRONIC ASSEMBLER

Technical Certificate of Credit

Program Description: The Basic Electronic Assembler Technical Certificate of Credit is designed to prepare students for careers as entry-level production technicians in a manufacturing environment, or as service technicians or operators in the telecommunications industry. Topics include basic algebraic fundamentals, direct current circuits, and soldering techniques.

Note: Credits from this program may be applied to a degree or a diploma program.

Student Learning Outcomes:

- Students will utilize proper soldering techniques for through-hole mount components.
- Students will utilize proper soldering techniques for surface mount components.
- Students will measure voltage on the digital multimeter.
- Students will measure current on the digital multimeter.
- Students will measure resistance on the digital multimeter.

Program Offered at the Following Sites: Moultrie-Veterans Parkway

Length of Program: One (1) Semester

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Basic Electronic Assembler, Technical Certificate of Credit.

Credits Required For Graduation: 10 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	10
♦ ELCR 1005 Soldering Technology	1
♦ ELCR 1010 Direct Current Circuits	6
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

BIOMEDICAL ELECTRONICS TECHNICIAN

Technical Certificate of Credit

Program Description: The purpose of the Biomedical Electronics Technician program is to provide additional and advanced opportunities for Electronic Technology students who wish to specialize in electronics applications in the medical field. The program is designed for students with an Electronics Technology associate degree, diploma, or documented appropriate work experience will be considered.

Student Learning Outcomes:

- Students will measure voltage on the digital multimeter.

Program Offered at the Following Sites: Thomasville

Length of Program: Three (3) Semesters.

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Biomedical Electronics Technician, Technical Certificate of Credit.

Credits Required for Graduation: 23 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	23
	ALHS 1011 Structure and Function of the Human Body	5
	ALHS 1090 Medical Terminology for Allied Health Sciences	2
	♦ BMET 1231 Medical Equipment Function and Operation I	4
	BMET 1232 Medical Equipment Function and Operation I Internship	4
	BMET 2242 Medical Equipment Function and Operation II	4
	♦ BMET 2243 Medical Equipment Function and Operation II Internship	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

MOBILE ELECTRONICS TECHNICIAN

Technical Certificate of Credit

Program Description: The Mobile Electronics Technician Technical Certificate of Credit is designed to provide students with short term training to prepare them for entry level employment in the field of car audio systems installation. Topics include direct and alternating current principles, soldering techniques, and system installation procedures.

Student Learning Outcomes:

- Students will measure voltage on the digital multimeter.
- Students will measure current on the digital multimeter.
- Students will measure resistance on the digital multimeter.
- Students will measure voltage and period on the oscilloscope.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Mobile Electronics Technician, Technical Certificate of Credit.

Credits Required For Graduation: 10 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	10
♦ ELCR 1005 Soldering Technology	1
ELCR 1300 Mobile Audio and Video Systems	3
IDFC 1012 IDFC 1012 Alternating Current I	3
<i>and one of the following (3 hours)</i>	
♦ IDFC 1011 Direct Current I	3
♦ IDSY 1101 DC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

ELECTRICAL CONSTRUCTION TECHNOLOGY

Diploma

Program Description: The Electrical Construction Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential and commercial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Construction Technology.

Student Learning Outcomes:

- Students will wire a three-phase motor for high and low voltage.
- Students will wire an electrical panel following current NEC requirements.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Four (4) Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Electrical Construction Technology, Diploma.

Credits Required for Graduation: 46 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
and one of the following (2 hours)		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
and one of the following (3 hours)		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		35
ELTR 1020	Electrical Systems Basics I	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
ELTR XXXX	Advisor Approved ELTR Elective	7
♦ IDFC 1007	Industrial Safety Procedures	2
and one of the following (3 hours)		
♦ IDFC 1011	Direct Current I	3
♦ IDSY 1101	DC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

ELECTRICAL SYSTEMS TECHNOLOGY

Diploma

Program Description: The Electrical Systems Technology Diploma program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial 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 Systems Technology with a specialization in residential or industrial applications.

Student Learning Outcomes:

- Students will wire a three-phase motor for high and low voltage.
- Students will wire an electrical panel following current NEC requirements.
- Students will upload and download a PLC program.

Program Offered at the Following Sites: Moultrie-Industrial Drive

Length of Program: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.



Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.




Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Electrical Systems Technology, Diploma.

Credits Required For Graduation: 46 minimum semester hour credits required for graduation.

Students are required to complete WKET 1000 while enrolled in courses marked with a .
Students are required to complete WKET 2030 while enrolled in courses marked with a .

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		35
COMP 1000	Introduction to Computers	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
 IDFC 1007	Industrial Safety Procedures	2
<i>and one of the following (3 hours)</i>		
 IDFC 1011	Direct Current I	3
 IDSY 1101	DC Circuit Analysis	(3)
<i>and one of the following (3 hours)</i>		
ELTR 1020	Electrical Systems Basics I	3
IDFC 1012	Alternating Current I	(3)
IDSY 1105	AC Circuit Analysis	(3)
4. And one of the following (10 hours)		10
<i>Electrical Construction and Maintenance Specialization</i>		
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
XXXX xxxx	Occupational Elective	4
<i>Industrial Electrical Technology Specialization</i>		
ELTR 1220	Industrial PLC's	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	N.E.C. Industrial Wiring Applications	4

INDUSTRIAL ELECTRICAL TECHNOLOGY

Diploma

Program Description: The Industrial Electrical Technology program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive a diploma in Industrial Electrical Technology.

Student Learning Outcomes:

- Students will wire a three-phase motor for high and low voltage.
- Students will upload and download a PLC program.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Four (4) Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Industrial Electrical Technology, Diploma.

Credits Required for Graduation: 46 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
and one of the following (2 hours)		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
and one of the following (3 hours)		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		35
ELTR 1020	Electrical Systems Basics I	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLCs	4
ELTR 1270	National Electrical Code Indust Appl	4
Elective	Advisor Approved Elective	5
♦ IDFC 1007	Industrial Safety Procedures	2
and one of the following (3 hours)		
♦ IDFC 1011	Direct Current I	3
♦ IDSY 1101	DC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

COMMERCIAL WIRING

Technical Certificate of Credit

Program Description: The Commercial Wiring Technical Certificate of Credit provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting. Topics include safety practices, blueprint and schematic reading and interpretation, and wiring procedures and practices.

Student Learning Outcomes:

- Students will wire a three-phase motor for high and low voltage.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Two (2) Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Commercial Wiring, Technical Certificate of Credit.

Credits Required for Graduation: 18 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		35
ELTR 1020	Electrical Systems Basics I	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
♦ IDFC 1007	Industrial Safety Procedures	2
<i>and one of the following (3 hours)</i>		
♦ IDFC 1011	Direct Current I	3
♦ IDSY 1101	DC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

INDUSTRIAL WIRING TECHNICIAN

Technical Certificate of Credit

Program Description: The Industrial Wiring Technician Technical Certificate of Credit provides basic skills for commercial and industrial wiring applications. Topics include safety procedures, direct current circuits, and wiring applications

Student Learning Outcomes:

- Students will wire a three-phase motor for high and low voltage.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Industrial Wiring Technician, Technical Certificate of Credit.

Credits Required For Graduation: 13 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		13
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
♦ IDFC 1007	Industrial Safety Procedures	2
<i>and one of the following (3 hours)</i>		
♦ IDFC 1011	Direct Current I	3
♦ IDSY 1101	DC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

MANUFACTURING MAINTENANCE SPECIALIST

Technical Certificate of Credit

Program Description: The Manufacturing Maintenance Specialist Technical Certificate of Credit program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive an Manufacturing Maintenance Specialist, Technical Certificate of Credit that qualifies them for employment as a Maintenance Specialist in the Industrial Manufacturing Environment.

Student Learning Outcomes:

- Students will upload and download a PLC program.

Program Offered at the Following Sites: Thomasville

Length of Program: Three (3) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Manufacturing Maintenance Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 32 Minimum semester hour credits required.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		32
◆ ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1110	Electric Motors	4
ELTR 1120	Variable Speed/Low Voltage Controls	2
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLCs	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electrical Code Industrial Applications	4
IDSY 1190	Fluid Power and Piping Systems	5
WELD 1330	Metal Welding and Cutting Techniques	2
and one of the following (3 hours)		
◆ IDFC 1011	Direct Current I	3
◆ IDSY 1101	DC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.

RESIDENTIAL WIRING TECHNICIAN**Technical Certificate of Credit**

Program Description: The Residential Wiring Technical Certificate of Credit prepares students for employment in the construction industry as qualified residential wiring technicians. Topics include NEC regulations, blueprint reading, principles of direct and alternating current, and residential wiring procedures and practices.

Student Learning Outcomes:

- Students will wire an electrical panel following current NEC requirements.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville

Length of Program: Two (2) Semesters.

Entrance Date: Beginning of each semester; however, all prerequisite courses (MATH 1012 – Foundations of Mathematics & IDFC 1005 – Principles of Electricity II) must be successfully completed prior to beginning occupational courses.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Residential Wiring Technician, Technical Certificate of Credit.

Credits Required for Graduation: 16 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		16
♦	IDFC 1007	Industrial Safety Procedures	2
	ELTR 1020	Electrical Systems Basics I	3
	ELTR 1060	Electrical Prints, Schematics, and Symbols	2
	ELTR 1205	Residential Wiring I	3
	ELTR 1210	Residential Wiring II	3
	<i>and one of the following (3 hours)</i>		
♦	IDFC 1011	Direct Current I	3
♦	IDSY 1101	DC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

INDUSTRIAL SYSTEMS TECHNOLOGY

Diploma

Program Description: The Industrial Systems Technology Diploma program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluidpower, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems Technology Diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

Student Learning Outcomes:

- Students will identify and troubleshoot three-phase motor windings.

Program Offered at the Following Sites: Moultrie-Industrial Drive

Length of Program: Four (4) Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.




Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.


Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.


Program Final Exit Point: Industrial Systems Technology, Diploma.

Credits Required for Graduation: 57 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		46
 IDSY 1110	Industrial Motor Controls	5
IDSY 1120	Basic Industrial PLCs	5
IDSY 1130	Industrial Wiring	5
IDSY 1170	Industrial Mechanics	5
IDSY 1190	Fluid and Piping Systems	5
XXXX xxxx	Occupational Electives (IDSY, AIRC, CIST, COMP, ELCR, WELD)	15
<i>and one of the following (3 hours)</i>		
 IDFC 1011	Direct Current I	3
 IDSY 1101	DC Circuit Analysis	(3)
<i>and one of the following (3 hours)</i>		
ELTR 1020	Electrical Systems Basics I	3
IDFC 1012	Alternating Current I	(3)
IDSY 1105	AC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2030 while enrolled in courses marked with a .

ADVANCED PLC AND HMI TECHNICIAN I Technical Certificate of Credit

Program Description: The Advanced PLC and HMI Technician I Technical Certificate of Credit is designed to offer advanced technical training in high technology automated systems. Emphasis is placed on advanced skills for industrial systems technology program graduates or industry technicians. Graduates may be eligible for advanced employment opportunities.

Student Learning Outcomes:

- Students will configure a Message instruction and transfer Data across an Ethernet network to another PLC.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Advanced PLC and HMI Technician I, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		12
♦	IDSY 2700	Advanced PLC's I	4
	IDSY 2730	Advanced PLC's II	4
♦	IDSY 2750	Human Machine Interface	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

INDUSTRIAL ELECTRICIAN

Technical Certificate of Credit

Program Description: The Industrial Electrician Technical Certificate of Credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Student Learning Outcomes:

- Students will troubleshoot switching circuits.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Industrial Electrician, Technical Certificate of Credit.

Credits Required For Graduation: 11 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		11
IDSY 1105	AC Circuit Analysis	3
♦ IDSY 1130	Industrial Wiring	5
<i>and one of the following (3 hours)</i>		
♦ IDFC 1011	Direct Current I	3
♦ IDSY 1101	DC Circuit Analysis	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

INDUSTRIAL FLUID POWER TECHNICIAN

Technical Certificate of Credit

Program Description: The Industrial Fluid Power Technician Technical Certificate of Credit prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

Student Learning Outcomes:

- Students will install mechanical systems.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Industrial Fluid Power Technician, Technical Certificate of Credit.

Credits Required For Graduation: 10 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		10
	♦ IDSY 1170	Industrial Mechanics	5
	♦ IDSY 1190	Fluid Power and Piping Systems	5

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

INDUSTRIAL MOTOR CONTROL TECHNICIAN

Technical Certificate of Credit

Program Description: The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Student Learning Outcomes:

- Students will identify and troubleshoot three-phase motor windings.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Industrial Motor Control Technician Technical Certificate of Credit.

Credits Required For Graduation: 10 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	10								
<table border="0"> <tr> <td style="padding-right: 10px;">♦</td> <td>IDSY 1110</td> <td>Industrial Motor Controls I</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="padding-right: 10px;">♦</td> <td>IDSY 1210</td> <td>Industrial Motor Controls II</td> <td style="text-align: right;">5</td> </tr> </table>	♦	IDSY 1110	Industrial Motor Controls I	5	♦	IDSY 1210	Industrial Motor Controls II	5	
♦	IDSY 1110	Industrial Motor Controls I	5						
♦	IDSY 1210	Industrial Motor Controls II	5						

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

PROGRAMMABLE CONTROL TECHNICIAN I

Technical Certificate of Credit

Program Description: The Programmable Controller Technician I Technical Certificate of Credit offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

Student Learning Outcomes:

- Students will identify and troubleshoot three-phase motor windings.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Programmable Control Technician I, Technical Certificate of Credit.

Credits Required For Graduation: 15 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	15
♦ IDSY 1110 Industrial Motor Controls I	5
♦ IDSY 1120 Basic Industrial PLC's	5
♦ IDSY 1220 Intermediate Industrial PLC's	5

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

BASIC MECHATRONICS SPECIALIST

Technical Certificate of Credit

Program Description: The Basic Mechatronics Specialist Technical Certificate of Credit provides students with the necessary skills and understanding to perform installation, diagnostic and repair to mechatronic systems and automated equipment. The program focuses on Motor Controls and Programmable Logic Controllers.

Student Learning Outcomes:

- Students will identify and troubleshoot three-phase motor windings.
- Students will wire a motor control circuit.
- Students will perform installation and configuration of I/O devices to programmable logic controller.

Program Offered at the Following Sites: Thomasville, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Basic Mechatronics Specialist, Technical Certificate of Credit.

Credits Required For Graduation: 10 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	10
◆ AUMF 1120 Programmable Controllers	5
◆ IDSY 1110 Industrial Motor Controls I	5

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.

BASIC MECHATRONICS TECHNICIAN

Technical Certificate of Credit

Program Description: The Basic Mechatronics Technician Technical Certificate of Credit is designed to provide students with entry level understanding and skills to perform duties on Mechatronic equipment. The skills include an introduction to DC and AC Circuits, Pneumatic Systems, Industrial Controls and PLCs. Students will receive both lecture/instructor led curriculum along with practical hands-on sessions. Students will obtain knowledge which will provide an understanding of the basic technologies used in industry to achieve automated processes.

Student Learning Outcomes:

- Students will create and execute a program with an industrial robotic arm to perform a standard pick and place operation.

Program Offered at the Following Sites: Thomasville, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Basic Mechatronics Technician, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		12
♦	MCTX 1011	Basic Mechatronics Fundamentals Level 1	3
	MCTX 1012	Basic Mechatronics Fundamentals Level 2	3
	MCTX 1013	Basic Mechatronics Fundamentals Level 3	3
♦	MCTX 1014	Basic Mechatronics Fundamentals Level 4	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

MECHATRONICS SPECIALIST

Technical Certificate of Credit

Program Description: The Mechatronics Specialist Technical Certificate of Credit provides students with the necessary skills and understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power, and Robotics.

Student Learning Outcomes:

- Students will create and execute a program with an industrial robotic arm to perform a standard pick and place operation.

Program Offered at the Following Sites: Thomasville, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Mechatronics Specialist, Technical Certificate of Credit.

Credits Required For Graduation: 11 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		11
	AUMF 1150	Introduction to Robotics	3
	♦ ELCR 2140	Mechanical Devices	2
	♦ ELCR 2150	Fluid Power	2
	IDSY 1160	Mechanical Laws and Principles	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

WELDING & JOINING TECHNOLOGY

Diploma

Program Description: The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

Student Learning Outcomes:

- Students will setup, make specific cuts, and shut-down a manual torch assembly.
- Students will setup and operate a Shielded Metal Arc Welding machine to make specific weldments in the vertical position.
- Students will weld to AWS/ASME standards on carbon steel base metal.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville, Tifton

Length of Program: Three (3) Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Welding and Joining Technology, Diploma.

Credits Required for Graduation: 53 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	42
COMP 1000 Introduction to Computers	3
♦ WELD 1000 Introduction to Welding Technology	3
♦ WELD 1010 Oxyfuel Cutting	3
WELD 1030 Blueprint Reading for Welding Technology	3
WELD 1040 Flat Shielded Metal Arc Welding	4
WELD 1050 Horizontal Shielded Metal Arc Welding	4
WELD 1060 Vertical Shielded Metal Arc Welding	4
WELD 1070 Overhead Shielded Metal Arc Welding	4
WELD 1090 Gas Metal Arc Welding	4
WELD 1110 Gas Tungsten Arc Welding	4
WELD 1120 Preparation for Industrial Qualification	3
Elec-Occup Elective – Occupational Course	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

BASIC SHIELDED METAL ARC WELDER

Technical Certificate of Credit

Program Description: The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

Note: Credits from this program may be applied to a diploma program.

Student Learning Outcomes:

- Students will setup, make specific cuts, and shut-down a manual torch assembly.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville, Tifton, Select High Schools

Length of Program: One (1) Semester

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Basic Shielded Metal Arc Welder, Technical Certificate of Credit.

Credits Required for Graduation: 10 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	10
♦ WELD 1000 Introduction to Welding Technology	3
♦ WELD 1010 Oxyfuel Cutting	3
WELD 1040 Flat Shielded Metal Arc Welding	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

GAS METAL ARC WELDER

Technical Certificate of Credit

Program Description: This certificate program is designed to prepare students for careers in gas metal arc welding. The certificate program is composed of 13 credit hours within the Welding and Joining Technology curriculum.

Student Learning Outcomes:

- Students will setup, make specific cuts, and shut-down a manual torch assembly.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Gas Metal Arc Welder, Technical Certificate of Credit.

Credits Required for Graduation: 13 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	13
♦ WELD 1000 Introduction to Welding Technology	3
♦ WELD 1010 Oxyfuel Cutting	3
WELD 1090 Gas Metal Arc Welding	4
Elec-Occup Elective – Occupational Course	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.

VERTICAL SHIELDED METAL ARC WELDER FABRICATOR

Technical Certificate of Credit

Program Description: The Vertical Shielded Metal Arc Welding Fabricator technical certificate of credit prepares students for careers in shielded metal arc welding fabrication.

Student Learning Outcomes:

- Students will setup and operate a Shielded Metal Arc Welding machine to make specific weldments in the vertical position.

Program Offered at the Following Sites: Moultrie-Industrial Drive, Thomasville, Tifton, Select High Schools

Length of Program: One (1) Semester

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria. Applicant must be a graduate of the Basic Shielded Metal Arc Welder TCC or possess equivalent courses.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Vertical Shielded Metal Arc Welder, Technical Certificate of Credit.

Credits Required for Graduation: 11 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	11
♦ WELD 1050 Horizontal Shielded Metal Arc Welding	4
♦ WELD 1060 Vertical Shielded Metal Arc Welding	4
Elec-Occup Occupationally Approved Elective	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2030 while enrolled in courses marked with a ♦.



SOUTHERN REGIONAL
TECHNICAL COLLEGE



School of Professional Services

PROGRAMS IN THE SCHOOL OF PROFESSIONAL SERVICES

COMMERCIAL TRUCK DRIVING

Commercial Truck Driving, TCC

COSMETOLOGY

Cosmetology, Diploma
Esthetician, TCC
Shampoo Technician, TCC

CRIMINAL JUSTICE TECHNOLOGY

Crime Scene Investigation Technology, AAS
Criminal Justice, AS
Criminal Justice Technology, AAS
Criminal Justice Technology, Diploma
Crime Scene Fundamentals, TCC
Criminal Justice Specialist, TCC
Introduction to Criminal Justice, TCC

EARLY CHILDHOOD CARE AND EDUCATION

Early Childhood Care and Education, AAS
Early Childhood Care and Education, Diploma
Child Development Specialist, TCC
Early Childhood Exceptionalities, TCC

FIRE SCIENCE

Fire Science Technology, AAS
Fire Science Technology, Diploma
Firefighter-EMSP, Diploma
Fire Officer I, TCC
Fire Officer II, TCC
Firefighter I, TCC
Firefighter II, TCC

ENVIRONMENTAL HORTICULTURE

Horticulture, Diploma
Environmental Horticulture Technician, TCC
Floral Assistant, TCC
Garden Center Technician, TCC
Lawn Maintenance Specialist, TCC
Turfgrass Maintenance Technician, TCC

LAND, FOREST, WILDLIFE MANAGEMENT

Land, Forest, Wildlife Management Technology, AAS
Land, Forest, Wildlife Management Assistant,
Diploma
Fish and Wildlife Management, Diploma
Land, Forest, Wildlife Management Specialist, TCC
Wildlife Management Assistant, TCC

PARALEGAL STUDIES

Paralegal Studies, AAS

SOCIAL WORK ASSISTANT

Social Work, AS
Social Work Assistant, AAS
Social Work Assistant, Diploma

COMMERCIAL TRUCK DRIVING

Technical Certificate of Credit

Program Description: The Commercial Truck Driving Technical Certificate of Credit provides basic training in the principles and skills of commercial truck operations. 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. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

This program emphasizes specialized training in the fundamentals of commercial truck driving (CTD), basic CTD operation, and advanced CTD operation.

Individuals wanting to enroll in the Commercial Truck Driving certificate program must be punctual, safety minded, able to manage stress and fatigue, cooperate with others, and have good organizational skills. They should have a strong work ethic.

Student Learning Outcomes:

- Students will perform an air brake system inspection on a tractor-trailer vehicle to ensure it is safe to operate.
- Students will safely back and turn a tractor-trailer using mirrors.
- Students will perform advanced maneuvers on highway and city streets using a tractor-trailer vehicle.

Program Offered at the Following Sites: Cairo, Tifton

Length of Program: 7 1/2 Weeks

Entrance Date: Beginning and Midterm of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: The Commercial Truck Driving program prefers applicants to be 21 years of age or older. Students aged 18-20 years old may operate a commercial vehicle only in the state of Georgia and, therefore, may have limited employment opportunities. All students are admitted to the program on a first-applied, first-qualified basis.

Education: A high school diploma or equivalent (GED) is necessary for application or admission. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional CTD Admission Requirements: In order to be officially accepted into the Commercial Truck Driving program, in addition to completing all Southern Regional Technical College admissions procedures:

- Students under 21 must complete an acknowledgment form stating that they understand the restrictions on employment and training opportunities in the trucking industry.
- After obtaining acceptable scores on the placement test, students must obtain a seven-year Motor Vehicle Report (MVR) from the Georgia Department of Driver Services. The MVR must be approved by the program advisor.
- Applicants must have a valid Georgia driver's license and have no more than six points (or four points in one year) or three moving violations. Furthermore, applicants can have no more than one DUI, Controlled Substance Conviction, or Open Container, and none in the past five years.
- After the MVR is approved by the CTD advisor, the following conditions must be met:
 - Applicants must successfully pass a NIDA 5 drug screen within the first three (3) days of class.
 - Applicants must pass the Department of Transportation (DOT) physical examination within the first fifteen (15) days of class. Contact your advisor for an approved DOT Medical Facility.

This program qualifies for the Strategic Industrial Workforce Development Grant (SIWDG):

To qualify, a student must be fully admitted to the college and receive the HOPE Grant for the same term. The amount of the SIWDG award is a fixed amount for each term of enrollment: Commercial Truck Driving = \$1,000.00. High School students in dual enrollment and joint enrollment are NOT eligible.

Program Final Exit Point: Commercial Truck Driving, Technical Certificate of Credit.

Credits Required For Graduation: 9 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		9
♦ CTDL 1010	Fundamentals of Commercial Truck Driving	3
◆ CTDL 1020	Combination Vehicle Basic Operation & Range Work	2
<i>and one of the following (4 hours)</i>		
CTDL 1030	Combination Vehicle Advanced Operations	4
CTDL 1040	Commercial Driving Internship	(4)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ◆.

COSMETOLOGY

Diploma

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

Student Learning Outcomes:

- Students will drape for a basic shampoo.
- Students will perform a retouch relaxer.
- Students will perform a retouch color.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Moultrie-Industrial, Thomasville, Tifton, Select High Schools

Length of Program: Four (4) Semesters.

Entrance Date: Beginning of each semester.

Entrance Requirement: Refer to Admissions criteria.

Age: Applicants must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by Admissions.

Program Final Exit Point: Cosmetology, Diploma.

Credits Required for Graduation: 57 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
<i>and one of the following (2 hours)</i>	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	46
COMP 1000 Introduction to Computers	3
♦ COSM 1000 Introduction to Cosmetology Theory	4
COSM 1010 Chemical Texture Services	3
COSM 1020 Hair Care and Treatment	2
COSM 1030 Haircutting	3
COSM 1040 Styling	3
COSM 1050 Hair Color	3
COSM 1060 Fundamentals of Skin Care	3
COSM 1070 Nail Care and Advanced Techniques	3
COSM 1080 Cosmetology Practicum I	4
COSM 1090 Cosmetology Practicum II	4
COSM 1100 Cosmetology Practicum III	4
COSM 1110 Cosmetology Practicum IV	4
♦ COSM 1120 Salon Management	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

ESTHETICIAN

Technical Certificate of Credit

Program Description: The Esthetician Technical Certificate of Credit is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetics stores as well as plastic surgeons' and dermatologists' offices.

Note: Credits from this program may be applied to a degree or a diploma program.

Student Learning Outcomes:

- Students will apply basic makeup.
- Students will perform a basic facial.

Program Offered at the Following Sites: Moultrie-Veterans Parkway

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 17 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Esthetician, Technical Certificate of Credit.

Credits Required For Graduation: 33 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		33
COSM 1120	Salon Management	3
♦ ESTH 1000	Introduction to Esthetics	3
ESTH 1010	Anatomy & Physiology of the Skin	3
ESTH 1020	Skin Care Procedures	4
ESTH 1030	Electricity & Facial Treatments with Machines	5
ESTH 1040	Advanced Skin Care	3
ESTH 1050	Color Theory and Makeup	4
ESTH 1060	Esthetics Practicum I	4
♦ ESTH 1070	Esthetics Practicum II	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

SHAMPOO TECHNICIAN

Technical Certificate of Credit

Program Description: 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 sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable in the field of Cosmetology as shampoo technicians, salesperson, or salon managers.

Student Learning Outcomes:

- Students will drupe for a basic shampoo.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Moultrie-Industrial, Thomasville, Tifton, Select High Schools

Length of Program: One(1) semester

Entrance Date: Beginning of each semester in which COSM1000 is taught.

Entrance Requirement: Refer to Admissions criteria.

Age: Applicants much be 16 years or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by Admissions.

Program Final Exit Point: Shampoo Technician, Technical Certificate of Credit.

Credits Required for Graduation: 11 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	11
	EMPL 1000 Interpersonal Relations and Professional Development	2
♦	COSM 1000 Introduction to Cosmetology Theory	4
	COSM 1020 Hair Care and Treatment	2
♦	COSM 1120 Salon Management	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

CRIME SCENE INVESTIGATION TECHNOLOGY

Associate of Applied Science Degree

Program Description: The Crime Scene Investigation Technology associate of applied science degree program is a sequence of courses that prepares students for work in the forensic laboratories of the modern criminal justice system. 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 and Forensic Laboratory theory and practical application necessary for successful employment. Program graduates receive a Crime Scene Investigation Technology associate of applied science 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 laboratory facilities attached to any modern investigative facility, civil or private.

Student Learning Outcomes:

- Students will demonstrate the proper procedures for crime scene processing.
- Students will perform ABO and RH blood type analysis.
- Students will provide a report of forensic evidence found on a computer system.

Program Offered at the Following Sites: Thomasville

Length of Program: Five (5) semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to work with a civil investigative facility should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant “shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.” This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

Program Final Exit Point: Crime Scene Investigation Technology, Associate of Applied Science.

Credits Required for Graduation: 66 minimum semester hour credits required for graduation.

Students with a current Basic Peace Officer Certification may be eligible to receive 9 credit hours corresponding to the following courses: CRJU 1010 Introduction to Criminal Justice, CRJU 1040 Principles of Law Enforcement, and CRJU 1062 Methods of Criminal Investigations.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15				
Area I: Language Arts/Communication (3 Hours)	3				
Required Course(s):					
ENGL 1101 Composition and Rhetoric					
Area II: Social/Behavioral Sciences (3 Hours)	3				
Area III: Natural Sciences/Mathematics (3 Hours)	3				
Required Course(s):					
One Mathematics Course					
Area IV: Humanities/Fine Arts (3 Hours)	3				
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3				
<i>*General Education courses and electives for the Associate level can be found on p. 73</i>					
2. INSTITUTIONAL CREDIT	3				
COLL 1500 Student Success	3				
		3. OCCUPATIONAL COURSES			48
		COMP 1000 Introduction to Computers			3
		♦ CRJU 1010 Introduction to Criminal Justice			3
		CRJU 1040 Principles of Law Enforcement			3
		CRJU 1062 Methods of Criminal Investigation			3
		CRJU 1063 Crime Scene Processing			3
		CRJU 1072 Introduction to Forensic Science			3
		CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice			3
		♦ CRJU 2050 Criminal Procedure			3
		AND ONE OF THE FOLLOWING SPECIALIZATIONS (24-27 HOURS)			
		Computer Forensics			24
		CIST 1001 Computer Concepts			4
		CIST 1122 Hardware Installation and Maintenance			4
		Elec- OS Elective CIST Operating System Course			3
		CIST 1401 Computer Networking Fundamentals			4
		CIST 1601 Information Security Fundamentals			3
		CIST 1602 Security Policies and Procedures			3
		CIST 2630 Computer Forensics & Data Identification			3
		Laboratory Forensics			27
		BIOL 2113 Anatomy and Physiology I			3
		BIOL 2113L Anatomy and Physiology I Lab			1
		BIOL 2114 Anatomy and Physiology II			3
		BIOL 2114L Anatomy and Physiology II Lab			1
		CHEM 1151 Survey of Inorganic Chemistry			3
		CHEM 1151L Survey of Inorganic Chemistry Lab			1
		CLBT 1030 Urinalysis/Body Fluids			2
		CLBT 1050 Serology/Immunology			3
		CLBT 1060 Immunohematology			5
		CLBT 1070 Clinical Chemistry			5

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

CRIMINAL JUSTICE

Associate of Science Degree

Program Description: The Criminal Justice associate of science 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 associate of science 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 such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Student Learning Outcomes:

- Students will illustrate the typical employment process for a peace officer in Georgia including the requirements for peace officer certification.
- Students will evaluate common administrative and philosophical challenges encountered by criminal justice agencies.

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Four (4) Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

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

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

Program Final Exit Point: Criminal Justice, Associate of Science.

Credits Required for Graduation: 67 minimum semester hour credits required for graduation.

Students with Basic Peace Officer Certification and/or Basic Correctional Officer Certification may be eligible for prior learning credit. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the handbook.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES

Area I: Language Arts/Communication (6 Hours)

Required Course(s):

- ENGL 1101 Composition and Rhetoric
 ENGL 1102 Literature and Composition

Area II: Social/Behavioral Sciences (12 Hours)

Required Course(s):

- POLS 1101 American Government
 One History Course

Area III: Natural Sciences/Mathematics (7 Hours)

Required Course(s):

- One Mathematics Course
 One Natural Science Course and Lab

Area IV: Humanities/Fine Arts (3 Hours)

And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)

**General Education courses and electives for the Associate level can be found on p. 73.*

2. INSTITUTIONAL CREDIT

- COLL 1500 Student Success

3. OCCUPATIONAL COURSES

- COMP 1000 Introduction to Computers
 ♦ CRJU 1010 Introduction to Criminal Justice
 CRJU 1030 Corrections
 CRJU 1040 Principles of Law Enforcement
 CRJU 1068 Criminal Law for Criminal Justice
 CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice
 ♦ CRJU 2050 Criminal Procedure
 CRJU 2060 Criminology
 CRJU 2070 Juvenile Justice
 CRJU 2XXX 2000 level CRJU Elective

and one of the following (3 hours)

- CRJU 2090 Criminal Justice Practicum
 CRJU 2100 Criminal Justice Externship

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

CRIMINAL JUSTICE TECHNOLOGY

Associate of Applied Science Degree

- 31 **Program Description:** 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 such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

3 Student Learning Outcomes:

- Students will illustrate the typical employment process for a peace officer in Georgia including the requirements for peace officer certification.
- Students will evaluate common administrative and philosophical challenges encountered by criminal justice agencies.

33 **Program Offered at the Following Sites:** Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

3 **Length of Program:** Four (4) Semesters

3 **Entrance Dates:** Beginning of each semester.

3 **Entrance Requirements:** Refer to Admissions criteria

3 **Age:** Applicant must be 16 years of age or older.

3 **Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

3 **Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

SCHOOL OF PROFESSIONAL SERVICES

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

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology may be required for Internship/ Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

Program Final Exit Point: Criminal Justice Technology, Associate of Applied Science.

Credits Required for Graduation: 63 minimum semester hour credits required for graduation.

Students with Basic Peace Officer Certification and/or Basic Correctional Officer Certification may be eligible for prior learning credit. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the hand-book.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
	<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	45
COMP 1000 Introduction to Computers	3
♦ CRJU 1010 Introduction to Criminal Justice	3
CRJU 1030 Corrections	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 1068 Criminal Law for Criminal Justice	3
CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020 Constitutional Law for Criminal Justice	3
♦ CRJU 2050 Criminal Procedure	3
CRJU 2070 Juvenile Justice	3
Elec-CRJU Elective- 15 hours of CRJU Courses	15
and one of the following (3 hours)	
CRJU 2090 Criminal Justice Practicum	3
CRJU 2100 Criminal Justice Externship	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

CRIMINAL JUSTICE TECHNOLOGY

Diploma

Program Description: 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 such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Student Learning Outcomes:

- Students will illustrate the typical employment process for a peace officer in Georgia including the requirements for peace officer certification.
- Students will evaluate common administrative and philosophical challenges encountered by criminal justice agencies.

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Four (4) Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

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

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

Program Final Exit Point: Criminal Justice Technology, Diploma

Credits Required for Graduation: 51 minimum semester hour credits required for graduation.

Students with Basic Peace Officer Certification and/or Basic Correctional Officer Certification may be eligible for prior learning credit. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the handbook.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		9
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		39
COMP 1000	Introduction to Computers	3
♦ CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
♦ CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
Elec-CRJU	Elective- 9 hours of CRJU Courses	9
<i>and one of the following (3 hours)</i>		
CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

CRIME SCENE FUNDAMENTALS

Technical Certificate of Credit

Program Description: The Crime Scene Fundamentals Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Student Learning Outcomes:

- Students will demonstrate the proper procedures for crime scene processing.

Program Offered at the Following Sites: Cairo, Thomasville

Length of Program: Two (2) semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to work with a civil investigative facility should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant “shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.” This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center, and a National Crime Information

Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology may be required for Internship/ Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

Program Final Exit Point: Crime Scene Fundamentals, Technical Certificate of Credit.

Credits Required for Graduation: 12 minimum semester hour credits required for graduation.

Students with Basic Peace Officer Certification and/or Basic Correctional Officer Certification may be eligible for prior learning credit. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the handbook.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	12
	COMP 1000 Introduction to Computers	3
♦	CRJU 1010 Introduction to Criminal Justice	3
	CRJU 1062 Methods of Criminal Investigation	3
♦	CRJU 1063 Crime Scene Processing	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

SCHOOL OF PROFESSIONAL SERVICES

CRIMINAL JUSTICE SPECIALIST

Technical Certificate of Credit

Program Description: The Criminal Justice Specialist Technical Certificate of Credit 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. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical 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.

Student Learning Outcomes:

- Students will illustrate the typical employment process for a peace officer in Georgia including the requirements for peace officer certification.

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton, Select High Schools

Length of Program: Two (2) semesters.

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant “shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of

disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.” This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council has other requirements for certification. See program advisor for this additional information.

Program Final Exit Point: Criminal Justice Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 15 minimum semester hour credits required for graduation.

Students with Basic Peace Officer Certification and/or Basic Correctional Officer Certification may be eligible for prior learning credit. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the handbook.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	15
◆	CRJU 1010 Introduction to Criminal Justice	3
	CRJU 1030 Corrections	3
	CRJU 1040 Principles of Law Enforcement	3
	CRJU 1068 Criminal Law for Criminal Justice	3
◆	CRJU 2020 Constitutional Law for Criminal Justice	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2040 while enrolled in courses marked with a ◆.

INTRODUCTION TO CRIMINAL JUSTICE

Technical Certificate of Credit

Program Description: 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 Technical 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.

Student Learning Outcomes:

- Students will illustrate the typical employment process for a peace officer in Georgia including the requirements for peace officer certification.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Introduction to Criminal Justice, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

Students with Basic Peace Officer Certification and/or Basic Correctional Officer Certification may be eligible for prior learning credit. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the handbook.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	12
♦	CRJU 1010 Introduction to Criminal Justice	3
	CRJU 1030 Corrections	3
	CRJU 1040 Principles of Law Enforcement	3
♦	CRJU 2050 Criminal Procedure	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

EARLY CHILDHOOD CARE AND EDUCATION

Associate of Applied Science Degree

Program Description: The Early Childhood Care and Education 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.

Student Learning Outcomes:

- Students will create a Developmentally Appropriate Thematic Unit.
- Students will create an Exceptionalities Resource File.
- Students will create a Behavior and Management Resource File.
- Students will teach using Developmentally Appropriate Practices (DAP).

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Six (6) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students with a Child Development Associate (CDA) credential, current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECCE 1101, ECCE 1103, and ECCE 1105.

Criminal Background Check: In accordance with HB 401, effective May 1, 2014, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

Program Final Exit Point: Early Childhood Care and Education, Associate of Applied Science.

Credits Required for Graduation: 75 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	18
Area I: Language Arts/Communication (3 Hours)	3
Required Course(s):	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Required Course(s):	
PSYC 1101 Introductory Psychology	
Area III: Natural Sciences/Mathematics (3 Hours)	3
Required Course(s):	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And two additional courses from Area I, II, III, or IV (6 hours) (as approved by program advisor)	6
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3

3. OCCUPATIONAL COURSES		54
COMP 1000	Introduction to Computers	3
◆ ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
◆ ECCE 2240	Early Childhood Care and Education Internship	12
4. and at least one of the following specializations (6 hours)		
<i>Paraprofessional Specialization</i>		<i>6</i>
ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practice	3
<i>Program Administration Specialization</i>		<i>6</i>
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2040 while enrolled in courses marked with a ◆.

SCHOOL OF PROFESSIONAL SERVICES

EARLY CHILDHOOD CARE AND EDUCATION

Diploma

Program Description: The Early Childhood Care and Education Diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Student Learning Outcomes:

- Students will create a Developmentally Appropriate Thematic Unit.
- Students will create a Behavior and Management Resource File.
- Students will teach using Developmentally Appropriate Practices (DAP).

Program Offered at the Following Sites: Cairo, Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students with a Child Development Associate (CDA), current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECCE 1101, ECCE 1103, and ECCE 1105.

Criminal Background Check: In accordance with HB 401, effective May 1, 2015, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

Program Final Exit Point: Early Childhood Care and Education, Diploma.

Credits Required for Graduation: 56 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	2
MATH 1012	Foundations of Mathematics	3
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		45
COMP 1000	Introduction to Computers	3
♦ ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
♦ ECCE 2240	Early Childhood Care and Education Internship	12

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

CHILD DEVELOPMENT SPECIALIST

Technical Certificate of Credit

Program Description: The Early Childhood Care and Education Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Student Learning Outcomes:

- Students will create a Developmentally Appropriate Thematic Unit.

Program Offered at the Following Sites: Cairo, Camilla, Moultrie-Veterans Parkway, Thomasville, Tifton, Select High Schools

Length of Program: One (1) semester

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to the Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Exit Point: Child Development Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 14 minimum semester hours credits required for graduation.

Note: Credits from this program may be applied to the diploma or degree program.

Criminal Background Check: In accordance with HB 401, effective May 1, 2015, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

CURRICULUM CREDITS

2. OCCUPATIONAL COURSES		14
◆ ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
◆ ECCE 1112	Curriculum and Assessment	3
<i>and one of the following (2-3 hours)</i>		
EMPL 1000	Interpersonal Relations and Professional Development	2
ECCE 1121	Early Childhood Care and Education Practicum	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2040 while enrolled in courses marked with a ◆.

EARLY CHILDHOOD EXCEPTIONALITIES

Technical Certificate of Credit

Program Description: The Early Childhood Care and Education Exceptionalities Technical Certificate of Credit is a sequence of three courses designed to prepare students to work with children with special needs. The program emphasizes an inclusive classroom including strategies and activities for exceptional children (both low and high achieving students). Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Student Learning Outcomes:

- Students will create an Exceptionalities Resource File.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Early Childhood Exceptionalities, Technical Certificate of Credit.

Credits Required For Graduation: 9 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		9
◆ ECCE 2201	Exceptionalities	3
ECCE 2360	Classroom Strategies for Exceptional Children	3
◆ ECCE 2362	Exploring Your Role in the Exceptional Environment	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2040 while enrolled in courses marked with a ◆.

FIRE SCIENCE TECHNOLOGY

Associate of Applied Science

Program Description: The Fire Science Technology Associate of Applied Science degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to an AAS degree in Fire Science.

Student Learning Outcomes:

- Students will perform emergency decontamination procedures with 100% accuracy, given a conscious contaminated victim in a life threatening situation and proper tools.
- Students will determine the cause and origin of residential fires with 100% accuracy, given specific illustrations.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Six (6) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Fire Science Technology, A.A.S..

Credits Required For Graduation: 65 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	47
COMP 1000 Introduction to Computers	3
♦ FRSC 1100 Introduction to the Fire Service	3
FRSC 1110 Fire Administration - Supervision & Leadership	3
FRSC 1121 Fire Fighting Strategy & Tactics	3
FRSC 1132 Fire Service Instructor	4
FRSC 1141 Hazardous Materials Operations	4
FRSC 1151 Fire Prevention & Inspection	4
FRSC 1161 Fire Service Safety & Loss Control	3
FRSC 2100 Fire Administration Management	3
FRSC 2110 Fire Service Hydraulics	3
FRSC 2120 Fire Protection Systems	3
FRSC 2130 Fire Service Building Construction	3
FRSC 2141 Incident Command	4
♦ FRSC 2170 Fire and Arson Investigation	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

FIRE SCIENCE TECHNOLOGY

Diploma

Program Description: The Fire Science Technology diploma program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to a diploma in Fire Science.

Student Learning Outcomes:

- Students will perform emergency decontamination procedures with 100% accuracy, given a conscious contaminated victim in a life threatening situation and proper tools.
- Students will determine the cause and origin of residential fires with 100% accuracy, given specific illustrations.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Fire Science Technology, Diploma.

Credits Required For Graduation: 58 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2-3 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		47
COMP 1000	Introduction to Computers	3
♦ FRSC 1100	Introduction to the Fire Service	3
FRSC 1110	Fire Administration - Supervision & Leadership	3
FRSC 1121	Fire Fighting Strategy & Tactics	3
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operations	4
FRSC 1151	Fire Prevention & Inspection	4
FRSC 1161	Fire Service Safety & Loss Control	3
FRSC 2100	Fire Administration Management	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2120	Fire Protection Systems	3
FRSC 2130	Fire Service Building Construction	3
FRSC 2141	Incident Command	4
♦ FRSC 2170	Fire and Arson Investigation	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

FIREFIGHTER/EMSP

Diploma

Program Description: The Firefighter/Emergency Medical Services Professional diploma program is designed to prepare students for entry level employment in the public safety areas of fire service and emergency medical services. Upon completion of the Firefighter/Emergency Medical Services Professional diploma, students may be eligible for certification and/or licensure in the following areas: Firefighter I, Firefighter II, EMT and AEMT. Note: criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Student Learning Outcomes:

- Students will demonstrate ventilating a pitched roof using an axe with 100% accuracy, given ventilation tools and a suitable site.
- Students will demonstrate assembling the equipment and charging the line in preparation to produce a foam stream with 100% accuracy, given the fire hose and nozzle provided, foam concentrate, and in-line educator.
- Students will perform emergency decontamination procedures with 100% accuracy, given a conscious contaminated victim in a life threatening situation and proper tools.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Six (6) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.


Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.


Program Final Exit Point: Firefighter/EMSP, Diploma.

Credits Required For Graduation: 53 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	6
ENGL 1010 Fundamentals of English I	3
and one of the following (3 hours)	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	44
COMP 1000 Introduction to Computers	3
EMSP1110 Introduction to the EMT Profession	3
EMSP 1120 EMT Assessment/Airway Management & Pharmacology	3
EMSP 1130 Medical Emergencies for the EMT	3
EMSP 1140 Special Patient Populations	3
EMSP 1150 Shock and Trauma for the EMT	3
EMSP 1160 Clinical and Practical Applications for the EMT	1
EMSP 1510 Advanced Concepts for the AEMT	3
EMSP 1520 Advanced Patient Care for the AEMT	3
EMSP 1530 Clinical Applications for the AEMT	1
EMSP 1540 Clinical and Practical Applications for the AEMT	3
FRSC 1110 Fire Administration - Supervision & Leadership	3
FRSC 1020 Basic Firefighter - Emergency Service Fundamentals	3
FRSC 1030 Basic Fire Fighter - MODULE I	5
FRSC 1040 Basic Fire Fighter - MODULE II	3
FRSC 1141 Hazardous Materials Operations	4

Students are required to complete WKET 1000 while enrolled in courses marked with a .

Students are required to complete WKET 2040 while enrolled in courses marked with a .

FIRE OFFICER I

Technical Certificate of Credit

Program Description: The Fire Officer I Technical Certificate of Credit is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Fire Officer I Technical Certificate of Credit.

Student Learning Outcomes:

- Students will perform emergency decontamination procedures with 100% accuracy, given a conscious contaminated victim in a life threatening situation and proper tools.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 18 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Fire Officer I, Technical Certificate of Credit.

Credits Required For Graduation: 14 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	14
♦ FRSC 1110 Fire Administration - Supervision & Leadership	3
FRSC 1132 Fire Service Instructor	4
FRSC 1141 Hazardous Materials Operations	4
♦ FRSC 2120 Fire Protection Systems	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

FIRE OFFICER II

Technical Certificate of Credit

Program Description: The Fire Officer II Technical Certificate of Credit is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as a Fire Company Officer in paid and volunteer fire departments. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer II Level. Program graduates receive a Fire Officer II Technical Certificate of Credit. Students should be graduates of the Fire Officer I Technical Certificate of Credit before enrolling in this program. Note: Candidates must be certified at the level of NPQ Fire Officer I to be eligible for NPQ Fire Officer II certification.

Student Learning Outcomes:

- Students will determine the cause and origin of residential fires with 100% accuracy, given specific illustrations.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 18 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Fire Officer II, Technical Certificate of Credit.

Credits Required For Graduation: 14 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	14
♦	FRSC 1151 Fire Prevention & Inspection	4
	FRSC 1161 Fire Service Safety & Loss Control	3
	FRSC 2100 Fire Administration Management	3
♦	FRSC 2170 Fire and Arson Investigation	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

FIREFIGHTER I

Technical Certificate of Credit

Program Description: The Firefighter I Technical Certificate of Credit is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Firefighter I Technical Certificate of Credit.

Student Learning Outcomes:

- Students will demonstrate ventilating a pitched roof using an axe with 100% accuracy, given ventilation tools and a suitable site.
- Students will perform emergency decontamination procedures with 100% accuracy, given a conscious contaminated victim in a life threatening situation and proper tools.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: One (1) Semester

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Firefighter I, Technical Certificate of Credit.

Credits Required For Graduation: 15 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

Note: Students who receive this certificate will not be eligible to sit for certification or receive employment (paid or volunteer) until they are at least 18 years of age.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	15
♦ FRSC 1020 Basic Firefighter - Emergency Service Fundamentals	3
FRSC 1030 Basic Fire Fighter - MODULE I	5
FRSC 1040 Basic Fire Fighter - MODULE II	3
FRSC 1141 Hazardous Materials Operations	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

FIREFIGHTER II

Technical Certificate of Credit

Program Description: The Firefighter II Technical Certificate of Credit is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge acquired in the Firefighter I certificate and parallels the Advanced Firefighter Curriculum being developed by the Georgia Fire Academy. Students must be a graduate of Firefighter I Technical Certificate of Credit or NPQ Firefighter I Certified. Program graduates receive a Firefighter II Technical Certificate of Credit. Note: Candidate must be certified at the NPQ Firefighter I level to be eligible for NPQ Firefighter II certification.

Student Learning Outcomes:

- Students will demonstrate assembling the equipment and charging the line in preparation to produce a foam stream with 100% accuracy, given the fire hose and nozzle provided, foam concentrate, and in-line educator.

Program Offered at the Following Sites: Moultrie-Veterans Parkway, Thomasville, Tifton

Length of Program: One (1) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 18 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Firefighter II, Technical Certificate of Credit.

Credits Required For Graduation: 13 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	13
	FRSC 1050 Fire and Life Safety Educator I	3
	FRSC 1060 Fire Prevention, Preparedness & Maintenance	3
	FRSC 1070 Introduction to Technical Rescue	3
	◆ FRSC 1080 Fireground Operations	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.
Students are required to complete WKET 2040 while enrolled in courses marked with a ◆.

HORTICULTURE

Diploma

Program Description: The Horticulture Diploma program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Student Learning Outcomes:

- Students will operate landscape equipment following general safety precautions.
- Students will create a landscape plan using landscape design software.
- Students will interpret information on the pesticide label.
- Students will create a live flower arrangement using principles of floral design.

Program Offered at the Following Sites: Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.



Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.



Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Horticulture, Diploma.

Credits Required For Graduation: 47 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
and one of the following (2-3 hours)		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
and one of the following (3 hours)		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		36
COMP 1000	Introduction to Computers	3
HORT 1000	Horticulture Science	3
HORT 1010	Woody Ornamental Plant Identification	3
HORT 1020	Herbaceous Plant Identification	3
 HORT 1080	Pest Management	3
 HORT 1150	Environmental Horticulture Internship	3
and at least one of the following specializations (18 hours)		
<i>Floral Management Specialization</i>		
HORT 1720	Introductory Floral Design	4
HORT 1730	Advanced Floral Design	4
HORT 1750	Interiorscaping	4
HORT 2249	Flower Shop Management	3
XXXX xxxx	Elective	3
<i>General Horticulture Specialization Specialization</i>		
XXXX xxxx	Guided Elective	3
HORT xxxx	Horticulture Electives	12
<i>Landscape Management Specialization</i>		
HORT 1040	Landscape Installation	3
HORT 1060	Landscape Design	4
HORT 1120	Landscape Management	3
HORT 1310	Irrigation	4
HORT 1330	Turfgrass Management	4

Students are required to complete WKET 1000 while enrolled in courses marked with a .
 Students are required to complete WKET 2040 while enrolled in courses marked with a .

ENVIRONMENTAL HORTICULTURE TECHNICIAN

Technical Certificate of Credit

Program Description: The Environmental Horticulture Technician Technical Certificate of Credit prepares students to engage in the propagation, growing and marketing of plants for use in the home, business or the landscape greenhouse and nursery operations. The program provides a solid foundation of plant knowledge and nursery, garden center skills to equip students to work effectively in nurseries, retail garden centers, and entrepreneurial enterprises. The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings.

Student Learning Outcomes:

- Students will operate landscape equipment following general safety precautions.
- Students will create a landscape plan using landscape design software.
- Students will interpret information on the pesticide label.

Program Offered at the Following Sites: Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Environmental Horticulture Technician, Technical Certificate of Credit.

Credits Required For Graduation: 18 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		18
	HORT 1000	Horticulture Science	3
	HORT 1050	Nursery Production & Management	4
	◆ HORT 1070	Landscape Installation	4
	◆ HORT 1080	Pest Management	3
	HORT 1310	Irrigation	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2040 while enrolled in courses marked with a ◆.

FLORAL ASSISTANT

Technical Certificate of Credit

Program Description: The Floral Assistant Technical Certificate of Credit is designed to provide basic entry-level skills to individuals entering the floral work environment. Topics include: plant identification, greenhouse operations, and basic floral design.

Student Learning Outcomes:

- Students will determine correct greenhouse thermostat settings to control the greenhouse environment.
- Students will create a live flower arrangement using principles of floral design.

Program Offered at the Following Sites: Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Floral Assistant, Technical Certificate of Credit.

Credits Required For Graduation: 15 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES	15
♦ HORT 1020 Herbaceous Plant Identification	3
HORT 1030 Greenhouse Management	4
HORT 1720 Introductory Floral Design	4
♦ HORT 1730 Advanced Floral Design	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
 Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

GARDEN CENTER TECHNICIAN

Technical Certificate of Credit

Program Description: The Garden Center Technician Technical Certificate of Credit prepares students for challenging careers in the expanding field of landscaping and garden centers. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Student Learning Outcomes:

- Students will interpret information on the pesticide label.

Program Offered at the Following Sites: Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Garden Center Technician, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		12
HORT 1010	Woody Ornamental Plant Identification	3
HORT 1020	Herbaceous Plant Identification	3
♦ HORT 1080	Pest Management	3
♦ HORT 1140	Horticulture Business Management	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

LAWN MAINTENANCE SPECIALIST

Technical Certificate of Credit

Program Description: The Lawn Maintenance Specialist Technical Certificate of Credit is a sequence of courses that prepares students for entry-level work as a lawn maintenance specialist. Topics include: horticulture construction, landscape installation, and pest management.

Student Learning Outcomes:

- Students will operate landscape equipment following general safety precautions.
- Students will create a landscape plan using landscape design software.
- Students will interpret information on the pesticide label.

Program Offered at the Following Sites: Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Lawn Maintenance Specialist, Technical Certificate of Credit.

Credits Required For Graduation: 10 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES		10
◆ HORT 1070	Landscape Installation	4
◆ HORT 1080	Pest Management	3
<i>and one of the following (3 credit hours):</i>		
HORT 1000	Horticulture Science	3
HORT 1410	Soils	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ◆.

Students are required to complete WKET 2040 while enrolled in courses marked with a ◆.

TURFGRASS MAINTENANCE TECHNICIAN

Technical Certificate of Credit

Program Description: The Turfgrass Maintenance Technician Technical Certificate of Credit provides entry-level skills in turfgrass maintenance. Turfgrass management is the study of the science and culture of fine grasses that are used on golf courses, athletic fields, home lawns, and other areas requiring an attractive but functional groundcover. Increasing interest in outdoor recreational activities as well as aesthetically appealing landscaped areas has created a demand for professional turfgrass maintenance.

Student Learning Outcomes:

- Students will interpret information on the pesticide label.

Program Offered at the Following Sites: Tifton, Select High Schools

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Turfgrass Maintenance Technician, Technical Certificate of Credit.

Credits Required For Graduation: 14 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES	14
♦	HORT 1080 Pest Management	3
	HORT 1310 Irrigation	4
♦	HORT 1330 Turfgrass Management	4
	HORT 1410 Soils	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

LAND, FOREST, WILDLIFE MANAGEMENT TECHNOLOGY

Associate of Applied Science Degree

Program Description: The Land, Forest, Wildlife Management Technology program is a sequence of courses designed to prepare students for careers as managers at public and private wildlife preserves and plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

Student Learning Outcomes:

- Students will demonstrate equipment operation and safety protocol.
- Students will develop a Plantation Facility Management Plan for a hunting plantation.
- Students will demonstrate basic Wildlife Management Techniques.
- Students will identify Tree Species found in southern U.S. forests.
- Students will develop a comprehensive Natural Resources Map using GPS/GIS technology.
- Students will develop a Conceptual Management Plan for a selected property.

Program Offered at the Following Sites: Thomasville

Length of Program: Five (5) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Refer to Admissions criteria. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

Program Final Exit Point: Land, Forest, Wildlife Technology, Associate of Applied Science.

Credits Required for Graduation: 66 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	15
Area I: Language Arts/Communication (3 Hours)	3
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
Area II: Social/Behavioral Sciences (3 Hours)	3
Area III: Natural Sciences/Mathematics (3 Hours)	3
<i>Required Course(s):</i>	
One Degree-Level Mathematics Course	
Area IV: Humanities/Fine Arts (3 Hours)	3
And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)	3
<i>*General Education courses and electives for the Associate level can be found on p. 73.</i>	
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	48
COMP 1000 Introduction to Computers	3
MGMT 1100 Principles of Management	3
FORS 1030 Dendrology	3
FORS 1100 Forest Technology	3
FORS 1210 GPS/GIS Aerial Photography	4
FORS 2460 Forest Management	6
♦ FWMT 1000 Introduction to Wildlife Management	3
FWMT 1010 Equipment Use	3
♦ FWMT 1020 Wildlife Policy and Law	3
FWMT 1080 Plantation Operations	3
FWMT 2010 Wildlife Management Techniques	4
FWMT 2020 Habitat Manipulation	4
FWMT 2030 Pond Management	3
FWMT 2040 Internship	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

FISH AND WILDLIFE MANAGEMENT

Diploma

Program Description: The Fish and Wildlife Management Diploma 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.

Student Learning Outcomes:

- Students will demonstrate equipment operation and safety protocol.
- Students will demonstrate basic Wildlife Management Techniques.
- Students will identify Tree Species found in southern U.S. forests.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Fish and Wildlife Management, Diploma.

Credits Required For Graduation: 43 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
<i>and one of the following (2-3 hours)</i>		
EMPL 1000	Interpersonal Relations & Prof Dev	2
PSYC 1010	Basic Psychology	(3)
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3
3. OCCUPATIONAL COURSES		53
COMP 1000	Introduction to Computers	3
FORS 1030	Dendrology	3
♦ FWMT 1000	Introduction to Wildlife Management	3
FWMT 1010	Equipment Use	3
FWMT 1070	Mammalogy	3
FWMT 2010	Wildlife Management Techniques	4
FWMT 2020	Habitat Manipulation	4
♦ FWMT 2030	Pond Management	3
XXXX xxxx	Guided Elective(s)	6

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

LAND, FOREST, WILDLIFE MANAGEMENT ASSISTANT Diploma

Program Description: The Land, Forest, Wildlife Management Assistant program is a sequence of courses designed to prepare students for careers as managers at public and private wildlife preserves and plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

Student Learning Outcomes:

- Students will demonstrate equipment operation and safety protocol.
- Students will develop a Plantation Facility Management Plan for a hunting plantation.
- Students will demonstrate basic Wildlife Management Techniques.
- Students will identify Tree Species found in southern U.S. forests.
- Students will develop a comprehensive Natural Resources Map using GPS/GIS technology.
- Students will develop a Conceptual Management Plan for a selected property.

Program Offered at the Following Sites: Thomasville

Length of Program: Four (4) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Refer to Admissions criteria. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

Program Final Exit Point: Land, Forest, Wildlife Management Assistant, Diploma.

Credits Required for Graduation: 53 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	8
ENGL 1010 Fundamentals of English I	3
<i>and one of the following (2-3 hours)</i>	
EMPL 1000 Interpersonal Relations & Prof Dev	2
PSYC 1010 Basic Psychology	(3)
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT	3
COLL 1500 Student Success	3
3. OCCUPATIONAL COURSES	42
COMP 1000 Introduction to Computers	3
FORS 1030 Dendrology	3
FORS 1100 Forest Technology	3
FORS 1210 GPS/GIS Aerial Photography	4
FORS 2460 Forest Management	6
♦ FWMT 1000 Introduction to Wildlife Management	3
FWMT 1010 Equipment Use	3
♦ FWMT 1020 Wildlife Policy and Law	3
FWMT 1080 Plantation Operations	3
FWMT 2010 Wildlife Management Techniques	4
FWMT 2020 Habitat Manipulation	4
FWMT 2040 Internship	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

LAND, FOREST, WILDLIFE MANAGEMENT SPECIALIST

Technical Certificate of Credit

Program Description: The Land, Forest, Wildlife Management Specialist program is a sequence of courses designed to prepare students for careers as managers at public and private wildlife preserves and plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

Student Learning Outcomes:

- Students will demonstrate equipment operation and safety protocol.
- Students will develop a Plantation Facility Management Plan for a hunting plantation.
- Students will develop a Conceptual Management Plan for a selected property.

Program Offered at the Following Sites: Thomasville

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Refer to Admissions criteria. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

Program Final Exit Point: Land, Forest, Wildlife Management Specialist, Technical Certificate of Credit.

Credits Required for Graduation: 19 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES	3
<i>and one of the following (3 hours)</i>	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	(3)
MATH 1015 Geometry and Trigonometry	(3)
2. OCCUPATIONAL COURSES	16
♦ FWMT 1000 Introduction to Wildlife Management	3
FWMT 1010 Equipment Use	3
♦ FWMT 1020 Wildlife Policy and Law	3
FWMT 1080 Plantation Operations	3
FORS 1210 GPS/GIS Aerial Photography	4

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

WILDLIFE MANAGEMENT ASSISTANT

Technical Certificate of Credit

Program Description: The Wildlife Management Assistant Technical Certificate of Credit is a sequence of courses that prepares students for careers as wildlife technician assistants. The program will provide students with the basic knowledge and skills needed to obtain employment as assistants in state and national parks, game and preserve locations, and campgrounds.

Student Learning Outcomes:

- Students will identify Tree Species found in southern U.S. forests.

Program Offered at the Following Sites: Tifton

Length of Program: Two (2) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admission criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Wildlife Management Assistant, Technical Certificate of Credit.

Credits Required For Graduation: 12 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1.	OCCUPATIONAL COURSES		12
	FORS 1030	Dendrology	3
	♦ FWMT 1000	Introduction to Wildlife Management	3
	♦ FWMT 1020	Wildlife Policy and Law	3
	FWMT 1070	Mammalogy	3

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
 Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

PARALEGAL STUDIES

Associate of Applied Science Degree

Program Description: The Paralegal Studies associate degree program is a sequence of courses that prepares students for a wide variety of professional positions in the legal field. Additionally, this program provides a practical course of undergraduate legal study for students interested in becoming an attorney. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include a comprehensive study of substantive law including ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills possessed by Legal Assistants in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Science degree and are eligible to sit for the National Association of Legal Assistants' Examination; graduates who pass the exam become Certified Legal Assistants and are awarded the credentials C.L.A. (Certified Legal Assistant).

Student Learning Outcomes:

- Students will conduct legal research and present written findings.
- Students will assess the legal and ethical obligations required for paralegals in the delivery of legal services.
- Students will describe how to open, maintain, and close client files.

Program Offered at the Following Sites: Thomasville

Length of Program: Five (5) semesters.

Entrance Dates: Beginning of each semester.

Program Admission: Any Semester

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: A Criminal background check and drug toxicology may be required for Internship/ Externship.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements or granted permission to take the licensing examination.

Program Final Exit Point: Paralegal Studies, Associate of Applied Science.

Credits Required for Graduation: 72 minimum semester hour credits required for graduation. Program graduates receive a Paralegal Studies Associate of Applied Science degree and are eligible to sit for the National Association of Legal Assistants' Examination; graduates who pass the exam become Certified Legal Assistants and are awarded the credentials C.L.A. (Certified Legal Assistant).

CURRICULUM CREDITS

<p>1. GENERAL EDUCATION COURSES 18</p> <p>Area I: Language Arts/Communication (6 Hours) 6</p> <p><i>Required Course(s):</i></p> <p>ENGL 1101 Composition and Rhetoric</p> <p>SPCH 1101 Public Speaking</p> <p>Area II: Social/Behavioral Sciences (3 Hours) 3</p> <p>Area III: Natural Sciences/Mathematics (3 Hours) 3</p> <p><i>Required Course(s):</i></p> <p>One Mathematics Course</p> <p>Area IV: Humanities/Fine Arts (3 Hours) 3</p> <p><i>And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)</i> 3</p> <p style="text-align: center;"><i>*General Education courses and electives for the Associate level can be found on p. 73.</i></p>	<p><i>and nine (9) credit hours of the following:</i></p> <p>PARA 1200 Bankruptcy / Debtor-Creditor Relations 3</p> <p>PARA 1205 Constitutional Law (3)</p> <p>PARA 1210 Legal and Policy Issues in Healthcare (3)</p> <p>PARA 1215 Administrative Law (3)</p> <p>PARA 2205 Advanced Legal Research and Writing (3)</p> <p>PARA 2215 Paralegal Internship II (6)</p> <p>Students are required to complete WKET 1000 while enrolled in courses marked with a .</p> <p>Students are required to complete WKET 2040 while enrolled in courses marked with a .</p>
<p>2. INSTITUTIONAL CREDIT 3</p> <p>COLL 1500 Student Success 3</p>	
<p>3. OCCUPATIONAL COURSES 51</p> <p>COMP 1000 Introduction to Computers 3</p> <p> PARA 1100 Introduction to Law and Ethics 3</p> <p>PARA 1105 Legal Research and Legal Writing I 3</p> <p>PARA 1110 Legal Research and Legal Writing II 3</p> <p>PARA 1115 Family Law 3</p> <p>PARA 1120 Real Estate Law 3</p> <p>PARA 1125 Criminal Law and Criminal Procedure 3</p> <p>PARA 1130 Civil Litigation 3</p> <p>PARA 1135 Wills, Trusts, Probate, and Administration 3</p> <p>PARA 1140 Tort Law 3</p> <p>PARA 1145 Law Office Management 3</p> <p>PARA 1150 Contracts, Commercial Law and Business 3</p> <p> PARA 2210 Paralegal Internship I 6</p>	

SOCIAL WORK

Associate of Science Degree

Program Description: The purpose of the Social Work Program is to prepare students to obtain entry-level employment in public and private social services agencies. The social work assistant is equipped with skills, values, and sensitivity to effectively serve human needs in a variety of community settings. Learning opportunities develop academic, occupational, and professional knowledge required for job acquisition, employment retention, and career advancement. Program graduates receive a Social Work Assistant Associate of Science degree.

Student Learning Outcomes:

- Students will develop a client case file from intake to termination.
- Students will interview clients using ethical interviewing techniques and attending behaviors.

Program Offered at the Following Sites: Cairo, Thomasville, Tifton

Length of Program: Five (5) semesters

Entrance Date: Fall Semester for Occupational Courses offered during the Day. Spring Semester for Occupational Courses offered during the Evening.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check and Drug Toxicology may be required by Field Practicum placement agencies.

Note: Individuals who have been charged with a federal offense and/or certain types of misdemeanor offenses may be denied access to field practicum sites. Field Practicum is a program requirement; therefore, if a student is unable to meet this requirement, he or she will not complete the Social Work Assistant program.

Program Final Exit Point: Social Work, Associate of Applied Science.

Credits Required for Graduation: 67 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES	31
Area I: Language Arts/Communication (6 Hours)	6
<i>Required Course(s):</i>	
ENGL 1101 Composition and Rhetoric	
ENGL 1102 Literature and Composition	
Area II: Social/Behavioral Sciences (9 Hours)	9
<i>Required Course(s):</i>	
POLS 1101 American Government	
PSYC 1101 Introductory Psychology	
One History Course	
Area III: Natural Sciences/Mathematics (7 Hours)	7
<i>Required Course(s):</i>	
One Mathematics Course	
One Natural Science Course and Lab	
Area IV: Humanities/Fine Arts (3 Hours)	3
And two additional course from Area I, II, III, or IV (6 hours) (as approved by program advisor)	6

**General Education courses and electives for the Associate level can be found on p. 73.*

2. INSTITUTIONAL CREDIT

COLL 1500 Student Success

3. OCCUPATIONAL COURSES

COMP 1000 Introduction to Computers

SOCW 2000 Introduction to Social Work

♦ SOCW 2010 Introduction to Case Management

SOCW 2020 Human Behavior and the Social Environment

SOCW 2030 Interviewing Techniques with Individuals

SOCW 2060 Child & Adolescent Behaviors & Interventions

SOCW 2070 Social Policies and Programs for the Aging

SOCW 2080 Social Work Field Practicum I

♦ SOCW 2090 Social Work Field Practicum II

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

SOCIAL WORK ASSISTANT

Associate of Applied Science Degree

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Program Description: The purpose of the Social Work Assistant Program is to prepare students to obtain entry-level employment in public and private social services agencies. The social work assistant is equipped with skills, values, and sensitivity to effectively serve human needs in a variety of community settings. Learning opportunities develop academic, occupational, and professional knowledge required for job acquisition, employment retention, and career advancement. Program graduates receive a Social Work Assistant Associate of Applied Science degree.

Student Learning Outcomes:

- Students will develop a client case file from intake to termination.
- Students will interview clients using ethical interviewing techniques and attending behaviors.
- Students will facilitate a small group.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Five (5) semesters

Entrance Date: Fall Semester for Occupational Courses offered during the Day. Spring Semester for Occupational Courses offered during the Evening.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check and Drug Toxicology may be required by Field Practicum placement agencies.

Note: Individuals who have been charged with a federal offense and/or certain types of misdemeanor offenses may be denied access to field practicum sites. Field Practicum is a program requirement; therefore, if a student is unable to meet this requirement, he or she will not complete the Social Work Assistant program.

Program Final Exit Point: Social Work Assistant, Associate of Applied Science.

Credits Required for Graduation: 66 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES 15

Area I: Language Arts/Communication (3 Hours) 3

Required Course(s):

ENGL 1101 Composition and Rhetoric

Area II: Social/Behavioral Sciences (3 Hours) 3

Area III: Natural Sciences/Mathematics (3 Hours) 3

Required Course(s):

One Mathematics Course

Area IV: Humanities/Fine Arts (3 Hours) 3

And one additional courses from Area I, II, III, or IV (3 hours) (as approved by program advisor) 3

**General Education courses and electives for the Associate level can be found on p. 73.*

2. INSTITUTIONAL CREDIT 3

COLL 1500 Student Success 3

3. OCCUPATIONAL COURSES 48

COMP 1000 Introduction to Computers 3

SOCW 2000 Introduction to Social Work 3

♦ SOCW 2010 Introduction to Case Management 3

SOCW 2020 Human Behavior and the Social Environment 3

SOCW 2030 Interviewing Techniques with Individuals 3

SOCW 2040 Behavioral Health & Community Services 3

SOCW 2050 Group Work Intervention 3

SOCW 2060 Child & Adolescent Behaviors & Interventions 3

SOCW 2070 Social Policies and Programs for the Aging 3

SOCW 2080 Social Work Field Practicum I 6

♦ SOCW 2090 Social Work Field Practicum II 6

and nine (9) credit hours of the following:

SOCW 2100 Leadership and Community Service 3

SOCW 2110 Case Management with Families (3)

SOCW 2120 Multicultural Issues (3)

SOCW 2150 Domestic and Family Violence (3)

Elec-Core Course from Area II, III or IV (as approved by program advisor) (3)

3 Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

3 Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

SOCIAL WORK ASSISTANT Diploma

Program Description: The purpose of the Social Work Assistant Program is to prepare students to obtain entry-level employment in public and private social services agencies. The program emphasizes a combination of Social Work theory and practical application. The social work assistant is equipped with skills, values, and sensitivity to effectively serve human needs in a variety of community settings. Learning opportunities develop academic, occupational, and professional knowledge required for job acquisition, employment retention, and career advancement. Program graduates receive a Social Work Assistant diploma.

Student Learning Outcomes:

- Students will develop a client case file from intake to termination.
- Students will interview clients using ethical interviewing techniques and attending behaviors.
- Students will facilitate a small group.

Program Offered at the Following Sites: Thomasville, Tifton

Length of Program: Five (5) semesters

Entrance Date: Fall Semester for Occupational Courses offered during the Day. Spring Semester for Occupational Courses offered during the Evening.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check and Drug Toxicology may be required by Field Practicum placement agencies.

Note: Individuals who have been charged with a federal offense and/or certain types of misdemeanor offenses may be denied access to field practicum sites. Field Practicum is a program requirement; therefore, if a student is unable to meet this requirement, he or she will not complete the Social Work Assistant program.

Program Final Exit Point: Social Work Assistant, Diploma.

Credits Required for Graduation: 59 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES		8
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations & Prof Dev	2
<i>and one of the following (3 hours)</i>		
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	(3)
MATH 1015	Geometry and Trigonometry	(3)
2. INSTITUTIONAL CREDIT		3
COLL 1500	Student Success	3

3. OCCUPATIONAL COURSES		48
COMP 1000	Introduction to Computers	3
SOCW 2000	Introduction to Social Work	3
♦. SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with Individuals	3
SOCW 2040	Behavioral Health & Community Services	3
SOCW 2050	Group Work Intervention	3
SOCW 2060	Child & Adolescent Behaviors & Interventions	3
SOCW 2070	Social Policies and Programs for the Aging	3
SOCW 2080	Social Work Field Practicum I	6
♦. SOCW 2090	Social Work Field Practicum II	6
and nine (9) credit hours of the following:		
SOCW 2100	Leadership and Community Service	3
SOCW 2110	Case Management with Families	(3)
SOCW 2120	Multicultural Issues	(3)
SOCW 2150	Domestic and Family Violence	(3)
Elec-Core	Course from Area II, III or IV (as approved by program advisor)	(3)

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.

Students are required to complete WKET 2040 while enrolled in courses marked with a ♦.

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SOUTHERN REGIONAL
TECHNICAL COLLEGE



Student Handbook

GENERAL PROCEDURES

STUDENT EMAIL

Students are assigned SRTC student email accounts. SRTC student email is the official form of communication between the College and the student.

RECEIVING OF FLOWERS/GIFTS

The offices of Southern Regional Technical College will not receive flowers or gifts to be delivered to students.

LOST AND FOUND

Lost and found items are located in the Admissions Office. Items will be kept for only thirty days.

HEALTH SERVICES

As a nonresident school, Southern Regional Technical College expects students to secure medical services through a private physician. In case of a serious accident or illness, Southern Regional Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for cost of such emergency care at the hospital including ambulance charges if, in the opinion of College officials, such service is necessary.

HOUSING AND FOOD FACILITIES

No housing facilities are provided by Southern Regional Technical College. It is recommended that students obtain information regarding housing through local newspaper advertisements and real estate agencies. A snack area is located in most facilities. Students may leave campus for lunch or dinner if they choose.

BOOKSTORE

Bookstore locations and hours of operation are as follows:

Moultrie Campus: Veterans Parkway - Building A.

8:00 a.m. to 5:00 p.m., Monday through Friday.

Thomasville Campus: Building A.

8:00 a.m. to 6:00 p.m., Monday through Thursday.

Tifton Campus: Building C.

8:00 a.m. to 5:00 p.m., Monday through Friday.

REFUND ON BOOKS

There are no refunds for used books. Books that are soiled, scratched, marked in, or altered in any way from new books are considered used. Book refunds are handled through the office where they were purchased. Requests for refunds must be made within 15 days of the date of purchase and the receipt showing proof of purchase is required. Books and other items that have been marked in cannot be returned to the bookstore.

CAMPUS SECURITY AND SAFETY

Southern Regional Technical College is committed to providing a campus which is free from any kind of criminal activity or violence that could result in injury to employees or students or destruction of State property. It is also Southern Regional Technical College's practice to maintain a Safety and Security Committee to be responsible for gauging the potential for threats and developing procedures to guard against these threats.

Southern Regional Technical College has a Threats Management Procedure and maintains a "no-tolerance" policy concerning threatening or hostile behaviors on College property. The College upholds current Georgia weapons laws.

It is the responsibility of all employees and students having knowledge of any threat or potential violence to report it immediately to their supervisor, instructor or member of the Safety and Security Committee. In the unlikely event of a life threatening situation, employees and students are empowered to contact 911 and to notify proper law enforcement authorities.

In concurrence with Cleary Act, annual crime statistics are compiled and available to students and employees. The Annual Campus Security Report is available upon request in the Admissions Office and on the College web site: www.southernregional.edu.

EMERGENCY COMMUNICATIONS

To ensure that students and College employees are notified of emergencies or other important information in a timely manner, Southern Regional Technical College has implemented a rapid communication system.

In addition, students may review the College's web site in the event of an emergency. An appropriate message box will be displayed on the home page whenever important information must be communicated to students and College employees.

EMERGENCY PROCEDURES

Classroom instructors have emergency procedures and evacuation maps in each classroom and lab near the door. Students are required to follow the directions of the classroom instructor during all emergency drills or an actual emergency situation. Emergency procedures include intruder alerts, evacuation drills (fire, bomb, and chemical), and natural disaster (tornado, earthquakes, and hurricanes).

Emergency drills will be conducted so that the faculty and students will be thoroughly familiar with the correct alert notifications (sounds) and procedures. The drills will enhance the probability that the appropriate procedures will be taken during an authentic emergency.

SCHOOL CLOSING DUE TO HAZARDOUS WEATHER CONDITIONS

Announcements concerning the closing of Southern Regional Technical College due to hazardous weather conditions will be made on all local radio and TV stations; as well as, the College's Emergency Communication System.

SAFETY

Students should exercise all safety precautions given by the instructor regarding the use of College equipment in the laboratory. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur, but should an accident occur, regardless of how minor, students should report it to their instructor immediately. All students are covered by an accident insurance policy. However, any medical expenses incurred will be the student's responsibility. Instructors will submit an accident report to their supervisor in the event of an accident. Students are also taught proper safety procedures as related to hazardous materials, and blood-borne and airborne pathogens. A procedure concerning these subjects is in place and strictly enforced.

Please help in maintaining a safe campus by notifying your instructor of any dangerous conditions that exist or of any unsafe practice being conducted.

EYE PROTECTION

Each department has a specific policy regarding eye protection which is appropriate to that department. This policy is reviewed every semester during program orientation and in the presentation of the safety program to students. In certain programs with a higher risk of eye injury, written and/or performance exams may be used and documented. All necessary safety equipment for eye protection for faculty, staff, students, and visitors shall be furnished when observing or participating in certain courses of instruction.

ACCIDENT INSURANCE

In all classes at Southern Regional Technical College, safety is stressed; however, should a student be involved in an accident, regardless of how minor it may be, he/she must report the accident to his/her instructor. All students enrolled at Southern Regional Technical College are covered by an accident insurance policy. In the event a claim is filed, this insurance will only pay a portion of the expenses and the student is responsible for any balance not paid by the accident insurance policy.

UNIFORMS

Students enrolled in Health Occupations, Automotive Technology, and Cosmetology classes are required to wear uniforms. These are usually ordered in the first semester so they can be on hand for the second semester. Each department has regulations and requirements as to what constitutes a “full uniform,” the time frame for ordering, and the uniform appearance and condition. The Southern Regional Technical College uniform codes are given below:

Associate of Science in Nursing

- 2 pair white nursing hose (female students)
- 1 watch w/ second hand
- 1 pair white clinical shoes
- 2 SRTC name tags
- A.S.N. nursepack
- 4 regulation uniforms with a SRTC patch on the left shoulder
- 1 white lab coat with A SRTC patch on the left shoulder
- Stethoscope (Black, Gray, or Brown)
- Blood Pressure Cuff
- Bandage Scissors
- Hemostat
- Penlight

Automotive Technology

- Approved automotive shirt

Clinical Laboratory Technology**

- 3 pair of light blue scrubs with a SRTC patch on the left shoulder
- 1 pair of clinical shoes; tennis shoes maybe worn
- 1 SRTC name tags
- 1 5-subject notebook with black ink pen
- 1 watch with second hand

Cosmetology

- Black pants (professionally casual)
- Blouse or shirt (professionally casual)
- Black or white leather shoes (closed-toe)
- 2 Smocks (solid or print; no aprons, vests, or lab jackets)
- Female students are to wear make-up and have hair styled. A minimal amount of jewelry may be worn. Male students are to have hair, beards, and moustaches well-groomed. All students are expected to wear appropriate dress.

Emergency Medical Technician and AEMT

- Class adopted shirt
- 1 SRTC name tag
- Black dress slacks
- Black shoes
- Black belt
- Safety vest
- Hair neat, long hair pulled back
- Wedding rings and one pair of small post earrings permitted
- Tattoos may not be visible during clinical rotations

Medical Assisting**

(Unless otherwise requested by affiliate)

- 2 regulation uniforms (consisting of pants and polo of the designated color) with a SRTC patch on the left shoulder
- 2 pairs of white hose or socks
- 1 pair white clinical shoes. Shoes must be closed heel and toe, no clogs or crocks.
- 1 lab coat with student patch on left shoulder
- 2 SRTC name tags
- 1 stethoscope
- 1 watch w/sweep hand
- 1 clinical competency check-off manual
- 1 note pad with black ink pen
- Nails must be kept short and clean. No artificial nails and clear nail polish only
- Hair neat, long hair pulled back and off the collar.
- Males must maintain clean and well groomed facial hair.
- Wedding rings and small post earrings permitted.
- All tatoos must be covered.

Nurse Aide

- 1 pair of white pants
- 1 stethoscope and blood pressure cuff
- 1 white scrub top with a SRTC patch on the left shoulder
- 1 watch with second hand
- 1 pair of white clinical shoes
- 1 SRTC name tag
- No jewelry, no nail polish, and no artificial nails. Hair must be worn off the collar. Wedding rings, school pins, and small stud earrings worn in the ears are permitted.

Paramedicine

- Class adopted shirt
- Black boots
- 1 pair black or navy blue EMS slacks
- 1 pair hunter green scrubs
- Black belt
- Hair neat, long hair pulled back
- 1 SRTC name tag
- Safety vest
- Wedding rings and one pair of small post earrings permitted
- Tattoos may not be visible during clinical rotations

Practical Nursing**

- 2 pair white knee length hose or socks
- 1 watch w/sweep hand
- 1 pair white clinical shoes
- 2 SRTC name tags
- 1 stethoscope (black or gray)
- 1 white lab coat
- 4 regulation uniforms with a SRTC patch on the left shoulder
- 1 hemostat
- 1 polo shirt (any color)
- 1 pair of pants (khaki, navy, or black)

Radiologic Technology**

- 3 scrub tops with chest pocket and a SRTC patch on the left sleeve.
- 3 white scrub pants with cargo pockets.
- 3 pairs of white socks. Cannot contain a logo.
- 1 pair white clinical shoes. Cannot contain laces.
- 1 SRTC name tag
- 1 lab coat or jacket (optional)
- 1 school issued dosimeter
- Hair clean, combed and pulled back if longer than shoulder length
- Jewelry (as permitted by Radiologic Tech Clinical dress code)

Respiratory Care**

- Red Scrub Pants
- White Scrub Top with a SRTC patch on the left Shoulder
- White Lab Jacket with a SRTC patch on the left Shoulder
- 01 Littman stethoscope
- 1 analog wristwatch
- 1 clinical competency check-off manual
- 1 note pad with black ink pen
- Hair neat, long hair pulled back
- Wedding rings and small post earrings permitted
- Bandage scissors
- Small hemostats
- Protective eyewear (if student does not wear eyeglasses)
- Student patches for scrub jacket with patches permanently sewn on jacket.
- 1 pair athletic or clinical shoes (white, black, or brown)

Surgical Technology**

- 2 pair of scrubs
- 1 lab coat with a SRTC patch on the left shoulder
- 1 pair white nursing shoes or white/black athletic shoes
- 2 SRTC name tags
- No jewelry
- Each student is required to purchase the quantity of each item as specified above. Additional items may be purchased; however, financial aid programs may not be billed for the additional items as they are not required.

Veterinary Technology**

- 2 pair of scrubs in specified color with a SRTC patch on the left shoulder
- 1 lab coat with student patch on left shoulder
- 1 pair clean shoes (closed toe and back, low-heeled, professional style)
- 1 pair Wellington style rubber or leather boots
- 2 SRTC name tags
- 1 Black pen and 1 Black permanent marker
- 1 Watch with second hand
- 1 Hemostat
- 1 Pen Light
- 1 Dual head stethoscope
- 1 Dosimetry badge
- 1 pocket calculator

****Note: Those students on clinical affiliation will adhere to the following:**

1. No hospital scrub clothes are to be worn or taken outside the hospital.
2. Student name pin shall be worn at all times during scheduled clinical hours.
3. Fingernails are to be kept clean and shall not extend beyond the tip of the finger.
4. Undergarments are to be worn and should be of a neutral color and design.
6. No cologne, perfume, or heavy make-up shall be worn.
7. No unnatural hair color (bright red, purple, blue, green), no rattails or spiked hairdos. Long hair must be kept off the face or pulled back neatly into a ponytail. Male students are to have hair, beards, and moustaches well-groomed at all times. The emphasis is to have hair styled in a neat, conservative manner reflecting good taste.
8. Neat, clean, and pressed uniforms (of a specific color if required by the program) or professional attire (no jeans) are to be worn at any time the health education students are representing Southern Regional Technical College at a clinical affiliate. Clean close toe shoes are to be worn. No clogs, sandals, or loud colored shoes are allowed. Most programs require a SRTC patch to be worn on the left shoulder or sleeve of the uniform. Patches are to be purchased from the bookstore.
9. Programs which permit small post earrings allow only one set at a time, and these earrings may be worn in the ears only. Any other visible body pierced jewelry, including tongue piercing, are not acceptable.
10. Cell phones or electronic devices are not to be used during scheduled clinical hours.
11. All tattoos must be covered and not visible.

PRESIDENT'S LIST

At the completion of each semester, Southern Regional Technical College publishes a President's List honoring those students who have demonstrated outstanding achievement. The requirements for the President's List are as follows:

1. A full-time student who has completed 12 or more semester credit hours. (Full-time status does not include learning support or transient coursework.)
2. Earns a grade of "A" (4.0 GPA) in all coursework attempted.

DEAN'S LIST

At the completion of each semester, Southern Regional Technical College publishes a Dean's List honoring those students who have demonstrated outstanding achievement. The requirements for the Dean's List are as follows:

1. A student who has completed 9- 11 semester credit hours. (Part-time status does not include learning support or transient coursework.)
2. Earns a grade of "A" (4.0 GPA) in all coursework attempted.

MERIT LIST

At the completion of each semester, Southern Regional Technical College publishes a Merit List honoring those students who have demonstrated outstanding achievement. The requirements for the Merit List are as follows:

1. A full-time or part-time student who has completed 6 or more semester credit hours. (Full-time or part-time status does not include learning support or transient coursework.)
2. Earns a grade of "A" or "B" (3.5-3.99 GPA) in all coursework attempted.

ATTENDANCE POLICIES

Southern Regional Technical College (SRTC) expects students to be punctual and attend all classes for which they are registered. SRTC believes that attendance is a vital part of any course. Excessive absences can severely impact the student's ability to acquire the information needed to be successful.

SRTC also recognizes that the impact of attendance varies from program to program and course to course. To facilitate instructional environments appropriate to each program and course, SRTC allows the Attendance Statement to be customized to the needs of each course, under the guidance of the Program Chair for each program discipline. Program Chairs have the authority to develop specific attendance requirements for courses within their program discipline and require instructors within their program discipline to adhere to those requirements. The Attendance Statement is required to be included in the course syllabus.

The Attendance Statement may contain additional information appropriate to the course, including but not limited to: if the student will be automatically withdrawn for failing to attend a specific percentage of the course, and if the student's grade will be adversely affected if they fail to attend the class a certain amount of time.

Instructors will keep an accurate record of class attendance. Students anticipating an absence or tardiness should contact the instructor(s) in advance or provide notification as soon as possible. It is the responsibility of the student to account for missed instructional time and to make arrangements for make-up work at the convenience of the instructor.

Course instructors will be responsible for withdrawing any student who violates the course Attendance Statement. Additionally, course instructors will be responsible for withdrawing any student within 14 consecutive calendar days of the last date of attendance. When calculating consecutive calendar days, calculations should include all weekdays and weekends, regardless if a class session occurred during that day or not. This information will be included in the course Attendance Statement.

WITHDRAWAL POLICIES

A student who fails to attend class during the drop/add period will be removed from the course roster and entered as a NS (No-Show) in Bannerweb. In courses with a waitlist, rosters will change daily during the drop/add period. Students may elect to drop a course during the drop period by contacting their advisor or dropping the course through their Bannerweb account.

Any student registered for a course after the drop period ends, must either complete the course requirements or officially withdraw. To withdraw from one or more courses, the student must complete the Online Withdrawal. A student should not assume that non-attendance constitutes an official withdrawal.

No student will be withdrawn during the last two weeks of an enrollment period. A student who is withdrawn prior to the end of the withdrawal period, may have their financial aid award recalculated in accordance with federal Title IV regulations. Students who voluntarily withdraw or are withdrawn by the instructor will receive a W for the course.

Course instructors will be responsible for withdrawing through Bannerweb any student who violates the course Attendance Statement. Additionally, course instructors will be responsible for withdrawing any student within 14 consecutive calendar days of the last date of attendance. When calculating consecutive calendar days, calculations should include all weekdays and weekends, regardless if a class session occurred during that day or not. This information will be included in the course Attendance Statement.

This procedure applies to all students regardless of delivery method.

Students who have been withdrawn from a program of study must reapply for admission.

GRADUATION

Southern Regional Technical College (SRTC) extends its congratulations to all who have completed a degree, diploma, or certificate.

To be eligible for graduation, a student must:

1. Receive a passing or satisfactory grade for all courses listed in the appropriate program curriculum and/or transferred from another institution.
2. Earn a minimum cumulative 2.0 GPA in his/her program of study and earn a minimum of 25% of credit hour requirements at SRTC.
3. Meet any other program specific requirements, which have been approved by the Vice President for Academic Affairs.
4. Complete the graduation application with his/her advisor in Degree Works. The student may choose to participate in the Graduation Ceremony or graduate in absentia. A graduation fee is assessed to the student's account upon receipt of the graduation application.
5. Satisfy all financial obligations to Southern Regional Technical College prior to participating in the Graduation Ceremony, prior to degree, diploma, or certificates being mailed, and before a degree, diploma, or certificate transcript will be issued.
6. Meet all the graduation requirements after applying for a specific date. The administration will review the student's records and will approve the student for graduation if all academic and other requirements have been met. If the requirements are not met, the student must reapply for graduation and a new application and graduation fee is required.

G.E.D. students are eligible for graduation upon completion of items 1, 3, 4, 5, and 6.

Students are eligible to participate in the Graduation Ceremony within one year following the completion of their program of study.

Honor Graduates

Students with a 3.75 cumulative GPA or higher will be recognized as honor graduates and may wear an honor tassel and/or sash during the Graduation Ceremony.

Student Participation in the Graduation Ceremony

Students who meet all graduation requirements for a degree, a diploma, or a stand-alone certificate have an opportunity to celebrate that achievement through the Graduation Ceremony. Academic regalia (cap and gown) is required for candidates to participate in the Graduation Ceremony. At the Graduation Ceremony, candidates wear the tassel on the right side, moving it to the left when the award is conferred. Only candidates who meet honor graduate status may wear the gold tassel. All other candidates will wear a black tassel.

STUDENTS' RIGHTS, RESPONSIBILITIES AND CONDUCT CODE

Southern Regional Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College and each member of the College community have reciprocal rights and obligations. It is the obligation of the College to insure orderly operation, to preserve academic freedom, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to impose disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

The Vice President for Student Affairs has jurisdiction over the enforcement procedures of the Code of Conduct.

Membership in the College community confers upon students certain rights and requires certain responsibilities which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to insure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

STUDENT RIGHTS

Students shall, upon their request, have a right through Student Affairs to be heard in matters which affect their rights and responsibilities.

Students shall have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt College operations or interfere with the rights of

others.

Students shall have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

College authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Council and all student organizations approved by the College administration may meet on College premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space. Only the Student Council and student organizations approved by the College administration have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The President of the College or the authorized representative may cancel a speaker's reservation where there is clear and present danger that the appearance would threaten the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the College or to any person outside the College without the express written consent of the student involved except under legal compulsion.

Students shall have the right to due process when accused of any violations of College regulations or conduct code as outlined in this Catalog-Handbook.

STUDENT CONDUCT CODE

Part of the mission of Southern Regional Technical College (SRTC) is to provide learner-centered and high-quality services, courses, and programs through both traditional and distance delivery methods at both on-campus and off-campus locations. In so doing, SRTC provides opportunities for intellectual, emotional, social, and physical growth. SRTC students assume an obligation to act in a manner compatible with the College's commitment to student success. SRTC recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, SRTC establishes this Student Code of Conduct.

I. Definitions

A. Faculty Member: any person hired by SRTC to conduct teaching, service, or research activities.

B. Hearing Body: as defined by the SRTC Student Disciplinary Procedure.

C. Member of the College community: any person who is a student, faculty member, contractors, College official, or any other person(s) involved with SRTC involved in the community or employed by the College.

D. Policy: the written regulations of SRTC as found in, but not limited to, the Student Code of Conduct, Southern Regional Technical College Catalog and Student Handbook, the SRTC Policy Manual, and the State Board of the Technical College System of Georgia (TCSG) Policy Manual.

E. Student: all persons taking courses at SRTC, 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 SRTC are also considered "students."

F. Technical College Official: any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

G. Technical College Premises: all land, buildings, vehicles, facilities, and other property in the possession of or owned, used, or controlled by SRTC (including adjacent streets and sidewalks).

II. 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 SRTC Student Disciplinary 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, or encouraging 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 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 written release from collaborators.

B. Non-Academic Misconduct

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

1. 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 College premises or at College-sponsored or College-supervised functions, including physical actions which threaten or endanger the health or safety of another person. 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 College, its facilities, vehicles, or persons engaged in the business of the College. Note: certain physical abuse may be considered unlawful harassment.

c. Harassment: the 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 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 College activities, including public service functions, and other duly authorized activities on College premises or at College-sponsored activity sites.

e. **Failure to Comply:** failure to comply with lawful directions of College officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism:

a. **Personal Appearance:** Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

b. **Dress Code:** SRTC trains for professions, therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertip when arms are extended to the side. The wearing of distracting clothing including but not limited to: showing of undergarments, clothing with cut outs, tank-top style shirts, mesh shirts (see-through), halter tops, tube tops, or shirts with offensive, obscene, or abusive language is not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midribs be allowed and all shirts/

blouses must be tucked in if designed for such. The students at all times are observing generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinicals, and co-ops.

3. Use of Technical College Property:

a. **Theft and Damage:** theft of, misuse of, or harm to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at a College function.

b. **Occupation or Seizure:** illegal occupation or seizure in any manner of College property, College premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. **Presence on Technical College Premises:** unauthorized possession, duplication or use of keys to SRTC premises and unauthorized entry into College premises or a portion thereof which has been restricted in use; unauthorized presence in College premises after closing hours; or furnishing false information to gain entry upon the College premises.

d. **Children under age 16:** children under the age of 16 are not permitted on campus.

e. **Assembly:** participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to College premises 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 College.

f. **Fire Alarms:** setting off a fire alarm or using or tampering with any fire safety equipment on College premises or at 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 College official.

g. **Obstruction:** impeding the free flow of pedestrian or vehicular traffic on College premises or at 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 College premises or at 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 college-owned vehicle is prohibited.

b. **Controlled substances, illegal drugs, and drug paraphernalia:** SRTC 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 shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c. **Food:** SRTC prohibits eating or drinking inside any area or building other than designated or otherwise authorized areas. Students are expected to clean their own tables by disposing of refuse in garbage receptacles.

d. **Smoking/Tobacco:** SRTC prohibits smoking or using other forms of electronic, alternative smoking devices or other forms of tobacco products. Please refer to the Southern Regional Technical College Catalog and Student Handbook to review the Smoking and Tobacco Use Procedure.

5. Use of Technology:

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

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

c. **Harassment:** SRTC 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, and/or citizenship status.

d. **Unacceptable Use:** The use of computing facilities to interfere with the work of another student, faculty member or College official. This includes the unauthorized use of another individual's identification and password. SRTC prohibits any additional violation to the State Board policy II. C. 4. Acceptable Computer and Internet Use.

6. Weapons:

SRTC 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:

SRTC prohibits the violation of federal, state or local gambling laws on College premises or at College sponsored or supervised activities.

8. Parking:

There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe these parking rules will result in a fine being levied or the vehicle being towed away at the owner's expense.

9. Financial Irresponsibility:

SRTC prohibits the theft or misappropriation of any College, student organization, or other assets.

10. Violation of Technical College Policy:

Violation of State Board or SRTC 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, or student organizations is prohibited.

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 SRTC either to SRTC or to others in the community, including, but not limited to falsification of the following:

- SRTC transcripts;
- transcripts or other documentation from other institutions to obtain credit from or admission to SRTC;
- SRTC grade reports;
- documentation related to a student's citizenship status;
- tests, homework, attendance records;
- signature of any SRTC employee in his or her official capacity; and/or
- signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with SRTC or records related to any clinical, internship, or other academic activity associated with SRTC.

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 has not been charged with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed if the violation of federal, state, or local law is detrimental to the 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 College will not request or agree to special consideration for that individual because of his/her status as a student. The 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 is defined to include but not limited to:

- a. failure to obey the notification of the Vice President for Student Affairs or the College President's designee, Hearing Body, or 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 disci-

plinary process;

f. attempting to influence the impartiality of a Hearing Body prior to and/or during the course of the disciplinary proceeding;

g. harassment (verbal or physical) and/or intimidation of a Hearing Body prior to, during, and/or after a disciplinary proceeding, and/or;

h. failure to comply with the sanction(s) imposed under the Student Disciplinary Procedure.

III. Record Retention:

Documents shall be held for no less than five (5) years after the graduation of the student or the date of the student's last attendance.

STUDENT DISCIPLINARY PROCEDURE

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

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 College administrative offices are open.
- 3. Hearing Body: any person or persons authorized by the President of SRTC to provide a hearing as provided in this procedure.
- 4. Member of the College Community: any person who is a student, faculty member, College official or any other person(s) involved with SRTC or the College community or employed by SRTC.

5. Policy: the written regulations of SRTC as found in, but not limited to, the Student Code of Conduct, Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College Policy Manual, and the Policy Manual approved by the State Board of the Technical College System of Georgia.

6. Student: all persons taking courses at SRTC, both full-time and 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 College are considered "students."

7. Student Organization: any number of persons who have complied with the formal requirements for SRTC recognition.

8. College Official: any person employed by SRTC, performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.

9. College Premises: all land, buildings, vehicles, facilities, and other property in the possession of or owned, used, or controlled by SRTC (including adjacent streets and sidewalks).

Procedure

A. Filing a Complaint

1. Any person may file a complaint with the Vice President for Student Affairs (VPSA) or the College President's 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, available in the Academic Affairs office or the Student Affairs office, and provide it to the VPSA or the College President's designee. The Executive Director of Adult Education will serve as the Student Disciplinary Officer for all Adult Education students.

2. Academic misconduct is handled through Academic Affairs. Academic misconduct includes, but is not limited to: (1) aiding and abetting academic misconduct; (2) cheating; (3) fabrication; and/or (4) plagiarism. Note: The process for grade and other academic appeals can be found in the Southern Regional Technical College Student Catalog and Handbook.

3. Investigation and Decision:

a. Within five (5) business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, VPSA or the College President's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the VPSA or the College President's designee 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 5 business days from the date contacted by the VPSA or the College President's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the VPSA or the 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 VPSA or the 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 student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

d. If the VPSA or the College President's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the VPSA or the 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.

B. Disciplinary Sanctions

Based on the severity of the incident, the VPSA may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the VPSA or the College President's designee may impose without referral to the Hearing Body, one or more of the following sanctions. Notification shall 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 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 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 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, it is the policy of SRTC that students who engage in any form of academic misconduct receive a zero (0) on the presented material or activity. A second occurrence of academic misconduct will result in the student receiving a failing grade for the course. Additional incidents of academic misconduct may result in the student being suspended from the College for at least one semester.

2. After a determination that a student has violated the Student Code of Conduct, the VPSA or the College President's designee may recommend the imposition of one of the sanctions listed below if appropriate. The VPSA's recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section B.1 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 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 College, College controlled facilities, programs, events, and activities is imposed. A record of the reason for the student's dismissal is maintained by the VPSA or the College President's designee. Students who have been dismissed from the College for any reason may apply in writing to the VPSA for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student 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 VPSA or the College President's designee.

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

3. Violation of Federal, State, or Local Law

a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the 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 College will not request or agree to special consideration for that individual because of his or her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

4. 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 VPSA or the College President's 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 College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of the classroom or other 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.

5. Conditions of Disciplinary Suspension and Expulsion

a. A student who has been suspended or expelled from the College shall be denied all privileges afforded a student and shall be required to vacate SRTC premises at a time determined by

the VPSA or the College President's designee.

b. In addition, after vacating the SRTC premises, a suspended or expelled student may not enter upon SRTC premises at any time, for any purpose, in the absence of written permission from the VPSA or the College President's designee. A suspended or expelled student must contact the VPSA or the College President's designee for permission to enter the SRTC premises for a limited, specified purpose.

c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the VPSA or the College President's designee must accept the Form by mail or fax if he/she refuses the student's request to enter the SRTC premises for that specified purpose.

d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the VPSA or the College President's designee for a student to enter the SRTC premises for the duration of that hearing.

C. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the VPSA or the College President's designee regarding an assigned sanction of restitution, reprimand, restriction, or disciplinary probation must file a written notice of appeal through the President's Office for review by the Hearing 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 VPSA or the College President's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the VPSA. The student need not file a written notice of his/her desire to appear before the Hearing 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 Hearing Body assigned by the President or his/her designee within ten (10) business days to present evidence and/or testimony. If the student has been placed on an

interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five (5) days. The student has the right to be assisted by any single 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 Hearing Body. The Hearing Body may consist of a single person or a group of people from the College community. There shall be a single official record, such as a recording, of all hearings before the Hearing Body. The official record shall be the property of SRTC. The standard of proof in all hearings shall be a preponderance of the evidence. The Chairperson of the Hearing Body shall notify the President and the VPSA in writing of the Hearing Body's decision. The SRTC President or his/her designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the VPSA or the College President's designee's sanction of restitution, reprimand, restriction, or disciplinary probation, 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 VPSA or the College President's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the President.

6. If entitled to an appeal to the President, the student shall have five (5) business days after receiving written notification of the Hearing 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 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 President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within ten (10) business days. The decision of the President or his/her designee shall be final and binding.

D. Document Retention

The VPSA or the College President's 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 VPSA or the College President's 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 Hearing Body and President or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five (5) years.

GRADE AND OTHER ACADEMIC APPEALS

A student may appeal a final grade or other academic decision. The student may appeal to the faculty member who awarded the grade or made the academic decision. Absent extraordinary circumstances, a written appeal to the faculty member must be filed within two weeks from the date the student learned or reasonably should have learned of the grade. The faculty member will provide the student with a written decision.

If the consultation with the faculty member does not resolve the appeal, a student may submit a written request for review of the appeal to the Dean for Academic Affairs. Absent extraordinary circumstances, the request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the faculty member. The Dean for Academic Affairs will provide the student with a written decision.

If the student is not satisfied with the decision of the Dean, the student may submit a written request for review to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the Dean for Academic Affairs. The Vice President for Academic Affairs will provide the student with a written decision. The decision of the Vice President for Academic Affairs shall be final.

ACADEMIC MISCONDUCT

Academic Misconduct includes, but is not limited to: (1) aiding and abetting academic misconduct; (2) cheating; (3) fabrication; and/or (4) plagiarism. Incidents involving Academic Misconduct are handled by Academic Affairs but follow the same judicial process as the Student Disciplinary Procedure.

STUDENT GRIEVANCES

Southern Regional Technical College (SRTC) maintains a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination, and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the State Board Procedure: Unlawful Harassment and Discrimination of Students.

For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.

A. Informal Grievance Procedure. Students with grievable issues should resolve those issues, if possible, 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 the matter 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 grievable issue, the student may proceed to the formal grievance procedure below.

B. Formal Grievance Procedure. Where a student cannot resolve his or her grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:

- a. Name,
- b. Date,
- c. Brief description of incident being grieved,
- d. Remedy requested,
- e. Signed, and
- f. Informal remedy attempted by student and outcome.

2. If the grievance is against the VPSA, the student shall file the grievance with the President.

3. The VPSA or the College President's designee will investigate the matter and supply a written response to the student within 15 business days.

4. If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the State Board Procedure: Unlawful Harassment and Discrimination of Students.

5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure, and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

6. The VPSA or College President's designee shall be granted an additional 15 business days to investigate the grievance upon notice to the aggrieved student.

C. Appeal: The student may appeal the decision from the VPSA or the College President’s designee to the President. Only the student has the right to appeal.

1. A student shall file a written appeal to the President within 5 business days of receiving the response referenced in B.3 above.
2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.
3. At the sole discretion of the President, grievance appeals may be held in one of the following two ways:
 - a. The President may review the information provided by the student and administration and make the final decision; or
 - b. The President may appoint a cross-functional committee to make the final decision.
4. The decision of President or the cross-functional committee shall be made within 10 business days of receipt of the appeal. The decision of the President or committee for the grievance appeal is final.

E. Retaliation: Retaliation against a student for filing a grievance is strictly prohibited.

F. 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.

UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

Southern Regional Technical College follows the State Board policy and procedure as related to unlawful harassment and discrimination. A complete copy of the policy and procedure is available upon request from the Admissions Office.

I. PURPOSE:

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

B. All students 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.

C. 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.

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

E. The 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.

F. 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.

II. APPLICABILITY:

This procedure shall uniformly apply to all SRTC employees and students.

III. RELATED AUTHORITY:

**Title IX of the Educational Amendments of 1972
20 U.S.C. §§ 1681 et seq.**

Violence Against Women Reauthorization Act of 2013

Campus Sexual Violence Elimination Act (Campus SaVE)

O.C.G.A § 19-7-5

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Rehabilitation Act of 1973, as amended

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act (ADAAA) of 2008

Genetic Information Nondiscrimination Act (GINA) of 2008

Procedure: Student Grievances

IV. DEFINITIONS:

A. 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, genetic information, age or disability and which:

1. 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.

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.

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.

B. 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:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. 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.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes but is not limited to:

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.

J. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.

K. Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

L. 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.

M. 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.

N. 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.

O. 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.

V. PROCEDURE:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.

2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.

3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.

4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence, and/or retaliation (“prohibited conduct”) against themselves or others, regardless of where the incident occurred.

2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable

steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.

4. Colleges may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, whether there have been other harassment complaints about the same individual, and the alleged harasser’s rights to receive information about the allegations if the information is maintained as an “education record” under FERPA. The college must inform the student if the request cannot be ensured.

5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence, or unlawful retaliation may be reported to the technical college’s Title IX and Section 504 Coordinators, the president, the Commissioner, or the Human Resources Director should the complaint involve employees. Complaints may also be emailed to unlawfulharassment@tcsgeu.edu.

7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.

8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence, or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

9. 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.

10. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. 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 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 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.

D. Corrective Actions

1. The College 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

Student Handbook

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, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence, or retaliation.

E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 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 3 business days by regular mail or email to one 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

4. The Office of Legal Services will convene a panel of at least 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.

VI. RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance. 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.

INTELLECTUAL PROPERTY AND COPYRIGHTED MATERIALS

Southern Regional Technical College is dedicated to fostering an environment that permits the development of intellectual property that improves the productivity of the College and enhances the teaching/learning environment. In order for the College to utilize to the best and fullest extent all works produced for it, and all works provided for its use, employees and students producing or providing work for the College represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person or firm. For the purpose of this document, “intellectual property” includes materials which may be copyrighted, patented, and/or trademarked.

Intellectual property includes, but is not limited to, any copyrightable subject matter or materials, patentable inventions, online courses, computer software or materials, or works of art that might be normally developed on a proprietary basis. Intellectual property also includes the common meaning, definition, and description of intellectual property as established by the Copyright Act (Title 17 of the United States Code). In addition, intellectual property may also include intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical, and artistic works, computer software, multimedia presentations, and inventions.

Ownership

The ownership of intellectual property will be determined according to the conditions described below.

- When produced as a result of an employee’s job duty or a student’s course/program requirement, with substantial use of College resources, facilities, or funds, or when release time is provided by the College specifically for the purpose of development, ownership of intellectual property shall reside with Southern Regional Technical College.

- Ownership of intellectual property shall reside with the originator provided that there is no significant use of College/State resources.
- Ownership of materials developed by a student outside the scope of course/program requirements without substantial use of College resources remains with the student creator.
- Neither the College nor a faculty or staff member may publish, copyright, sell, or otherwise infringe on the legal ownership of a student’s intellectual property without the expressed, written permission of the student.
- Destruction or damaging of intellectual property created for the College (as outlined in section A. above) is considered to be theft or vandalism and will be dealt with as such.

Any employee or student of Southern Regional Technical College must obtain the express approval of the President prior to the development of intellectual property in whole or in part on College time or with the substantial use of College resources which will not be exclusively owned by the College. (State Policy II.E.1)

Revenue

Revenue derived from the development of college-owned intellectual property is distributed to college revenue funds as determined by the Vice President for Administrative Services.

In the event that intellectual property is licensed to the originator, the full rights for the copyright, patent, or trademark, and any resulting royalties or profits, shall remain with the originator.

All cases, in which questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, shall be referred to the Academic Affairs Committee for consideration, interpretation of policy, and decision. Appeal of a committee decision shall be to the Vice President for Administrative Services, then to the President, and finally to the Technical College System of Georgia (TCSG). Appeals within the College must be made in writing within thirty days of written notice of a final decision. Appeals to the TCSG shall be made in accordance with State Board policy.

Copyrighted Material

In recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), the following copyright guidelines will be enforced at Southern Regional Technical College.

- Purchasing personnel will make every effort to obtain free duplication rights from the copyright holder. In the event that free duplication is not allowed, the purchasing of duplication rights will be explored.
- Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Verbal permission will not be accepted.
- Copying or using copyrighted material not specifically permitted or exempted by the copyright right law will not be allowed.
- Liability for willful infringement will be placed upon the person making copies or using the material.
- Appropriate warning notices will be placed on or near all print, video, or computer equipment capable of making or modifying copies.
- Copyright manuals detailing permissible and restricted activities will be housed in the library for reference.
- A copyright consultant will be appointed to investigate/answer copyright questions and/or concerns of employees and students.
- Retention of appropriate copyright records will be maintained.
- Audiovisual duplicating equipment will be housed in the library, and written copyright permission must be provided before items will be duplicated.
- The State Board will not provide legal support in such a case where the person has been made aware of the copyright law and the individual still has pursued utilizing materials in such a manner as to result in infringement.

REPEATING A COURSE

To meet academic requirements, a student may be required to repeat a course. With faculty advisor approval, students may repeat a course to improve their background in a subject area, raise their GPA for graduation, better position themselves for competitive program selection, or ensure transferability of courses completed. Students should check with Financial Aid when repeating a course in which they have previously been successful. A student who unsuccessfully (receives a grade of "D", "F", or "W") attempts a course two times may not be allowed to repeat the course without prior approval from the designated Dean for Academic Affairs.

ACADEMIC DISMISSAL AND REINSTATEMENT

A student may be dismissed from his/her program or from Southern Regional Technical College for academic deficiency. If a student is dismissed for academic deficiency, no due process hearing shall be required.

1. Students must maintain a minimum 2.0 cumulative GPA to be in satisfactory academic standing.
2. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic term.
3. The semester GPA must be 2.0 or above at the end of the probationary term to maintain satisfactory status.

Failure to maintain satisfactory status during a probationary term will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full term.

Reinstatement

1. Students must reapply through the Admissions Office in Student Affairs.
2. Upon readmission, the student must earn a GPA of 2.0 or above each term to maintain satisfactory standing or will be dismissed.
3. Any student dismissed from a program within the School of Health Sciences for the second time due to academic deficiency cannot reapply to that program for a period of five years. Any student dismissed from a program in any School other than the School of Health Sciences for the second time due to academic deficiency cannot reapply to that program for a period of one year. Any student may apply for admission to any other program at the College.
4. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.
5. Overall GPA must be 2.0 or better before graduation can occur.
6. Graduation grade point average is calculated on all courses attempted at SRTC. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation.

HEALTH SCIENCE ACADEMIC REQUIREMENTS

Any students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must

- Successfully complete with a minimum grade of “C” all ALHS, science and math courses within five (5) years.
- Successfully complete with a minimum grade of “C” all prerequisites within two attempts. All academic history within the last five (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts.
- Anyone failing to meet these criteria will be counseled to apply to a program that does not require the failed ALHS or prerequisite(s).

Any student accepted into a program in the School of Health Sciences who

- Fails to attain a minimum grade of “C” in a occupationally or technically specific course within two attempts, will be withdrawn from the program and not be allowed to re-apply to that program in the School of Health Sciences for a period of 5 years.
- Fails to attain a minimum grade of “C” in a occupationally or technically specific course in two separate courses, will be withdrawn from the program and will not be allowed to re-apply to that program in the School of Health Sciences for a period of 5 years.

(Due to the format of Practical Nursing courses, two block failures instead of two separate course failures will result in withdrawal from the program. One Block Failure equals failure in both a PNSG course and its matching PNSG clinical course.)

- This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other college. However, the student may apply to another program in the School of Health Sciences.
- A student returning for a second attempt in a program in the School of Health Sciences will be admitted based on seat availability and meeting competitive admissions requirements.
- Please be aware that programs in the School of Health Science may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

WELLNESS

We are pleased to provide you with an introduction to the concept of wellness. Wellness as a life-style seeks to enrich and promote activities that enhance complete well-being and thus increase the power students have available to accomplish educational and life goals. Living a life of relative equilibrium requires physical, mental, emotional, and social well-being. The contents of this Wellness Guide are designed to serve as your introduction to wellness. We hope you will find this guide useful and worth keeping for future reference. SRTC sponsors special events throughout the year that provide information to the student body relating to personal wellness. The events are free and open to all students.

LIFE SKILLS

Stress/Time Management

Stress is a general description for our physical and emotional responses to changes or demands in our lives. The changes do not have to be negative to be stressful. Starting a new job can be just as stressful as being fired. Some of the changes we experience are “bombs,” major stresses like the death of a good friend. However, minor stresses are currently thought to have a larger cumulative effect on us than do the “bombs.”

Under stress, your heart beats faster, you breathe faster, your blood pressure goes up, and other metabolic changes occur. Psychologically you may feel rushed, nervous, or irritable; have difficulty concentrating; feel fatigued; and feel time pressured. Stress can also produce various physical symptoms like headaches and muscle tension, sleeplessness, and appetite changes.

Each of us has a unique stress profile. What is stressful for you may not be so for someone else. The same can be said for stress relievers; what works for you may not work for someone else. However, we can make certain generalizations. Good basic nutrition, coupled with regular exercise, regular rest, and regular involvement in an activity that you enjoy, help build up resistance to stress. It also appears that having one or more close friends with whom you can and do confide is important.

Finally, instruction in time management, stress management and relaxation techniques may be appropriate depending on your individual situation. If you feel stressed out, check out some of the relevant sections in this guide.

Fitness

We have learned a great deal lately about the value of physical fitness. The strength, stamina, suppleness, and positive attitude that result from regular exercise play key roles in helping us achieve satisfaction in work and school, relationships, recreation and health. Conversely, lack of exercise has been associated with obesity, back problems, fatigue and perhaps most important, a weakened cardiovascular system which may be more susceptible to heart disease.

There are many benefits to regular exercise.

1. You'll feel better physically. Your heart will be stronger, heart and lungs will work more efficiently, and you will have more energy.
2. You'll feel better emotionally. People who exercise regularly report a positive sense of well-being. Exercise is a stress reducer, and there is evidence exercise helps relieve depression and insomnia.
3. You'll look better. Muscle tone will increase and a percentage of body fat will decrease. In addition to burning calories, exercise aids in decreasing your appetite.

A good fitness program should address three important areas: endurance, muscle strength, and flexibility. Remember, an exercise program is only beneficial if you stick with it. Be sure to choose exercises you enjoy. Once you have developed a well-rounded program, start slowly, work up gradually, and enjoy feeling great.

PREVENTIVE HEALTH CARE
Nutrition

Proper diet is the ultimate source of good health. Throughout life, it is nutrition gained through eating that builds the body up and gives it strength to repair itself. Once the diet is consumed, the body is very good at picking and choosing just the right nutrients for the different areas and systems to insure proper functioning. If the diet lacks some essential ingredients, the body has no way to get it.

To insure a proper diet, nutritionists say to eat a variety of foods. The building blocks which provide the body's needs are: water, vitamins, minerals, protein, carbohydrates, and fats. Most guides on this subject suggest you eat foods from these four groups daily:

1. Milk Group—milk (2 glasses daily), cheese, or other milk-source foods;
2. Meat Group—fish, meat, poultry (2 servings daily); dried beans, nuts and peanut butter are alternatives;
3. Vegetable & Fruit Group—dark garden vegetables or deep yellow fruits (for vitamin A), citrus fruit and tomatoes (for vitamin C) (4 servings daily); and
4. Bread & Cereal Group—enriched or whole grain (4 servings daily).

These 4 groups are the foundation for a balanced diet. The number of servings of food recommended from each group is based on the amounts of leader nutrients you need and the amounts that are in the foods. In addition to balancing among the basic four food groups, it is well to avoid too much sugar, salt (sodium), fat, saturated fats, and cholesterol while increasing your intake of complex carbohydrates (fruits and vegetables) and fiber.

Good eating habits will also help you to avoid tooth decay. Decay causing bacteria thrive on sugar, so try to stay away from sticky sweet foods that linger in your mouth and promote tooth decay.

Weight Reduction

Present estimates are that 40 to 80 million

Americans fall into the overweight category. Twenty million Americans are “clinically obese”—one person in ten. Hundreds of fad diets hit the market each year, and each diet is advertised as the latest sure-cure for obesity. However, experience shows that short term restrictive diets produce short-lived successes. No wonder Americans go on an average of 1.4 diets per person per year!

We have perhaps been too successful at developing work-saving devices that require less and less expenditure of human energy. Eating has become a socially preferred and culturally conditioned activity. We have grown up in the midst of plenty, so we eat plenty. These are some of the reasons we are fat, but they are also poor excuses.

How can you begin to balance your energy needs and your eating? You've got to begin with a belief in your own ability to control your eating.

Develop sound nutritional habits. That means eating foods from all four food groups (see Nutrition) and eating reasonable portions. Junk foods like soft drinks, candy, chips, pies, cakes, and cookies are loaded with sugar, fats and calories. They are best avoided. Eating well-balanced meals, including breakfast, will prevent the munchies and get you off to a good start.

Increase your energy expenditure through daily exercise and recreation. This burns calories and also helps maintain muscle tone. Take the stairs, or ride your bike instead of driving. Weather in the area makes it easy for you to be active outdoors all year. Start these changes slowly and work up, making it a regular part of your daily routine.

Do you eat when you are bored or when you study, even if you are not hungry? Do you eat too fast or too much before you know it? Try to be aware of your eating behavior, and try to be responsive to your body's needs.

If need be, get involved in changing your eating habits either through joining a weight reduction program or by beginning to manage your weight problem on your own.

Drug Use and Abuse

Many people use and abuse drugs and don't realize it. They don't think that foods and drinks contain drugs. Here is some information on different drugs you may encounter. If you determine you have a drug dependency problem or just want more information, please contact a counselor located in the Admissions Office.

Alcohol: Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

Aspirin: This is one of the most commonly abused drugs. However, it is also one of the most useful medicines. It has three functions:

1. analgesia (pain relieving);
2. anti-inflammatory (reduces redness and swelling); and
3. antipyretic (reduces fever).

With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries, and illnesses. Aspirin should be avoided if you have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

Caffeine: The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

Marijuana: Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "a motivational syndrome,"—loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

Narcotics: This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

Psychedelic Drugs: The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be disastrous. There is a great danger of bodily injury to self and others.

Sedatives: Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. However, they are physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

Stimulants: The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are harmful. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at anytime, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

Tobacco: Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one voluntary health risk. Tobacco use increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse—smoke-less tobacco—is just as dangerous and addicting as smoking. The greatest risk is oral cancer, but it also causes dental problems—tooth decay, bad breath, discolored teeth, and gum disease.

ALCOHOL

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice—to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent—it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drowning, and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions, and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. "Blackouts," or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.
5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently—more than four times a year.
8. Injuring oneself or someone else while intoxicated.
9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don't be afraid to talk to him or her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Our counselors can help by referring individuals with drinking problems to the appropriate agency or support group. Drug and/or alcohol counseling, treatment, and rehabilitation programs are available at:

Archbold Center for Change

401 Albany Road
Thomasville, GA 31792
(229) 228-8100

Lakeside Addiction Recovery Center

340 Tifton Eldorado Road
Tifton, GA
(229) 386-3537

Turning Point Hospital

3015 Veterans Parkway, South
Moultrie, GA
(229) 985-4815

If other assistance is necessary, contact a counselor in Student Affairs or call (229) 225-5060. Other important numbers you may need are:

Alcohol Hotline

1-800-ALCOHOL (252-6465)

Battered Women's Shelter Inc - The Haven.

(800) 273-4823

Battered Women/Domestic Violence Hotline

(800) 334-2836

Behavioral Health Crisis Center

www.dbhdd.georgia.gov/region-4

Colquitt County: (229) 391-2306

Thomas County: (229) 225.5059

Tifton County: (229) 891-7160

Brother Charlies' Rescue Center

(229) 382-0577

Georgia Pines Crisis Line (Mental Health, Mental Retardation, and Substance Abuse)

(800) 531-1936

Georgia Pines has three centers for non-crisis calls dealing with Substance Abuse and Mental Health

Georgia Relay for Deaf and Hard of Hearing

(850) 255-0056

www.GeorgiaRelay.org

Halcyon Home, Inc. (Domestic Violence/Shelter)

(229) 226-6666

1-800-284-9980

Mental Health Center - Mitchell County

339 Pride Street

Pelham, Georgia 31779-1508

(229) 294-6509

Mental Health Center - Grady County

130 1st St. N.E.

Cairo, Georgia 31728

(229) 377-5700

Narcotics/Vice Division

Colquitt County: (229) 616-7460

Thomas County: (229) 225-3305

Tift County: (229) 388-6020

Ruth's Cottage

(229) 387-9697

Serenity House Crisis Line

(229) 890-7233

Psychiatrists

Henry A. Engenio, MD

602 Victoria Place

Thomasville, GA 31792

(229) 225-9050

Kenneth Fuller, MD

Angela Fuller, MS

116 Hansell Street

Thomasville, GA 31792

(229) 226-7060

IMMUNIZATIONS

ALL STUDENTS ARE STRONGLY ENCOURAGED TO SEEK IMMUNIZATION FOR PREVENTABLE DISEASES—ESPECIALLY MEASLES, MUMPS, AND RUBELLA.

Diphtheria and Tetanus: Routine immunization against diphtheria, tetanus, and pertussis (whooping cough) in childhood has been common practice in the United States for the past 30 years. If you didn't get your "baby shots," primary immunization can be done as an adult in a series of three shots. It is recommended that all persons who have had primary immunization receive booster doses every 10 years. Under certain conditions, such as treatment of a puncture wound or an unclean wound, more frequent injections may be indicated.

Measles (Rubeola) Vaccine: Rubella is a common childhood rash disease, and childhood cases are often overlooked or misdiagnosed because signs and symptoms vary. The most common features of rubella include enlarged lymph nodes, joint pain, and a transient rash usually with low fever. Rubella vaccine has been available since 1969, and it is recommended that everyone receive a vaccination, not so much to prevent the benign illness as to provide protection for women of childbearing age. If a woman becomes infected during the first three months of pregnancy, there is a risk of serious birth defects. It is recommended that you check your vaccination record, and if in doubt, we recommend a blood test for rubella antibodies. If the blood test indicates that antibodies are not present, you are susceptible to rubella; and immunization will be offered after contraception counseling. With rubella, as with other live-virus vaccines, there is a theoretical risk to the fetus if a woman is vaccinated during pregnancy.

Mumps Vaccine: Live-virus mumps vaccine was first introduced in 1967. The vaccine produces a subclinical (mild or no symptoms) non-communicable (non "catching") infection with very few side effects. On the other hand, mumps itself can be serious in adults, so it is important to have immunity. Mumps virus vaccine is available to anyone without history of the disease or of effective vaccination.

Hepatitis: Hepatitis is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment and the outcome of Hepatitis B is variable and can be lethal. 5 - 10% of infected persons become carriers.

Vaccination is strongly recommended. The vaccine is safe, immunogenic and effective in preventing Hepatitis B. The vaccine is produced in yeast cells and is purified by chemical and physical methods and is free of human blood products.

The vaccine series is given in three (3) doses, I M only into the deltoid muscle. The three (3) doses are given as follows: a. first dose; b. second dose, one month later; and c. third dose, six months after the first dose.

Varicella (Chickenpox) Vaccine: Chickenpox is a disease caused by infection with the varicella zoster virus, which causes fever and an itchy rash. It is highly contagious and spread by coughing, sneezing, direct contact, and aerosolization of virus from skin lesions. Varicella vaccine can prevent this disease. Currently, two doses of vaccine are recommended for children and adults.

Rabies Vaccine: Rabies is an acute and deadly disease caused by a viral infection of the central nervous system. The rabies virus is most often spread by a bite and saliva from an infected (Rabid) animal. The first rabies vaccine was developed in the early 1960's. All rabies vaccines currently available for humans are made from killed rabies virus.

Pre-exposure rabies vaccines are administered by a series of three (3) injections as follows: a. first dose; b. second dose, seven (7) days later; and c. third dose, 21 or 28 days after the first dose. Booster doses are recommended every two years for those individuals who continue to be at increased risk of contracting rabies to maintain protective antibody levels.

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SOUTHERN REGIONAL
TECHNICAL COLLEGE



Course Descriptions

Course Descriptions

ACCT 1100 – Financial Accounting I

4.00 Credits

Pre-requisite(s): Program Admission or Advisor Approval

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

4.00 Credits

Pre-requisite(s): ACCT 1100 (For Provisional Students: Advisor Approval and 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 Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis. Laboratory work demonstrates theory presented in class.

ACCT 1110 – Managerial Accounting

3.00 Credits

Pre-requisite(s): 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, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

ACCT 1115 – Computerized Accounting

3.00 Credits

Pre-requisite(s): COMP 1000

Pre/Co-requisite(s): ACCT 1105

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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

4.00 Credits

Pre-requisite(s): 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

3.00 Credits

Provides instruction for the preparation of individual federal income tax returns, including Form 1040 and Schedules A, B, C, D, and E. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, tax calculations, self employment, depreciation and amortization, capital gains and losses, rental activities, and property exchanges.

ACCT 1130 – Payroll Accounting

3.00 Credits

Pre-requisite(s): ACCT 1100

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

ACCT 2100 – Accounting Internship I

4.00 Credits

Pre/Co-requisite(s): Must be taken last semester before graduation

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 2110 – Accounting Simulation

3.00 Credits

Pre-requisite(s): ACCT 1105, ACCT 1120

Pre/Co-requisite(s): 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 2115 - Bookkeeper Certification Review

3.00 Credits

Pre-requisite(s): ACCT 1105, ACCT 1130

Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prepares the students to take certification testing.

ACCT 2140 - Legal Environment of Business

3.00 Credits

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.

Course Descriptions

ACCT 2120 - Business Tax Accounting

3.00 Credits

Pre/Co-requisite(s): 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 2145 – Personal Finance

3.00 Credits

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 2150 – Principles of Auditing

3.00 Credits

Pre-requisite(s): ACCT 1105

Introduces the student to the auditor's responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.

ACCT 2155 – Principles of Fraud Examination

3.00 Credits

Pre-requisite(s): Program Admission

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.

ACRP 1000 - Introduction to Auto Collision Repair

4.00 Credit Hours

Pre-Requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces vehicle construction types and the parts identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

ACRP 1005 - Automobile Component Repair & Replacement

4.00 Credit Hours

Pre/Co-Requisite(s): ACRP 1000

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

ACRP 1010 - Foundations of Collision Repair

5.00 Credit Hours

Pre/Co-Requisite(s): ACRP 1000, ACRP 1005

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

ACRP 1015 - Fundamentals of Automotive Welding

4.00 Credit Hours

Pre/Co-Requisite(s): ACRP 1000

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

ACRP 1017 - Mechanical and Electrical Systems I

4.00 Credit Hours

Pre/Co-Requisite(s): ACRP 1000

This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1019 - Mechanical and Electrical Systems II

5.00 Credit Hours

Pre/Co-Requisite(s): ACRP 1000

This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 2001 - Introduction to Auto Painting and Refinishing

5.00 Credit Hours

Pre/Co-Requisite(s): ACRP 1000, ACRP 1010

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

ACRP 2002 - Painting and Refinishing Techniques

5.00 Credit Hours

Pre/Co-Requisite(s): ACRP 1000, ACRP 2001

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

ACRP 2009 - Refinishing Internship

2.00 Credit Hours

Pre-Requisite(s): ACRP 1000

Pre/Co-Requisite(s): ACRP 2001, ACRP 2002

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

Course Descriptions

ACRP 2010 - Major Collision Repair

5.00 Credit Hours

Pre-Requisite(s): ACRP 1000

Pre/Co-Requisite(s): ACRP 1005

This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course also provides instruction on the hydraulic repair systems, analysis, estimating and measurement frames and bodies

ACRP 2015 - Major Collision Replacements

5.00 Credit Hours

Pre-Requisite(s): ACRP 1000

Pre/Co-Requisite(s): ACRP 2010

This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

ACRP 2019 - Major Collision Repair Internship

2.00 Credit Hours

Pre-Requisite(s): ACRP 1000

Pre/Co-Requisite(s): ACRP 2010, ACRP 2015

Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

AIRC 1005 – Refrigeration Fundamentals

4.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 – Refrigeration Principles and Practices

4.00 Credits

Pre/Co-requisite(s): AIRC 1010

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

4.00 Credits

Pre/Co-requisite(s): AIRC 1005

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

AIRC 1030 – HVACR Electrical Fundamentals

4.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

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

4.00 Credits

Pre/Co-requisite(s): AIRC 1030

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

AIRC 1050 – HVACR Electrical Components and Controls

4.00 Credits

Pre/Co-requisite(s): AIRC 1030

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

AIRC 1060 – Air Conditioning Systems Applications and Installation

4.00 Credits

Pre/Co-requisite(s): AIRC 1010, AIRC 1030

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

AIRC 1070 – Gas Heat

4.00 Credits

Pre-requisite(s): AIRC 1030

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

AIRC 1080 – Heat Pumps and Related Systems

4.00 Credits

Pre-requisite(s): AIRC 1010, AIRC 1030

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

AIRC 1090 – Troubleshooting Air Conditioning Systems

4.00 Credits

Pre-requisite(s): AIRC 1010, AIRC 1030

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

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.

Course Descriptions

ALHS 1011 – Structure and Function of the Human Body

5.00 Credits

Pre-requisite(s): Program Admission

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

ALHS 1040 – Introduction to Health Care

3.00 Credits

Pre-requisite(s): Provisional Admission

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

ALHS 1058 – Laboratory Screening and Monitoring

3.00 Credits

Pre-requisite(s): PHLT 1030

Introduces students to specific patient care techniques and to point of care testing. Topics include: lab equipment function and troubleshooting, and quality assurance and control.

ALHS 1060 – Diet and Nutrition for Allied Health Sciences

2.00 Credits

Pre-requisite(s): 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. This course is the equivalent of PNSG 1030 – Clinical Nutrition and PNSG 2010 – Diet and Nutrition for Allied Health Sciences.

ALHS 1090 – Medical Terminology for Allied Health Sciences

2.00 Credits

Pre-requisite(s): 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.

ARTS 1101 – Art Appreciation

3.00 Credits

Pre-requisite(s): Appropriate Degree Level Writing (English) and Reading Placement Test Scores

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.

AUMF 1120 - Programmable Controllers

5.00 Credit Hours

Pre-Requisite(s): IDFC 1005

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

AUMF 1150 - introduction to Robotics

3.00 Credit Hours

Pre-Requisite(s): AUMF 1120

This course explores basic robotic concepts and studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

AUTT 1010 – Automotive Technology Introduction

2.00 Credits

Pre/Co-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

AUTT 1011 - Basic Auto Maintenance and Light Repair I

6.00 Credits

Pre-requisite(s): Provisional Admission

Co-requisite(s): AUTT 1010

This course introduces students to basic automotive system checks and inspection procedures practiced in virtually all service shops.

AUTT 1012 - Auto Maintenance and Light Repair II

6.00 Credits

Pre-requisite(s): AUTT 1010; AUTT 1011

This course exposes students to the basic maintenance procedures and light repair operations performed by auto technicians on a regular basis on all eight areas of the vehicle.

AUTT 1013 - Auto Maintenance and Light Repair III

6.00 Credits

Pre-requisite(s): AUTT 1012

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course allows students to further study and practice basic maintenance procedures and diagnostic tests in all eight areas of light vehicle service.

AUTT 1020 – Automotive Electrical Systems

7.00 Credits

Pre/Co-requisite(s): AUTT 1010

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

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

**AUTT 1021 – Automotive Electrical Systems I
4.00 Credits**

Pre/Co-requisite(s): AUTT 1010

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

**AUTT 1022 – Automotive Electrical Systems II
3.00 Credits**

Pre/Co-requisite(s): AUTT 1021

Emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories.

Course Descriptions

AUTT 1030 – Automotive Brake Systems

4.00 Credits

Pre/Co-requisite(s): AUTT 1010

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

AUTT 1040 – Automotive Engine Performance

7.00 Credits

Pre/Co-requisite(s): AUTT 1020 OR AUTT 1022

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

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 1041 – Automotive Engine Performance I **3.00 Credits**

Pre/Co-requisite(s): AUTT 1020 OR AUTT 1022

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

AUTT 1042 – Automotive Engine Performance II

4.00 Credits

Pre/Co-requisite(s): AUTT 1041

Continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

AUTT 1050 – Automotive Suspension and Steering Systems

4.00 Credits

Pre/Co-requisite(s): AUTT 1010

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

AUTT 1060 – Automotive Climate Control Systems

5.00 Credits

Pre/Co-requisite(s): AUTT 1020 OR AUTT 1022

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 1070 – Automotive Technology Internship

4.00 Credits

Pre/Co-requisite(s): AUTT 1010, (AUTT 1020 OR AUTT 1022), AUTT 1030

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the semester to receive credit for this course.

AUTT 2010 – Automotive Engine Repair

6.00 Credits

Pre/Co-requisite(s): AUTT 1010

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course introduces the student 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 2011 – Automotive Engine Repair I

3.00 Credits

Pre/Co-requisite(s): AUTT 1010

This course introduces the student 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; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

AUTT 2012 – Automotive Engine Repair II

3.00 Credits

Pre/Co-requisite(s): AUTT 2011

This course continues 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 advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

AUTT 2020 – Automotive Manual Drive Train and Axles

4.00 Credits

Pre/Co-requisite(s): 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.

Course Descriptions

AUTT 2030 – Automotive Automatic Transmissions and Transaxles

5.00 Credits

Pre/Co-requisite(s): AUTT 1020 OR AUTT 1022

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

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.

BIOL 1111 – Biology I

3.00 Credits

Pre-requisite(s): Program Admission

Pre/Co-requisite(s): 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, biotechnology, and evolution.

BIOL 1111L – Biology Lab I

1.00 Credit

Pre-requisite(s): Program Admission

Pre/Co-requisite(s): 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, biotechnology, and evolution.

BIOL 1112 - Biology II

3.00 Credits

Pre-requisite(s): BIOL 1111, BIOL 1111L

Pre/Co-requisite(s): BIOL 1112L

Provides an introduction to basic 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 classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 1112L - Biology Lab II

1.00 Credits

Pre-requisite(s): BIOL 1111, BIOL 1111L

Pre/Co-requisite(s): BIOL 1112

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

BIOL 2113 – Anatomy and Physiology I

3.00 Credits

Pre-requisite(s): Program Admission

Pre/Co-requisite(s): BIOL 2113L, ENGL 1101

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

BIOL 2113L – Anatomy and Physiology Lab I

1.00 Credits

Pre/Co-requisite(s): BIOL 2113

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 and sensory systems.

BIOL 2114 – Anatomy and Physiology II

3.00 Credits

Pre-requisite(s): BIOL 2113, BIOL 2113L

Pre/Co-Requisite(s): BIOL 2114L

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

BIOL 2114L – Anatomy and Physiology Lab II

1.00 Credit

Pre-requisite(s): BIOL 2113, BIOL 2113L

Pre/Co-Requisite(s): 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

3.00 Credits

Pre-requisite(s): (BIOL 2113 and BIOL 2113L) OR (BIOL 1111 and BIOL 1111L)

Pre/Co-Requisite(s): 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, and microorganisms and human disease.

BIOL 2117L – Introductory Microbiology Lab

1.00 Credit

Pre-requisite(s): (BIOL 2113 and BIOL 2113L) OR (BIOL 1111 and BIOL 1111L)

Pre/Co-Requisite(s): 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.

BMET 1231 – Medical Equipment Function and Operation I

4.00 Credits

Pre-requisite(s): ALHS 1011

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

BMET 1232 – Medical Equipment Function and Operation I Internship

4.00 Credits

Pre/Co-Requisites: BMET 1231

Challenges the online study with hands-on electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

Course Descriptions

BMET 2242 – Medical Equipment Function and Operation II

4.00 Credits

Pre-requisite(s): BMET 1231

Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMET 2243 – Medical Equipment Function and Operation II Internship

4.00 Credits

Pre/Co-Requisites: BMET 2242

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

Continues the hands-on study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BUSN 1100 – Introduction to Keyboarding

3.00 Credits

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 a minute) on 3-minute timings with no more than 3 errors.

BUSN 1190 – Digital Technologies in Business

2.00 Credits

Pre-requisite(s): COMP 1000

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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

BUSN 1240 – Office Procedures

3.00 Credits

Pre-requisite(s): COMP 1000

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

BUSN 1300 – Introduction to Business

3.00 Credits

Introduces organization and management concept 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 1400 – Word Processing Applications

4.00 Credits

Pre-requisite(s): COMP 1000

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 – Spreadsheet Concepts and Applications

4.00 Credits

Pre-requisite(s): COMP 1000

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

BUSN 1420 – Database Applications

4.00 Credits

Pre-requisite(s): COMP 1000

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.

BUSN 1430 – Desktop Publishing and Presentation Applications

4.00 Credits

Pre-requisite(s): COMP 1000

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 – Document Production

4.00 Credits

Pre-requisite(s): Demonstrated ability to key at least 25 wpm on a 3-minute timing with no more than 3 errors.

Pre/Co-requisite(s): COMP 1000

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

2.00 Credits

Pre-requisite(s): Program Admission, COMP 1000

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

BUSN 2190 – Business Document Proofreading and Editing

3.00 Credits

Pre-requisite(s): ENGL 1010 or ENGL 1101

Pre/Co-requisite(s): BUSN 1440

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreader’s marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

Course Descriptions

BUSN 2200 – Office Accounting

4.00 Credits

Pre-requisite(s): Program Admission

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

BUSN 2210 – Applied Office Procedures

3.00 Credits

Pre-requisite(s): BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440

Pre/Co-Requisite(s): BUSN 2190, (ACCT 1100 or BUSN 2200)

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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

BUSN 2240 – Business Administrative Assistant Internship I

4.00 Credits

Pre-requisite(s): Must be in the last semester of the program.

Provides student work experience in a professional 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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2300 – Medical Terminology

2.00 Credits

Pre-requisite(s): Program Admission

Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

BUSN 2310 – Anatomy and Terminology for the Medical Administrative Assistant

3.00 Credits

Pre-requisite(s): Program Admission

Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

BUSN 2320 – Medical Document Processing/Transcription

4.00 Credits

Pre-requisite(s): BUSN 1440, (BUSN 2300 or ALHS 1090), (BUSN 2310 or ALHS 1011), ENGL 1010

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

**BUSN 2330 – Adv Medical Document Processing/
Transcription**

4.00 Credits

Pre-requisite(s): BUSN 2320

Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

BUSN 2340 – Medical Administrative Procedures

4.00 Credits

Pre-requisite(s): BUSN 1440, (BUSN 2300 or ALHS 1090), (BUSN 2310 or ALHS 1011), COMP 1000

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

**BUSN 2370 – Medical Office Billing/Coding/
Insurance**

3.00 Credits

Pre-requisite(s): (ALHS 1011 or BUSN 2310) & (ALHS 1090 or BUSN 2300)

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

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

4.00 Credits

Pre-requisite(s): Must be in the last semester of the program.

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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Course Descriptions

CARP 1070 - Site Layout, Footings & Foundations

3.00 Credit Hours

Pre/Co-Requisite(s): COFC 1020, COFC 1030, COFC 1050

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for laboratory and field practice. Topics include: zoning regulations and building codes, plot plan interpretation, the nature of concrete, building layout, squaring methods, batter board installation, footings, foundation types, foundation forms, edge forms, and materials estimation. .

CARP 1105 - Floor, Wall, and Stair Framing

4.00 Credit Hours

Pre/Co-Requisite(s): Provisional Admission

This course provides instruction in framing materials and estimation, framing production of floors, walls, and stairs. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.

CARP 1110 - Ceiling & Roof Framing

5.00 Credit Hours

Pre/Co-Requisite(s): Provisional Admission

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framing. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

CARP 1112 - Exterior Finishes and Roof Coverings

4.00 Credit Hours

Pre/Co-Requisite(s): Provisional Admission

Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.

CARP 1114 - Interior Finishes

4.00 Credit Hours

Pre/Co-Requisite(s): Provisional Admission

This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.

CARP 1190 - Advanced Residential Finishes and Decks

3.00 Credit Hours

Pre/Co-Requisite(s): Provisional Admission

Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.

CARP 1310 - Doors and Door Hardware

2.00 Credit Hours

Pre/Co-Requisite(s): (COFC 1020 or COFC 1080), COFC 1050

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weatherstripping, and overhead doors.

CARP 1320 - SiteDev/ConcreteForming/Rigging&Reinforcing

4.00 Credit Hours

Pre/Co-Requisite(s): (COFC 1020 or COFC 1080), COFC 1050

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

CARP 1340 - Carpentry Internship

3.00 Credit Hours

Pre/Co-Requisite(s): Instructor Approval

Allows students the opportunity to complete an internship with a local business or industry, or to under take a practical project in a lab setting if internship opportunities are not available.

CHEM 1151 - Survey of Inorganic Chemistry

3.00 Credits

Pre-requisite(s): Degree Level Mathematics Course

Pre/Co-requisite(s): 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

1.00 Credits

Pre-requisite(s): Degree Level Mathematics Course

Pre/Co-requisite(s): 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 1152 - Survey of Organic Chemistry and Biochemistry

3.00 Credits

Pre-requisite(s): CHEM 1151, CHEM 1151L

Pre/Co-requisite(s): CHEM 1152L

Provides an introduction to organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides; the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as, intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

CHEM 1152L - Survey of Organic Chemistry and Biochemistry Lab

1.00 Credits

Pre-requisite(s): CHEM 1151, CHEM 1151L

Pre/Co-requisite(s): CHEM 1152

Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

Course Descriptions

CIST 1001 – Computer Concepts

4.00 Credits

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

CIST 1122 – Hardware Installation and Maintenance

4.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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

CIST 1130 – Operating Systems Concepts

3.00 Credits

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

CIST 1180 – Advanced Topics in Operating Systems

3.00 Credits

Pre-requisite(s): CIST 1130 or Advisor Approval

Provides an in-depth study of operating system functions, utilities, and commands across multiple platforms. Topics include: Command Line interface (CLI), file systems and directory structures, boot sequence, temp files, swap files, page files, memory dumps, registry, .ini files, system configuration files, and the recycle bin.

CIST 1220 – Structured Query Language

4.00 Credits

Pre-requisite(s): CIST 1001 or Advisor Approval

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

CIST 1305 – Program Design and Development

3.00 Credits

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 three logic structures, file processing concepts, and arrays.

CIST 1401 – Computer Networking Fundamentals

4.00 Credits

Pre-requisite(s): Program Admission

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

CIST 1601 – Information Security Fundamentals

3.00 Credits

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

CIST 1602 – Security Policies and Procedures

3.00 Credits

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

CIST 2120 – Supporting Application Software

4.00 Credits

Pre-requisite(s): COMP 1000 or Advisor Approval

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

CIST 2122 – A+ Preparation

3.00 Credits

Pre-requisite(s): CIST 1122 or Advisor Approval

This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

CIST 2127 – Comprehensive Word Processing Techniques

3.00 Credits

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.

Course Descriptions

CIST 2128 – Comprehensive Spreadsheet Techniques

3.00 Credits

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

4.00 Credits

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 2411 – Microsoft Client

4.00 Credits

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

CIST 2412 – Microsoft Server Directory Services

4.00 Credits

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

CIST 2413 – Microsoft Server Infrastructure

4.00 Credits

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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

CIST 2414 – Microsoft Server Administrator

4.00 Credits

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 2451 - Introduction to Networks - CISCO

4.00 Credits

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include: basic network concepts, basic network device configuration, network protocols and models, network access, Ethernet and access control, end to end communications, IPv4 and IPv6 addressing and subnetting, fundamental application services, security, and network performance.

CIST 2452 - CISCO Routing and Switching Essentials

4.00 Credits

Pre-requisites: CIST 2451

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Topics include switched networks, routing concepts, routing in a switched network, static and dynamic routing, Single-Area OSPF, Access Control Lists, and IP Services (DHCP and NAT).

CIST 2453 - CISCO Scaling Networks

4.00 Credits

Pre-requisites: CIST 2452

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. Students will configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also learn how to implement a WLAN in a small-to-medium network.

CIST 2454 - CISCO Connecting Networks

4.00 Credits

Pre-requisites: CIST 2453

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

This course discusses the WAN technologies and network services required by converged applications in a complex network. Topics include: introduction to WANs, private WAN technologies and protocols, Network Address Translation (NAT), public WAN technologies and protocols, network monitoring, and network troubleshooting.

CIST 2630 – Computer Forensics & Data Identification

3.00 Credits

Pre-requisite(s): CIST 1122, CIST 1130, CIST 1180 or Advisor Approval

Provides a study of computer forensic techniques that will teach the techniques needed to harvest, identify, and analyze data while maintaining the legal and ethical standards needed to produce evidence that is admissible in court. Topics include: Computer Forensics, Ethical practices, Sterile Media, Computer Forensic Tools, Evidence Collection, Evidence Analysis, and Documentation.

CIST 2801 - Interactive Video Productions I

4.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course will be the first of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.

CIST 2802 - Interactive Video Productions II

4.00 Credit Hours

Pre-Requisite(s): CIST 2801

This course will be the second of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.

CIST 2803 - Interactive Video Productions III

4.00 Credit Hours

Pre-Requisite(s): CIST 2802

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

This course will be the third of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.

CIST 2921 – IT Analysis, Design, and Project Management

4.00 Credits

Pre-requisite(s): CIST 1305 or Advisor Approval

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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.

Course Descriptions

CIST 2991 – CIST Internship I

3.00 Credits

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements.

CLBT 1010 – Introduction to Clinical Laboratory Technology

3.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; 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 the clinical setting.

CLBT 1030 – Urinalysis/Body Fluids

2.00 Credits

Pre/Co-requisite(s): BIOL 2113, BIOL 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: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

CLBT 1040 – Hematology/Coagulation

5.00 Credits

Pre/Co-requisite(s): ALHS 1090, BIOL 2113, BIOL 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 test, 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

3.00 Credits

Pre/Co-requisite(s): CLBT 1010

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical 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 - Immunoematology

5.00 Credits

Pre-requisite(s): CLBT 1050

Provides an in-depth study of immunoematology principles and practices as applicable to medical 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 and quality control, and process improvement.

CLBT 1070 – Clinical Chemistry

5.00 Credits

Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, (CHEM 1211 & CHEM 1211L) OR (CHEM 1151 & CHEM 1151L)

Pre/Co-requisite(s): CLBT 1010, (CHEM 1212 & CHEM 1212L) OR (CHEM 1152 & CHEM 1152L)

Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

CLBT 1080 - Microbiology

6.00 Credits

Pre-requisite(s): CLBT 1010

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

CLBT 2090 – Clinical Urinalysis, Serology, and Preanalytic Specimen Practicum

3.00 Credits

Pre-requisite(s): CLBT 1010, CLBT 1030, CLBT 1050

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical 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

4.00 Credits

Pre-requisite(s): CLT 1060

Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical 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 therapy 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.

Course Descriptions

CLBT 2110 – Clinical Hematology/Coagulation Practicum

4.00 Credits

Pre-requisite(s): CLBT 1040

Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical 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

4.00 Credits

Pre-requisite(s): CLBT 1080

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical 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

4.00 Credits

Pre-requisite(s): CLBT 1070

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

CLBT 2200 - CLT Certification Review

2.00 Credits

Pre-requisites: CLBT 1030, CLBT 1040, CLBT 1050, CLBT 1060, CLBT 1070, CLBT 1080

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunochemistry; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

COFC 1011 - Overview of Building Construction Practices and Materials

3.00 Credit Hours

Pre-Requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course covers the introduction to a residential construction project from start to finish. Topics include: preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry and construction specialties, and materials and fasteners used in the construction industry.

COFC 1020 - Professional Tool Use & Safety

3.00 Credit Hours

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

COFC 1050 - Construction Print Reading Fundamentals

3.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

COFC 1080 - Construction Trades Core

4.00 Credit Hours

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 1500 - Student Success

3.00 Credit Hours

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

COMP 1000 – Introduction to Computers

3.00 Credits

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

Course Descriptions

COSM 1000 – Introduction to Cosmetology Theory

4.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

3.00 Credits

Pre/Co-requisite(s): COSM 1000

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

COSM 1020 – Hair Care and Treatment

2.00 Credits

Pre/Co-requisite(s): COSM 1000

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

COSM 1030 – Haircutting

3.00 Credits

Pre/Co-requisite(s): 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.

COSM 1040 - Styling

3.00 Credits

Pre/Co-requisite(s): 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 manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 – Hair Color

3.00 Credits

Pre/Co-requisite(s): COSM 1000

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

COSM 1060 – Fundamentals of Skin Care

3.00 Credits

Pre/Co-requisite(s): COSM 1000

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

COSM 1070 – Nail Care and Advanced Techniques

3.00 Credits

Pre/Co-requisite(s): COSM 1000

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080 – Cosmetology Practicum I

4.00 Credits

Pre-requisite(s): COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1060

Pre/Co-requisite(s): COSM 1050, COSM 1070

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

COSM 1090 – Cosmetology Practicum II

4.00 Credits

Pre/Co-requisite(s): COSM 1050, COSM 1070, COSM 1080

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

COSM 1100 – Cosmetology Practicum III

4.00 Credits

Pre/Co-requisite(s): COSM 1090

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

Course Descriptions

COSM 1110 – Cosmetology Practicum IV

4.00 Credits

Pre/Co-requisite(s): COSM 1100

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

COSM 1120 – Salon Management

3.00 Credits

Pre/Co-requisite(s): COSM 1000

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

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

CRJU 1010 – Introduction to Criminal Justice

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

3.00 Credits

Pre-requisites: 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; and security systems at work: putting it all together.

CRJU 1030 - Corrections

3.00 Credits

Pre-requisite(s): 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; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJU 1040 – Principles of Law Enforcement

3.00 Credits

Pre-requisite(s): Program Admission

This course examines the principles of the organization, administration, and 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 1043 – Probation and Parole

3.00 Credits

Pre-requisites: Program Admission

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

CRJU 1062 – Methods of Criminal Investigation

3.00 Credits

Pre-requisite(s): 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 for investigating various crimes.

CRJU 1052 – Criminal Justice Administration

3.00 Credits

Pre-requisite(s): Program Admission

This course explores the managerial aspects of effective and efficient criminal justice administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJU 1063 – Crime Scene Processing

3.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

CRJU 1065 – Community-Oriented Policing

3.00 Credits

Pre-requisite(s): Program Admission

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

Course Descriptions

CRJU 1068 – Criminal Law for Criminal Justice

3.00 Credits

Pre-requisite(s): 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 Offenses; 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 1072 – Introduction to Forensic Science

3.00 Credits

Pre-requisite(s): Program Admission

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

CRJU 1075 – Report Writing

3.00 Credits

Pre-requisite(s): Program Admission

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400 – Ethics and Cultural Perspectives for Criminal Justice

3.00 Credits

Pre-requisite(s): Program Admission

This course provides an exploration ethics and cultural perspectives 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 profession 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

3.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

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 governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 – Criminal Procedure

3.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Law Enforcement/Overview of Constitutional Law.

CRJU 2060 - Criminology

3.00 Credits

Pre-requisite(s): Program Admission

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

CRJU 2070 – Juvenile Justice

3.00 Credits

Pre-requisite(s): 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

3.00 Credits

Pre-requisite(s): Completion of all required program courses.

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

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 applications.

CRJU 2100 – Criminal Justice Externship

3.00 Credits

Pre-requisite(s): Completion of all required program courses.

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

CRJU 2110 – Homeland Security

3.00 Credits

Pre-requisite(s): Program Admission

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CRJU 2201 – Criminal Courts

3.00 Credits

Pre-requisites: 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.

CSSP 1010 - Central Sterile Supply Processing Technician

5.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.

CSSP 1020 - Central Sterile Supply Processing Technician Practicum I

6.00 Credits

Pre-requisite(s): Program Admission

This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1022 Central Sterile Processing Supply Practicum II, providing the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CSSP 1022 - Central Sterile Supply Processing Technician Practicum II

5.00 Credits

Pre-requisite(s): CSSP 1020

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CTDL 1010 - Fundamentals of Commercial Truck Driving

3.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

2.00 Credit Hours

Pre/Co-Requisite(s): CTDL 1010

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

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

4.00 Credit Hours

Pre/Co-Requisite(s): CTDL 1020

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

CTDL 1040 - Commercial Driving Internship

4.00 Credit Hours

Pre/Co-Requisite(s): CTDL 1020

Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students' driving skills. 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) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.

DFTG 1015 – Practical Mathematics for Drafting Technology

4.00 Credits

Pre-requisite(s): Provisional Admission

This course introduces and develops basic algebraic, geometric, and trigonometric concepts needed to be successful in the drafting industry. Course content will emphasize algebraic, geometric, and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1101 – CAD Fundamentals

4.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103 – Multiview/Basic Dimensioning

4.00 Credits

Pre/Co-requisite(s): DFTG 1101

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105 – 3D Mechanical Modeling

4.00 Credits

Pre/Co-requisite(s): DFTG 1103

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

Course Descriptions

DFTG 1107 – Advanced Dimensioning/Sectional Views

4.00 Credits

Pre/Co-requisite(s): DFTG 1103

This course continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109 – Auxiliary Views/Surface Development

4.00 Credits

Pre/Co-requisite(s): DFTG 1107

Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

DFTG 1111 – Fasteners

4.00 Credits

Pre/Co-requisite(s): DFTG 1105

This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, weld symbol identification, and weld symbol usage in working drawings.

DFTG 1113 – Assembly Drawings

4.00 Credits

Pre/Co-requisite(s): DFTG 1111

This course provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125 – Architectural Fundamentals

4.00 Credits

Pre/Co-requisite(s): DFTG 1103

Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

DFTG 1127 – Architectural 3D Modeling

4.00 Credits

Pre/Co-requisite(s): DFTG 1103

In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to parametric modeling for architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

DFTG 1129 – Residential Drawing I

4.00 Credits

Pre/Co-requisite(s): DFTG 1125

Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

DFTG 1131 – Residential Drawing II

4.00 Credits

Pre/Co-requisite(s): DFTG 1127, DFTG 1129

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

DFTG 1133 – Commercial Drawing I

4.00 Credits

Pre/Co-requisite(s): DFTG 1127

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

DFTG 2130 – Manual Drafting Fundamentals

2.00 Credits

Pre-requisite(s): Provisional Admission

This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction techniques.

This is an approved elective for the Drafting Technology A.A.S. and Diploma.

DFTG 2300 – Drafting Technology Practicum/ Internship

3.00 Credits

Pre-requisite(s): Advisor Approval

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production on production standards achievement and quality control.

DFTG 2400 – Drafting Technology Practicum/ Internship

4.00 Credits

Pre-requisite(s): Advisor Approval

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production on production standards achievement and quality control.

DFTG 2600 – Drafting Technology Practicum/ Internship

6.00 Credits

Pre-requisite(s): Advisor Approval

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production on production standards achievement and quality control.

DIST 1000 – Directed Independent Study

3.00 Credits

Pre/Co-requisite(s): Advisor Approval

This course allows students to complete program projects or engage in other student led lab practice required to complete course competencies in their selected program of study.

Course Descriptions

ECCE 1101 – Introduction to Early Childhood Care and Education

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

ECCE 1103 – Child Growth and Development

3.00 Credits

Pre-requisite(s): Provisional Admission

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

ECCE 1105 – Health, Safety, and Nutrition

3.00 Credits

Pre-requisite(s): Provisional Admission

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

ECCE 1112 – Curriculum and Assessment

3.00 Credits

Pre/Co-requisite(s): ECCE 1103

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

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

ECCE 1113 – Creative Activities for Children

3.00 Credits

Pre-requisite(s): Provisional Admission

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

ECCE 1121 – Early Childhood Care and Education Practicum

3.00 Credits

Pre/Co-requisite(s): 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 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 and Literacy

3.00 Credits

Pre/Co-requisite(s): ECCE 1103

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

ECCE 2116 – Math and Science

3.00 Credits

Pre/Co-requisite(s): ECCE 1103

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

ECCE 2201 - Exceptionalities

3.00 Credits

Pre-requisite(s): ECCE 1103

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

ECCE 2202 – Social Issues and Family Involvement

3.00 Credits

Pre-requisite(s): Provisional Admission

Enables the student to value the complex characteristics of children’s families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children’s development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher/family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

Course Descriptions

ECCE 2203 – Guidance and Classroom Management

3.00 Credits

Pre/Co-requisite(s): ECCE 1103

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

ECCE 2240 – Early Childhood Care and Education Internship

12.00 Credits

Pre-requisite(s): ECCE 1101, ECCE 1103

Pre/Co-requisite(s): ECCE 1105

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

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; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2310 - Paraprofessional Methods and Materials

3.00 Credits

Pre/Co-requisite(s): ECCE 1103

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

ECCE 2312 - Paraprofessional Roles and Practice

3.00 Credits

Pre/Co-requisite(s): ECCE 1103

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

ECCE 2320 – Program Administration and Facility Management

3.00 Credits

Pre/Co-requisite(s): 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

3.00 Credits

Pre-requisites: Provisional Admission

Provides training in early childhood 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; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2360 - Classroom Strategies for Exceptional Children

3.00 Credit Hours

Pre-Requisite(s): ECCE 2201

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

ECCE 2362 - Exploring Your Role in the Exceptional Environment

3.00 Credit Hours

Pre-Requisite(s): ECCE 2201

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

ECON 1101 - Principles of Economics

3.00 Credits

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.

ECON 2105 – Macroeconomics

3.00 Credits

Pre-requisite(s): Program Admission

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106 - Microeconomics

3.00 Credits

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

Course Descriptions

ELCR 1005 - Soldering Technology

1.00 Credit Hours

Pre-Requisite(s): Provisional Admission or Faculty Approval

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

ELCR 1010 - Direct Current Circuits

6.00 Credit Hours

Pre-Requisite(s): Program Admission or Faculty Approval

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

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, DC theorems, and Applied Algebraic Concepts.

ELCR 1020 - Alternating Current Circuits

7.00 Credit Hours

Pre-Requisite(s): ELCR 1010 or Faculty Approval

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

5.00 Credit Hours

Pre-Requisite(s): ELCR 1020 or Faculty Approval

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

5.00 Credit Hours

Pre-Requisite(s): ELCR 1020 or Faculty Approval

Designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary 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

3.00 Credit Hours

Pre-Requisite(s): ELCR 1020 or Faculty Approval

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

ELCR 1300 - Mobile Audio and Video Systems

3.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

ELCR 2130 - Programmable Controllers

3.00 Credit Hours

Pre-Requisite(s): ELCR 1020 or Faculty Approval

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

2.00 Credit Hours

Pre-Requisite(s): Provisional Admission or Faculty Approval

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

2.00 Credit Hours

Pre-Requisite(s): Program Admission or Faculty Approval

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

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

3.00 Credit Hours

Pre-Requisite(s): ELCR 1040 or Faculty Approval

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

5.00 Credit Hours

Pre-Requisite(s): Program Admission or Faculty Approval

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.

Course Descriptions

ELCR 2210 – Analog Communications

5.00 Credit Hours

Pre-Requisite(s): ELCR 1020 or Faculty Approval

Provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

ELTR 1020 – Electrical Systems Basics I

2.00 Credits

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

ELTR 1060 – Electrical Prints, Schematics, and Symbols

3.00 Credits

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

5.00 Credits

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

3.00 Credits

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: conduit installation and system design concepts.

ELTR 1110 – Electric Motors

4.00 Credits

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

ELTR 1120 – Variable Speed/Low Voltage Controls

2.00 Credits

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

ELTR 1180 – Electrical Controls

4.00 Credits

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

ELTR 1205 – Residential Wiring I

3.00 Credits

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

ELTR 1210 – Residential Wiring II

3.00 Credits

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

ELTR 1220 – Industrial PLCs

4.00 Credits

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on pic 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 1250 – Diagnostic Troubleshooting

2.00 Credits

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

ELTR 1260 - Transformers

3.00 Credits

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

ELTR 1270 – National Electrical Code Industrial Applications

4.00 Credits

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).

EMPL 1000 – Interpersonal Relations and Professional Development

2.00 Credits

Pre-requisite(s): Program 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.

Course Descriptions

EMSP 1010 - Emergency Medical Responder

4.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

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

EMSP 1110 – Introduction to the EMT Profession

3.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

EMSP 1120 – EMT Assessment/Airway Management and Pharmacology

3.00 Credits

Pre-requisite(s): Program Admission

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

EMSP 1130 – Medical Emergencies for the EMT

3.00 Credits

Pre-requisite(s): 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

3.00 Credits

Pre-requisite(s): Program Admission

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

EMSP 1150 – Shock and Trauma for the EMT

3.00 Credits

Pre-requisite(s): Program Admission

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

EMSP 1160 – Clinical and Practical Applications for the EMT

1.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

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.

Course Descriptions

EMSP 1510 – Advanced Concepts for the AEMT

3.00 Credits

Pre-requisite(s): Program Admission

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

EMSP 1520 – Advanced Patient Care for the AEMT

3.00 Credits

Pre-requisite(s): Program Admission

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

EMSP 1530 – Clinical Applications for the AEMT

1.00 Credits

Pre-requisite(s): Program Admission

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

EMSP 1540 – Clinical and Practical Applications for the AEMT

3.00 Credits

Pre-requisite(s): 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

3.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

3.00 Credits

Pre-requisite(s): 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

3.00 Credits

Pre-requisite(s): 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

4.00 Credits

Pre-requisite(s): 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

3.00 Credits

Pre-requisite(s): 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

5.00 Credits

Pre-requisite(s): 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.

Course Descriptions

EMSP 2330 – Therapeutic Modalities of Trauma Care

4.00 Credits

Pre-requisite(s): 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. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies

EMSP 2340 – Therapeutic Modalities for Special Patient Populations

4.00 Credits

Pre-requisite(s): 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. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510 – Clinical Applications for the Paramedic - I

2.00 Credits

Pre-requisite(s): 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 the first course in a series of courses including 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 standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2520 – Clinical Applications for the Paramedic - II

2.00 Credits

Pre-requisite(s): 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 the second course in a series of courses including 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 standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2530 – Clinical Applications for the Paramedic - III

2.00 Credits

Pre-requisite(s): 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 the third course in a series of courses including 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 standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2540 – Clinical Applications for the Paramedic - IV

1.00 Credits

Pre-requisite(s): None

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is the fourth course in a series of courses including 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 standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2550 – Clinical Applications for the Paramedic - V

1.00 Credits

Pre-requisite(s): 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 the fifth course in a series of courses including 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 standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2560 – Clinical Applications for the Paramedic - VI

1.00 Credits

Pre-requisite(s): 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 the sixth course in a series of courses including 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 standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2570 – Clinical Applications for the Paramedic - VII

1.00 Credits

Pre-requisite(s): 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 the last course in a series of courses including 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 standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2710 – Field Internship for the Paramedic

2.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

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

EMSP 2720 – Practical Applications for the Paramedic

3.00 Credits

Pre-requisite(s): 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

3.00 Credits

Pre-requisite(s): Appropriate Placement Test Score

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.

Course Descriptions

ENGL 1010 – Fundamentals of English I

3.00 Credits

Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels.

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

3.00 Credits

Pre-requisite(s): ENGL 1010 or Entrance exam reading and writing scores in accordance with approved TCSG admission score levels

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

ENGL 1101 – Composition and Rhetoric

3.00 Credits

Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels.

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENGL 1102 – Literature and Composition

3.00 Credits

Pre-requisite(s): 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 2110 – World Literature

3.00 Credits

Pre-requisite(s): ENGL 1101

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

ENGL 2130 – American Literature

3.00 Credits

Pre-requisite(s): 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.

ESTH 1000 - Introduction to Esthetics

3.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

ESTH 1010 - Anatomy & Physiology of the Skin

3.00 Credit Hours

Pre/Co-Requisite(s): ESTH 1000

Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

ESTH 1020 - Skin Care Procedures

4.00 Credit Hours

Pre/Co-Requisite(s): ESTH 1000

Introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, and air borne and blood borne pathogens and OSHA updates.

ESTH 1030 - Electricity & Facial Treatments with Machines

5.00 Credit Hours

Pre/Co-Requisite(s): ESTH 1000

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, men's skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

ESTH 1040 - Advanced Skin Care

3.00 Credit Hours

Pre/Co-Requisite(s): ESTH 1000

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

ESTH 1050 - Color Theory and Makeup

4.00 Credit Hours

Pre/Co-Requisite(s): ESTH 1000

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

Course Descriptions

ESTH 1060 - Esthetics Practicum I

4.00 Credit Hours

Pre-Requisite(s): ESTH 1000, ESTH 1010, ESTH 1020, ESTH 1030, ESTH 1040, ESTH 1050

Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

ESTH 1070 - Esthetics Practicum II

4.00 Credit Hours

Pre/Co-Requisite(s): ESTH 1060

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

FORS 1030 - Dendrology

3.00 Credits

Pre-requisite(s): 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 1100 – Forest Technology

3.00 Credits

Pre-requisite(s): Provisional Admission

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 1210 – GPS/GIS Aerial Photography

4.00 Credits

Pre/Co-requisite(s): MATH 1012 or MATH 1111; Provisional Admission

Focuses on application of the fundamental principles and practices of mapping and the use of 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 2460 – Forest Management

6.00 Credits

Pre/Co-requisite(s): FORS 1100, FWMT 1080, FWMT 2020

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.

FOSC 2037 – Victimology

3.00 Credits

Pre-requisites: Program Admission

While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

FRSC 1020 - Basic Firefighter - Emergency Service Fundamentals

3.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1030 - Basic Fire Fighter - MODULE I

5.00 Credit Hours

Pre-Requisite(s): Program Admission

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response + size-up, forcible entry, ladders, search + rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Course Descriptions

FRSC 1040 - Basic Fire Fighter - MODULE II

3.00 Credit Hours

Pre-Requisite(s): Program Admission

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes + knots and how to hoist fire fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1.Exterior Class A Fire 2.Interior Structure Attack Above Grade Level 3.Interior Structure Attack Below Grade Level 4.Vehicle Fire 5.Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1.NPQ Fire Fighter I

FRSC 1050 - Fire and Life Safety Educator I

3.00 Credit Hours

Pre-Requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

FRSC 1060 - Fire Prevention, Preparedness & Maintenance

3.00 Credit Hours

Pre-Requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141

This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1070 - Introduction to Technical Rescue

4.00 Credit Hours

Pre-Requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1080 - Fireground Operations

3.00 Credit Hours

Pre-Requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

FRSC 1100 - Introduction to the Fire Service

3.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

Course Descriptions

FRSC 1110 - Fire Administration - Supervision & Leadership

3.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1.NFA Leadership I 2.NFA Leadership II 3.NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1121 - Fire Fighting Strategy & Tactics

3.00 Credit Hours

Pre-Requisite(s): Program Admission

This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

FRSC 1132 - Fire Service Instructor

4.00 Credit Hours

Pre-Requisite(s): Program Admission

Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FRSC 1141 - Hazardous Materials Operations

4.00 Credit Hours

Pre-Requisite(s): Program Admission

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

FRSC 1151 - Fire Prevention & Inspection

4.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, means of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

FRSC 1161 - Fire Service Safety & Loss Control

3.00 Credit Hours

Pre-Requisite(s): Program Admission

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

Course Descriptions

FRSC 2100 - Fire Administration Management

3.00 Credit Hours

Pre-Requisite(s): Program Admission

This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it is done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens every day. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

FRSC 2110 - Fire Service Hydraulics

3.00 Credit Hours

Pre-Requisite(s): Program Admission

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

FRSC 2120 - Fire Protection Systems

3.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

FRSC 2130 - Fire Service Building Construction

3.00 Credit Hours

Pre-Requisite(s): Program Admission

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

FRSC 2141 - Incident Command

4.00 Credit Hours

Pre-Requisite(s): Program Admission

The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

FRSC 2170 - Fire and Arson Investigation

4.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

FWMT 1000 – Introduction to Wildlife Management

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course introduces the principles of wildlife management, including basic terminology, safety and orientation, and employment. Topics include: ecological principles, population dynamics, predator-prey relationships, and habitat management.

FWMT 1010 – Equipment Use

3.00 Credits

Pre-requisite(s): Provisional Admission

This course provides an introduction to equipment operation, safety, and maintenance. 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.

Course Descriptions

FWMT 1020 – Wildlife Policy and Law

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

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 1060 - Ornithology

3.00 Credit Hours

This course covers the biology, ecology, and management of birds of North America. Emphasis is 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 sustained harvest.

FWMT 1070 - Mammalogy

3.00 Credit Hours

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 1080 – Plantation Operations

3.00 Credits

Pre/Co-requisite(s): FWMT 1010

This course provides a focus on operations for students interested in managing wildlife on private plantations in the Southeast. Topics include guiding techniques, facility and grounds maintenance, dog handling and kennel operations, hospitality, first aid, interpersonal relations, and firearm safety.

FWMT 2010 – Wildlife Management Techniques

4.00 Credits

Pre/Co-requisite(s): FWMT 1000

This course takes an applied approach in covering the methods commonly used in wildlife population management. Topics include identification, measurement of population parameters, food plot development, habitat assessment, collection of age, sex, and reproductive data, radio telemetry, and investigations into causes of mortality. Upon completion students should understand and administer common population management techniques.

FWMT 2020 – Habitat Manipulation

4.00 Credits

Pre/Co-requisite(s): FWMT 1000

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 – Pond Management

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

This course covers the management of fish and duck ponds. Emphasis is placed on the techniques used to maintain a healthy and productive pond for sport and recreation purposes. Upon completion students should be familiar with pond management techniques.

FWMT 2040 - Internship

3.00 Credits

Pre-requisite(s): FWMT 2010

Pre/Co-requisite(s): FORS 2460

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. **NOTE:** Students will be responsible for obtaining an official Driving History Report (MUR) prior to beginning the Internship course.

HIMT 1100 – Introduction to Health Information Technology

3.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

HIMT 1150 – Computer Applications in Healthcare

3.00 Credits

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

HIMT 1200 – Legal Aspects of Healthcare

3.00 Credits

Pre-requisite(s): Program Admission

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIMT 1250 – Health Record Content and Structure

2.00 Credits

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

HIMT 1350 - Pharmacotherapy

2.00 Credits

Pre-requisite(s): (ALHS 1090 or BUSN 2300)

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIMT 1400 – Coding and Classification – ICD Basic

4.00 Credits

Pre-requisite(s): (BIOL 2114 or ALHS 1011), (ALHS 1090 or BUSN 2300), HIMT 1350

Pre/Co-requisite(s): MAST 1120

This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

Course Descriptions

HIMT 1410 – Coding and Classification – ICD Advanced

3.00 Credits

Pre-requisite(s): HIMT 1400

This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

HIMT 2150 – Healthcare Statistics

2.00 Credits

Pre-requisite(s): Any Degree Level Mathematics Course

Pre/Co-requisite(s): HIMT 2200

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

HIMT 2200 – Performance Improvement

3.00 Credits

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

HIMT 2300 – Healthcare Management

3.00 Credits

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIMT 2400 – Coding and Classification – CPT/HCPCS

3.00 Credits

Pre-requisite(s): HIMT 1400

This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

HIMT 2410 – Revenue Cycle Management

2.00 Credits

Pre-requisite(s): HIMT 1400

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

HIMT 2460 – Health Information Technology Practicum

3.00 Credits

Pre-requisite(s): HIMT 1200, HIMT 1250

Pre/Co-requisite(s): HIMT 2400

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

HIMT 2500 – Certification Seminar

4.00 Credits

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

HIST 1111 - World History I

3.00 Credits

Pre-requisite(s): Appropriate degree level Writing/ English & Reading placement test scores

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 1112 - World History II

3.00 Credits

Pre-requisite(s): Appropriate degree level Writing/ English & Reading placement test scores

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations 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 2111 - U.S. History I

3.00 Credits

Pre-requisite(s): Appropriate degree level Writing/ English & Reading placement test scores

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.

Course Descriptions

HIST 2112 - U.S. History II

3.00 Credits

Pre-requisite(s): Appropriate degree level Writing/English & Reading placement test scores

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.

HORT 1000 - Horticulture Science

3.00 Credit Hours

Pre-Requisite(s): Program Admission

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

HORT 1010 - Woody Ornamental Plant Identification

3.00 Credit Hours

Pre-Requisite(s): Program Admission

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

HORT 1020 - Herbaceous Plant Identification

3.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

HORT 1030 - Greenhouse Management

3.00 Credit Hours

Pre-Requisite(s): Program Admission

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

HORT 1050 - Nursery Production & Management

4.00 Credit Hours

Pre-Requisite(s): Provisional Admission

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

HORT 1060 - Landscape Design

4.00 Credit Hours

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

HORT 1070 - Landscape Installation

4.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

HORT 1080 - Pest Management

3.00 Credit Hours

Pre-Requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

HORT 1120 - Landscape Management

4.00 Credit Hours

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

HORT 1140 - Horticulture Business Management

3.00 Credit Hours

Pre-Requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

HORT 1150 - Environmental Horticulture Internship

3.00 Credit Hours

Pre-Requisite(s): Faculty Approval

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.

Course Descriptions

HORT 1310 - Irrigation and Water Management

4.00 Credit Hours

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

HORT 1330 - Turfgrass Management

4.00 Credit Hours

Pre-Requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and estimating costs on management practices

HORT 1410 - Soils

3.00 Credit Hours

Pre-Requisite(s): Program Admission

Pre/Co-Requisite(s): HORT 1000

This course introduces students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

HORT 1720 - Introductory Floral Design

3.00 Credit Hours

Pre-Requisite(s): Program Admission

This course introduces the basic concepts and practices of floral design. Topics include: introduction to floral design; principles and elements of design used in floral compositions; identification of commonly used floral materials; conditioning and storing cut flowers; mechanics and supplies of flower arranging; construction of basic geometric designs; and corsage construction.

HORT 1730 - Advanced Floral Design

3.00 Credit Hours

Pre-Requisite(s): HORT 1720

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

Advanced floral design theory; techniques and skills which enhances students' ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.

HORT 1750 - Interiorscaping

4.00 Credit Hours

This course develops students' skills in designing, installing, and maintaining interior plantings. Topics include: an industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, and designs and installations.

HORT 2249 - Flower Shop Management

3.00 Credit Hours

Pre-Requisite(s): Provisional Admission

Introduces the student to the development and operational procedures of a floral business. Emphasis will be on both traditional and high style design as a business. Topics include: overview of the floral industry and starting a floral business.

HUMN 1101 – Introduction to Humanities

3.00 Credits

Pre/Co-requisite(s): ENGL 1101

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.

IDFC 1007 – Industrial Safety Procedures

2.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

3.00 Credits

Pre/Co-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

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.

IDFC 1012 - Alternating Current I

3.00 Credit Hours

This course 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.

IDSY 1190 - Fluid Power and Piping Systems

5.00 Credits

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1101 - DC Circuit Analysis

3.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course 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.

IDSY 1105 - AC Circuit Analysis

3.00 Credit Hours

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to: electrical laws and principles, magnetism, inductance and capacitance.

Course Descriptions

IDSY 1110 - Industrial Motor Controls I

5.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120 - Basic Industrial PLC's

5.00 Credit Hours

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 - Industrial Wiring

5.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1160 - Mechanical Laws and Principles

4.00 Credit Hours

This course introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Acceleration, and Intertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands-on lab exercises.

IDSY 1170 - Industrial Mechanics

5.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

IDSY 1210 - Industrial Motor Controls II

5.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 - Intermediate Industrial PLC's

5.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 2700 - Advanced PLC's I

4.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Provides for hands-on development of operational skills in Programming/Troubleshooting industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLCs) in an industrial setting. This course includes advanced skills + techniques the students can apply to actual control applications in an industrial environment.

IDSY 2730 - Advanced PLC's II

4.00 Credit Hours

Provides hands-on development of operational skills in Programming and set-up for industrial control and process systems. Emphasis is placed on logically thinking through a system process and applying the skills taught in previous PLC classes to solve complex control issues. This course places emphasis on analog controls and advanced process control.

IDSY 2750 - Human Machine Interface

4.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

Provides hand-on development of Programming skills for industrial HMI components used automated industrial systems. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLCs) in an industrial setting. This course includes advanced skills and techniques the student can apply to HMI applications in an industrial environment.

MAST 1010 – Legal and Ethical Concerns in the Medical Office

2.00 Credits

Pre-requisite(s): Program Admission

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.

Course Descriptions

MAST 1030 – Pharmacology in the Medical Office

4.00 Credits

Pre-requisite(s): Program Admission, (MATH 1012 or Degree Level Mathematics Course)

Pre/Co-requisite(s): ENGL 1010 or ENGL 1101

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

MAST 1060 – Medical Office Procedures

4.00 Credits

Pre-requisite(s): Program Admission

Pre/Co-requisite(s): ENGL 1010 or ENGL 1101

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

4.00 Credits

Pre-requisite(s): Program Admission, ALHS 1011 or (BIOL 2114 and BIOL 2114L), ALHS 1090, (MATH 1012 or Degree Level Mathematics Course)

Pre/Co-requisite(s): MAST 1030

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

MAST 1090 – Medical Assisting Skills II

4.00 Credits

Pre-requisite(s): Program Admission, ALHS 1090, MAST 1080, ALHS 1011 or (BIOL 2114 and BIOL 2114L), (MATH 1012 or Degree Level Mathematics Course)

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAST 1100 – Medical Insurance Management

2.00 Credits

Pre-requisite(s): Program Admission, ALHS 1011 or (BIOL 2114 and BIOL 2114L), ALHS 1090, COMP 1000, (ENGL 1010 or ENGL 1101), (MATH 1012 or Degree Level Mathematics Course)

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAST 1110 – Administrative Practice Management

3.00 Credits

Pre-requisite(s): ALHS 1011 or (BIOL 2114 and BIOL 2114L), ALHS 1090, COMP 1000, (ENGL 1010 or ENGL 1101), (MATH 1012 or Degree Level Mathematics Course)

Emphasizes essential skills required for the medical practice in the areas of computers. Topics include: electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

MAST 1120 – Human Diseases

3.00 Credits

Pre-requisite(s): ALHS 1090, ALHS 1011

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAST 1170 – Medical Assisting Externship

6.00 Credits

Pre-requisite(s): Program Admission, MAST 1010, MAST 1030, MAST 1060, MAST 1080, MAST 1090, MAST 1100, MAST 1110, MAST 1120

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 and functioning in the work environment.

MAST 1180 – Medical Assisting Seminar

3.00 Credits

Pre-requisite(s): Program Admission

Pre/Co-requisite(s): MAST 1170

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

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.

MATH 0090 – Learning Support Mathematics

3.00 Credits

Pre-requisite(s): Appropriate Placement Test Score

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, percents, 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 1012 – Foundations of Mathematics

3.00 Credits

Pre-requisite(s): Entrance exam arithmetic score in accordance with approved TCSG admission score levels.

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

MATH 1013 – Algebraic Concepts

3.00 Credits

Pre-requisite(s): Entrance exam algebraic score in accordance with approved TCSG admission score levels.

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Course Descriptions

MATH 1015 – Geometry and Trigonometry

3.00 Credits

Pre-requisite(s): MATH 1013

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1100 – Quantitative Skills and Reasoning

3.00 Credits

Pre-requisite(s): Entrance exam algebraic score in accordance with approved TCSG admission score levels.

Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, and mathematics of finance.

MATH 1101 - Mathematical Modeling

3.00 Credits

Pre-requisite(s): Entrance exam algebraic score in accordance with approved TCSG admission score levels.

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

3.00 Credits

Pre-requisite(s): Entrance exam algebraic score in accordance with approved TCSG admission score levels.

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 1112 – College Trigonometry

3.00 Credits

Pre-requisite(s): MATH 1111

Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

MATH 1113 – Pre-Calculus

3.00 Credits

Pre-requisite(s): MATH 1111 or appropriate math placement test score.

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.

MATH 1127 - Introduction to Statistics

3.00 Credits

Pre-requisite(s): Entrance exam algebraic score in accordance with approved TCSG admission score levels.

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

MATH 1131 - Calculus I

4.00 Credits

Pre-requisite(s): MATH 1111 or appropriate math placement test score.

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

MCST 1000 - Introduction to Motorcycle Technology

4.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course serves as an introduction to the program and the field of professional motorcycle service. Topics include: work facility safety and cleanliness, safety devices, environmental safety, fire prevention, personal safety, as well as the operation, construction, design, testing, maintenance, and repair of motorcycle and ATV systems and components.

MCST 1040 - Motorcycle Chassis and Suspension Systems

4.00 Credits

Pre-requisite(s): MCST 1000

This course covers the maintenance, adjustment, and repair of motorcycle chassis systems. Topics include: brakes, front and rear suspensions, and wheels. Upon completion the student should be able to diagnose, service, and repair motorcycle chassis and suspension systems.

MCST 1110 - Motorcycle Maintenance

5.00 Credits

Pre/Co-requisite(s): MCST 1000

This course serves as an introduction to the field of professional motorcycle service. Topics include: advanced shop and tool techniques, preventive maintenance, adjustments, and minor repairs. Upon completion students should be able to perform basic inspection and service of motorcycles and ATVs.

MCST 2100 - Motocross Internship

3.00 Credits

Pre-requisite(s): MCST 1000, MCST 1110

Pre/Co-requisite(s): MCST 1040

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course covers the skills and knowledge to integrate a skilled mechanic into a successful motocross team. Topics include: positive professional behaviors, team skills, professional communication skills, race management, and the discussion of emerging technologies and their impact on the sport. Additionally, students will intern with local race teams as they put their skills into action.

MCTX 1011 - Basic Mechatronics Fundamentals Level 1

3.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course will provide students with an understanding of the basic fundamentals of a Mechatronic operation. Including electronic, pneumatic, and control devices. Students will learn the operation and purpose of components in these automated systems.

MCTX 1012 - Basic Mechatronics Fundamentals Level 2

3.00 Credit Hours

This course will provide students with an understanding of PLC installation and setup. Students will gain knowledge of components and data storage methods used in automated mechatronic equipment.

Course Descriptions

MCTX 1013 - Basic Mechatronics Fundamentals

Level 3

3.00 Credit Hours

This course builds on the Level 1 and 2 providing students with a higher level understanding of electronic circuitry and PLCs as it relates to mechatronic and automated equipment.

MCTX 1014 - Basic Mechatronics Fundamentals

Level 4

3.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course builds from Level 3 and continues to provide students with a broader knowledge of electronics and use of semiconductors and power supplies. Also providing a further study into the programming of a PLC and connections to field devices.

MGMT 1100 – Principles of Management

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Manager's Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

MGMT 1105 – Organizational Behavior

3.00 Credits

Pre-requisite(s): 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

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

3.00 Credits

Pre-requisite(s): 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 Effecting Change.

MGMT 1120 – Introduction to Business

3.00 Credits

Pre-requisite(s): Provisional Admission

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1125 – Business Ethics

3.00 Credits

Pre-requisite(s): 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; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

MGMT 2115 – Human Resource Management

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

This course is designed as an overview of the Human Resource Management (HRM) function and of 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.

Course Descriptions

MGMT 2120 – Labor Management Relations

3.00 Credits

Pre-requisite(s): 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

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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 2140 – Retail Management

3.00 Credits

Pre-requisite(s): Provisional Admission

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2145 – Business Plan Development

3.00 Credits

Pre-requisite(s): Provisional Admission

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts. **Class requires student to purchase additional software for the class.**

MGMT 2150 – Small Business Management

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MGMT 2200 – Production/Operations Management

3.00 Credits

Pre-requisite(s): Provisional Admission

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MGMT 2205 – Service Sector Management

3.00 Credits

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.

Course Descriptions

MGMT 2210 – Project Management

3.00 Credits

Pre-requisite(s): Provisional Admission

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MGMT 2215 – Team Project

3.00 Credits

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others. **Students will work closely with a local non-profit on a fundraiser activity.**

MGMT 2220 - Management Occupation-Based Instructions (Internship)

3.00 Credits

Pre/Co-requisites: Program Admission, MGMT 1100, MGMT 1110, MGMT 1115, MGMT 1125, MGMT 2115, MGMT 2125

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

MKTG 1100 - Principles of Marketing

3.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

3.00 Credit Hours

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

3.00 Credit Hours

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

3.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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

3.00 Credit Hours

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 1370 - Consumer Behavior

3.00 Credit Hours

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

3.00 Credit Hours

Pre-Requisite(s): 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 market entries, design an international marketing strategy, and career paths in international marketing.

MKTG 2010 - Small Business Management

3.00 Credit Hours

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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

3.00 Credit Hours

This course 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.

Course Descriptions

MKTG 2070 - Buying and Merchandising

3.00 Credit Hours

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

3.00 Credit Hours

Pre-Requisite(s): 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 2160 - Advanced Selling

3.00 Credit Hours

Pre-Requisite(s): MKTG 1160

This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.

MKTG 2210 - Entrepreneurship

6.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 2010 course during the same term.

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

3.00 Credit Hours

Pre-Requisite(s): Program Admission

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

3.00 Credit Hours

Pre-Requisite(s): Faculty 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

3.00 Credit Hours

Pre-Requisite(s): 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.

MUSC 1101 – Music Appreciation

3.00 Credits

Pre-requisite(s): Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.

NAST 1100 – Nurse Aide Fundamentals

6.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

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 human anatomy and physiology; cardiac pulmonary resuscitation; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a resident's condition; emergency concerns; 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 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.

NEUT 1001 - Musculoskeletal Anatomy & Physiology I

4.00 Credit Hours

Pre-Requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This is the first of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones; joints; terminology; and muscles by region.

NEUT 1005 - Musculoskeletal Anatomy and Physiology II

4.00 Credit Hours

Pre-Requisite(s): NEUT 1001

Pre/Co-Requisite(s): NEUT 1060

This is the second of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones, joints; terminology; and muscles by region.

NEUT 1010 - Neural Science

4.00 Credit Hours

Pre-Requisite(s): NEUT 1001

Pre/Co-Requisite(s): NEUT 1060

This course provides an understanding of nervous system to enable the student to better assess and treat client conditions. Topics include: nervous systems structure and function: communication of the neural and endocrine systems; and NMT Foundational Platform.

NEUT 1020 - Pathology for the Neuromuscular Therapist

2.00 Credit Hours

Pre/Co-Requisite(s): NEUT 1001

This course prepares students to identify general pathological conditions so as to be able to refer for medical attention or identify indications and contraindications for massage for specific body systems as stated: musculoskeletal, endocrine, nervous, integumentary, circulatory and lymphatic, respiratory, gastrointestinal, urinary, and reproductive systems. Topics include: review of basic anatomy and physiology per body system; identification of pathologic conditions per body system; physiologic effects of manual therapies upon each body system; formation of a treatment plan; indications versus contraindications for treatment; dysfunction versus disease; and critical reading.

Course Descriptions

NEUT 1030 - Neuromuscular Therapy Fundamentals

3.00 Credit Hours

Pre/Co-Requisite(s): NEUT 1001

Provides student with knowledge and practice of basic skills necessary for maintaining a successful and responsible career as a Neuromuscular therapist. This course prepares students in practical application for clinic by developing the proper skills necessary for interviewing clients, collecting data, assessment of data collection, developing patient care plan, and proper documentation. Topics include: history of massage and body work; professionalism, effective communication skills; documentation and charting; formation of a treatment plan utilizing assessment procedures; and critical reading.

NEUT 1050 - Technique and Theory I

5.00 Credit Hours

Pre/Co-Requisite(s): NEUT 1001, NEUT 1030

This course lays the foundation for other neuromuscular courses as it provides the essential basic skills for soft tissue manipulations. Students will learn how to incorporate the basic Swedish strokes as well as integrate each body region into a full body treatment session. Topics include: therapeutic environment; client positioning, bolstering, and draping; endangerment sites; Swedish strokes per NCE; integrated routine; mobile practice; and self care.

NEUT 1060 - Clinic I

2.00 Credit Hours

Pre-Requisite(s): NEUT 1030, NEUT 1050

Pre/Co-Requisite(s): NEUT 1001, NEUT 1020

Students begin clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients; document assessment findings; discern indications and contraindications; develop and implement proper treatment plans; and deliver and evaluate effective Swedish and Deep tissue sessions for a minimum of three clients per week. Student will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation; effective communication skills; effective treatment; preceptor shadowing; case study; community outreach; and self care.

NEUT 1080 - Techniques and Theory II

3.00 Credit Hours

Pre-Requisite(s): NEUT 1020

Pre/Co-Requisite(s): NEUT 1010

This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and self care.

NEUT 1090 - Adjunctive Modalities

3.00 Credit Hours

Pre-Requisite(s): NEUT 1001, NEUT 1020

Pre/Co-Requisite(s): NEUT 1060

This course provides practical application of adjunctive therapies to accompany NMT treatment in student clinic. Topics include: advanced assessment techniques; muscle lengthening techniques; thermotherapy; passive and active engagement; positional release techniques; and critical reading.

NEUT 1100 - Progressive Modalities

3.00 Credit Hours

Pre/Co-Requisite(s): NEUT 1110, NEUT 1230

This course is intended to be an overview of other adjunctive modalities. Further supervised study and training in these modalities is necessary for responsible therapy. Topics include: myofascial release overview; pregnancy massage; and lymphatic drainage.

NEUT 1110 - Licensure Review

3.00 Credit Hours

Pre-Requisite(s): NEUT 1001, NEUT 1010, NEUT 1020, NEUT 1060

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

This course is an integration and review of didactic instruction in order to prepare students to take the National Certification Examination (NCETM/NCETMB) or an equivalent licensure exam approved by the Therapist's chosen state of practice. Students will be self directed in review of competencies of NCBTMB or other chosen licensing exam. Also, students will participate in simulated registry exams. Review topics include: anatomy, physiology, and kinesiology; massage application and assessment; pathology; professional ethics and business practices; clinical reasoning; and Eastern modalities.

NEUT 1120 - Clinic II

2.00 Credit Hours

Pre-Requisite(s): NEUT 1080

Pre/Co-Requisite(s): NEUT 1090

Students will continue clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients, document assessment findings, discern indications and contraindications, develop and implement proper treatment plans, and deliver and evaluate effective treatment plan sessions for a minimum of three clients per week utilizing combined therapies of NMT routines, Swedish, and deep tissue. Student will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation, advanced communication skills, effective treatment, preceptor shadowing, community outreach and self care.

NEUT 1230 - Professional Leadership for the Neuromuscular Therapist

2.00 Credit Hours

Pre-Requisite(s): NEUT 1060

Pre/Co-Requisite(s): NEUT 1110

This course is designed to prepare students to develop professional leadership skills and maintain a successful practice as a Neuromuscular Therapist. This course will explore local and Georgia law as it pertains to the regulation and licensure of Massage Therapy. Also addressed are professional ethics and standards for practice per chosen professional massage therapy organization Topics include: networking; business promotion; business management; start-up plan portfolio; financial management; State (Georgia) law; Local Law; and Professional Ethics.

Course Descriptions

PARA 1100 – Introduction to Law and Ethics

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.

PARA 1105 – Legal Research and Legal Writing I

3.00 Credits

Pre-requisite(s): ENGL 1101, PARA 1100

Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

PARA 1110 – Legal Research and Legal Writing II

3.00 Credits

Pre-requisite(s): ENGL, 1101, PARA 1100, PARA 1105

Builds on competencies acquired in PARA 1105 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

PARA 1115 – Family Law

3.00 Credits

Pre/Co-requisite(s): PARA 1100

Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

PARA 1120 – Real Estate Law

3.00 Credits

Pre/Co-requisite(s): PARA 1100

Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

PARA 1125 – Criminal Law and Criminal Procedure

3.00 Credits

Pre/Co-requisite(s): PARA 1100

Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.

PARA 1130 – Civil Litigation

3.00 Credits

Pre-/Co-requisite(s): PARA 1100

Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

PARA 1135 – Wills, Trusts, Probate, and Administration

3.00 Credits

Pre/Co-requisite(s): PARA 1100

Provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

PARA 1140 – Tort Law

3.00 Credits

Pre/Co-requisite(s): PARA 1100

Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.

PARA 1145 – Law Office Management

3.00 Credits

Pre/Co-requisite(s): PARA 1100

Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

PARA 1150 – Contracts, Commercial Law and Business Organizations

3.00 Credits

Pre-requisite(s): PARA 1100, ENGL 1101

Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.

PARA 1200 – Bankruptcy/Debtor-Creditor Relations

3.00 Credits

Pre-requisite(s): Completion of all 1100 numbered (i.e. PARA 1100-1150) Paralegal courses within one's program of study.

Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

PARA 1205 – Constitutional Law

3.00 Credits

Pre-requisite(s): PARA 1100

Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

Course Descriptions

PARA 1210 – Legal and Policy Issues in Healthcare

3.00 Credits

Pre-requisite(s): PARA 1100

Provide an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of health care financing, health care access, governmental regulations and privacy issues. Topics will also include access to care, informed consent, patient care decisions, the doctor-patient relationship, end-of-life decision making, legal problems of the elderly, law and mental health, the privatization of health care facilities, and patient's right to include privacy and HIPPA (Health Insurance Portability and Accountability Act).

PARA 1215 – Administrative Law

3.00 Credits

Pre-requisite(s): PARA 1100

Introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rule making, investigation, information collection, informal proceeding, hearings, and judicial review. Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc), the students are introduced to the various aspects of such representation.

PARA 2205 – Advanced Legal Research and Writing

3.00 Credits

Pre-requisite(s): ENGL 1101

Continues to develop writing skills developed in PARA 1105 and 1110 focusing on legal memoranda preparation. Additionally, students enhance legal research skill. Course competencies include research methodology, legal memoranda preparation, and substantive law research.

PARA 2210 - Paralegal Internship I

6.00 Credits

Pre-requisite(s): Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

PARA 2215 – Paralegal Internship II

6.00 Credits

Pre-requisite(s): Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

PHLT 1030 – Introduction to Venipuncture

3.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLT 1050 – Clinical Practice

5.00 Credits

Pre/Co-requisite(s): PHLT 1030

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

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.

PHYS 1110 – Conceptual Physics**3.00 Credits***Pre-requisite(s): ENGL 1101 AND (MATH 1101 OR MATH 1111)**Pre/Co-requisite(s): PHYS 1110L*

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1110L – Conceptual Physics Lab

1.00 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1101 OR MATH 1111)**Pre/Co-requisite(s): PHYS 1110*

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PNSG 2010 – Introduction to Pharmacology and Clinical Calculations

2.00 Credits

Pre-requisite(s): MATH 1012

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.

Course Descriptions

PNSG 2030 – Nursing Fundamentals

6.00 Credits

Pre-requisite(s): ALHS 1011, ALHS 1060, COMP 1000, ENGL 1010, MATH 1012, PNSG 2010, PSYC 1010, , and an Acceptable Score on the Psychological Service Bureau – Nursing Aptitude Exam (PSB-NAE).

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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; geriatrics; customer/client relationships; and standard precautions.

PNSG 2035 – Nursing Fundamentals Clinical

2.00 Credits

Pre-requisite(s): ALHS 1011, ALHS 1060, COMP 1000, ENGL 1010, MATH 1012, PNSG 2010, PSYC 1010, , and an Acceptable Score on the Psychological Service Bureau – Nursing Aptitude Exam (PSB-NAE).

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking, physical assessment, nursing process, critical thinking, activities of daily living, documentation, client education, and standard precautions.

PNSG 2210 – Medical Surgical Nursing I

4.00 Credits

Pre/Co-requisite(s): PNSG 2030, PNSG 2035, PNSG 2310

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, hematological and immune systems.

PNSG 2220 – Medical Surgical Nursing II

4.00 Credits

Pre-requisite(s): PNSG2210, PNSG 2310

Pre/Co-requisite(s): PNSG 2310

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; prevention of illness; care of the individual as a whole; 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 endocrine, gastrointestinal, urinary system.

PNSG 2230 – Medical Surgical Nursing III

4.00 Credits

Pre/Co-requisite(s): PNSG 2220, PNSG 2320, PNSG 2330

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; 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

4.00 Credits

Pre/Co-requisite(s): PNSG 2230, PNSG 2330, PNSG 2340

This fourth course in a series of four courses 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, 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

3.00 Credits

Pre-requisite(s): PNSG 2230, PNSG 2330
Pre/Co-requisite(s): PNSG 2255

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, 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 2255 – Maternity Nursing Clinical

1.00 Credits

Pre-requisite(s): PNSG 2230, PNSG 2330
Pre/Co-requisite(s): PNSG 2250

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.

Course Descriptions

PNSG 2310 – Medical Surgical Nursing I Clinical

2.00 Credits

Pre/Co-requisite(s): PNSG 2230, PNSG 2035, PNSG 2210

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

PNSG 2320 – Medical Surgical Nursing II Clinical

2.00 Credits

Pre-requisite(s): PNSG 2210, PNSG 2310
Pre/Co-requisite(s): PNSG 2220

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

PNSG 2330 – Medical Surgical Nursing III Clinical

2.00 Credits

Pre/Co-requisite(s): PNSG 2220, PNSG 2230, PNSG 2320

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care;

mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

PNSG 2340 – Medical Surgical Nursing IV Clinical

2.00 Credits

Pre-requisite(s): PNSG 2230, PNSG 2330

Pre/Co-requisite(s): PNSG 2240

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

PNSG 2410 – Nursing Leadership

1.00 Credits

Pre-requisite(s): Program Admission

Pre/Co-requisite(s): PNSG 2415

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

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

2.00 Credits

Pre-requisite(s): Program Admission

Pre/Co-requisite(s): PNSG 2410

Builds on the concepts presented in prior nursing courses and develops the clinical 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

3.00 Credits

Pre-requisite(s): Appropriate degree level Writing/English & Reading placement test scores

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, special 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.

Course Descriptions

PSYC 1010 – Basic Psychology

3.00 Credits

Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels

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 psychology.

PSYC 1101 – Introductory Psychology

3.00 Credits

Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels

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 treatments, stress and health, and social psychology.

PSYC 2103 – Human Development

3.00 Credits

Pre-requisite(s): 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.

PSYC 2250 – Abnormal Psychology

3.00 Credits

Pre-requisite(s): PSYC 1101

Emphasizes the etiology and treatments considerations of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications and psychological disorders.

RADT 1010 – Introduction to Radiology

4.00 Credits

Pre-requisite(s): Program Admission

Co-requisite(s): RADT 1030, RADT 1320

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

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. 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

3.00 Credits

Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L

Pre/Co-requisite(s): RADT 1010

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060 – Radiographic Procedures II

3.00 Credits

Pre-requisite(s): RADT 1010, RADT 1030

Co-requisite(s): RADT 1330

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

RADT 1065 – Radiologic Science

2.00 Credits

Pre/Co-requisite(s): RADT 1030

Content of this course is designed to establish a basic knowledge 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 1075 – Radiographic Imaging

4.00 Credits

Pre/Co-requisite(s): RADT 2090

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 or theoretical principles and concepts.

RADT 1085 – Radiographic Equipment

3.00 Credits

Pre/Co-requisite(s): RADT 1060

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.

Course Descriptions

RADT 1200 – Principles of Radiation Biology and Protection

2.00 Credits

Pre/Co-requisite(s): RADT 1030

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

4.00 Credits

Pre/Co-requisite(s): 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

7.00 Credits

Pre-requisite(s): RADT 1010, RADT 1030, RADT 1320

Co-requisite(s): 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

2.00 Credits

Pre-requisite(s): RADT 1060

Co-requisite(s): RADT 1330, RADT 2340

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.

RADT 2260 – Radiologic Technology Review

3.00 Credits

Pre-requisite(s): RADT 1200, RADT 2090, RADT 2340

Co-requisite(s): RADT 2360

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

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

6.00 Credits

Pre-requisite(s): 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 2360 – Clinical Radiography IV

9.00 Credits

Pre-requisite(s): RADT 2340

Co-requisite(s): RADT 2260

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

READ 0090 – Learning Support Reading

3.00 Credits

Pre-requisite(s): Appropriate Placement Test Score

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.

RESP 1110 - Pharmacology

3.00 Credits

Pre-requisite(s): BIOL 2114, BIOL 2114L, MATH 1111

Pre/Co-requisite(s): RESP 2110

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

RESP 1120 – Introduction to Respiratory Therapy

3.00 Credits

Pre-requisite(s): Program Admission, BIOL 2114, BIOL 2114L, MATH 1111

Co-requisite(s): RESP 1130, RESP 1193

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

RESP 1130 – Respiratory Therapy Lab I

4.00 Credits

Pre-requisite(s): Program Admission, BIOL 2114, BIOL 2114L, MATH 1111

Co-requisite(s): RESP 1120, RESP 1193

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

RESP 1193 – Cardiopulmonary Anatomy and Physiology

4.00 Credits

Pre-requisite(s): Program Admission, BIOL 2114, BIOL 2114L, MATH 1111

Pre/Co-requisite(s): RESP 1120, RESP 1130

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

RESP 2090 – Clinical Practices I

2.00 Credits

Pre/Co-requisite(s): RESP 1120, RESP 1130

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

RESP 2100 – Clinical Practice II

2.00 Credits

Pre-requisite(s): RESP 2090

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RESP 2110 – Pulmonary Disease

3.00 Credits

Pre-requisite(s): RESP 1120, RESP 1193

Pre/Co-requisite(s): RESP 1110

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

RESP 2120 – Critical Respiratory Care

2.00 Credits

Pre-requisite(s): RESP 1120, RESP 1130

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

RESP 2130 – Mechanical Ventilation and Airway Management

4.00 Credits

Pre-requisite(s): RESP 1120, RESP 1130

Pre/Co-requisite(s): RESP 2120

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

RESP 2140 – Advanced Critical Care Monitoring

1.00 Credits

Pre-requisite(s): RESP 1120, RESP 1130, RESP 1193

Provides a study of advanced critical care techniques for hemodynamic and non invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non invasive monitoring techniques.

RESP 2150 – Pulmonary Function Testing

1.00 Credits

Pre-requisite(s): RESP 1193

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography.

RESP 2160 – Neonatal Pediatric Respiratory Care

3.00 Credits

Pre-requisite(s): RESP 2120, RESP 2130

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

RESP 2170 – Advanced Respiratory Care Seminar

3.00 Credits

Pre-requisite(s): RESP 2120, RESP 2130

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

RESP 2180 – Clinical Practice III

2.00 Credits

Pre/Co-requisite(s): RESP 2100

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RESP 2190 – Clinical Practice IV

2.00 Credits

Pre-requisite(s): RESP 2180

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

Course Descriptions

RESP 2200 – Clinical Practice V

3.00 Credits

Pre-requisite(s): RESP 2180, RESP 2120

Pre/Co-requisite(s): RESP 2130, RESP 2190

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

RESP 2220 – Clinical Practice VI

7.00 Credits

Pre/Co-requisite(s): RESP 2190

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

RESP 2270 – Rehabilitation and Home Care

1.00 Credits

Pre/Co-requisite(s): RESP 1120

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

RNSG 1911 Health Assessment Through the Lifespan

3.00 Credits

Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101, Program Admission

Pre/Co-requisite(s): BIOL 2117, BIOL 2117L

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course is a study of the role of the associate degree nurse and the application of basic skills related to health history collection and physical assessment of all body systems. The course includes the consideration of nutritional, bio/psychosocial, developmental, cultural and spiritual needs, and transitional changes related to variations in health status of the client. The establishment and maintenance of a therapeutic nurse/client relationship is emphasized. Critical thinking skills are developed through activities and exercises presented in the classroom, skills lab, and computer laboratory that focus on student application of the nursing process, data collection via physical assessment, and the development of a plan of care. Guided learning experiences in the skills and computer laboratories assist the student to make a learning transition. The transition occurs as the student moves from existing skills to more advanced nursing skills. Guidance is provided to the student as the basics of data collection, health history interviewing techniques, and knowledge required to assess each body system is learned. The student applies the standards of practice in adhering to legal and ethical standards related to basic assessment of diverse clients.

RNSG 1920 Theoretical and Technical Foundations for Nursing Practice (Generic Option students only)

5.00 Credits

Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101, Program Admission

Pre/Co-requisite(s): BIOL 2117, BIOL 2117L

This course is designed to facilitate the acquisition of foundational concepts, knowledge, and essential psychomotor skills related to providing nursing care to a variety of clients experiencing transitions of health status. The following concepts are introduced and integrated throughout subsequent courses: wellness and health promotion; caring;

communication and collaboration; ethical and legal implications; cultural diversity; the teaching/learning process; notification; pharmacology; life transitions; the nursing process and critical thinking; and roles of the associate degree nurse.

RNSG 1931 Introduction to Nursing Principles of Pharmacy

3.00 Credits

Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101, Program Admission
Pre/Co-requisite(s): BIOL 2117, BIOL 2117L

This course is a study of the concepts that promote the administration of medication with concern for safety and precision. Incorporated into this course are major principles of applied mathematics including fractions, decimals, conversions between the various systems of weights and measures, and the use of ratio and proportion. The associate degree nursing student utilizes these concepts to solve dosage calculations that are frequently seen in a variety of health care settings. Foundations of pharmacology, drug action at the physiologic level, and drug preparation and administration to diverse clients as they transition throughout the lifespan is included. The action, side effects, range of dosage, and the route of administration of commonly used medications will be discussed. The student will gain knowledge in the system of classification/prototypes of drugs according to body systems. Legal factors relating to medication administration are also emphasized. The course utilizes activities that stimulate critical thinking.

RNSG 1940 Life Transitions I: Introduction to Promotion of Health

6.00 Credits

Pre-requisite(s): RNSG 1911, RNSG 1920, RNSG 1931

This first adult health course is designed to prepare associate degree nursing students to provide nursing care utilizing concepts and skills introduced in the foundational course (NUR 1920). Nursing care that promotes healthy transitions for clients experiencing variations of health status related to gastrointestinal, respiratory, musculoskeletal, neurological, cardiovascular, and psychosocial functions is included. Special consideration is given to the care of the elderly and clients during the operative period. Critical thinking skills are utilized to meet the bio/ psychosocial, developmental, cultural, and spiritual needs of the client. Emphasis is placed on the application of the roles of associate degree nursing practice.

RNSG 1950 Life Transitions II: Promotion of Mental Health

5.00 Credits

Pre-requisite(s): RNSG 1930, BIOL 2117, BIOL 2117L
Pre/Co-requisite(s): RNSG 1911, RNSG 1920, RNSG 1940

This course is a study of nursing care of mental health clients throughout the lifespan. Application of the concepts of caring and transitions related to mental growth and health is introduced. The course focuses on provisions of care and the role of the associate degree nurse as a communicator to promote health and support individual wellness behaviors. The application of the roles of the nurse to meet the needs of clients experiencing variations of health status related to mental growth and health are introduced. Content related to various treatment modalities, nutrition, pharmacology, and cultural diversity is incorporated throughout the course. Legal and ethical factors related to mental health care are also included.

**RNSG 1960 Transition to Associate Degree Nursing
(Bridge Option students only)**

5.00 Credits

Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101, Program Admission

This course is designed to assist the licensed practical nurse (L.P.N.) to matriculate into the second level of the nursing sequence by giving credit for previously learned knowledge and skills. (Successful completion of this course gives the student credit for RNSG 1920, RNSG 1940, and RNSG 1950.) This course provides for a transition from the role of the practical nurse to the role of the registered nurse and introduces the student to the conceptual framework and philosophy of the associate degree nursing program. The existing knowledge base of the student will be built upon with the introduction of new concepts and skills. Course content focuses on nursing care of diverse clients (from early adulthood to later maturity) experiencing physiological, biopsychosocial, developmental, and/or spiritual, transitional responses related to perioperative, medical, or mental health/wellness function(s). The utilization of therapeutic communication skills, caring attitude, and teaching/learning principles that promote or restore health will be incorporated into the areas of transitions that the client may be experiencing. Concepts in pharmacology, drug administration, and nutrition will be included in critical thinking activities that will assist the student in identifying the affect that these modalities have on a client experiencing a transition in health.

**Please Note: Upon successful completion of RNSG 1960, 11 semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

RNSG 2910 Life Transitions III: Obstetrics

4.00 Credits

Pre-requisite(s): BIOL 2117, BIOL 2117L, RNSG 1911, RNSG 1931

This course is designed to prepare associate degree nursing students to provide nursing care to a variety of clients experiencing transitions of health status related to conception, birth, and women's health. Students will be challenged to integrate prior and new knowledge using therapeutic communication, critical thinking and decision making to plan and provide nursing care for women and newborns. Incorporation of the dynamic interplay of culture, socioeconomic status, spiritual beliefs as well as psychological and physiological needs in the care of the individual within the context of the family unit will be expected. Reflection upon the legal and ethical issues affecting the family and collaboration with the family and other health team members in a variety of community settings will be part of the learning experience.

RNSG 2920 Life Transitions IV: Pediatrics

4.00 Credits

Pre-requisite(s): BIOL 2117, BIOL 2117L, RNSG 1911, RNSG 1931, ((RNSG 1940 & RNSG 1950) OR (RNSG 1960))

This course is designed to prepare associate degree nursing students to provide nursing care to children and families during periods of transitions in health. Students will be challenged to integrate prior and new knowledge as well as information related to socioeconomic status, spiritual beliefs, psychological and physiological needs in the care of children within the context of the family. Reflection upon the legal and ethical issues affecting the family and collaboration with the child/family and other health team members in a variety of community settings will be expected.

RNSG 2930 Life Transitions V: Medical Surgical 2

6.00 Credits

Pre/Co-requisite(s): RNSG 2910

This second adult health course focuses on the care of clients with critical care/ acute/chronic/complex needs and problems related to health transitions in cardiac, renal, gastrointestinal, neurological, endocrine, and immunological systems. Emphasis in this course is placed on the refinement of assessment; care planning; critical thinking and decision making; communication; and nursing skills of the associate degree nursing student.

RNSG 2941 Life Transitions VI: Clinical Decision Making (Virtual Hospital Experience)

6.00 Credits

Pre/Co-requisite(s): RNSG 2920, RNSG 2930

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

In this capstone course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, preceptorship experiences, and leadership opportunities. These reality -based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication and collaboration techniques in the management of a client caseload.

SOCI 1101 – Introduction to Sociology

3.00 Credits

Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels

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.

SOCW 2000 – Introduction to Social Work

3.00 Credits

Pre-requisite(s): Provisional Admission

This course provides an introduction to social welfare institution and the profession of social work. It focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity. Students will be introduced to basic social welfare policies, community agencies, and at-risk populations.

SOCW 2010 – Introduction to Case Management

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

A practical course in the how to of human service case management. Students will learn the step-by-step process of case management from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case documentation techniques, and techniques for monitoring a clients progress through the service delivery system, to case closure/follow-up activities. This course will include how to access community resources, how to interpret and utilize information from other professionals, and the development of interviewing, intervention, case recording, and caseload management skills. Legal and ethical issues in service delivery will also be discussed.

Course Descriptions

SOCW 2020 – Human Behavior and the Social Environment

3.00 Credits

Pre-requisite(s): SOCW 2000, SOCW 2010

This course provides an overview of multi-cultural and critical perspectives on understanding: individuals, families, and their interpersonal and group relationships; life span development; and theories of well-being, stress, coping, and adaptation. Students learn to address biopsychosocial influences on human functioning.

SOCW 2030 – Interviewing Techniques with Individuals

3.00 Credits

Pre-requisite(s): Program Admission

Pre/Co-requisite(s): SOCW 2000, SOCW 2010

This course is offered as a beginning general foundation class and focuses on social work practice with individuals. It will emphasize the initial contact and rapport building skills utilized in partnering with clients in the social work process, interviewing skills and counseling techniques along with the assessment of a clients situation, and determination of the appropriate level of intervention for the change effort. Students will be expected to participate in interpersonal sharing and activities. Additional areas of study include: interviewing for assessment, the person in environment perspective, motivational interviewing, and ethical framework for practice.

SOCW 2040 – Behavioral Health & Community Services

3.00 Credits

Pre-requisite(s): SOCW 2020, SOCW 2030

This course examines various modalities for assessing and intervening with individuals who have special needs, such as mental health disorders, addictive diseases, and development disabilities. The course focuses on problem assessment, types of intervention strategies, and techniques and methods for determining the effectiveness of interventions.

SOCW 2050 – Group Work Intervention

3.00 Credits

Pre-requisite(s): SOCW 2020, SOCW 2030

This course will provide students with a foundational understanding of the knowledge and skills required to participate in and lead small groups in a variety of settings. The course emphasizes an experiential approach which will provide students with the opportunity to develop skills in planning, facilitating, organizing, and evaluating the success of groups in micro and macro practice. Students will learn about the basic issues in group work and how to design groups for and work with children, youth, and adults. Emphasis will be placed on exploration and application of group work theory, principles and practices of group counseling, stages of group development, group dynamics, and group leadership. The latest research, ethical guidelines, and practices in group work will be examined and applied. Students will explore the interaction between groups and systems with their external environments and learn about concepts, theories, and methods and skills relevant to group work with diverse populations. Application of group work methods with at-risk populations will also be explored.

SOCW 2060 – Child & Adolescent Behaviors & Interventions

3.00 Credits

Pre-requisite(s): SOCW 2040, SOCW 2050

This course examines various modalities for assessing and interviewing with children and adolescents. It focuses on Bio-psychosocial changes, interpersonal relationships and the individual's ability to relate to the social environment. Topics include: child maltreatment, teen parenting, delinquency, violent behavior, school dropout, suicide, substance abuse, and runaway behavior.

SOCW 2070 – Social Policies and Programs for the Aging

3.00 Credits

Pre-requisite(s): SOCW 2040, SOCW 2050

This course explores the aging process and the experience of aging from a variety of perspectives: physiological, psychological, and socio-culturally. Emphasis is placed on understanding the normative changes associated with the aging process, as well as the ways in which those changes are experienced personally and socially. Issues that will be reviewed include the realities of aging on our society; issues around health and emotional well being and aging, including life adjustments, physical health and mental problems and changes in physical appearance; and a look into the future of aging.

SOCW 2080 – Social Work Field Practicum I

6.00 Credits

Pre-requisite(s): (SOCW 2040 and SOCW 2050) or (SOCW 2060 and SOCW 2070)

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalists social workers in an organizational setting, to demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program faculty and/or persons designated to coordinate work experience arrangements.

SOCW 2090 – Social Work Practicum II

6.00 Credits

Pre-requisite(s): SOCW 2060, SOCW 2070, SOCW 2080

NOTE: Students enrolled in this course are required to complete the WKET 2040 course during the same term.

Field Practicum II is an advanced educationally focused, guided, field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalist social workers in an organization setting, to demonstrate an understanding of and behavior consistent with NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of special needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program, faculty and/or persons designated to coordinate work experience arrangements.

SOCW 2100 – Leadership and Community Service

3.00 Credits

Pre/Co-requisite(s): SOCW 2000 or SOCW 2010 or SOCW 2020

This course is designed to prepare students for a lifetime of engaged, responsible and active community involvement and leadership. In class, students will learn about leadership skills and styles and how to most effectively assess and assist organizations in their community. Outside of class, students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

Course Descriptions

SOCW 2110 – Case Management with Families

3.00 Credits

Pre-requisite(s): SOCW 2020, SOCW 2030

This course focuses on initial introduction to the concept of families throughout the human life cycle. Using a biopsychosocial approach, the course explores the changing family structure from initial courtship and marriage, having infants and toddlers, young children, teenagers, adult children, and grandparenthood along with caring for elderly parents and relations. Influences upon family (economic, cultural, ethnic, etc.) along with changes to traditional family structures (single parent, gay/lesbian, divorce) will be explored. As a clinical practice course, students will be expected to participate in interpersonal sharing and activities.

SOCW 2120 – Multicultural Issues

3.00 Credits

Pre-requisite(s): SOCW 2010, SOCW 2000

This course provides students with knowledge and skills to work with physically, socio-economically, mentally, psychologically, and economically disadvantaged and oppressed people. Attention is given to ethnic minorities of color, women, people with disabilities, gay and lesbian people, the poor, and the oppressed. A multi-dimensional, cross-cultural framework is introduced for assessments and interventions with consumers from diverse groups. Students learn to identify and emphasize the adaptive capabilities and strengths of disadvantaged and oppressed people.

SOCW 2130 – Social Welfare and Community Service

3.00 Credits

Pre-requisite(s): SOCW 2060, SOCW 2070, SOCW 2080

Introduction to the basic concepts, information and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services. Students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

SOCW 2150 – Domestic and Family Violence

3.00 Credits

Pre-requisite(s): Program Admission

This course provides a comprehensive exploration of domestic and family violence. The history, nature, extent, causes and consequences of violence are examined. This course includes laws and law-enforcement, societal issues, populations victimized and diagnosis and treatment techniques. It also includes community resources, treatment centers and support groups, cultural awareness, special populations at risk and theories explaining the prevalence of domestic and family violence.

SPAN 1101 - Introduction to Spanish Language and Culture I

3.00 Credits

A beginner's introduction to the Spanish language and culture. This course stresses the student's ability to acquire a non-native language and to communicate effectively in the target Spanish language. Emphasis is placed on reading, writing, and speaking the language. An overview of Hispanic society is also emphasized, highlighting the differences between American and Hispanic cultures. Not open to native speakers of Spanish.

SPAN 1102 - Introduction to Spanish Language and Culture II

3.00 Credits

A continuation of SPAN 1101 that advances the student's acquisition of the target language and understanding of cultural difference between American and Hispanic cultures. Emphasis is placed on improving effective communication skills in the areas of reading, writing, and speaking the Spanish language. Not open to native speakers of Spanish.

SPCH 1101 – Public Speaking

3.00 Credits

Pre-requisite(s): Program Admission

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

SURG 1010 – Introduction to Surgical Technology

8.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Topics include: introduction to preoperative, intraoperative and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information. ((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

7.00 Credits

Pre-requisite(s): Program Admission

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management. ((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

2.00 Credits

Pre-requisite(s): Program Admission

Introduces the fundamentals of surgical microbiology. Topics include: cell structure; introduction to microbiology; microorganisms; process of infection; hypersensitivity; fluid movement concepts; and immunologic defense mechanisms.

SURG 1100 – Surgical Pharmacology

2.00 Credits

Pre-requisite(s): Program Admission

Introduces the concepts of pharmacology and anesthesia. Topics include: terminology; medication measurement; medications used in surgery; care and handling of medications and solutions; and anesthesia.

SURG 2030 – Surgical Procedures I

4.00 Credits

Pre-requisite(s): SURG 1010, SURG 1020

Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

SURG 2040 – Surgical Procedures II

4.00 Credits

Pre-requisite(s): SURG 2030

Introduces the surgical specialties to include Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Ophthalmic (Eye) Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery and Neurosurgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

Course Descriptions

SURG 2110 – Surgical Technology Clinical I

3.00 Credits

Pre/Co-requisite(s): SURG 2030

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 – Surgical Technology Clinical II

3.00 Credits

Pre/Co-requisite(s): SURG 2030

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2130 – Surgical Technology Clinical III

3.00 Credits

Pre-requisite(s): SURG 2030, SURG 2120

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2140 – Surgical Technology Clinical IV

3.00 Credits

Pre/Co-requisite(s): SURG 2130

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: 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 and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

Course Descriptions

SURG 2240 – Seminar in Surgical Technology

2.00 Credits

Pre-requisite(s): SURG 2030

Co-requisite(s): SURG 2040, SURG 2130, SURG 2140

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: employability skills and professional preparation.

VETT 1000 – Veterinary Medical Terminology

2.00 Credits

Pre-requisite(s): 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: word origins, word building, abbreviations and symbols, terminology related to animal anatomy, terminology specific to veterinary medicine, and reading medical orders and reports.

VETT 1010 – Introduction to Veterinary Technology

1.00 Credits

Pre-requisite(s): Program Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course provides an introduction to the veterinary technology occupation. Emphasis is placed on legal, regulatory, ethical and professional issues. Other topics include: breeds, career choices, medical records, and animal identification.

VETT 1020 – Veterinary Clinical Pathology I

3.00 Credits

Pre-requisite(s): VETT 1010, VETT 1060

Presents an introduction to the principles and procedures utilized in the veterinary practice diagnostic laboratory. Emphasis is placed on laboratory safety and management, technical skills in microscopy, microbiology, and parasitology. Topics include: microscopy and laboratory equipment; handling of laboratory specimens, laboratory safety, and quality control; parasitology; microbiology; and necropsy.

VETT 1030 – Veterinary Clinical Procedures I

4.00 Credits

Pre-requisite(s): BIOL 1111, BIOL 1111L

Pre/Co-requisite(s): VETT 1010

This course will provide an orientation to small and large animal patient care and technical procedures. Emphasis is placed on physical restraint, general patient assessment and care, sample collection, medication administration, instrumentation and supplies, and basic surgery and isolation room procedures.

VETT 1060 – Animal Anatomy and Physiology

4.00 Credits

Pre-requisite(s): Program Admission, BIOL 1111, BIOL 1111L

Pre/Co-requisite(s): VETT 1010

Provides an overview of the functional anatomy and physiology of domestic animals commonly encountered in veterinary medicine. Topics include: musculoskeletal system, digestive system, cardiovascular system, integumentary system, hematopoietic system, respiratory system, urogenital system, nervous system, endocrine system and the special senses.

VETT 1070 – Veterinary Diagnostic Imaging

3.00 Credits

Pre-requisite(s): VETT 1010, VETT 1060

Pre/Co-requisite(s): VETT 1030

NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

Introduces the knowledge required to perform radiologic procedures applicable to veterinary care. Emphasis will be placed on the production of quality radiographs, and laboratory experiences will demonstrate the application of theoretical principles and concepts. Topics include: radiation safety, radiographic procedures, quality control, processing and record keeping, ultrasonography, alternate imaging, and maintenance.

VETT 1110 – Veterinary Pathology and Diseases

4.00 Credits

Pre-requisite(s): VETT 1060

Presents a study of veterinary diseases and zoonoses. Emphasis is placed on the types of diseases and disease transmission. Topics include: classification of causes of disease; responses to injury; sources and transmission of agents; common diseases; toxicology and poisonous plants.

VETT 2120 – Veterinary Clinical Pathology II

4.00 Credits

Pre-requisite(s): VETT 1020

Provides continued study in the principles and procedures for the veterinary practice diagnostic laboratory. Topics include: hematology, clinical chemistry, cytology, serology, and urinalysis.

VETT 2130 – Veterinary Clinical Procedures II

5.00 Credits

Pre-requisite(s): VETT 1030

This course provides advanced instruction related to the care of both large and small animals. Emphasis is placed on collecting samples, medication administration and therapeutics, catheterization, bandaging techniques, dentistry and advanced patient care procedures.

VETT 2160 – Pharmacology for Veterinary Technicians

3.00 Credits

Pre-requisite(s): Program Admission, (CHEM 1211 & CHEM 1211L) OR (CHEM 1151 & CHEM 1151L), MATH 1111, VETT 1030

Provides study in the area of veterinary drugs and medicines. Emphasis is placed on classes and actions of drugs, calculating dosages, proper administration, and dispensing of drugs. Topics include: general pharmacology, calculating dosages, pharmacy, and record keeping.

VETT 2210 – Laboratory and Exotic Animals

3.00 Credits

Pre-requisite(s): VETT 1020, VETT 1030, VETT 1060

Provides an overview into the study of laboratory and exotic animals. Emphasis is placed on principles of animal research, maintaining human health and safety in a research environment, providing proper care and husbandry, nursing procedures and euthanasia. Topics include: principles of animal research, human safety and health considerations, animal care and husbandry, nursing procedures and euthanasia.

VETT 2220 – Veterinary Practice Management

2.00 Credits

Pre-requisite(s): VETT 1010

Provides an introduction to veterinary facility management. Emphasis is placed on office management, client relations, and communication skills.

Course Descriptions

VETT 2230 – Veterinary Anesthesiology and Surgical Procedures

5.00 Credits

Pre-requisite(s): VETT 1030, VETT 2130

Pre/Co-requisite(s): VETT 2160

Provides study in surgical assisting, operative care and anesthesiology. Emphasis is placed on assisting in surgical procedures and administering and monitoring anesthesia. Topics include: surgical assisting, anesthesia, special equipment, and emergencies.

VETT 2300 – Veterinary Technology Clinical Internship

12.00 Credits

Pre-requisite(s): VETT 2120, VETT 2130, VETT 2230

Introduces students to the application of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian or a registered veterinary technician. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary referral/teaching hospitals, private veterinary hospitals and clinics, research laboratories, and other facilities supervised by a veterinarian or a credentialed veterinary technician. Topics include, but are not limited to: office and hospital procedures, client relations and communications; pharmacy and pharmacology; nursing; anesthesia; surgical nursing; laboratory procedures; and imaging. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, and required on-the-job training.

WELD 1000 – Introduction to Welding Technology

3.00 Credits

Pre-requisite(s): Provisional Admission

NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WELD 1010 – Oxyfuel Cutting

3.00 Credits

Pre/Co-requisite(s): WELD 1000

NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WELD 1030 – Blueprint Reading for Welding Technology

3.00 Credits

Pre/Co-requisite(s): WELD 1000

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

WELD 1040 – Flat Shielded Metal Arc Welding

4.00 Credits

Pre/Co-requisite(s): WELD 1000

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

WELD 1050 – Horizontal Shielded Metal Arc Welding
4.00 Credits

Pre/Co-requisite(s): WELD 1040

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WELD 1060 – Vertical Shielded Metal Arc Welding

4.00 Credits

Pre/Co-requisite(s): WELD 1040

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WELD 1070 – Overhead Shielded Metal Arc Welding

4.00 Credits

Pre/Co-requisite(s): 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

4.00 Credits

Pre/Co-requisite(s): WELD 1000

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WELD 1110 – Gas Tungsten Arc Welding

4.00 Credits

Pre/Co-requisite(s): WELD 1000

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.

Course Descriptions

WELD 1120 – Preparation for Industrial Qualification

3.00 Credits

Pre/Co-requisite(s): WELD 1040, WELD 1070, WELD 1090, WELD 1110

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 – Advanced Gas Tungsten Arc Welding

3.00 Credits

Pre-requisite(s): WELD 1000

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

WELD 1151 – Fabrication Processes

3.00 Credits

Pre-requisite(s): WELD 1030

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WELD 1152 – Pipe Welding

3.00 Credits

Pre-requisite(s): Program Admission

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WELD 1153 – Flux Cored Arc Welding

4.00 Credits

Pre-requisite(s): WELD 1000

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.

WELD 1154 – Plasma Cutting

3.00 Credits

Pre-requisite(s): WELD 1000

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

WELD 1330 – Metal Welding and Cutting Techniques

2.00 Credits

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

WKET 1000 – Introduction to Professional Work Ethics

0.00 Credits

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This course provides an introduction to work ethics in the professional environment.

WKET 2010 – Work Ethics in Business

0.00 Credits

Pre/Co-Requisite(s): WKET 1000

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This capstone course directly addresses the unique work ethics present in the professional business environment.

WKET 2020 – Work Ethics in the Health Sciences

0.00 Credits

Pre/Co-Requisite(s): WKET 1000

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This capstone course directly addresses the unique work ethics present in the Health Sciences environment.

WKET 2030 – Work Ethics in the Industrial Technology Fields

0.00 Credits

Pre/Co-Requisite(s): WKET 1000

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This capstone course directly addresses the unique work ethics present in the professional environment of the Industrial Technology fields.

WKET 2040 – Work Ethics in the Professional Services Fields

0.00 Credits

Pre/Co-Requisite(s): WKET 1000

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. This capstone course directly addresses the unique work ethics present in the professional services environment.

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SOUTHERN REGIONAL
TECHNICAL COLLEGE



Personnel/Faculty Credentials

DIRECTORY

OFFICE OF THE PRESIDENT

Dr. Craig R. Wentworth	President
Christa Herring	Executive Assistant

OFFICE OF THE PROVOST

Jim Glass	Provost
Vickie Sangster	Executive Assistant
Michael Heard	Director, Human Resources
Jennifer Simpson	Coordinator, Human Resources
April Bentley	Technician, Human Resources
Steve Taunton	Executive Director, Information Technology
Pierre Rogers	Administrator, Information Systems
Robbi Morris	Database Administrator
Sue Byrd	Technology Support Specialist
Alicia Funderburk	Technology Support Specialist

ADMINISTRATIVE SERVICES

Paul Roberts	Vice President, Administrative Services
Ross Cox	Assistant Vice President, Administrative Services
Jessica Walden	Administrative Assistant to the Vice President
Lisa Brown	Accountant
Laura Hall	Accountant
Nancy Howell	Accounting Technician
Faye Taylor	Purchasing Technician
Lisa Weaver	Manager, Bookstore
Sara Collins	Director, Accounting
Kaneil Daniel	Accounting Technician
Kay Hathaway	Accounting Technician
Carol Peppers	Administrative Support Assistant
Jennifer Terry	Manager, Bookstore
Katie Harrod	Assistant Manager, Bookstore
Irma Huckaby	Bookstore Assistant
Joyce Langdale	Manager, Bookstore
Janice Baldree	Assistant Manager, Bookstore
Kathy Weeks	Bookstore Assistant
Robin Boyd	Supervisor, Accounts Receivable
Amanda Davis	Accounting Technician

ECONOMIC DEVELOPMENT

Dennis Lee	Vice President, Economic Development
Ruby Barron	Executive Assistant
Kelly Daniell	Director, Economic Development
Molly Sumner	Business & Industry Services Specialist
Emily Woodruff	Coordinator, Workforce Development
George Griffin	RAMP Administrator
Joel Kimbrell	Faculty, Industrial Systems RAMP
VACANT	Director, Economic Development
Mary Beth Hart-Wilson	Coordinator, Economic Development
Cornelius Ball	Manager, Senior Project
Chris Estes	Director, Training Services
Roger Giddens	Coordinator, Training Services

INSTITUTIONAL ADVANCEMENT

Amy A. Maison	Vice President, Institutional Advancement and Marketing
Cole Posey	Director, Marketing and Public Relations
Brittany McInvale	Director, Resource Development
Heather Heard	Senior Graphic Designer

INSTITUTIONAL EFFECTIVENESS

Dr. Debbie Goodman	Vice President, Institutional Effectiveness
Don Kurtz	Coordinator, Institutional Research
David Vanlandingham	Research Assistant

HIGH SCHOOL INITIATIVES/ENROLLMENT

Joyce Halstead	Vice President, High School Initiatives & Enrollment Management
Gloria Lowe	Student Navigator
Larry Russell	Coordinator, Retention
Melissa Stanaland	Coordinator, High School
Mandy Ponder	Coordinator, High School
Darbie Avera	Student Navigator
Dana Brooks	Recruiter

Personnel/Faculty Credentials

OPERATIONS

		Pat Hill	Financial Aid Technician
David Evans	Vice President, Operations	Amy Scoggins	Director, Financial Aid
Angela Barbee	Administrative Assistant to the Vice President	Laura Kelly	Coordinator, Financial Aid / VA Certifying Official
Gary Aldridge	Director, Facilities	Heather Harding	Financial Aid Technician
David Bozeman	Custodian	Wanda Hancock	Director, Student Affairs
Zachary Clark	Supervisor, Maintenance	Krystal Edmonds-Smith	Admissions Specialist
Moses Cooper	Custodian	Michelle Semones	Admissions Specialist
Pat Duncan	Custodian	Tammy Drew	Receptionist
Tony Duncan	Custodian	Lisa Griffin	Director, Student Affairs
Timothy Sanford	Grounds Maintenance	Karen McCardle	Admissions Assistant
Robert Ranson	Custodian	Roxanne Stone	Admissions Assistant
Mary Alice Smith	Administrative Assistant	Lyndra Mock	Admissions Assistant
Henry Walden	Maintenance Technician	Amber Chitty	Student Affairs Assistant
Tony Wilson	Maintenance Technician	Paula Moser	Student Affairs Assistant
Steve Peacock	Director, Facilities		
Yvonne Brown	Custodian	Melvin Sloan	Coordinator, Workforce Investment Act
Wanda Croft	Custodian	Cindy Baker	Coordinator, Workforce Investment Act
Daniel Folsom	Custodian		
Fred Jones	Custodian	Danny Patterson	Student Affairs Assistant
Karla Thomas	Custodian	Deborah Zimmerman	Student Affairs Assistant
Scotty Funderburk	Supervisor, Maintenance		
Charles Carper	Custodian	Dr. Jeanine Long	Director, Career Placement
Randy Lindsey	Custodian	Lisa Newton	Coordinator, Special Populations
Darrell Wilkerson	Custodian	Dana Lewis	Coordinator, Career Placement / Student Life
Steve Fletcher	Supervisor, Maintenance	Asha Ranson-Dillard	Coordinator, Student Activities
Dale Wise	Custodian	Connie Barrett	Retention/Special Population Specialist

STRATEGIC INITIATIVES

Ken Strickland	Vice President, Strategic Initiatives	Deborah Gray	Director, Knowledge Management
		Wendi Tostenson	Registrar
		Lora Beth Short	Registrar, Office Assistant
		Victoria Fleming	Records Secretary

STUDENT AFFAIRS

Leigh Wallace	Vice President, Student Affairs
Carole Kilgore	Administrative Assistant to the Vice President
Judi Lovvorn	Director, Financial Aid
Karen Hartley	Financial Aid Technician
Cindy Murray	Financial Aid Technician

**OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

Dr. Annie McElroy	Vice President for Academic Affairs
Kevin Cronin	Program Specialist
Carla Barrow	Dean for Academic Affairs, Health Sciences
Donna Jenkins	Administrative Support Specialist
Sara Walker-Hood	Administrative Support Specialist
Abigail Carter	Dean for Academic Affairs, Business and Industrial Technology
Joyce Mitchell	Administrative Support Specialist
Kathryn Kent	Dean for Academic Affairs, Arts & Sciences
Becky Richardson	Dean for Academic Affairs, Professional Services
VACANT	Administrative Support Specialist

**OFFICE OF THE ASSISTANT VICE PRESIDENT,
ACADEMIC AFFAIRS**

Tina Strickland	Assistant Vice President, Academic Affairs
Yvonne Sparkman	Administrative Assistant to the Vice President
Dale Aldridge	Executive Director, Adult Education
Melissa Burtle	Director, Adult Education
Ellen Terrell	Coordinator, Transitions
Megan Sloan	Transitions Program Specialist
Lynn Harris	Administrative Support Assistant
Jan Fowler	Student Affairs Assistant
Margaret Kelly	Faculty, Adult Education
Beverly Bailey	Faculty, Adult Education
Ladonna Delk	Faculty, Adult Education
Sandra Griffin	Faculty, Adult Education
Andy Sermones	Faculty, Adult Education
Mattie Grant	Faculty, Adult Education
Peggy Wilson	Director, Distance Education
Art Beveridge	Coordinator, Distance Educa- tion
Katie Harrison	Distance Education Specialist
Linda Stanfill	Online Facilitator
Udella Spicer	Executive Director, Library Services
Gail Roberts	Director, Library Services
Priscilla Hunter	Librarian
Kemeshia King	Library Assistant
Pam Johnson	Library Assistant
Evelyn Kelly	Library Assistant
Polly Swilley	Librarian
Daniel Cooper	Tutor
Rick Horton	Tutor
VACANT	Tutor
VACANT	Tutor
VACANT	Tutor

Personnel/Faculty Credentials

FACULTY FOR THE SCHOOL OF ARTS AND SCIENCES

Dr. Heidi Bivins	Natural Sciences
Dave Buckholts	Mathematics
Lee Fletcher	Learning Support
Tamara Gray	Mathematics
Dr. Jorge Houed	Natural Sciences
Joel Moore	Natural Sciences
Gwen Pittman	Learning Support
Courtney Royal	Social and Behavioral Sciences
Ronald Rushing	Mathematics
Hamilton Scott	Mathematics
Dr. Jay Snodgrass	Humanities and Fine Arts
Maria Studebaker-Coppage	Humanities and Fine Arts
Jason Tillman	Humanities and Fine Arts
Summer Washington	Social and Behavioral Sciences
Angela Willis	Humanities and Fine Arts
Steve Wooten	Mathematics
Michael Young	Social and Behavioral Sciences

FACULTY FOR THE SCHOOL OF BUSINESS

Patricia Christian	Business Administrative Technology
Rebecca Clark	Marketing Management
Neil Clements	Business Management
Cari Colby	Business Management
Susan Davis	Business Administrative Technology
Charles Everett	Computer Information Systems
Ed Fritz	Computer Information Systems
Linda Loftin	Business Administrative Technology
Barry Marshall	Business Administrative Technology
Chris Parrish	Computer Information Systems
Ben Rehberg	Computer Information Systems
Kris Strawder	Computer Information Systems
Melody Tawzer	Accounting
Garrett Westbrook	Accounting

FACULTY FOR THE SCHOOL OF HEALTH SCIENCES

Lorie Barrow	Patient Care Assisting
Tamara Bryant	Associate of Science in Nursing
Angela Bullard	Practical Nursing
Jill Burnette	Medical Assisting
Theresa Corker	Associate of Science in Nursing
Ruth Crockett	Practical Nursing
Sandy Fletcher	Surgical Technology
Kiosha Forston	Health Information Tech Mgmt
Claudia Grooms	Associate of Science in Nursing
Nancy Hall	Patient Care Assisting
Terry Harper	Associate of Science in Nursing
Catina Hart-Jones	Associate of Science in Nursing
Tom Hastings	Respiratory Care
Linda Huggins	Practical Nursing
Molly Jacobs	Health Sciences
Alfred Jones	Radiologic Technology
Margie Keeling	Practical Nursing
Karen Kelso	Nurse Aide
Sherry King	Surgical Technology
Ronda Kirkpatrick	Associate of Science in Nursing
Sandy Martin	Practical Nursing
Dr. Jennifer Mathews	Veterinary Technology
Florence McCutchen	Associate of Science in Nursing
Tammy Miller	Respiratory Care
Sharonda Murphy	Medical Assisting
Matthew Nolan	Radiologic Technology
Elizabeth Peace	Medical Assisting
Stephanie Pierce	Surgical Technology
Sharon Poitevint	Veterinary Technician
Missy Pullen	Paramedicine
Kerrie Salter	Paramedicine
Georgia Smith	Clinical Laboratory Tech
Buffie Spencer	Radiologic Technology
Amy Stewart	Patient Care Assisting
Magan Swilley	Practical Nursing
Anthony Turpin	Radiologic Technology
Michaela Underwood	Neuromuscular Massage Therapy
Gwen White	Nurse Aide
VACANT	Health Information Tech Mgmt

**FACULTY FOR THE
SCHOOL OF INDUSTRIAL TECHNOLOGY**

Thamantha Barnes	Drafting Technology
Andy Clark	Electronics Technology
Mike Clements	Air Conditioning Tech
Chad Faircloth	Electrical Construction and Maintenance
Ubaldo Gonzalez	Industrial Systems Technology
Thomas Graham	Automotive Technology
Ralph Griffith	Drafting Technology
Toby Heard	Automotive Technology
Steven Hewitt	Automotive Technology
Stephen Mathis	Electrical Construction and Maintenance
John McFarland	Carpentry
Glenn Mobley	Air Conditioning Tech
Tim Morton	Collision Repair
Brandon Reed	Welding and Joining Technology
Ken Robison	Carpentry
Sonny Scully	Welding and Joining Technology
Brad Simmons	Welding and Joining Technology
Marvin Smith	Industrial Systems Technology
Lynn Tanner	Automotive Technology
Vacant	Mechatronics

**FACULTY FOR THE
SCHOOL OF PROFESSIONAL SERVICES**

Jeremy Anderson	Land, Forest, Wildlife Management
Brandon Atkins	Criminal Justice Technology
Jessica Barfield	Early Childhood Care and Education
Sandra Buckholts	Early Childhood Care and Education
Joe Burnam	Land, Forest, Wildlife Management
Mary Evelyn Conger	Environmental Horticulture
Penny Copeland	Esthetics
Ann Dunn	Early Childhood Care and Education
Fred Ewell	Criminal Justice Technology
Joey Fowler	Fire Science Technology
Carolyn Jones	Early Childhood Care and Education
Tony Jones	Paralegal Studies
Sybil Knight	Early Childhood Care and Education
Sonja McDonald	Cosmetology
Karen Murray	Criminal Justice Technology
Tara Rakestraw	Criminal Justice Technology
Jennifer Reynolds	Social Work Assistant
Reba Smith	Early Childhood Care and Education
James Tompkins	Cosmetology
Paul Tompkins	Cosmetology
Donna Waters	Criminal Justice Technology
Cora Walden	Cosmetology
Kandace Whitfield	Cosmetology
Kerrie Wilson	Commercial Truck Driving

ADMINISTRATION & FACULTY CREDENTIALS

ADMINISTRATION

Dr. Craig R. Wentworth (2015)

President

Ed.D., University of Georgia
M.S., Valdosta State University
B.A., Valdosta State University

Joyce Halstead (2015)

Vice President for High School Initiatives/Enrollment Management

M.Ed., Valdosta State University
B.A., Thomas University

Carla Barrow (2015)

Dean for Academic Affairs

M. Ed., Valdosta State University
B.B.A., Valdosta State University

Christa Herring (2015)

Executive Assistant to the President

M.Ed., Valdosta State University
B.S., Valdosta State University

Abigail Carter (2015)

Dean for Academic Affairs

M.B.A., Brenau University
B.S., Auburn University

Kathryn Kent (2015)

Dean for Academic Affairs

M. Ed., Valdosta State University
B.S.Ed., Georgia Southern University

David Evans (2015)

Vice President for Operations

M. Ed., Valdosta State University
B.S., Valdosta State University
A.S., Abraham Baldwin Agricultural College
Diploma, Ben Hill-Irwin Technical College

Dennis Lee (2015)

Vice President for Economic Development

M.B.A., Valdosta State University
B.S., Georgia Institute of Technology

Jim Glass (2015)

Provost

M. Ed., Georgia Southwestern
B.A., Augusta State University

Amy Maison (2015)

Vice President for Institutional Advancement and Marketing

M.B.A., Thomas University
B.S., Florida Metropolitan University

Dr. Deborah L. Goodman (2015)

Vice President for Institutional Effectiveness

Ed.D., Oklahoma State University
M.S., Oklahoma State University
B.S., Oklahoma State University
Additional Graduate Studies:
Central State University,
Indiana University at Perdue University,
Troy State University at Dothan

Dr. Annie Laurie McElroy (2015)

Vice President for Academic Affairs

Ph.D., Georgia State University
M.Ed., Valdosta State University
B.S., Valdosta State University
Diploma, Georgia Baptist College of Nursing

Becky Richardson (2015)

Dean for Academic Affairs

Ed. Sp., Valdosta State University

M. Ed., Valdosta State University

B.S., Valdosta State University

A.S., Abraham Baldwin Agricultural College

Paul Roberts (2015)

Vice President of Administrative Services

B.S., Valdosta State University

Certified Public Accountant

Ken Strickland (2015)

Vice President for Strategic Initiatives

M.B.A., Valdosta State University

B.B.A., Valdosta State College

Leigh Wallace (2015)

Vice President for Student Affairs

M. Ed., University of Georgia

B.B.A., Southern University

FULL TIME FACULTY

Jeremy Anderson (2015)

Land, Forest, Wildlife Management
M.S., Georgia Southern University
B.S., Georgia Southern University

Brandon Atkins (2015)

Criminal Justice Technology
M.S., Valdosta State University
B.A., Valdosta State University

Beverly Bailey (2015)

Adult Education
M.A.T., Valdosta State University
B.S., Valdosta State University
A.A.S., Abraham Baldwin Agricultural College

Jessica Barfield (2015)

Early Childhood Care and Education
M.Ed., Valdosta State University
B.S., University of Georgia

Thamantha (Tammy) Barnes (2015)

Drafting Technology
A.A.S., Southwest Georgia Technical College

Lorie Barrow (2015)

Patient Care Assisting
M.S., University of Phoenix
B.A., LaGrange College
A.S., Darton College

Athalena Benton (2015)

Associate of Science in Nursing
M.S.N., Thomas University
B.S.N., Medical College of Georgia

Dr. Heidi Bivins (2015)

Natural Sciences
D.C., Life University
B.S., Berry College

Tamara Lanae Bryant (2015)

Associate of Science in Nursing
M.S.N., Walden University
B.S.N., Brenau Women's College
Certificate, Swainsboro Technical College

David Buckholts (2015)

Mathematics
B.S.Ed., Valdosta State University

Sandra Buckholts (2015)

Early Childhood Care and Education
B.S., Thomas University

Angela Bullard (2015)

Practical Nursing
B.S.N., Thomas University
A.S.N., Abraham Baldwin Agricultural College
Diploma, Darton College

Jonathon Burnam (2015)

Land, Forest, Wildlife Management
M.S., University of Georgia
B.S., University of Georgia

Jill Burnette (2015)

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

Patricia D. Christian (2015)

Business Administrative Technology
M.Ed., Florida Agricultural & Mechanical University
B.S., Florida Agricultural and Mechanical University
Additional Graduate Studies:
Valdosta State University
MOUS Certification

Andy Clark (2015)

Electronics Technology
Diploma, Moultrie Technical College

Rebecca Clark (2015)

Marketing Management
M.B.A., Georgia Southwestern State University
B.B.A., Georgia Southwestern State University

Mike Clements (2015)

Air Conditioning Tech
Diploma, Moultrie Technical College

Neil Clements (2015)

Business Management

M.B.A., Thomas University
B.S., Georgia Southern University

Cari Colby (2015)

Business Management

M.B.A., Albany State University
B.B.A., Georgia Southwestern State

Mary Evelyn Conger (2015)

Environmental Horticulture

M.Ed., University of Georgia
B.S., University of Georgia

Daniel Cooper (2015)

Tutor

M.S., Georgia Southern University
B.S., Mercer University

Penny Copeland (2015)

Esthetics

Diploma, Southwest Georgia Technical College

Theresa Corker (2015)

Associate of Science in Nursing

M.S., Thomas University
B.S., Thomas University
A.A.T., Southwest Georgia Technical College
Diploma, Cosmetology

Ruth Crockett (2015)

Practical Nursing

B.S.N., Thomas University
A.S., Darton College

Susan Davis (2015)

Business Management Technology

M.Ed., Valdosta State University
A.S., Abraham Baldwin Agricultural College

LaDonna Delk (2015)

Adult Education

M.Ed., Valdosta State University
B.S., Albany State College

Ann Dunn (2015)

Early Childhood Care and Education

M.Ed., Mercer University
B.A., Agnes Scott College

Charles Everett (2015)

Computer Information Systems

M.Ed., Valdosta State University
B.S., Thomas College
MCSE Certification
A+ Certified Service Technician
CCNA and CCNP Certification

Fred Ewell (2015)

Criminal Justice Technology

M.Ed., Troy University
B.A., Old Dominion University

Chad Faircloth (2015)

Electrical Systems Technology

A.A.T., Southwest Georgia Technical College
Diploma, Southwest Georgia Technical College

Lee Fletcher (2015)

Math

B.A., Catawba College

Sandy Fletcher (2015)

Surgical Technology

Diploma, Wiregrass Technical College

Kiosha Forston (2015)

Health Information Management Technology

Diploma

Joseph Fowler(2015)

Fire Science Technology

Diploma, Moultrie Technical College

Ed Fritz (2015)

Computer Information Systems

M.S., Bellevue University

Ubaldo Gonzalez (2015)

Industrial Systems Technology

Diploma, East Central Technical College

Personnel/Faculty Credentials

Thomas L. Graham (2015)

Automotive Technology

Diploma, Thomas Technical Institute

Mattie Grant (2015)

Adult Education

M.S., LaGrange College

Tamara Gray (2015)

Mathematics

M.S., Georgia Southern University

B.S., Savannah State College

Sandra Griffin (2015)

Adult Education

B.S., Valdosta State University

A.S., Abraham Baldwin Agricultural College

Ralph Griffith (2015)

Drafting Technology

B.S.Ed., Valdosta State University

A.A.S., Bainbridge College

Diploma, Southwest Georgia Technical College

Claudia Grooms (2015)

Associate of Science in Nursing

M.S.N., Valdosta State University

B.S.N., Valdosta State University

Nancy Hall (2015)

Patient Care Assisting

B.S.N., Thomas University

A.S.N., Abraham Baldwin Agricultural College

Diploma, Moultrie Technical College

Terry Harper (2015)

Associate of Science in Nursing

M.S.N., University of Phoenix

B.S.N., University of Phoenix

A.D.N., Darton College

Diploma, Thomas Technical College

Catina Hart-Jones (2015)

Associate of Science in Nursing

M.S.N., Walden University

B.S.N., Thomas University

A.D.N., Georgia Southwestern State University

Tom Hastings (2015)

Respiratory Care

B.S., University of Florida

A.S., Valencia Community College

Toby Heard (2015)

Automotive Technology

Diploma, Wiregrass Technical College

Steven Hewitt (2015)

Automotive Technology

Certification, A.S.E.

Rick Horton (2015)

Tutor

M.S., Troy State University

B.S., Delta State College

Dr. Jorge Houed (2015)

Natural Sciences

M.D., Universidad Central del Este

Linda Huggins (2015)

Practical Nursing

A.S.N., Abraham Baldwin Agricultural College

Molly Jacobs (2015)

Health Sciences

B.S.N., Georgia Southern University

Alfred Jones (2015)

Radiologic Technology

M.S., Capella University

B.S., Valdosta State University

A.A.S., Valdosta State University

Diploma, Wiregrass Technical College

Carolyn Jones (2015)

Early Childhood Care and Education

M.A., Ashford University

B.S., Valdosta State University

Tony Jones (2015)

Paralegal Studies

J.D., Georgia State University

B.A., Fort Valley State University

Margie Keeling (2015)

Practical Nursing

R.N., Diploma; Highsmith-Rainey Memorial Hospital

Margaret Kelly (2015)

Adult Education

M.A., University of Massachusetts
B.S., Salem State College
A.A., Berkshire Community College

Karen Kelso (2015)

Nurse Aide

M.S.N., Valdosta State University
B.S.N., Thomas University
Diploma, Georgia Baptist School of Nursing

Sherry King (2015)

Surgical Technology

A.S.N, South Georgia State College
Diploma, Gulf Coast Community College

Ronda Kirkpatrick (2015)

Associate of Science in Nursing

M.S.N., Thomas University
B.S.N., Thomas University

Sybil Knight (2015)

Early Childhood Care and Education

Ed.S., Nova Southeastern University
M.S., Nova Southeastern University
B.S.Ed., Valdosta State University
A.S., Abraham Baldwin Agricultural College

Linda Lofton (2015)

Business Administrative Technology

B.S., University of Georgia
A.A., Virginia Intermont College

Barry Marshall (2015)

Business Administrative Technology

Diploma, Wiregrass Technical College

Sandy Martin (2015)

Practical Nursing

M.S., XXXX
B.S., XXXX

Dr. Jennifer Mathews (2015)

Veterinary Technology

Ph.D., Ohio State University
D.V.M., University of Florida
M.S., University of Florida
B.S., University of Georgia

Stephen Mathis (2015)

Electrical Systems Technology

Certificate, Moultrie Technical College

Florence T. McCutchen (2015)

Associate of Science in Nursing

M.S.N., Florida State University
B.S.N., University of Pennsylvania
Diploma, Holy Name Hospital School of Nursing

Sonja McDonald (2015)

Cosmetology

License, Master Cosmetologist

John McFarland (2015)

Carpentry

Diploma, Moultrie Technical College

Tammy Miller (2015)

Respiratory Care

M.Ed., Valdosta State University
B.S., Berry College
Diploma, Thomas Technical Institute

Glen Mobley (2015)

Air Conditioning Technology

Diploma, Bainbridge College

Joel Moore (2015)

Natural Sciences

M.S., Florida State University
B.S., University of Southern Mississippi
A.S., Pearl River Community College

Tim Morton (2015)

Collision Repair

Diploma, Wiregrass Technical College

Sharonda Murphy (2015)

Medical Assisting

A.A.S., Virginia College

Personnel/Faculty Credentials

Karen Murray (2015)

Criminal Justice Technology

M.S., Columbus State University
B.S., Thomas University

Matthew Nolan (2015)

Radiologic Technology

M.Ed., Valdosta State University
B.S., Medical College of Georgia

Christine Parrish (2015)

Computer Information Systems

M.Ed., Valdosta State University
B.S., University of Georgia
Microsoft Certified Application Specialist (MCAS)

Elizabeth Peace (2015)

Medical Assisting

A.S.N., Darton College

Gwen Pittman (2015)

Learning Support

M.Ed., Valdosta State University
B.S., Thomas University

Sharon Poitevint (2015)

Veterinary Technician

A.S., Abraham Baldwin Agricultural College

Missy Pullen (2015)

Paramedicine

B.S.N., University of Phoenix
A.S.N., Darton College
EMT/Paramedic Diploma, Valdosta Technical College

Tara Rakestraw (2015)

Criminal Justice Technology

M.S., Regis University
B.S., Valdosta State University
A.S., Abraham Baldwin Agricultural College

Brandon Reed (2015)

Welding and Joining Technology

Diploma, Moultrie Technical College

Benjamin Rehberg (2015)

Computer Information Systems

B.S., Colorado Technical University

Jennifer Reynolds (2015)

Social Work Assistant

M.S.W., Valdosta State University
B.S.W., Thomas University

Ken Robison (2015)

Carpentry

Diploma, Moultrie Technical College

Courtney Royal (2015)

Social and Behavioral Sciences

M.S., Valdosta State University
B.S., Thomas University

Ron Rushing (2015)

Mathematics

M.S., Clemson University
B.A., Troy State University

Kerrie Salter (2015)

Paramedicine

A.A.S., Bainbridge College
Diploma, Southwest Georgia Technical College

Hamilton Scott (2015)

Mathematics

M.S., East Tennessee State University
B.S., East Tennessee State University

James (Sonny) Scully (2015)

Welding & Joining Technology

A.S., Thomas University
Diploma, Thomas Technical Institute

Charles (Andy) Semones (2015)

Adult Education

B.S. Millikin University
A.A. Richland Community College

Brad Simmons (2015)

Welding and Joining Technology

Diploma, Moultrie Technical College

Georgia Smith (2015)

Clinical Laboratory Technology

M.B.A., Ashford University
B.S., Thomas University
A.A.S., Southwest Georgia Technical College

Marvin Smith (2015)

Industrial Systems Technology
Diploma, Moultrie Technical College

Reba Smith(2015)

Early Childhood Care and Education
Ed.D., Valdosta State University
Ed.S., Valdosta State University
M.Ed., Valdosta State University
B.Ed., Valdosta State University

Dr. Jay Snodgrass (2015)

Humanities and Fine Arts
Ph.D., Florida State University
M.F.A., Florida International University
B.A., Virginia Commonwealth University

Buffie Spencer (2015)

Radiologic Technology
M.S., Capella University
B.S., Valdosta State University
A.A.S., Thomas University
Diploma, Southwest Georgia Technical College

Amy Stewart (2015)

Patient Care Assisting
A.D.N., Abraham Baldwin Agricultural College

Kris Strawder (2015)

Computer Information Systems
B.A., LaGrange College
A.S., Darton College

Maria Studebaker-Coppage (2015)

Humanities and Fine Arts
M.A., Our Lady of the Lake University
B.A., Our Lady of the Lake University

Magan Swilley (2015)

Practical Nursing
M.S.N., Thomas University
B.S.N., Valdosta State University

Lynn Tanner (2015)

Automotive Technology
M.Ed., Valdosta State University
B.S., Valdosta State University

Melody Tawzer (2015)

Accounting
M.B.A., Albany State University
B.B.A., Valdosta State University
A.S., Abraham Baldwin Agricultural College

Jason Tillman (2015)

Humanities and Fine Arts
M.A., Valdosta State University
B.A., Valdosta State University

James Tompkins (2015)

Cosmetology
Diploma, Moultrie Technical College

Paul Tompkins (2015)

Cosmetology
Diploma, Moultrie Technical College

Tony Turpin (2015)

Radiologic Technology
B.S., Georgia Southwestern State University
Diploma, Southwest Georgia Technical College

Michaela Underwood (2015)

Neuromuscular Massage Therapy
Diploma, Moultrie Technical College

Cora Ann Walden (2015)

Cosmetology
Diploma, Southwest Georgia Technical College

Summer Washington (2015)

Social and Behavioral Sciences
M.S., Valdosta State University
B.S., Valdosta State University

Donna Waters (2015)

Cosmetology
Diploma, East Central Technical College

Thomas Garrett Westbrook (2015)

Accounting
M.S., Georgia Southern University
B.S., Georgia Southern University

Gwen White (2015)

Nurse Aide
A.S., Darton College

Personnel/Faculty Credentials

Kandace Whitfield (2015)

Cosmetology

Diploma, Moultrie Technical College

Angela Willis (2015)

Humanities and Fine Arts

M.A., Valdosta State University

B.A., Florida State University

Steve Wooten (2015)

Mathematics

Ed.S., Florida State University

M.Ed., Valdosta State University

B. S., Valdosta State University

Michael Young (2015)

Social and Behavioral Sciences

M.Ed., Valdosta State University

B.S., Valdosta State University

A.A., Los Angeles City College

A.A.S., Community College of the Air Force

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